

STAGEBRIDGE

Stagebridge Guide: How to Zoom

(updated 12.4.2020)

For some of you, digital education might seem scary, but Stagebridge staff is here to help!

For one-on-one “digital Zoom coaching,” email Lily (lily@stagebridge.org) or Julius (julius@stagebridge.org) or contact our Digital Customer Service line at (510) 210-3773 on weekdays from 10am - 4pm.

We are making it easy for all students to take our liberating and creativity-fueled classes!

Follow this step-by-step guide on how to get started on Zoom:

Step 1: Obtain materials

Step 2: Create a basic Zoom account

Step 3: Join a Zoom meeting / a Stagebridge class

Step 4: Ensure your audio and video are connected

Step 5: Familiarize yourself with the features in your Zoom meeting window

Step 6: Connecting on Zoom via Phone

Step 7: Review Other Zoom Features

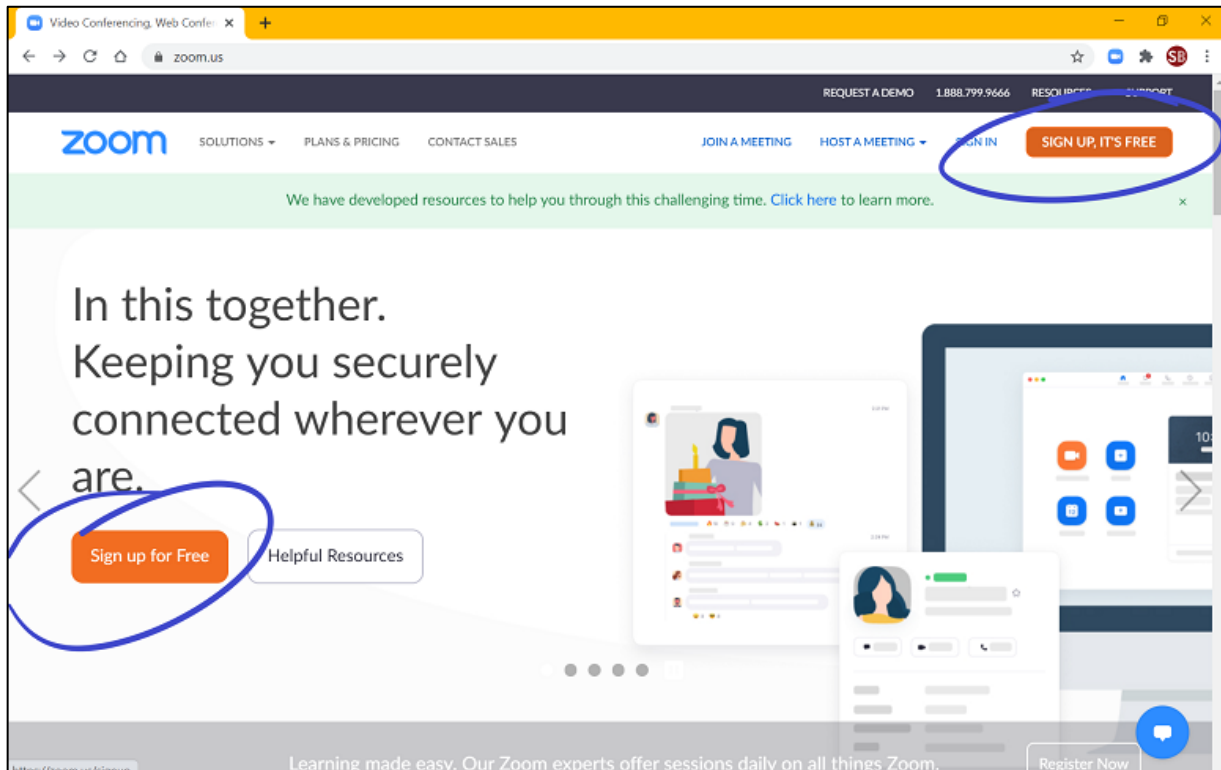
Step 8: Review General Tips

Step 1: Obtain materials

1. Device: computer / laptop / tablet / smart phone / mobile
2. Web camera attached to your device (enabled in system preferences)
3. Microphone – internal or external (enabled in system preferences)
4. Internet connection
5. Access to your E-mail inbox

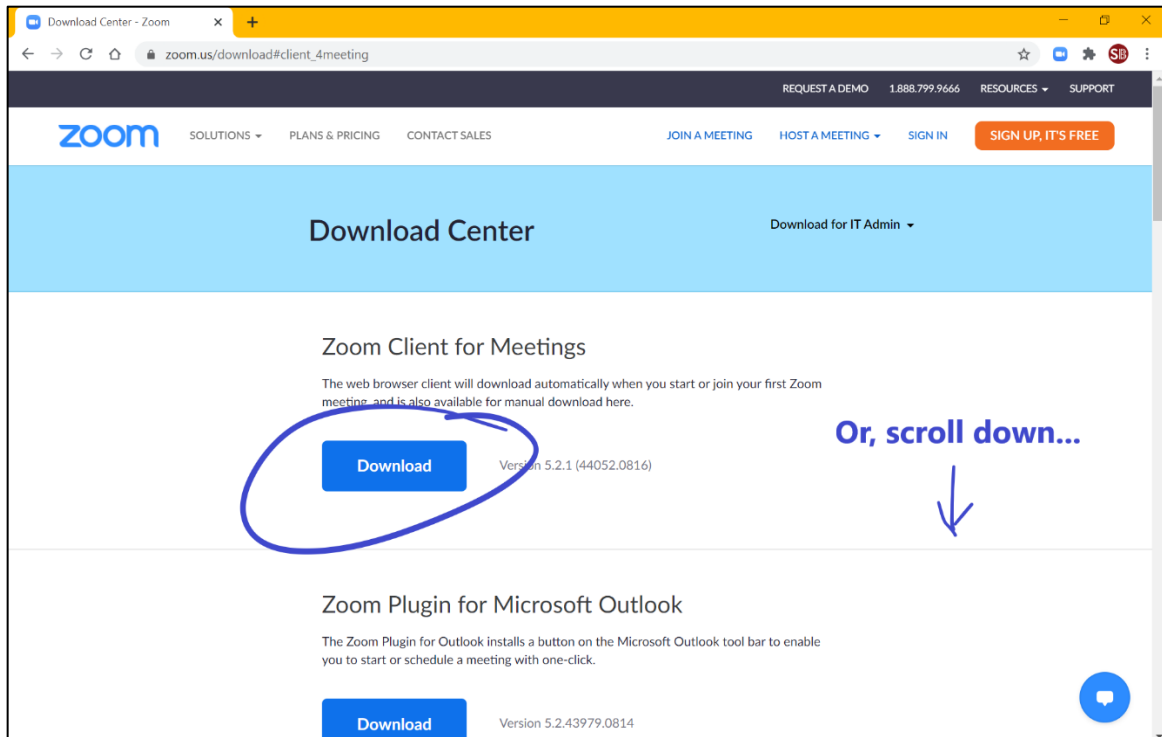
Step 2: Create a basic Zoom account

1. Go to www.Zoom.us to sign-up for a **FREE** basic Zoom account. (See image below.)

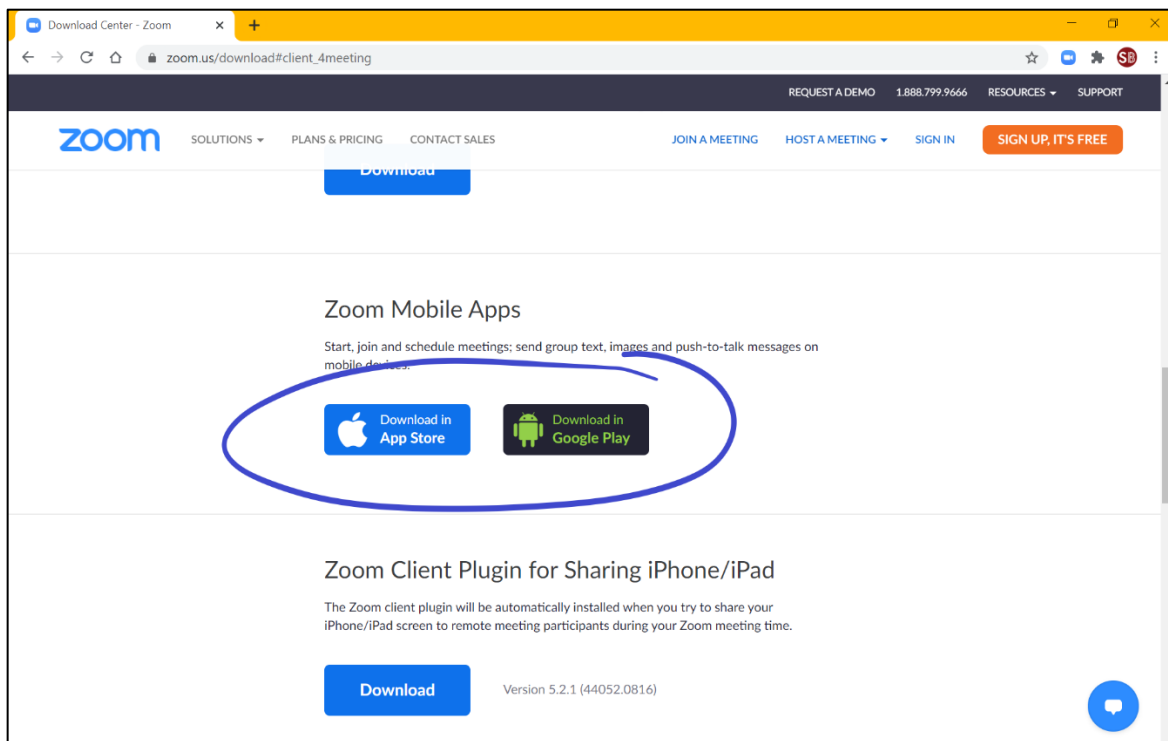


- a. Verify your date of birth.
- b. Insert your preferred e-mail address.
- c. Look for incoming email from Zoom and proceed to activate your account by clicking **Activate Account**.
- d. Fill in your information + create a password: Name, Last Name, Password, Password again. Click **Continue**.
- e. Invite your friends to join! Or proceed to check the box that says you are not a robot and click on **Skip This Step**.
- f. Ta-da! You now have your own free Zoom account. Click on **Go to My Account** to begin exploring.

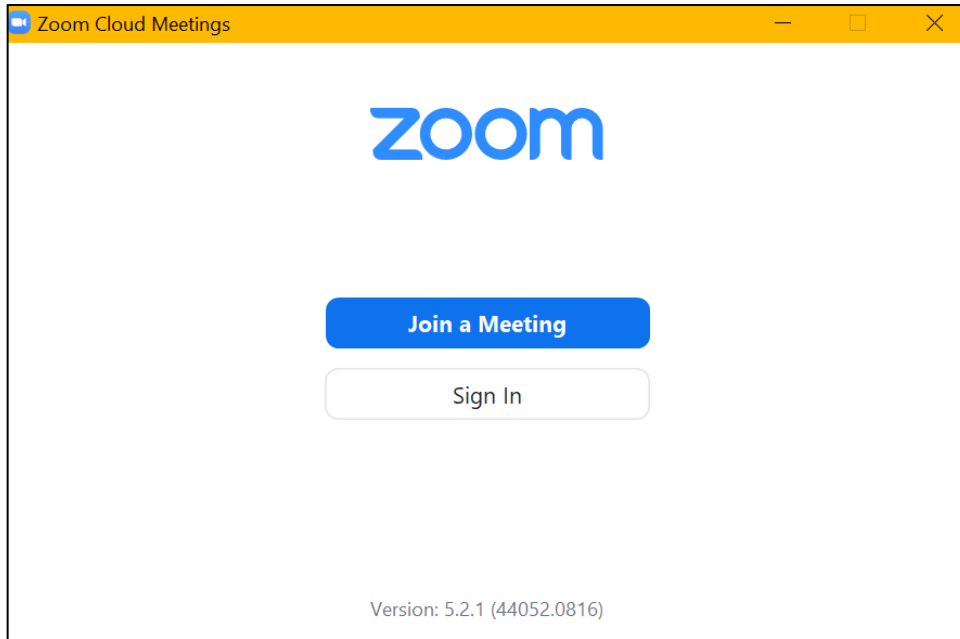
2. Download the Zoom application in your device's designated store i.e. Apple Store or Google Play Store, or visit the [Zoom Download Center](https://zoom.us/download) to find the ideal download for your device
 - a. If you are using a computer or laptop, we recommend downloading **Zoom Client for Meetings**



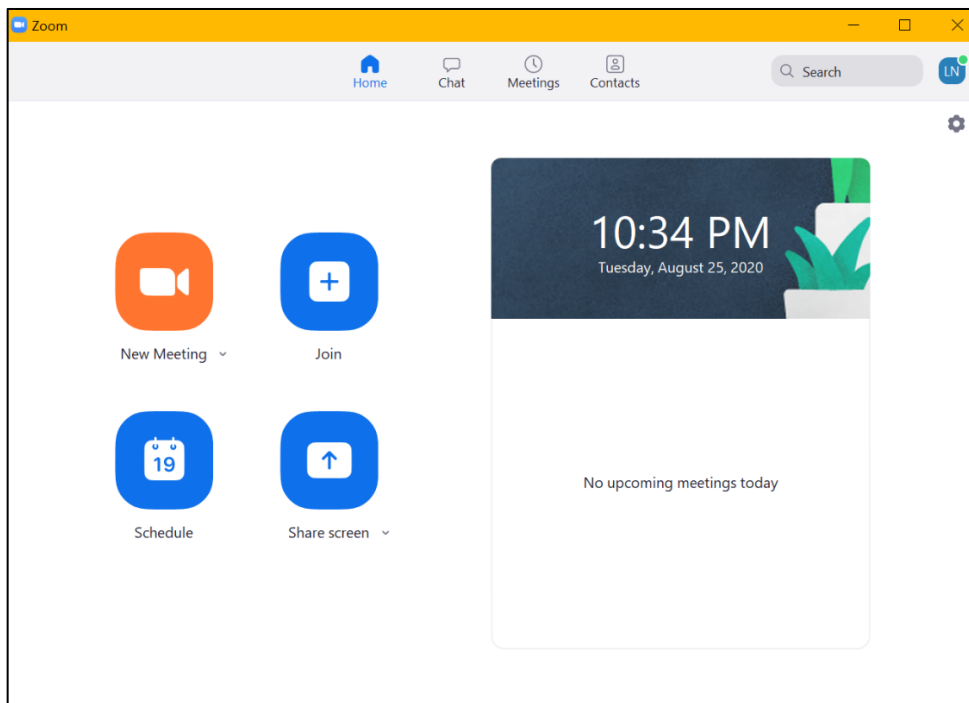
- b. If you are using a tablet or smart phone, we recommend downloading **Zoom Mobile Apps**



3. For **computer/laptop** users: Here is a quick how-to on downloading and launching a new program/software
- After download is complete, open your Downloads folder and double-click on the **ZoomInstaller.exe** file.
 - A dialog box will appear. Follow the instructions to install Zoom.
 - Once Zoom Client is installed, open Zoom from either the “Start” menu, Applications or, Zoom will instantly open after installation is complete. Like this:



- Proceed to sign-in with the information established from Step 2.
- Once signed in, the Zoom Client will look like this:



- f. Play around and familiarize yourself with the Zoom Client! The **+Join** button will be your best friend when joining meetings each week.

4. For **tablet/smart phone** users: Here is a quick how-to download and launch Zoom
- Download **ZOOM Cloud Meetings** in your Applications Store. iPhone users: look for the Apple Store icon. Android users: look for the Google Play Store. The Zoom application is **FREE** to download. (See image 1 + 2)
 - Once download is complete, open the Zoom application
 - Proceed to **sign-in** with the information established from Step 2. (See image 3)
 - Once signed in, the screen should look like image 4



1

2


3

4

Step 3: Join a Zoom meeting / a Stagebridge class.

1. Once Stagebridge confirms your registration, Staff/Instructor will send you an email with a special, detailed Zoom invitation.
2. The Zoom invitation will include 1-3 ways to access the online meeting:
 - a. Website / URL
 - b. Meeting ID to use through the Zoom interface or mobile Application
 - c. Phone number to dial, as like entering a traditional conference call
 - d. Example:
Zoom invitation may look like this or simply include components of points a, b, and/or c:

Joy of Dance - March 31 - Bruce Bierman

 stagebridge.oakland@gmail.com sent by Google Calendar
Tuesday, March 31, 2020 at 2:43 PM
To: Lily Nguyen; stagebridge.oakland@gmail.com; Julius Rea

Hi there,

Make sure to get your computer, laptop, phone or device ready 10 minutes before the start of class and have fun!

Joy of Dance - March 31 - Bruce Bierman
When Tue Mar 31, 2020 3pm – 5pm Pacific Time - Los Angeles
Where <https://us04web.zoom.us/j/723812725> (map)
Who • stagebridge.oakland@gmail.com - organizer

Stagebridge Staff is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
<https://us04web.zoom.us/j/723812725>

Meeting ID: 723 812 725

One tap mobile
+16699006833,,723812725# US (San Jose)
+14086380968,,723812725# US (San Jose)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 408 638 0968 US (San Jose)
+1 346 248 7799 US (Houston)
+1 646 876 9923 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
Meeting ID: 723 812 725
Find your local number:
<https://us04web.zoom.us/j/723812725>

a. website / URL

b. Meeting ID

c. Dial conference phone number

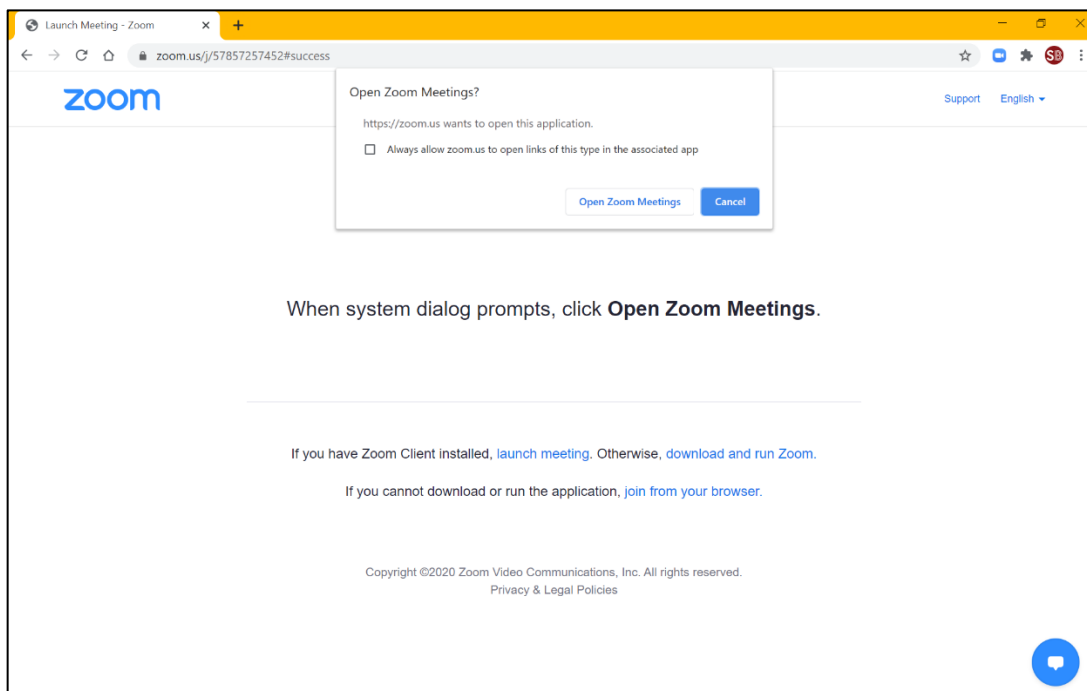
e. Note: The **Meeting ID** is...

- a special series of numbers assigned to the scheduled Zoom meeting
- always listed at the end of the website link / URL
- the second set of numbers after the conference phone number (When joining via phone, dial phone number first followed by Meeting ID.)

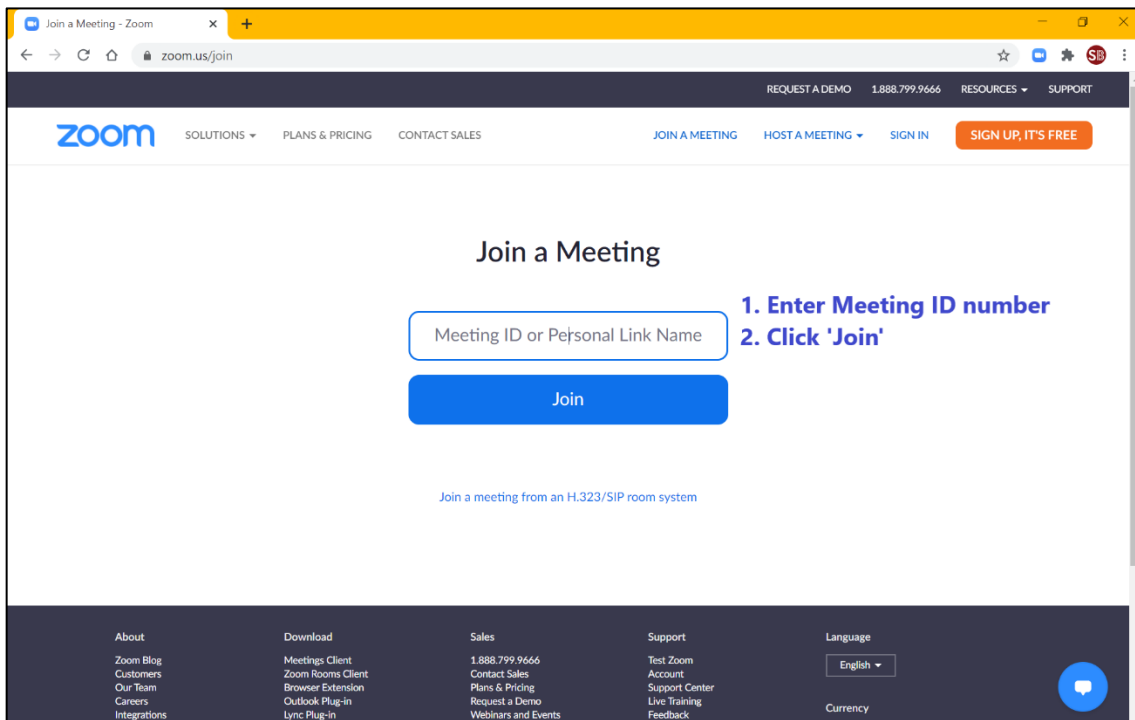
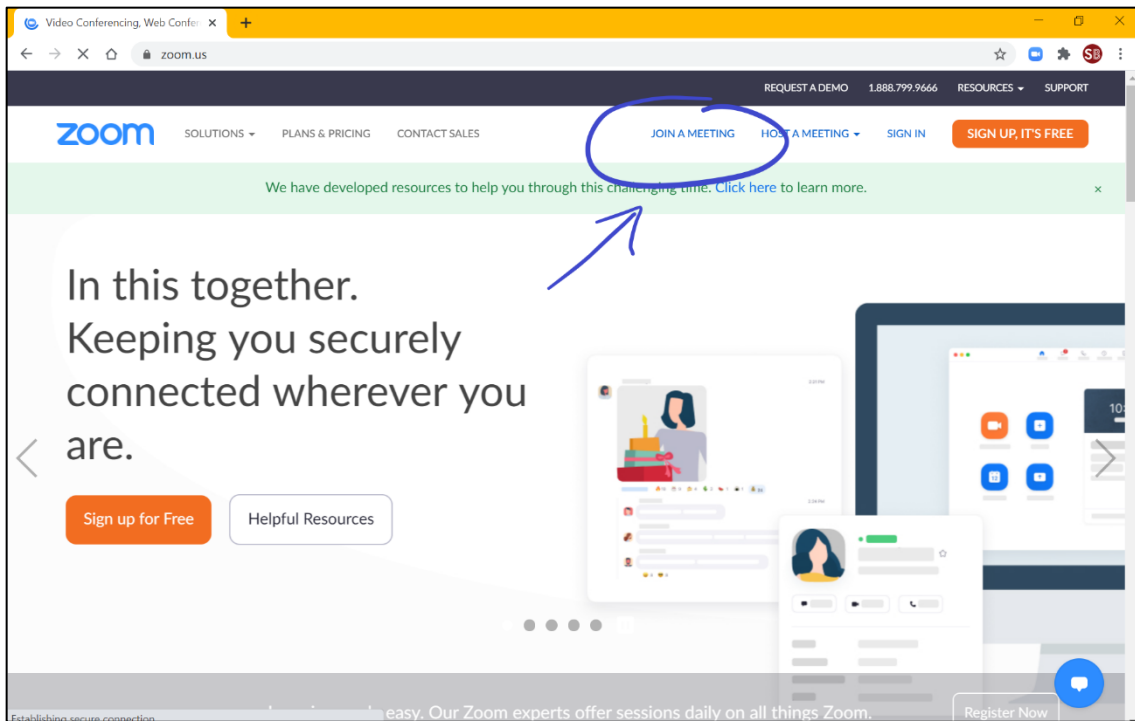
Pro-tip! Each Stagebridge class is designated a **URL + Meeting ID + Password**. Save / bookmark the email Zoom invitation or write down the **Meeting ID + Password** because meetings are set as recurring. This way, you can join class in a few clicks and taps each week!

3. There are **3 different ways** to join your Zoom meetings on your **computer/laptop**:

a. **1st way:** Click on the URL in the e-mail. The webpage will open in a new window and look like this:

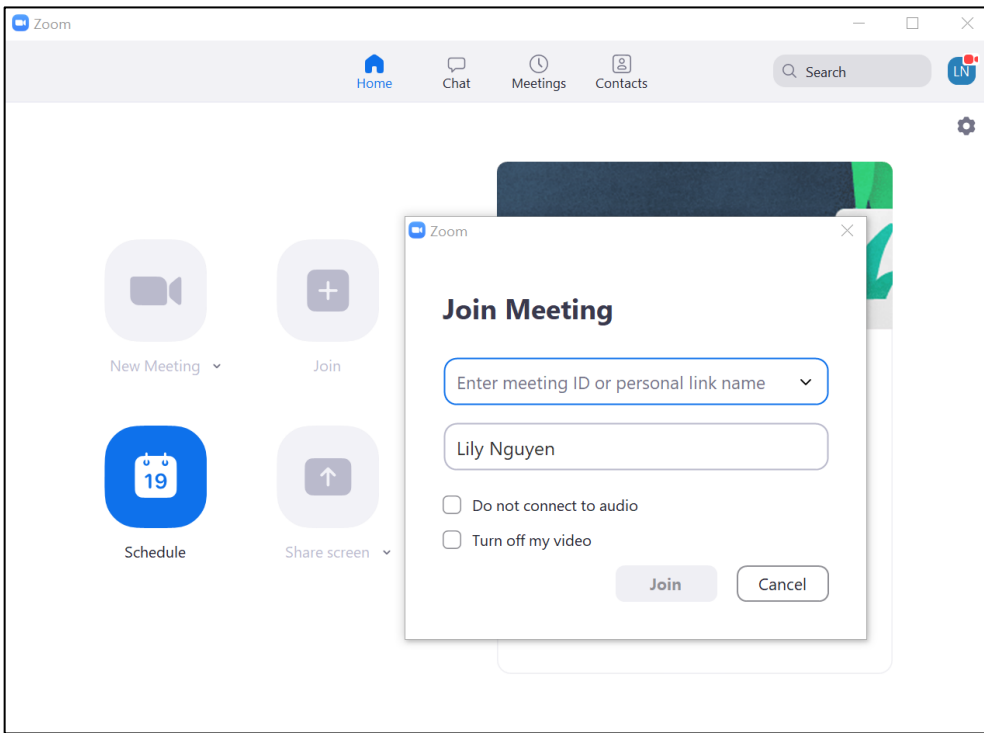
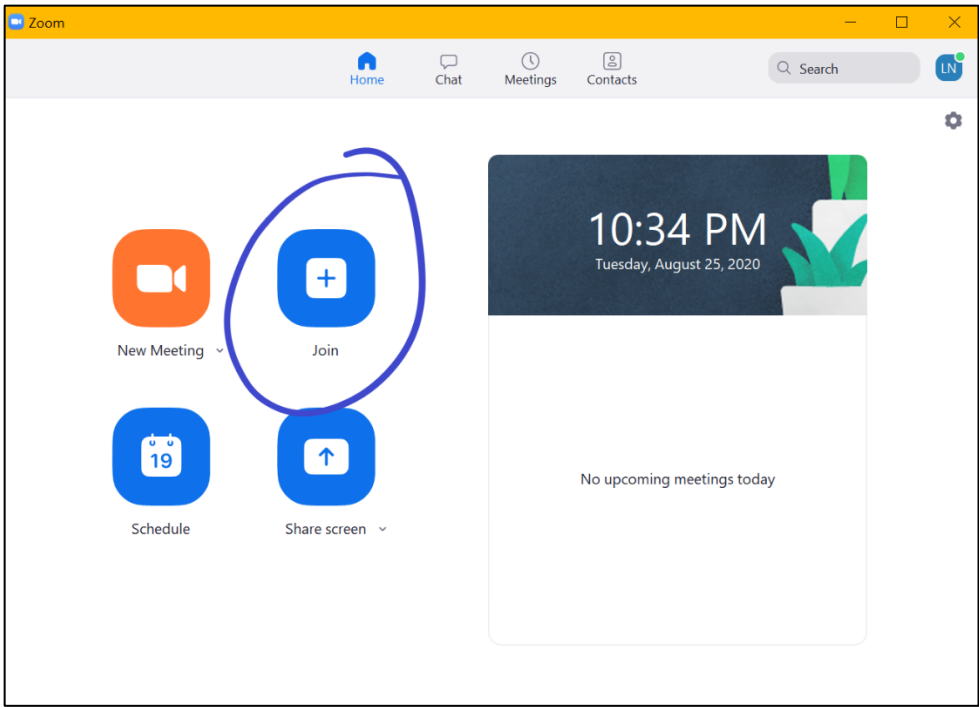


- Click **Open Zoom Meetings**
 - If the page does not prompt you to 'Open Zoom Meetings' then follow as the page suggests: if you have the Zoom Client installed on your device, click on **launch meeting**. This will open your Zoom Client (see image in 3c from Step 2)
 - If you do not have Zoom Client installed, click on **join from your browser**.
- b. **2nd way:** (Follow with images below)
- Go to www.zoom.us.
 - Click on Join Meeting
 - Input Meeting ID number
 - Click Join
 - Follow the steps listed in previous point **a.** to access your Zoom class



c. **3rd way:** (Follow with images below)

- Open Zoom Client.
- Click **+Join**
- Input Meeting ID
- Input Password (if applicable)
- Click Join



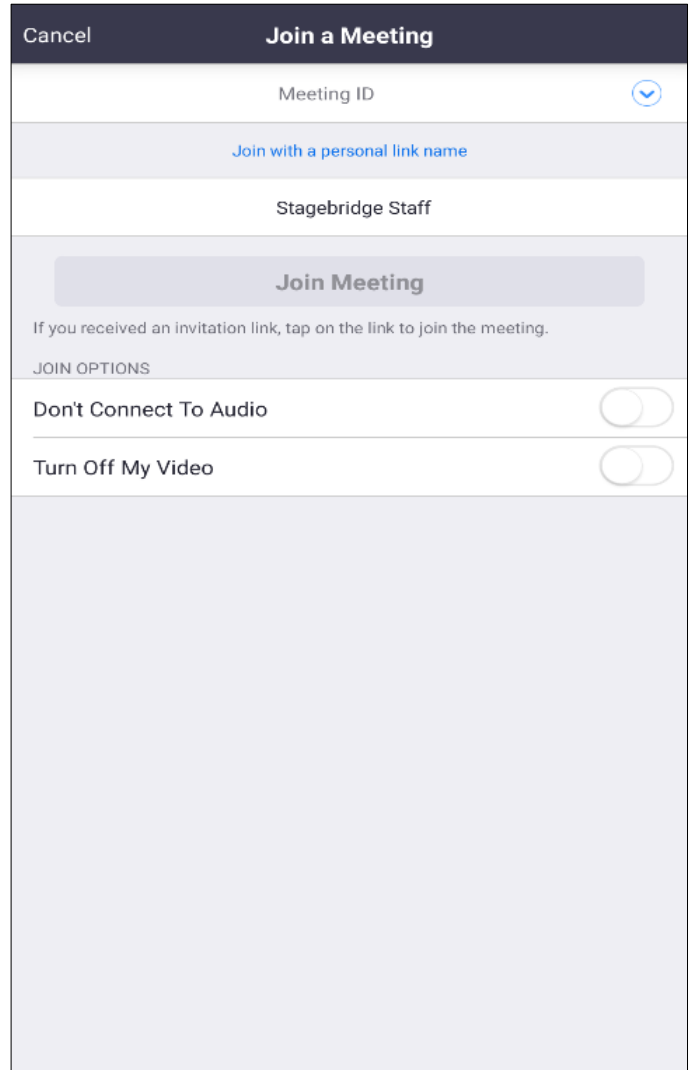
4. To join your Zoom class meeting on your **tablet or smart phone**:

a. Click **+Join**. (↓)



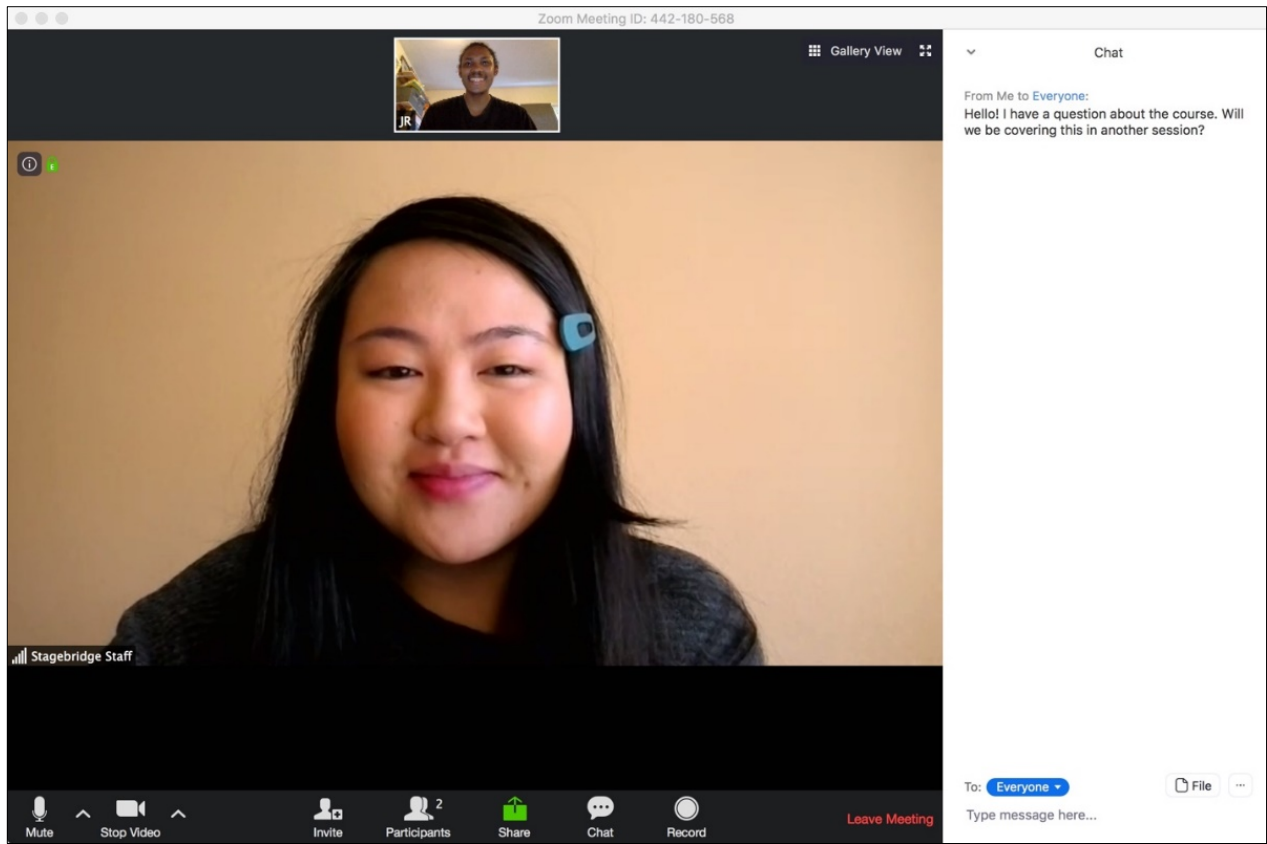
b. Input **Meeting ID + Password** (if applicable)

c. click **Join Meeting**. (↓)



5. Once password is accepted, you will be admitted into the Zoom meeting. **OR** you will be placed in a Waiting Room before your instructor admits you into class.

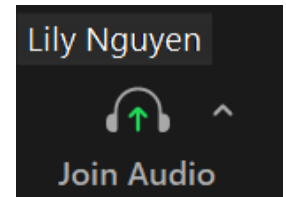
6. Your Zoom class will look like this:



Step 4: Ensure your audio and video are connected (or just audio if you do not wish to use your device's camera)

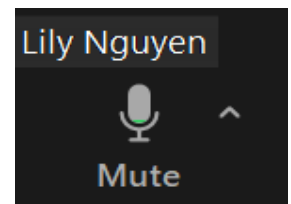
1. Audio

- a. You will be prompted to join with audio as soon as you join the Zoom meeting. If you are not prompted, click the **Join Audio** icon at the bottom of your screen. (See image on right.)

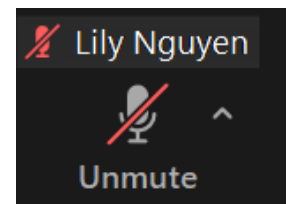


- b. Make sure your speaker volume is powered on and dialed up.

- c. Once audio is connected, you will see a microphone icon. Make sure there is not a red slash across the microphone with “Mute” underneath. (See image on right.)



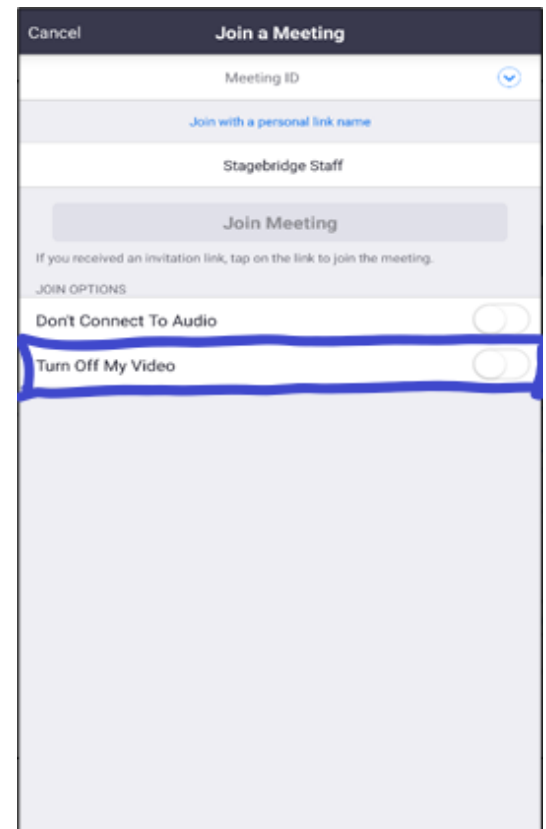
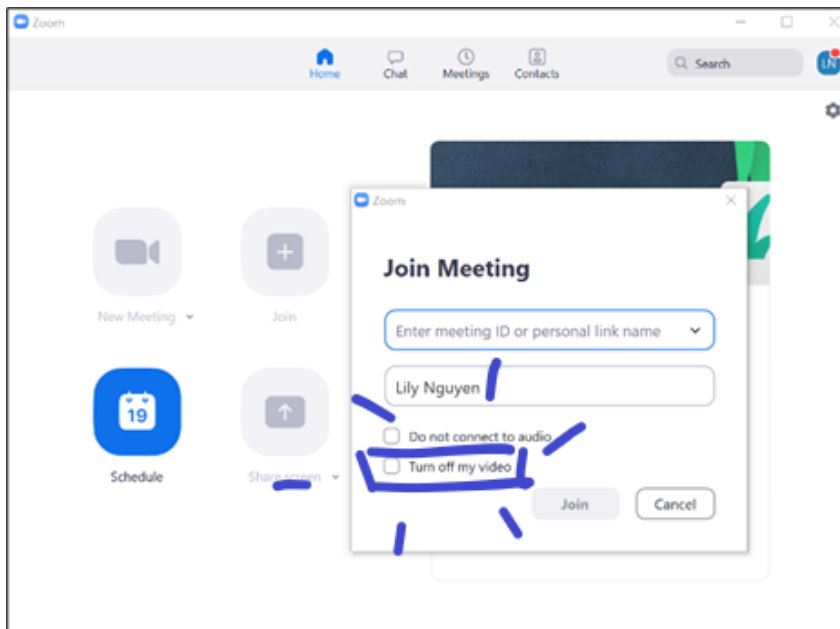
- d. If there is a red line over the microphone icon with “Unmute” underneath, your audio is disconnected. No one can hear you speak. (See image on right.)



- e. To connect your audio, click on the microphone to “Unmute” yourself. This feature is great to use to limit background noise that could be disruptive to the class.

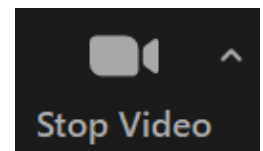
2. Video

- a. Notice the option to **Turn Off My Video** before joining a meeting. (See images below for both computer and mobile users.)



- By checking **Turn Off My Video**, your camera will not connect once you join the meeting.
- By leaving the **Turn Off My Video** option unchecked, your camera will automatically connect once you join the meeting.

- b. Once video is connected, you will see a camera icon with “Stop Video” underneath. You should be able to see yourself onscreen alongside your classmates. (See image on right.)



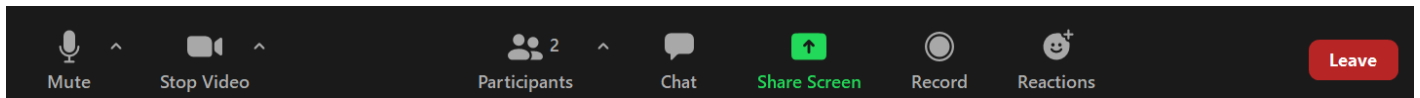
- c. If there is a red line over the camera icon with “Start Video” underneath, this means your camera is disconnected. No one can see you. (See image on right.)



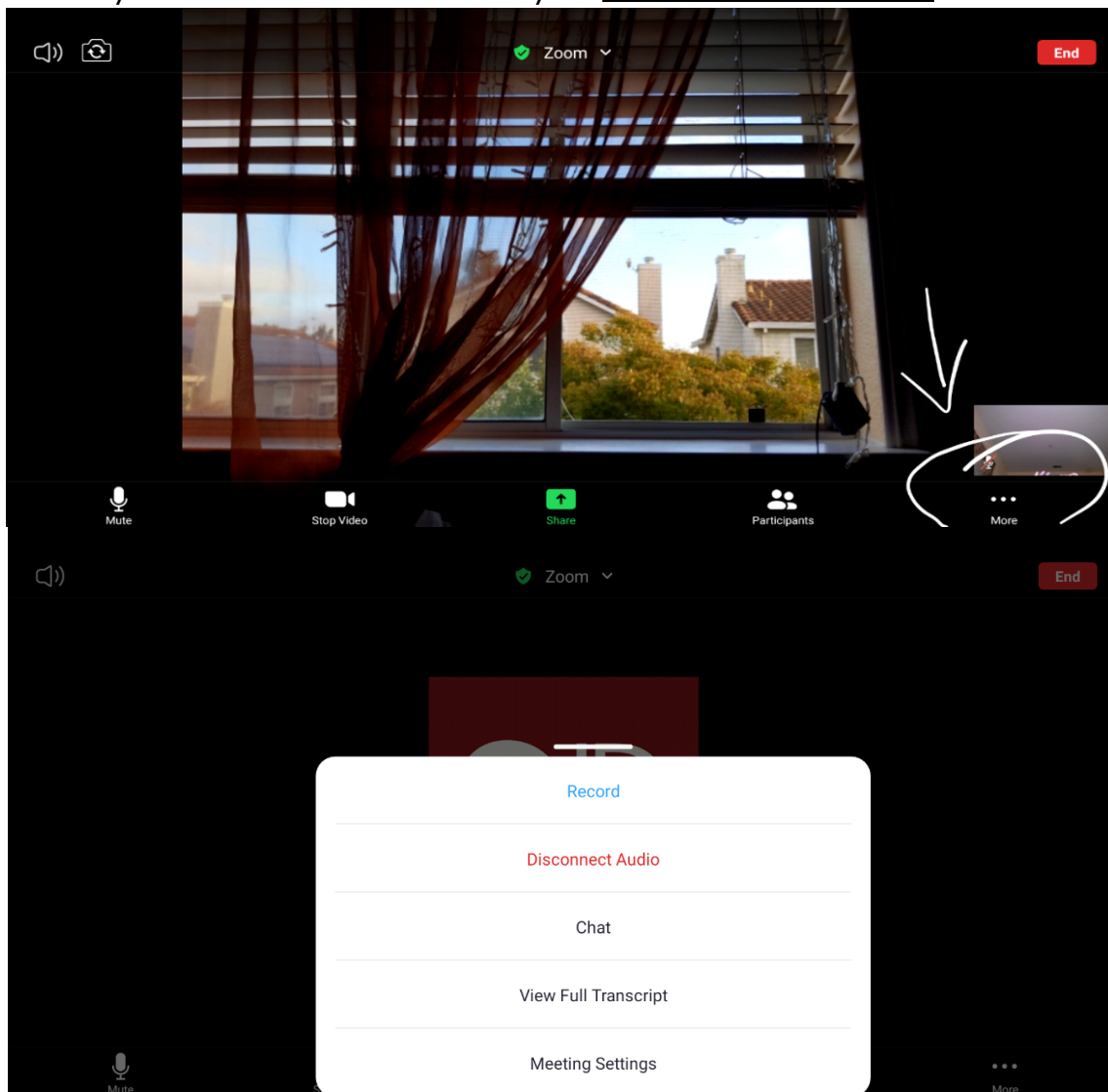
- d. To connect/disconnect your camera, click on the camera icon to turn on/off your camera. This feature is great to use when you do not want to be in view or if you need to step away momentarily.

Step 5: Familiarize yourself with the features in your Zoom meeting window

1. This is how part of your Zoom screen will look on your **Computer or Laptop**:



2. This is how your Zoom screen will look on your **Smart Phone or Tablet**:



3. On your screen you will find the following features:
- ❖ Mute (self-muting, volume)
 - ❖ Stop Video (cutting your video feed, adding a digital background)
 - ❖ Participants (an active list of participants and audio, video statuses)
 - ❖ Chat (instant message with individual participants or the group)
 - ❖ Share (sharing portions your screen) *
 - ❖ Record (record sessions of the meeting) *
 - ❖ Reactions (thumbs up/applause emojis)
 - ❖ Leave (leave the meeting at any time)
 - ❖ End (only “hosts” can end the meeting at any time)
 - ❖ View Full Transcript (“hosts” can turn on closed captioning)
 - ❖ Meeting Settings (adjust your video conferencing experience)
- *Must be given permission by Zoom host to use features.*

Pro-tip! Join a meeting with a friend or start your own meeting by yourself to play around with the features on Zoom! Practice will help you familiarize yourself with all the features and enhance your experience as a Zoom user.

4. Instructors (or “hosts”) will have additional privileges. As a student and participant – you do not need to worry about this! If you want to learn more about scheduling your own Zoom meeting and being a “host” – reach out to Lily or Julius or visit www.zoom.us/resources for more information!

Step 6: Connecting on Zoom via Phone

If you are more comfortable calling into your session, this simple phone option is available as well!

*Check with instructor beforehand if joining class via phone conference is appropriate for the class curriculum.

1. What you will need:
 - Phone, cellular or land line
 - Microphone (enabled in system preferences)
2. Most smart phones with access to email will be able to use the “**One tap mobile**” feature.



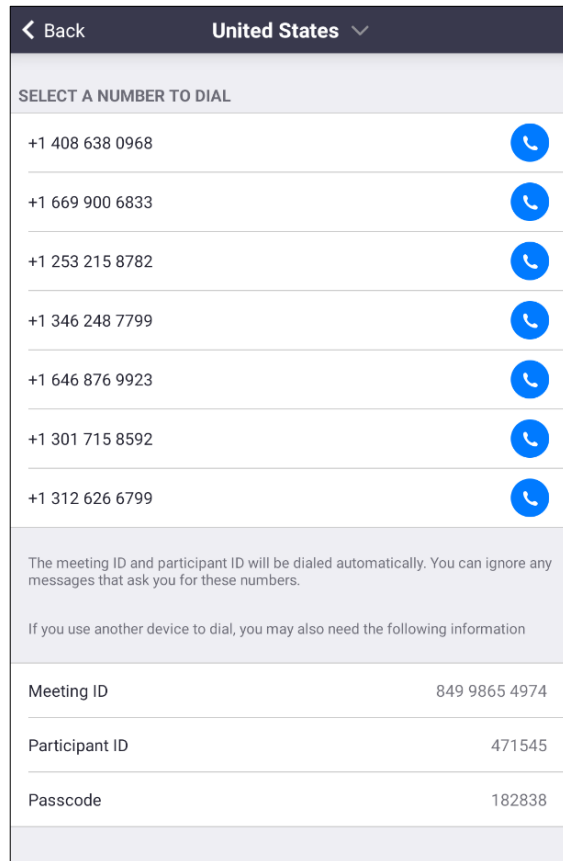
If “**One tap mobile**” does not work,

call into your meeting using a phone number demarcated by your location — “(San Jose)” if you are based in the Bay Area.

While you will not be able to see your classmates + instructor, you will be able to talk and follow along.

3. Regardless of what device you are using (Smart Phone, Computer, etc.) you can always join a Zoom meeting by teleconferencing/audio conferencing (using a traditional phone).

Phone numbers are typically listed in the Zoom invitation, but you can also access them in your Zoom meetings. (See images below.)



Dial-in audio conferencing feature is useful when:

- you do not have a microphone or speaker on your PC/Mac,
- you do not have a smartphone (iOS or Android) while on the road, or
- you cannot connect to a network for video and VoIP (computer audio)

4. Visit this helpful page if you want to learn more about joining a Zoom meeting by phone: [Join by Phone](#)

Step 7: Review other Zoom Features

1. Adding or Changing a Profile Picture
 - a. Sign-in to Zoom account at www.zoom.us
 - click on **Profile** listed on left side of page
 - look for profile icon/photo and click **Change**
 - click **Upload**
 - or adjust your current picture by using the crop feature
2. Enabling Closed Caption
 - a. Sign-in to Zoom account at www.zoom.us
 - click on **Account Management** then **Account Settings**
 - click the **Meeting** tab
 - verify that **Closed Caption** is enabled.
 - b. If the setting is disabled, click the toggle to enable it. If you want this to be a mandatory setting, click the lock icon.

Step 8: Review General Tips

- When entering a class meeting, please be aware of the “Mute” option. It can be imperative to mute yourself while the instructor is leading the class, or a fellow student is talking or performing.
- Once again, you do not have to purchase anything on Zoom. Any upgrades are not necessary for classes.
- DO NOT SHARE ANY PERSONAL INFORMATION, such as bank account information, health backgrounds, or social security numbers.
- Ambient noises are inevitable but avoidable if students...
 - Prepare to join class in a quiet, distraction-free area.
 - Use headphones (or headphone with an attached microphone, such as for driving purposes) while taking classes.
- Remember, you can contact Lily (lily@stagebridge.org) or Julius (julius@stagebridge.org) for further digital conferencing coaching.