

A Step-by-Step Guide to Zoom – PC Computer



We have all had to adapt to a new normal during this pandemic, and many ways that we communicate and participate in programming has changed. Thanks to applications like Zoom, we can socialize, exercise, and have meetings from the comfort and safety of our homes.

If this is your first time using Zoom, we hope this guide will help navigate the process. If you have any problems or questions, please contact us at (204) 467-2582, or email si55plus@mymts.net.

To access virtual programming you will need:

- An email address
- Internet access
- A phone/tablet/computer

A 55 Plus membership is encouraged to help support the centre!

Joining a Program:

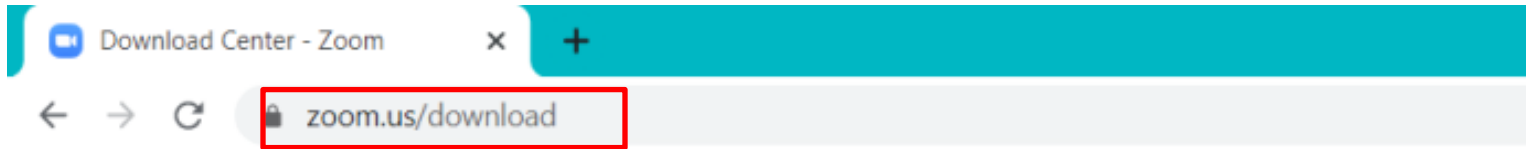
The first step to joining our virtual programming is picking your program!

1. Contact the South Interlake 55 Plus by calling (204) 467-2582, or emailing si55plus@mymts.net. Let us know which programming you wish to join.* (Check for an updated list on our website at www.si55plus.org)
2. Provide your email address to staff, and you will be added to the program you requested.

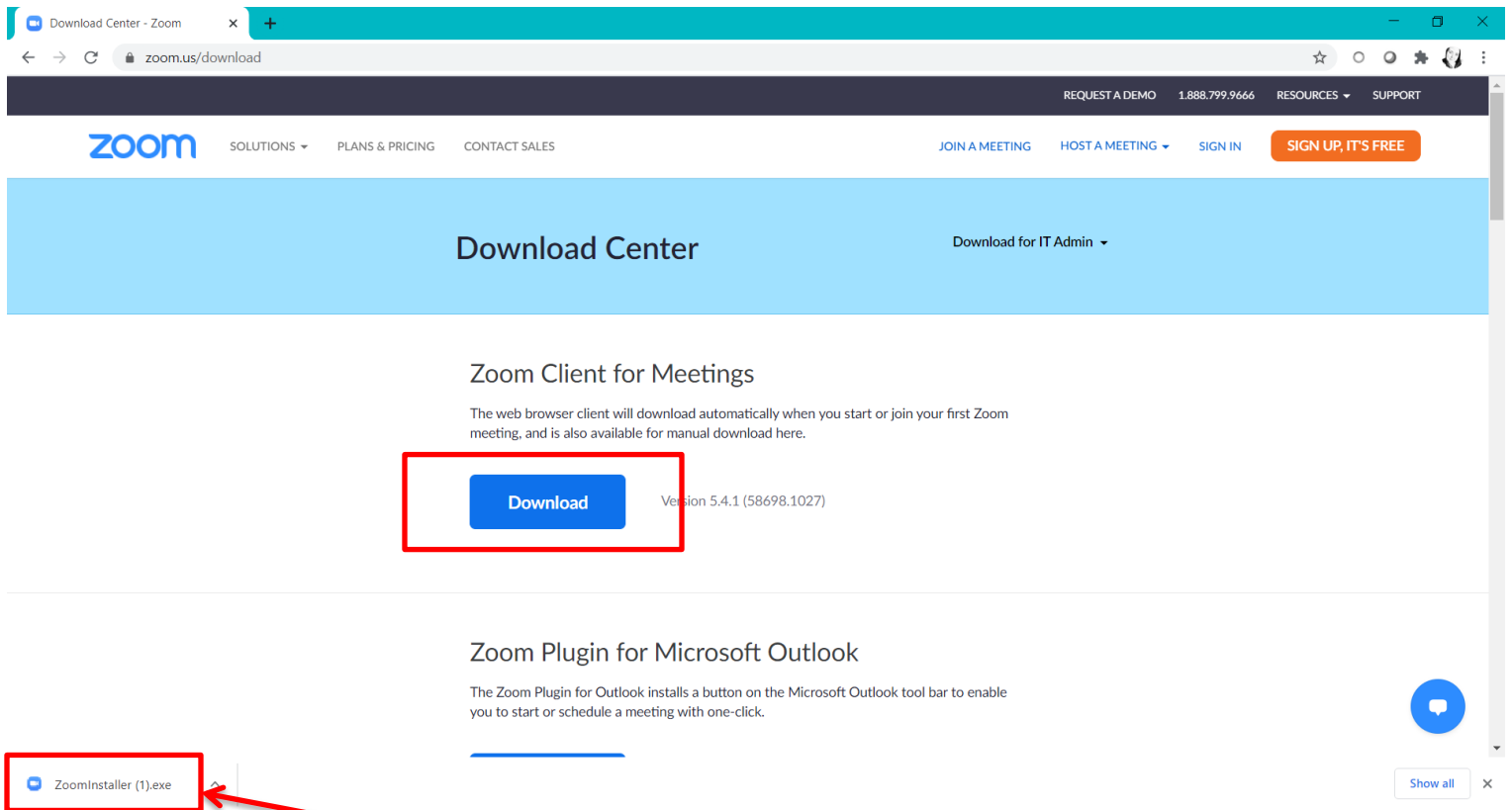
*We offer a variety of paid and free programming, so please note that some programs will have additional fees.

Download Zoom:

1. If you do not have Zoom downloaded you're your computer, type: "zoom.us/download" into your browser's address bar.

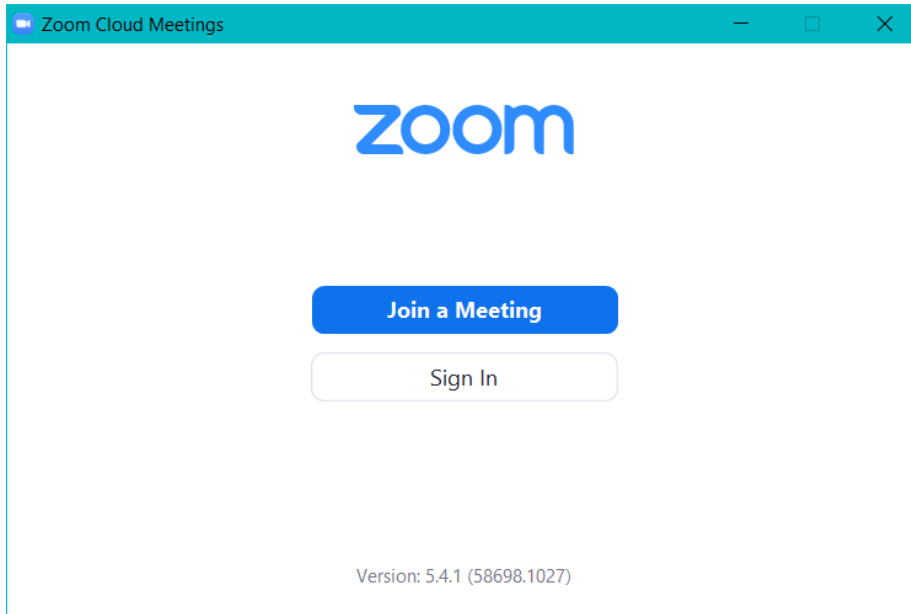


2. Click on the "Download" button to download the Zoom installer.



3. Click on the downloaded "ZoomInstaller.exe" that should pop up on the bottom left corner of your screen.

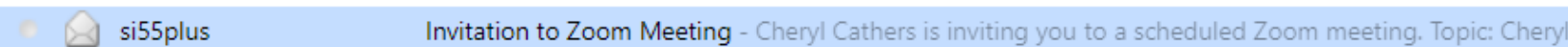
4. Be patient, as the Installer may take a few moments to download. Once downloaded, this screen should pop up:



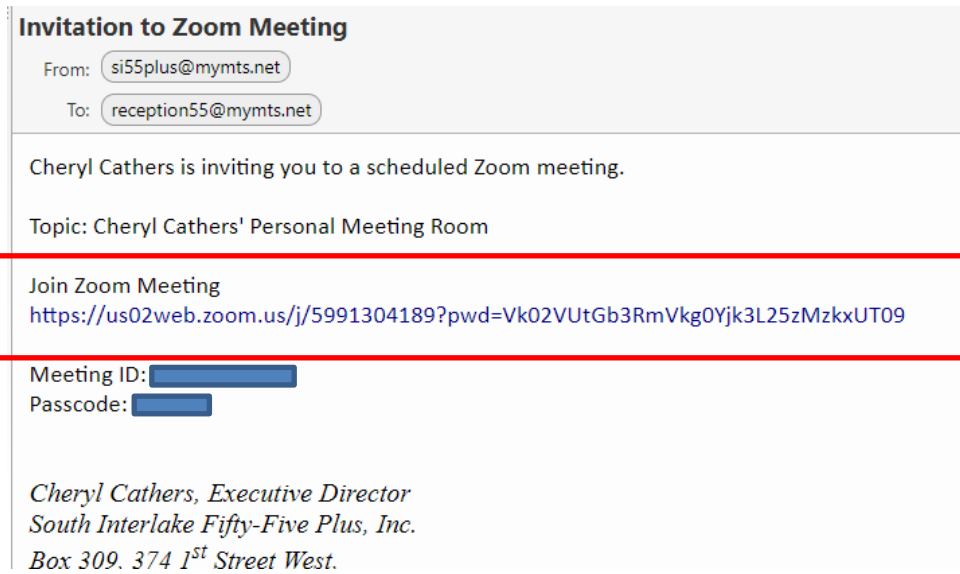
This means you have successfully downloaded Zoom! You may close this window, and follow the next steps.

Joining a Meeting Using Invitation Email:

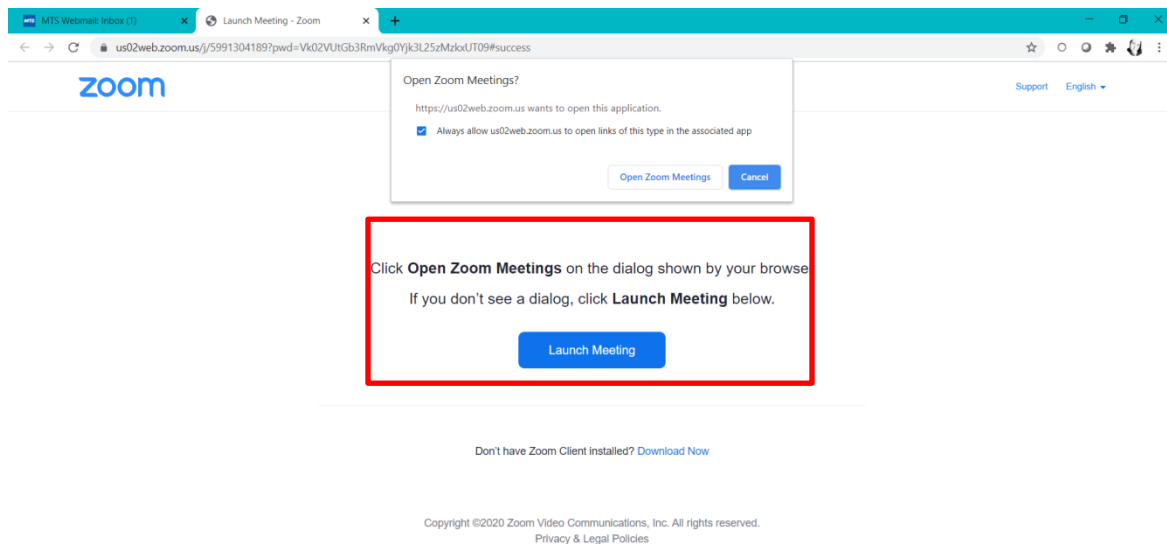
1. Check your email for your invitation link. A Zoom Meeting invitation will look like this:



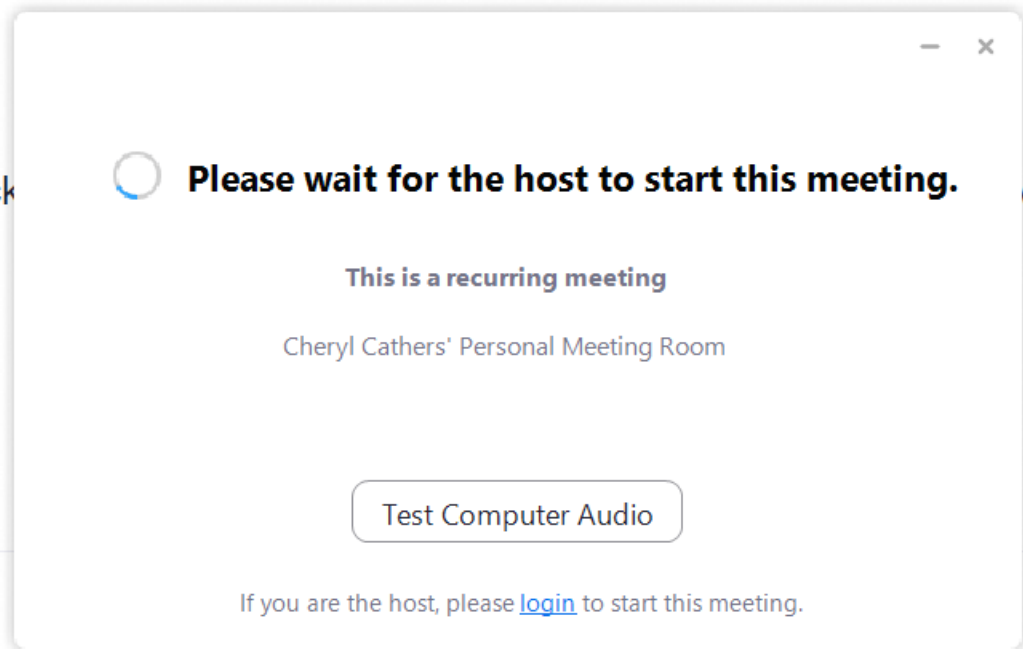
2. Click on the link near the top of the email where it says “Join Zoom Meeting”.



3. This will launch Zoom on your computer. You may need to provide permission for this program to open using Zoom. Read over the necessary permissions, and check that you would like to allow this link to open Zoom.



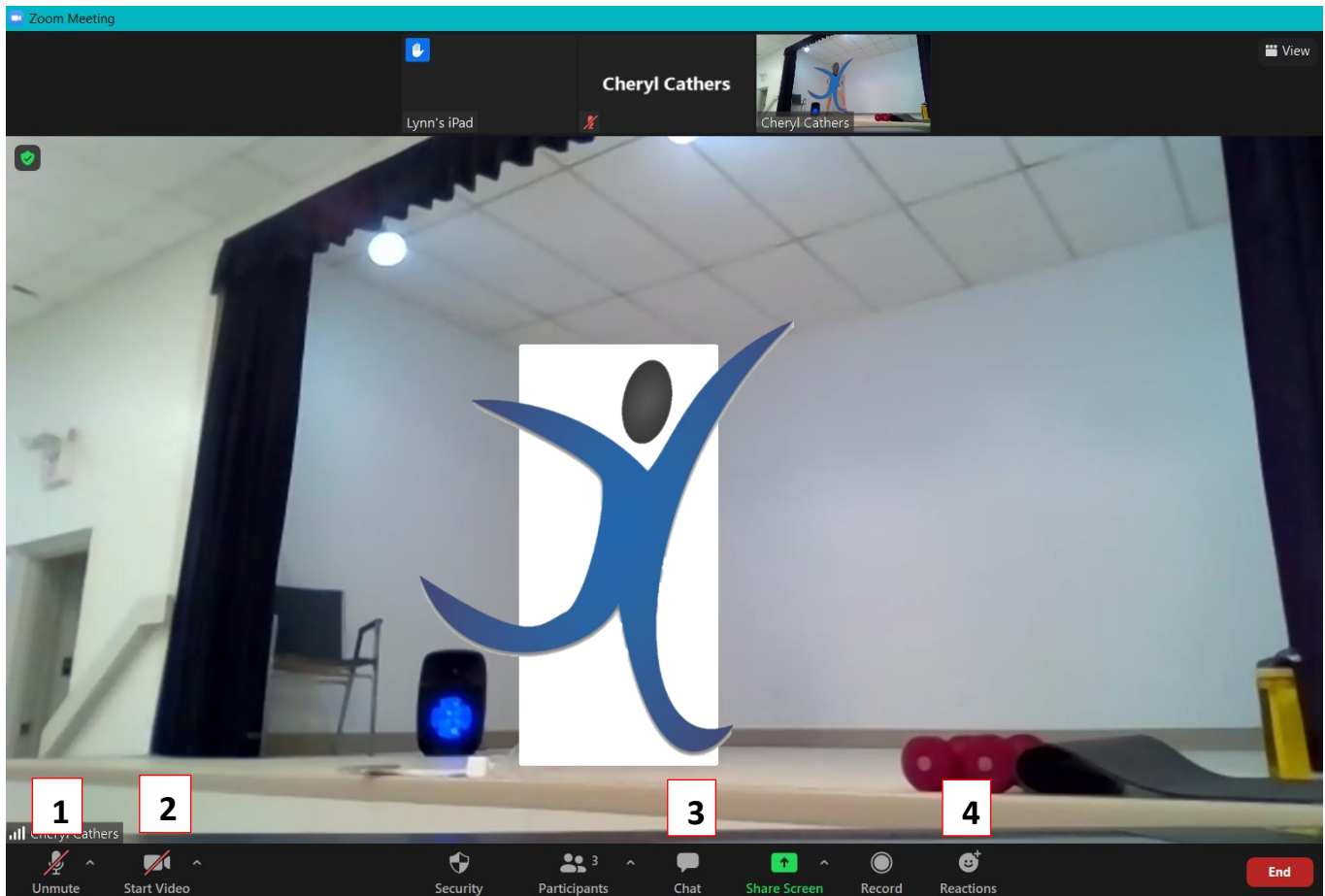
You may have to wait for the host to let you in to the meeting. Our host will let you into the meeting as soon as they can. This waiting process ensures that any unwanted guests will not interrupt your program.



Once you have joined, click the button that says “Join with Internet Audio” this ensures you will be able to hear your program, and you can communicate with the host if needed.

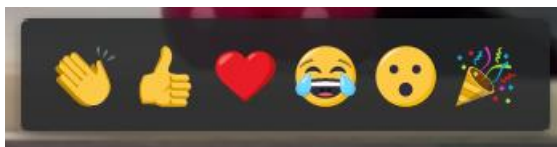
Navigating Zoom controls and features:

Now that you have successfully joined a meeting, you can learn how to use the controls. You do not need to learn how to use all the tools in order to have a successful meeting experience. Here are the basics:



1. **Mute/Unmute:** This function turns your microphone on and off for the meeting. The host may mute your microphone during the program.
2. **Start/Stop Video:** This function turns your camera on and off during the meeting. You do not need to use video to participate in your program.

- 3. Chat:** If you need to communicate something during your program, the chat feature is a great function. Please note that the host can see everything that is said in chat (even messages sent to other participants once the meeting has ended), so the chat is not private.
- 4. Reactions:** This is a fun way to let the host or other participants know how you are doing. Your chosen reaction emoji will appear by your name. These are the options that you have:



When your program ends, the host will end your meeting. You made it!
You can close Zoom, and join us again for your next class!