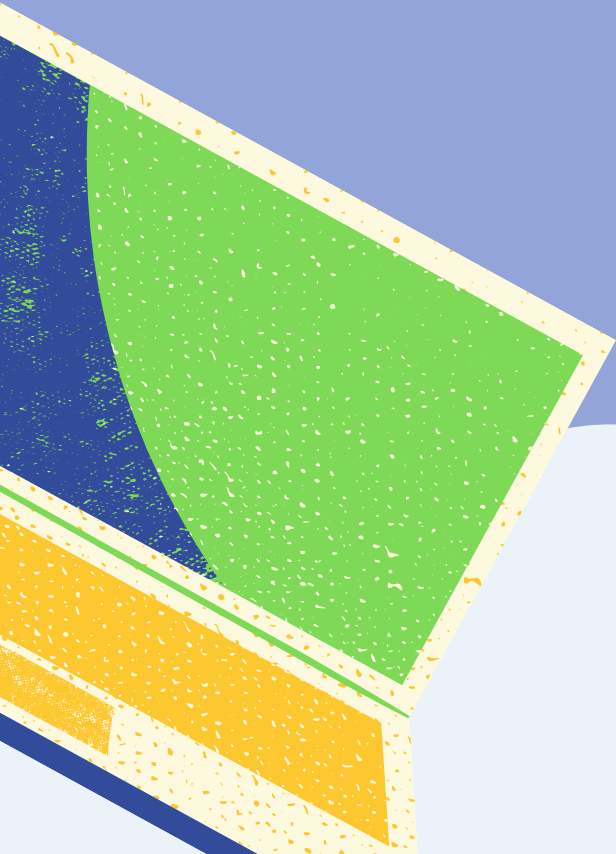




# DIGITAL LITERACY CLASS #3

Topic: Zoom

This course content is meant to be used as a guide. It contains the main topics to be covered, key points to make about each topic, and some additional learning resources like videos and handouts. Please use this to guide your session, but do not rely on it to replace 1x1 interaction that is responsive to client goals and needs.



# Today's Goals

1

Create a Zoom account.

2

Download Zoom on your computer and smart phone.

3

Practice logging into your Zoom account from Zoom.us, the app, and from an email invite link.

4

Successfully join a scheduled Zoom meeting.

# Zoom Overview



- Discuss what a video conferencing application is and what it is used for.
- Explain that Zoom is one of the most common video conferencing apps, especially for educational purposes (i.e. ESL classes). Use video on next page to help explain Zoom.
- Help participants navigate to Zoom.us and create a new account (step-by-step instructions on next page).
- Have participants practice logging in and out of their Zoom account.
- Help them download and install the Zoom application on their computer and phone.
- Discuss & practice the different ways of connecting to a Zoom meeting (via email link, and by entering a meeting ID and code).
  - Email a Zoom invite to participants for this purpose **before beginning the session.**



# What is Zoom?



This short video is an introduction to Zoom and video conferencing technology.



# Making a Zoom Account

- Walk clients through how to make a Zoom account and join a meeting from an emailed link and through the Internet:
  - Use a search bar to get to the Zoom website and click "Sign up free."
  - Input client's email address and have them type the emailed verification code.
  - Input first and last name, as well as a password **(advise password that is different from email, and kept safe as well!)**
  - From there, open Zoom and show how to join a meeting using a meeting ID, as well as camera and microphone use (the symbols will be covered more in depth later in this lesson).
  - Once the client is comfortable, have the client/group join a Zoom meeting from the emailed link.

# Zoom Basics: Making an Account



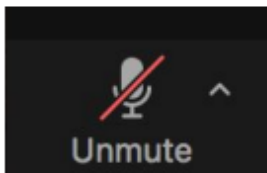
This video explains step-by-step how to make a Zoom account using an email address.

# Zoom Symbols

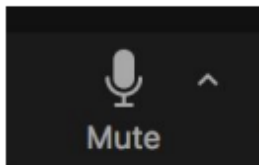
After helping participants make an account and join a meeting, make sure they are familiar with the following symbols. Use the video on the next page to supplement this page, if needed.

## microphone

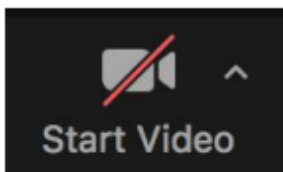
is off and no one can hear you.



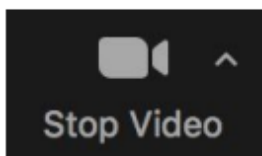
If you want to talk, you will turn on your microphone. You can click it to turn it on.



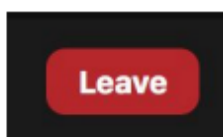
If your camera has a red line, it means no one can see you.



If you want to turn on your camera, click it.



If you want to leave your meeting, click this button:



New Meeting ▾



Join



Schedule



Share Screen

- **New Meeting:** Create a new meeting to invite others to
- **Join:** Use a Meeting ID number to join someone else's meeting
- **Schedule:** Schedule a meeting in the future that you host
- **Share Screen:** Show your screen to all participants in a meeting

# Zoom Basics: Symbols of zoom



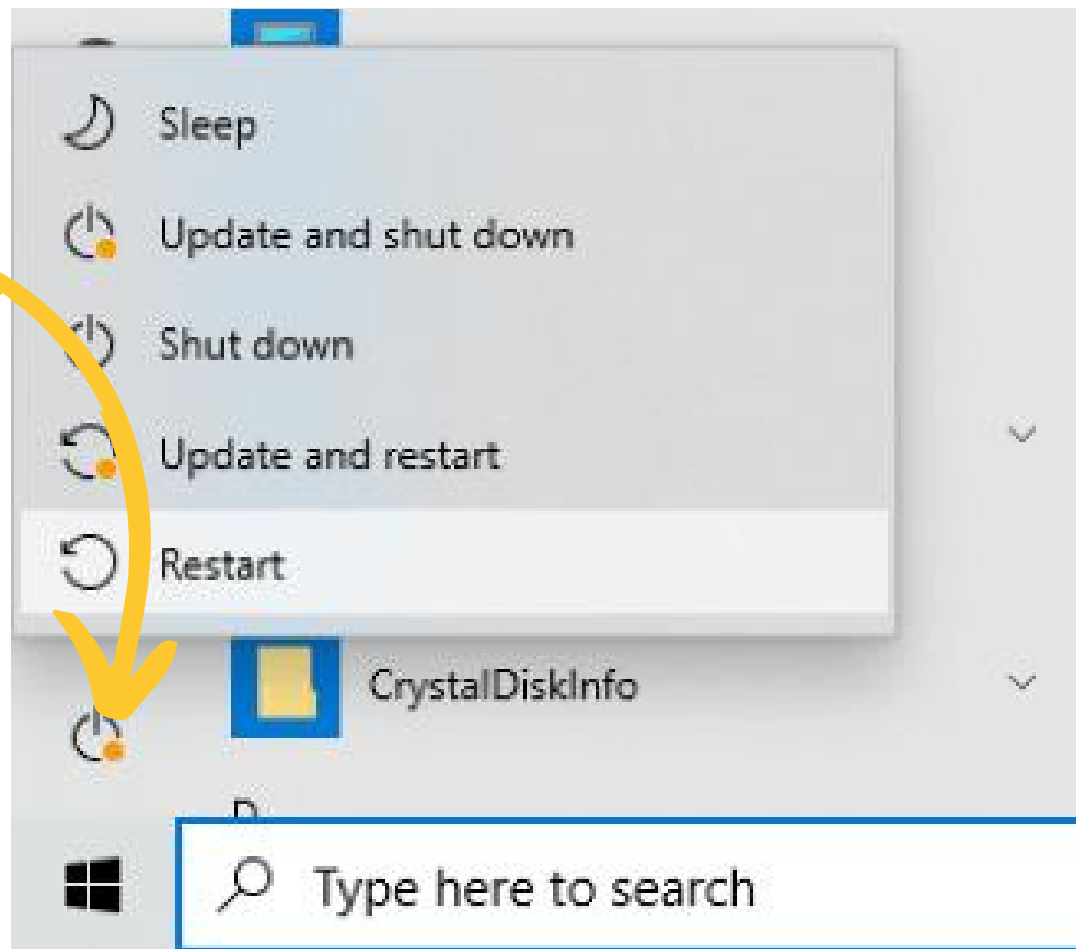
This video explains how to use the basics of Zoom-  
mute/audio, turning video on, etc.



# Bonus! Updating Your Windows Device:

Every once in a while, your computer needs to be updated. It will usually tell you when this needs to happen. Updating is an important part of taking care of your devices. If you don't update them, they will eventually stop working.

If you see a little yellow dot on the power symbol like this, that means that your computer needs to update. You can click on the "Update and restart" option to start the update.



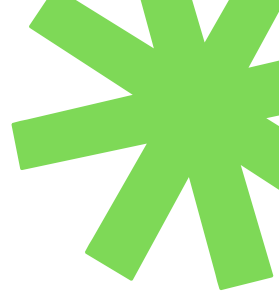
# Updating Your Windows Device, Continued:

If you do not see an orange dot, you can still check for and install available updates at any time. Watch the video below to see how.



The image is a YouTube video thumbnail. On the left, there is a white background with the Windows logo at the top left. Below it, the text reads "How to check for Windows updates | Microsoft Windows 10" in a smaller font, followed by "Check for updates" in a large, bold, black font. At the bottom left, it says "Microsoft Support" and "Watch on YouTube" with the YouTube logo. A red play button icon is centered on the right side of the white area. To the right of the white area is a blue background featuring a laptop displaying the Windows 10 Start menu. The Start menu shows various app tiles like Microsoft Edge, Mail, Photos, and a weather widget. In the top right corner of the blue area, there is a "Copy link" icon.

# VOCABULARY WORDS



Quiz participants on the words, below. Have them explain what they are and what they are used for.

- Video Conference
- Zoom
- Meeting ID & Passcode
- Explain the difference between joining Zoom via a link and using an ID & Passcode
- Update

