

NLBP Edu's Zoom How-To:

Our 2020 NLBP Education Online Summer Programming will take place via Zoom, a telecommunications service made popular by businesses and individuals alike amidst this pandemic. Knowing the ins and outs of Zoom will be of the utmost importance for all campers, their parents/guardians, and Junior Interns. If you have not yet experienced Zoom conferencing, we are here to help you navigate this online service! Read below for the “How-To’s” of Zooming.

Please note that much of this information is also featured on Zoom’s website. For more information on using Zoom, please click [here](#).

WHAT IS ZOOM?

Zoom is the leader in modern video communications with a user-friendly platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, laptops, and telephones. Zoom helps bring businesses, organizations, and friends together in a frictionless environment to get more done. Zoom is a public company headquartered in San Jose, California.

WHAT DEVICE SHOULD I USE TO ZOOM?

We highly recommend using a laptop, tablet, or desktop computer to engage with NLBP Education’s Online Summer Programming. Using a smartphone is absolutely acceptable, however, you will not be able to view fellow campers or Junior Interns in “gallery view,” which will be explained more below.

HOW DO I DOWNLOAD AND USE ZOOM?

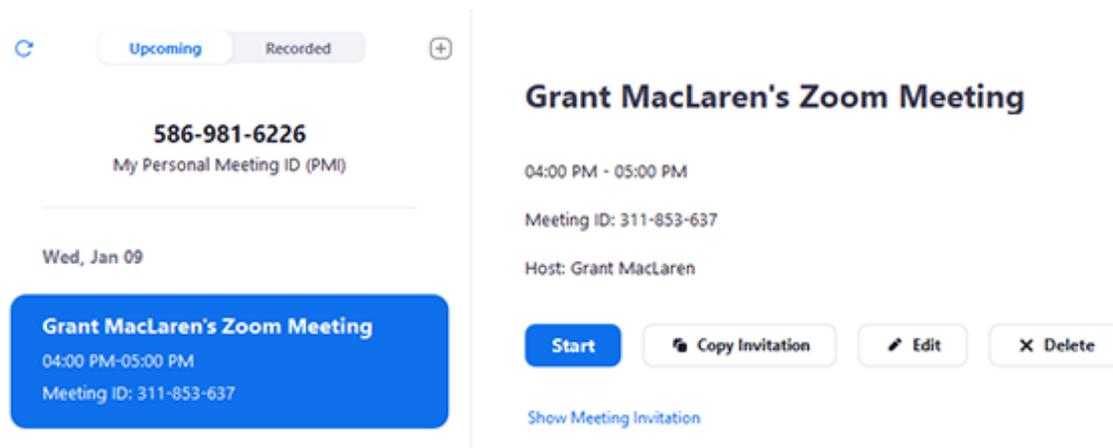
Before joining a Zoom meeting on a computer or mobile device, we advise that you download the Zoom app from [Zoom’s Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**. Having an account is not necessary, however, to join a meeting.

You can also join a test meeting to familiarize yourself with Zoom by clicking [here](#).

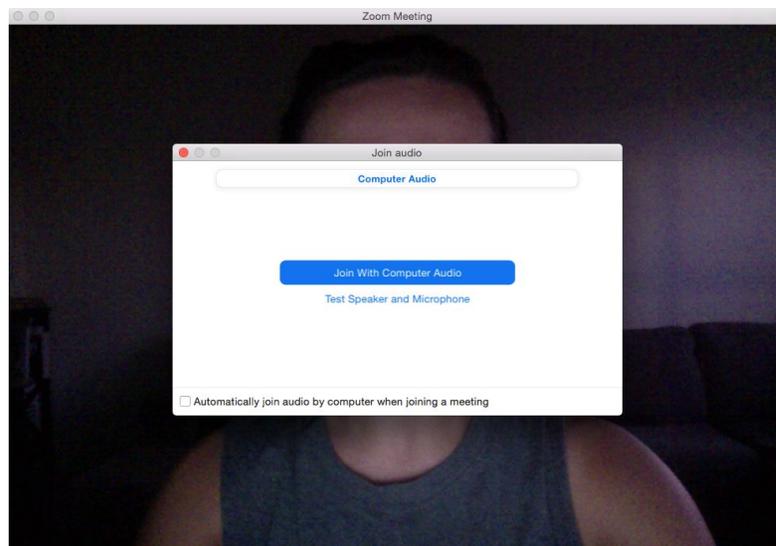
HOW DO I ENTER THE ZOOM CLASSROOM/REHEARSAL?

We will send you the meeting ID link and password before your camp or rehearsal begins. The invitation will contain a meeting ID, password, event description, and event date/time. It will look something like this:



To enter the “Zoom Room,” you can either:

- Click on the link / START button which will open the Zoom application, and enter the password if prompted. When the pop-up depicted below appears, click **JOIN WITH COMPUTER AUDIO**.



- b. Open Zoom (<http://zoom.us>), click **JOIN A MEETING**, manually enter the 9, 10, or 11-digit **MEETING ID and your name** as depicted below. then enter the password if prompted. Please leave the audio and video buttons unchecked so that you will enter the room with your microphone and video ON.

Join a Meeting



Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio
 Turn off my video

Join a Meeting

Sign In

Join

Cancel

WHAT IS ACTIVE SPEAKER VIEW AND GALLERY VIEW? WHICH SHOULD I USE?

Active speaker is the default video layout. It will switch the large video window between who is speaking. **Gallery view** lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting.

Your instructor will inform you when to use which view, but we advise that you start camp/rehearsal in **Gallery view** to say hello to all your friends! It will look a little something like this:



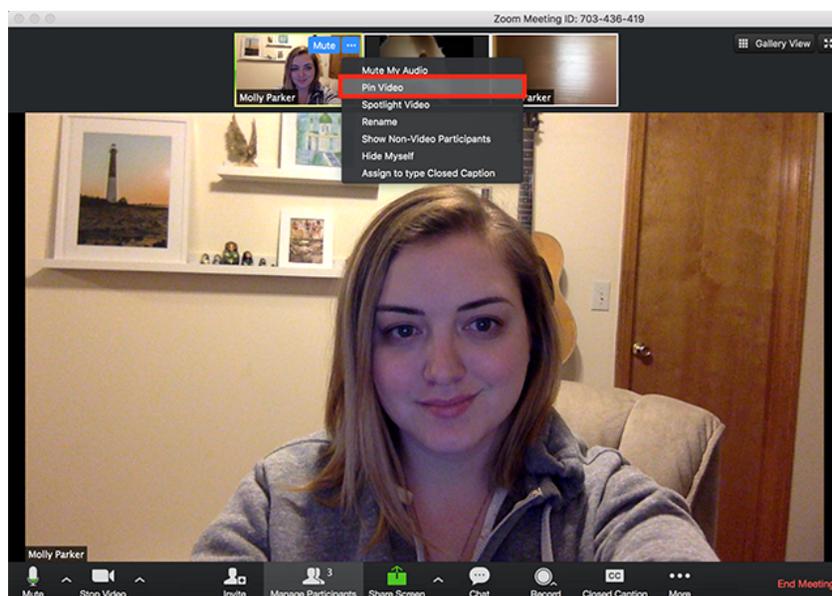
To achieve this, click **Gallery View** in the upper right corner of your Zoom window to enter Gallery View.

HOW DO I CHANGE MY NAME?

If you don't want your default name (the name you submit when you enter the "Zoom Room") to appear and would like to change your name, please hover your cursor over your video until three dots (...) appear in the right hand corner of your video box. Click those three dots and from the menu, select **Rename**. There, you can type in a new name to feature below your video.

HOW DO I "PIN" MY INSTRUCTOR'S VIDEO?

Pin screen allows you to disable active speaker view and only view a specific speaker. If your instructor asks you to "pin" their video, this means that they want to be in full speaker view so you can see and hear them only. To do this, hover over the video of the participant you want to pin and click the three dots (...). From the menu, choose **Pin Video**.



HOW DO I MUTE AND UNMUTE MY AUDIO?

If you are asked or want to mute or unmute yourself, simply click on the microphone button that says **Mute** in the bottom left hand corner of your screen. The red slash over the microphone means your sound is OFF and no one can hear you. No red slash means your sound is ON.



HOW DO I TURN MY VIDEO ON OR OFF?

If you are asked or want to turn your video off, simply click on the video camera button that says **Stop Video** in the bottom left hand corner of your screen. The red slash over the video camera means your video is OFF and no one can see you. No red slash means your video is ON.



HOW CAN I USE A VIRTUAL BACKGROUND?

The Virtual Background feature allows you to display an image or video as your background during a Zoom Meeting. First, make sure your computer meets the system requirements for Virtual Background by clicking [here](#).

If your computer meets the system requirements and you are asked to enable a Virtual Background, click on the small arrow to the right of the Stop Video button in the bottom left hand corner of your screen. Then select Choose Virtual Background. From there, you will be able to select a default Zoom background or upload an image or video of your choice. This feature works best with a green screen (a solid green sheet or wall) or a solid background behind you and uniform lighting, to allow Zoom to detect the difference between you and your background.

To turn off your Virtual Background, simply return to Virtual Background settings and choose None.

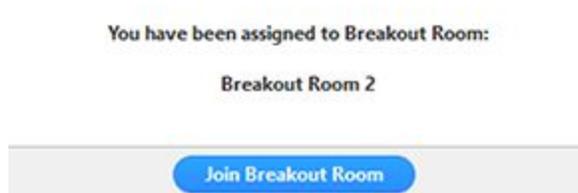
HOW DO I USE THE CHAT FEATURE?

At the bottom of your screen, toward the middle, you will see an image of a text bubble that says Chat. Click on this button and you will be able to type in a chat. A notification symbol will appear next to this icon if you receive a chat. Click on it to read the full text.

WHAT IS A BREAKOUT ROOM? HOW DO I GO TO A BREAKOUT ROOM?

Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups.

The host will need to invite you to join the breakout room. Once prompted, click **JOIN BREAKOUT ROOM**.



WHAT DO I DO IF I AM HAVING TECHNICAL DIFFICULTIES?

Don't fret! If you are able to send a message to the Chat, please do so and your instructor will see it. If you cannot access Zoom or are having any other difficulties, please do the following:

- a. If you are a camper, please email camps@nlbarn.org with any technical difficulties.
- b. If you are a Junior Intern, please email education@nlbarn.org with any technical difficulties.

LIABILITY STATEMENT

I understand that online programs are live and interactive. I agree to ensure that my student is in a quiet place where they can rehearse, and that I, or another authorized guardian, am/is aware of my student's activity and is either monitoring them, or can be reached in case of any emergency. I understand that everything within the camera viewing area will be visible to the staff and other participants. I am aware that online media may contain references, ads, or links to materials from third parties, and that video conferencing software involves potential privacy/security risks and will not hold NLBP responsible for any third-party intrusion.