

Instructions for attending a CCR meeting on Zoom

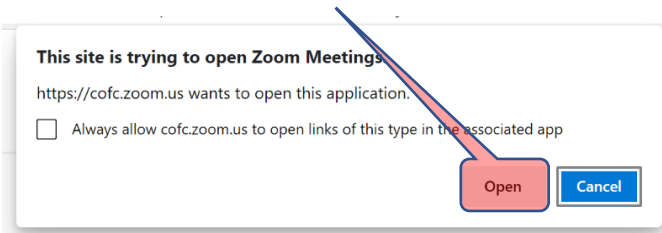
If you have used Zoom before you might find it easier to just click on the meeting link and follow the instructions. The following detailed instructions are specific for Windows computers but should be very similar on Apple computers. See below for [instructions for viewing on a smartphone](#).

On a Laptop

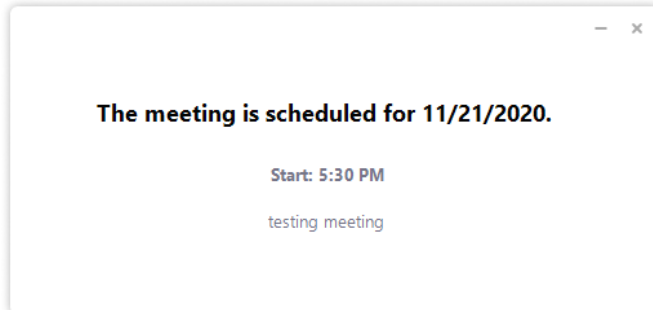
Attending CCR Zoom meetings will be very similar to other Zoom meetings you have attended. You will not need a meeting passcode, but for security reasons you will first be placed into a waiting room until a host admits you into the meeting.

Otherwise, if you have attended a Zoom meeting with presentations, this will be very familiar. Just follow these instructions. The on-screen instructions are very intuitive.

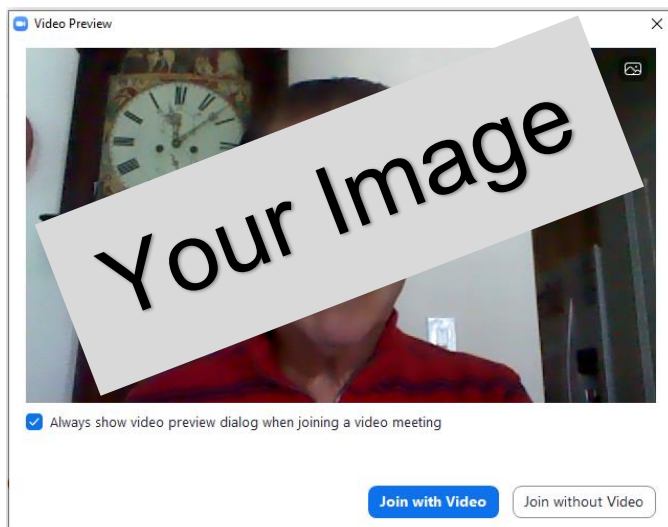
(1) **Click on the *Link*** you received. You will not need a meeting passcode. Click on *Open* in the small window that may open first.



If you are early, you will see a small "meeting is scheduled for..." window.



Once the meeting has begun you will see something like the following (with your picture shown).

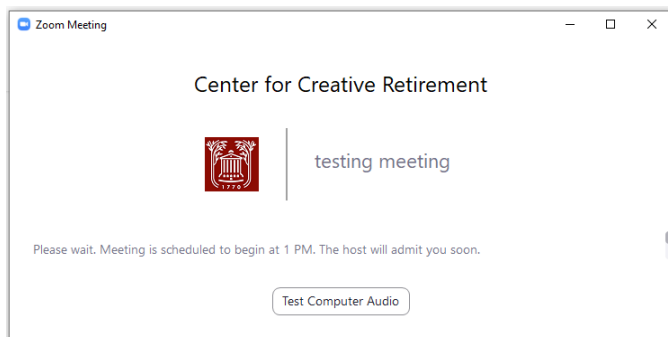


(2) Click **Join with Video**. You can turn your video on or off at any time.

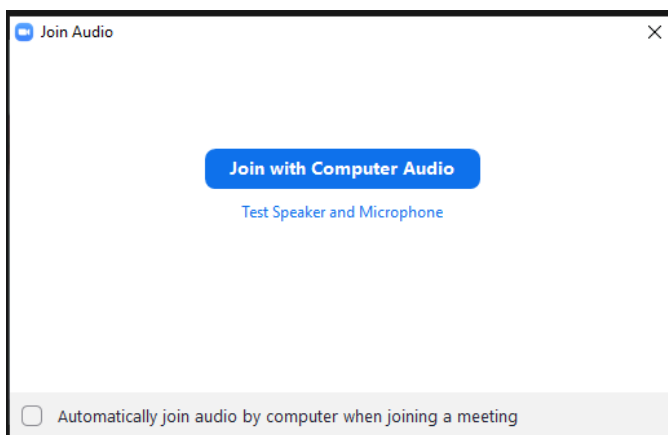
CCR meetings will open at 12:50 to socialize with other CCR members.

Announcements will be shown at 12:58. The presentation will begin promptly at 1:00.

You will see an announcement window before the host admits you into the meeting.

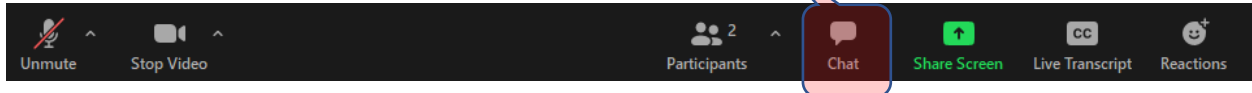


(3) Once admitted click **Join with Computer Audio**.



This is the time to socialize before the presentations begin. Please mute yourself if not intentionally speaking.

(4) **To type a question** at any time, move your mouse to the bottom of the screen and click *Chat*.



Note that you will not be able to unmute yourself once the presentations begin.

(5) We will record all meetings. You must either acknowledge that you may be recorded or leave the meeting.

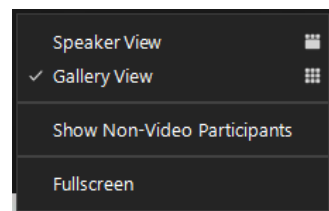
Viewing Options

There are many viewing options. Here are some that we recommend you explore.

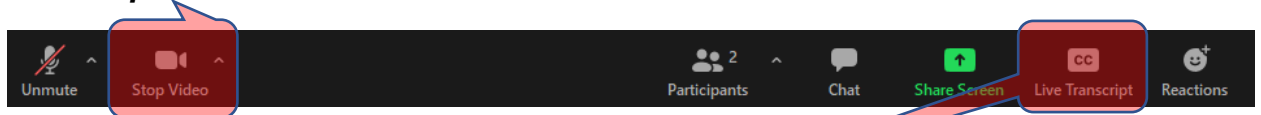
1. Move your mouse to the upper right and click **View**

Select **Fullscreen**

Select either **Speaker View** or **Gallery View**



2. If you do not want to be seen at any time, move your mouse to the bottom and click **Stop Video**.

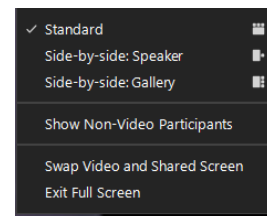


3. **Closed Captioning** will be enabled. You can change the closed captioning that appears on the bottom of your screen. Move your mouse to the bottom of the screen and click on the **CC Live Transcript** icon.

You can change the font size or hide the closed captions.

4. There are several screen-view options when presenters are sharing their slides by moving your mouse to the mid-top of your screen and selecting **View**.

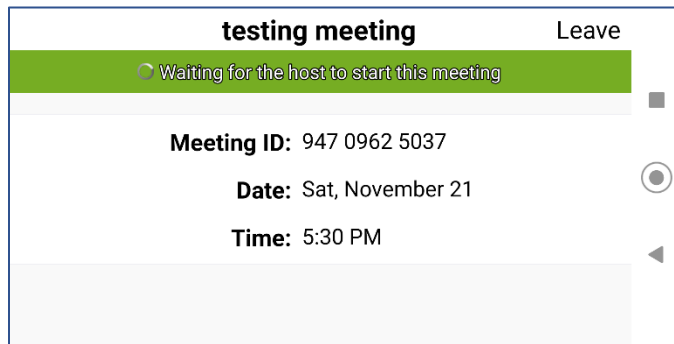
If you select the Side-by-Side view, you will be able to increase the size of the slides or presenter as you wish.



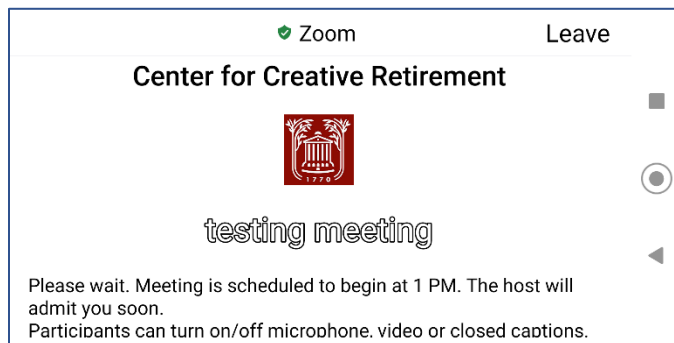
On a Smartphone

We recommend viewing the meetings on a larger screen, but you can also attend a CCR meeting on a tablet or Smartphone following a similar procedure as when using a laptop. (The following screen shots are from an Android device. Apple products may appear slightly different).

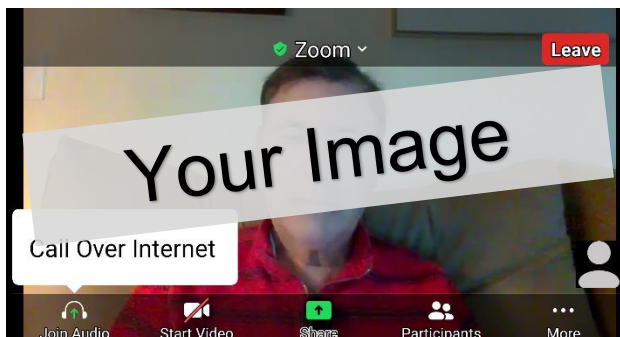
(1) You will see this screen before the meeting has begun.



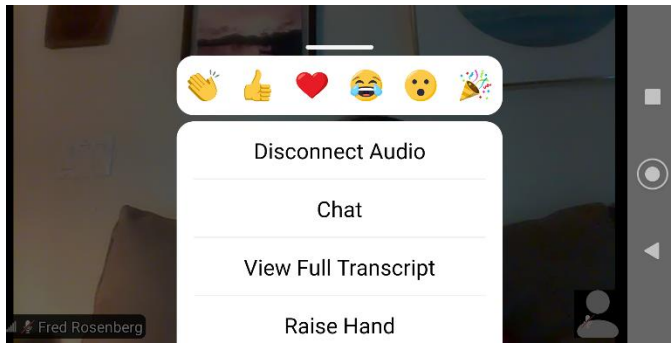
(2) You will see this screen once the meeting has begun.



(3) You will see this screen once the host admits you to the meeting from the waiting room.



(4) There are several features that you can use by touching *more*.



You can enlarge a shared screen or the presenter by just touching whichever one you want enlarged.