

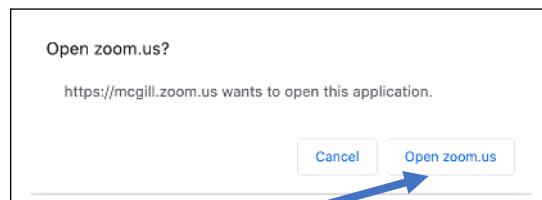
Attending an ELLA Online Lecture - Getting Set Up at Home

Videoconferencing is possible on any computer equipped with a camera and microphone, either a desktop or laptop, or with a tablet. A good setup will ensure the other participants can clearly see and communicate with you.

ELLA uses Zoom videoconferencing software, and each session will have a host, who will start it and provide technical assistance.

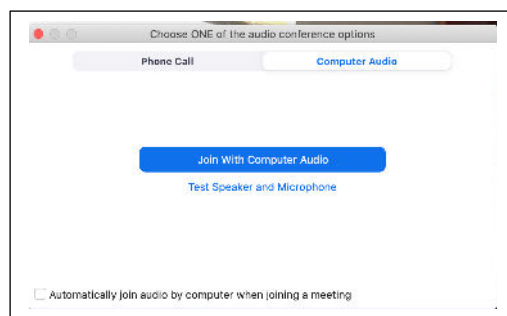
On a computer

1. If you have not already done so, download the zoom app at <https://zoom.us/>
2. Test your computer setup by joining a Zoom test meeting at: <https://zoom.us/test>
3. To Join a meeting
Click on the link you have been sent for your lecture



Click Open zoom.us – this will launch the app you installed.
When zoom launches

If you see yourself on the screen, then Zoom is working properly. If not, then email the person named as host for your Study Group and describe the problem, or call if it's urgent



Click Join With Computer Audio

Check your image to see if you are centred on your screen. You may have to tilt your screen.

On a tablet

- If you have not already done so, install the zoom app
On an Apple Product find it at the App store
On an Android Product it is at Google Play

Click on the link you were sent. Zoom will open.
Click Join with Video

Click Call Over Internet

Make sure you turn your tablet or phone sideways (landscape). You will see presentations better.

A good introductory video for Zoom on the iPad is at
<https://www.youtube.com/watch?v=TmZVN98TmkA>

More Help

There are useful step-by-step tutorials and videos at this link:
<https://support.zoom.us/hc/en-us>

The “Joining a Meeting” and “Meeting Controls” videos are helpful to get started

Tips for Making Yourself Look and Sound Good

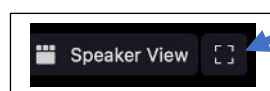
Avoid high or low camera angles
Lighting should be strongest from in front of you.
Reduce light from the side or behind so the camera clearly shows your face.
Try to make sure your background is not too cluttered.

Test the sound by clicking the ∨ next to the Mute icon and pick: “Test Speaker & Microphone”.
Adjust your speakers or headphones and mic levels to ensure you can hear and be heard clearly.

Tips for Using Zoom

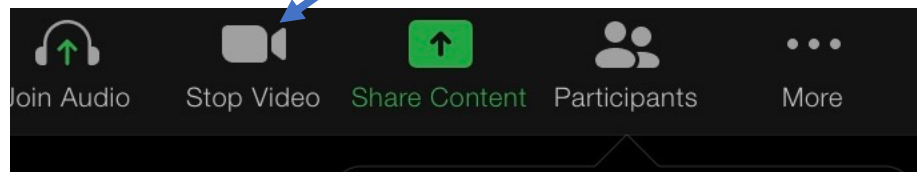
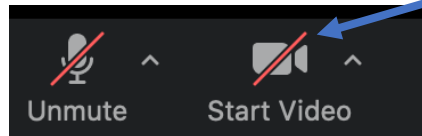
Before the first session, the host for the Study Group will email you a link to your Zoom meeting.

At least ten minutes before the scheduled time, click on the
You may want to put the Zoom window in Full Screen (computer only)

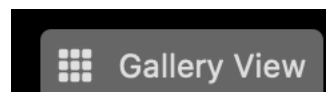
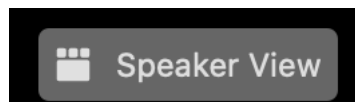


Your video isn't showing?

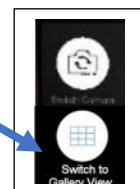
Click on the camera at the bottom left of the screen (Top of a tablet screen)



You can toggle between Speaker View to see the lecturer and Gallery View to see a screenful of participants. The icon changes when you change views.



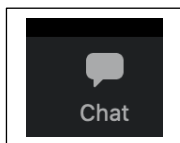
- On a tablet **Switch to Gallery/Speaker View** - Tap the icon below the Switch Camera icon. Zoom will show the current speaker full screen or up to 9 people at once. Swipe to see more faces.



Mute yourself when you are not talking. That way we won't hear phones, dogs and other noises from your home.

If the lecturer is showing a presentation, click the View Options ∨ beside the green that indicates the lecturer is sharing his/her screen. Select Side-by-side mode. That way you will see the presentation and the speaker beside it.

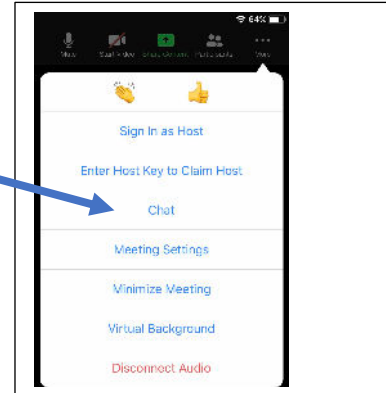
If you want to speak during a discussion – each lecturer may have a preferred way. One possibility is to put a ? or your question in the chat.



That way people can be called on in the order that questions come in. Don't forget to unmute yourself before speaking.

On a tablet – touch the 3 dots to the right of participants (top right) Select Chat

You can send a message to everyone or just to one person (select that person's name from the list)



Try to look at the camera when speaking, this will give everybody virtual eye contact

Leaving the meeting

On a computer click Leave at the bottom right

On a tablet click Leave at the top left

Improve Sound

Using a headset (earbuds are fine) will allow you to hear more details. Bluetooth headsets are not recommended, as they will add to the lag time, so wired headsets are preferable.

The following tips are for computer users

For better sound, switch to the “original sound” option in order to bypass the auto-compression so you don’t lose bits of the sound due to auto-adjustment of loudness.

In the Zoom app, go to Preferences > Audio > Advanced (bottom right corner button), and check the box Show in-meeting option to “Enable Original Sound” from microphone. Then close the preferences window, and once you are in the Zoom meeting, click the option in the top-left corner of the Zoom meeting window so that it says Turn off Original Sound (which means that original sound is on). If the volume is too soft or too loud, there are 2 separate volume controls you can adjust — the computer volume, and in the audio setting in the Zoom app (in Zoom app, go to Preferences > Audio > Output volume slider).

To unmute yourself for a moment, you can press-and-hold the space bar while you’re talking.

Connection Issues

Are you having connection problems? – people freeze, voice sounds garbled –

To test your Internet speed, go to www.speedtest.net . Zoom recommends at least 1.5 Mbps download and 1.2 Mbps upload (speak to your service provider about the possibility of getting a faster connection).

You can also try

If you're using Wi-Fi try moving closer to the router or connect directly to it by cable

Turn off your video – you will still be able to see the others in the meeting.

If all else fails, leave the meeting and rejoin it by re-clicking on the link that you received by email. This will often allow you to continue in the meeting

If you are still experiencing problems with Zoom, then call or email the person named as host for your Study Group and describe the problem.