

Instructions for joining an online meeting using Zoom

If you would like to join any of the online activities organised by ILFA, here are instructions to help you get started.

ILFA uses an online platform called **Zoom** to host our online meetings. It is relatively simple to join the meeting but please ask a friend or family member to help you if you are new to this technology.

What equipment is needed?

To join an online meeting, you will need

- an email address so ILFA can communicate with you
- access to wi-fi or an internet connection
- a personal computer, a lap-top, or a tablet device such as an iPad that has a

working camera and microphone built in. It is possible to join Zoom meetings using a smart phone but please remember that the screen size will be small.

Please note that you do not need a Zoom account to join the meetings.

How do I register for online events?

All the online activities organised by ILFA are announced on our website **www.ilfa.ie** (News and Events Section) and on our Facebook page **www.Facebook.com/ILFAIreland**.

To register for the ILFA online event, you can call Gemma on 086 871 5264 or email your request to info@ilfa.ie

You will receive an email from ILFA with a link to join the meeting. See overleaf for more detailed instructions. Please read the ILFA Disclaimer that is included in the email from ILFA.

The online meetings and classes that are organised by ILFA are private and they are not recorded. If the meeting is due to be recorded, we will tell you in advance.

You can leave your camera/audio switched off if you prefer to join the meeting anonymously.

ILFA can organise a test run with you in advance if necessary.

Instructions on how to connect to Zoom

1. After you have registered for an online event, ILFA will send a Zoom link to your email address. The link will look similar to <https://us02web.zoom.us/>
2. To join the online meeting or class you should click on the Zoom link a few minutes before the meeting is due to start.
3. A window will appear and ask you to, 'Open Zoom Meeting' or 'Launch Meeting'. Click on '**Open Zoom Meetings**' or '**Launch meeting**'.
4. In the next window click '**Join with Video**'
5. Then click '**Join with Computer Audio**'.
6. You will be placed in a 'Waiting Room' and the following message will appear 'Please wait, the meeting the host will let you in soon'
7. Wait for the host to 'Admit' you into the meeting/class.
8. At the bottom left-hand corner of your screen you will see 2 icons: 'Microphone' and 'Video'.

Make sure your Audio and Video are switched on to join in the zoom meeting. If a line appears across either icon, this means your camera and microphone are switched off. Click on the icons to switch them on and the line will disappear.

Alternatively, if you would like to join one of ILFA zoom sessions anonymously you can switch your 'Audio' and 'Video' off. This means you will be able to see and hear what is happening at the meeting, but the other participants will not see or hear you.

9. Sometimes the host (ILFA) will mute everyone's audio connection if we have a guest speaker. This is to prevent background noise.

Extra tips

➤ At the top right-hand corner of your screen you can see the 'View' icon that allows you to select the view that you want on your screen.

Click on '**View**', and '**Speaker View**' to make the speaker/presenter the main picture on your screen (you may also see some of the other meeting attendees there too although in a smaller screen) or click '**Gallery View**' to see everyone present at the meeting on your screen.

➤ Click on the '**Chat**' icon at the bottom of your screen to write a comment or ask a question during a talk or presentation.

➤ There is also a '**Reactions**' icon at the bottom that will help you to get attention if you have a question. Click on the 'Hand' to wave for attention and the host will make sure you get a chance to speak.

➤ If you have any questions, please do not hesitate to get in touch.