

ILR ZOOM ON AN iPad

Note: You can enjoy ILR Zoom classes directly from your Internet browser without downloading the **FREE** Zoom App (which gives you a few more features). If you want to download the app, look for **ZOOM APP download instructions** on the ILR website under the blue tab for “Current Forms and Flyers.”

Joining a Class

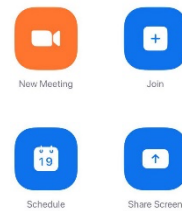
You'll get an email from the ILR with the link (long, blue string of numbers and letters), Meeting ID and Password. **WRITE DOWN MEETING ID AND PASSWORD.**

Go to the email on your iPad.

Tap on the link within the email and tap **Join Meeting.**

If requested, enter the **Meeting ID** and then **Password.**

Tap **Join.**



Tap **Call using Internet Audio** if that is available. **For ILR classes you will be automatically muted.** You will hear us but we cannot hear you.

In Meeting Controls

Gallery/Speaker Views-tap screen to view icons



In the upper left there will be a box to go to Gallery View which allows you to see up to 9 class members at a time. Swipe the screen to see more. (May also be a + sign)



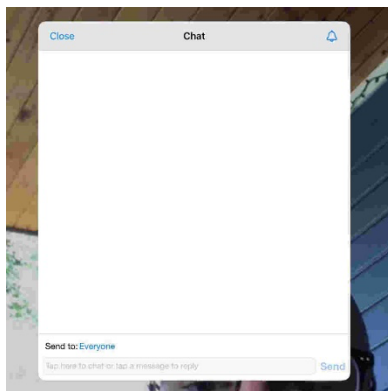
To switch from Gallery View to Speaker view, tap on the icon in the upper left. Speaker View shows the person speaking as a big picture and other class participants as small pictures. You should switch to Speaker View for the presentations. (May also be a – sign.)

Control Bar: To bring up the Control Bar, tap the screen or swipe up from the bottom
OR

Double-click the Home Button (physical button just below the iPad display in portrait mode).



Rename yourself: Tap on the "Participants" icon in the Control Bar. Tap on the "Rename" button next to your name in the Participants box. Enter your new name in the "New Screen Name" field. Please enter both your first and last names.



Chat: To ask a question, tap on the top of the screen. In the upper right corner will be three dots. Click them and you'll see a **Chat** option. Tap it and, in the TO: box, direct the question to whomever is designated to receive the questions. Type your question and click SEND. You can also use this to communicate with others in class-just be sure to choose your desired recipient in the TO: box! To close the box, click on CLOSE in upper left corner.

Mute/Unmute: For most classes, you will be muted when you enter the class and there will be a red line through the microphone on the Control Bar. To unmute yourself (if allowed), tap on the microphone. When the red line disappears, you can talk and be heard by everyone. When you finish talking, tap on the microphone again to mute yourself so sounds from your environment will not interfere with the class.

Leave Meeting: When the class is over, tap on the screen. In the upper left you will see a **Leave Meeting** button. Tap on it and confirm that you are leaving. Close the app and you are done! This is a permanent exit. If you just want to leave for a few minutes, just walk away while the meeting continues.