USING YOUR PHONE TO PARTICIPATE IN AN ILR ZOOM CLASS

AUDIO ONLY:

You can use any phone (landline, flip phone etc.) to hear the audio portion of a class. You can either listen to the speaker entirely on your phone without being able to see any slides that he or she might present, OR you can use your phone to hear the speaker while seeing the video part of the presentation on an internet-connected device (see below).

Dial an in-country number. (New York and Germantown (Md) are closest to us.)

1. You will be prompted to enter the meeting ID - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by **#**.
2. If the meeting has not already started, press **#** to wait for the host to start the meeting.
3. Our classes require passwords which are listed on the email that was sent to you with the link. When requested, use your phone's dial pad to enter the number followed by #.
4. You should now be in the meeting and able to hear anything that is happening.

Phone controls for participants

The following commands can be entered using your phone's dial pad while in a Zoom meeting:

- ***6** - Toggle mute/unmute
- ***9** - Raise hand

PHONE FOR AUDIO, COMPUTER TO SEE SPEAKER

If you have a computer/laptop/tablet that does not have a working camera, speakers and/or microphone, you can still use it with your phone to attend a class. Use your phone to hear the speaker but see the video of the presentation on your internet-connected device. This option provides access to most of the Zoom controls. Your picture will not appear as a class member, but instead your phone number and name will appear in a black space.

On your computer:

1. Write the Meeting ID and Password as listed on the emailed class link and the Phone number for Germantown (Md) or New York.
2. Click on the long blue class link listed in the email.
3. Click Join Meeting-give the required permissions.
4. At some point, you may be asked if you want to download Zoom or Join with Browser. You can participate in our Zoom classes with the Browser option but downloading the FREE app makes it easier and provides a few more features. If you want to download the app, click on Download and follow the directions.
5. Entering the meeting: At some point you will be asked if you want to use Audio on your device or Phone Audio. Click on Phone Audio.

6. Dial the number for New York or Germantown (Md).
7. Enter the Meeting ID and Password when requested.
8. You should now be able to hear audio from the class through your phone. Use your phone to speak to others in the class. If you have a Speaker Phone option on your phone, using it will make things much easier.
9. You can now use any of the Zoom controls through your computer. Please refer to the specific Zoom instructions for your device: Windows PC/ MAC/iPad. Note: small tablets work very much like smartphones. (see below)

SMARTPHONE FOR CAMERA AND MICROPHONE (WEBCAM), COMPUTER TO VIEW AND HEAR SPEAKER

You can use your smartphone to provide camera and speaker functions while using your computer to view the presentation and control Zoom functions.

1. Write down the Meeting ID and Password from the email with the Zoom Class link.
2. Click on the email link from your **computer** to start the Zoom Class on your computer screen. Click OPEN. Skip (X out) the question about computer/phone audio. You should be able to see and hear people in the class/meeting but they will not be able to see or hear you.
3. On your smartphone, download Zoom Cloud Meeting from Zoom.us, App Store (iPhone) or Google Play Store (Android). (MAY BE REQUIRED)
4. Join the class one of two ways:
   a. Open your email program on your **phone** and click on the link. Give any permissions that are requested.
      OR
   b. Open the Zoom app and click on Join Meeting (with video). Enter the Meeting ID and Password if requested. Provide any requested permissions.
5. The Zoom class/meeting will appear in a tiny form on your phone screen. You may need to mute your phone speaker (not microphone) to avoid a feedback echo. Your picture will appear on your computer screen as part of the class and class/meeting participants will be able to hear you through the microphone on your phone.
6. Put your phone on Speaker Phone and set it up where you can see the screen and where your phone camera is aimed at your full face. Enjoy the class!