

## Arboriculture 101 – Instructions of using Zoom

When you are ready to start, click on this link:

<https://us02web.zoom.us/j/86796111847?pwd=bW1XVUthY1VaMFRuVVZNdm0rWVvk2dz09>

If you have been on Zoom before, there will be a box near to the top of the screen that will ask you if you want to open the Zoom meeting. Click on the left side choice that says “Open Zoom Meeting”.

### For those New to Zoom

If you have not used Zoom before (or, more specifically, the phone or computer you are using has not been used to connect to Zoom before), then you will have to download the app. Towards the bottom of the screen, you will see a message to the effect of “If nothing prompts from your browser, [click here](#) to join the meeting or [download & run Zoom](#).” If the computer has not been on Zoom before, click on “download & run Zoom.” Don’t worry, it won’t cause you any problems. At this point, probably half the computers and phones in America have Zoom installed on them.

In order to enter this meeting, you will likely be asked to enter a password. If that does happen, the password for this meeting is “[OscarStone](#)”. (note, no spaces)

You will also be asked to type in your name. Please go ahead and do that. Whatever name you type in will end up being on the screen. This will be very useful when we get to questions and discussion.

Once you have downloaded the program and answered the questions, and after you have hit “[open Zoom Meeting](#)”, your computer will begin to launch Zoom. While launching, your computer might give you the opportunity to test out your video camera, your speaker and your microphone, to make sure everything is set right. It is a good idea to ahead and take a couple of minutes to make sure everything is working. By the way, if some reason you cannot hear us – be sure that your speakers are turned on. Then go ahead and join the meeting.

### Once You Are in the Meeting

After you are “[launched](#)”, a narrow vertical screen should open on your computer. If your computer or phone camera is active, you may see a video image of yourself. As you run your cursor over the screen, you will also see several choices appear. Let’s go through them.

In the upper right corner, there is an option that allows you to expand from the narrow screen to full screen. Start there – go ahead and make your view full screen.

Down at the bottom of the screen, towards the left, there will be an icon that looks something like a microphone that says “[mute](#)” (or “[unmute](#)”, depending). Next to it is an icon that look something like a video camera that says “[stop video](#)” or “[start video](#)”, again depending. When you join, the microphone should have a red line through it – this means you are muted (that is being done automatically). Under it, it should say “[unmute](#)”. Clicking on the microphone makes you unmuted. Stay muted for now.

Similarly, the video camera should either have a red line or not. If you cannot see a video image of yourself, chances are it is because your video camera is turned off. If so, your icon will have a red line through it and, underneath it, it will say “[start video](#)”. Click it to start the video. Then, move your screen up or down so that your face appears in the middle of the screen.

You might also notice some small up-pointing arrows next to each of these icons. These give you options – go ahead and explore them if you like.

To the right of those two icons, along the bottom bar, you might see some more choices. Most won’t work for you – they are under the control of the host (me). Two, however, can be very useful. Most important is the

**chat** feature. If you click on it, a box will open into which you can type things like questions. We are going to encourage you to ask questions and this is one way to do so.

Also, there is a feature labeled **reactions**. You can use this to either signify applause or thumbs up. We probably won't use this feature too much.

All the way to the right along the bottom, you will see a red box that says "**leave meeting**". Do not click on this unless you are ready to leave the meeting. If you do that and want to come back, then you have to go through all of the steps all over again.

If you just want to exit full screen, you either hit "**exit full screen**" at the top right or hit the escape key on your keyboard. You will then go back to your narrow screen. You can always then hit "**enter full screen**" to bring the full meeting back onto your screen.

If you exit full screen and, say, go to your email – to get back to the narrow screen, in your list of open programs, find the one that looks like a video camera inside a blue box. That will take you back to Zoom.

If you want to turn off your camera (having it on is nice but not required), just go to the bottom and click on the video icon that is towards the left hand bottom side. A red line should appear through the icon and your picture should go away. You should still be able to see and hear us – it is just your video feed that you have closed. Also, if you are having a conversation with someone or there is otherwise noise around you, please also be sure you are muted. Otherwise, we will be able to hear you.

One final thing – on the upper right, once you are in full screen, you will see a choice of either "**speaker view**" or "**show participants**". If you choose "**speaker view**", you will see the camera view of whoever is speaking taking up the full screen. If you choose "**show participants**", then you will see everyone in the meeting on the screen, each in a little box. Since there are likely to be lots of us in the meeting, there may be 2 or 3 screens worth of class members.

When it comes time for the speaker to show the slides he or she will be using, the speaker will go ahead and share his or her screen – the slide show will be presented directly from the speaker's computer.

### **How Class Will Be Conducted**

Please join before 6:15 pm – we will try to start pretty much on time. The "doors" will open around 6. The class will be recorded and posted on the Arboriculture 101 web page ([www.ctpa.org/arboriculture101.html](http://www.ctpa.org/arboriculture101.html)).

As mentioned, we do encourage questions. There are two ways to ask a question:

- You can unmute yourself and ask it directly. That works but can be a bit awkward. Most of the speakers are familiar with Zoom, however, and so it will be fine.
- The other choice is to type your question into the chat box. Just click on the chat option at the bottom of the screen and, after making sure that you are sending your message to 'everyone', type in your question. My job will be to monitor the chat box for questions. Sometimes it might be better to wait until the speaker finishes his or her thought – using this method might make it easier.

That is it. We will set aside some time at the end of the class for further questions and discussions.

If you need to call me at any point, including while the class is going on – my cell number is 203-927-3052.

Good luck – it will be good to see everyone.

Chris Donnelly  
Class Administrator