Participating in NPL events using Zoom

These instructions explain how to participate in the library's Zoom events using a computer, smartphone, tablet, or telephone (voice only).

Overview

There are two types of events that the library hosts on Zoom:

Zoom Webinars: Used for larger events (such as Beyond the Book with the Nashua Reads author) and computer classes. You see the host (usually a librarian), the speaker(s), and the speaker's PowerPoint presentation (if there is one), but not the audience. Your video and audio are usually turned off by the library host to reduce distractions like background noise. But you still have a way to ask questions, which is explained on page 7.

Zoom Meetings: Used for smaller events where, in addition to seeing the speaker, attendees can turn on their video and audio to be seen and heard by everyone (if they want to). The library uses Zoom Meetings for events like the Downtown Book Group and Adult Craft Classes.

These instructions explain how to use both Zoom Webinars and Zoom Meetings. They cover the following topics:

- Joining by invitation link
- Downloading Zoom
- Waiting for the host to start
- Using controls
- Asking a question
- Leaving a meeting

Joining by invitation link

To join the event on your computer, smartphone, or tablet: Click the link that the library provided you in its email that contained instructions for joining the meeting. When prompted, enter the Meeting ID or Webinar ID found in the invitation, and the passcode, if needed.

To join by telephone (voice only): You may also join Zoom meetings by telephone. This is useful if you do not have audio on your computer, an internet connection, or if you prefer to use a landline phone. In the meeting invitation email, you will see several phone numbers. You can dial any of the phone numbers in the invitation. When prompted, enter the Meeting ID or Webinar ID found in the invitation, and the Passcode, if needed.
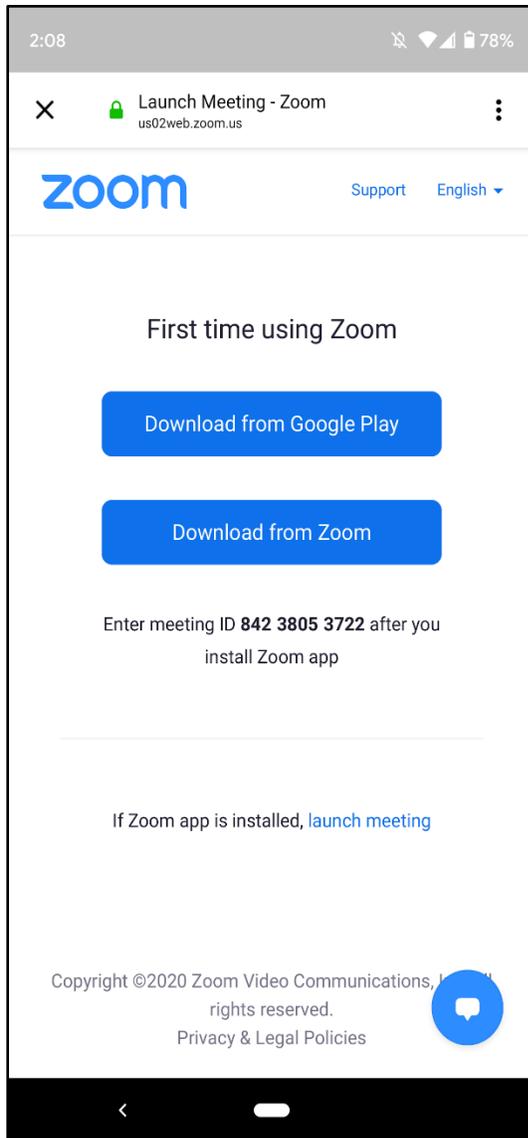
Downloading Zoom

On a smartphone or tablet: if you are using a smartphone or tablet, you will be prompted to install the Zoom app from Google Play or the app store if you have not already done so.

You do not have to create a Zoom account to participate in the event.

1. Click the download button.

2. Open the Zoom app.

3. Click Join the Meeting.

4. Skip to step 5 on page 5.

Downloading on a smartphone or tablet.

On a computer: You do not have to create a Zoom account to participate in the event.

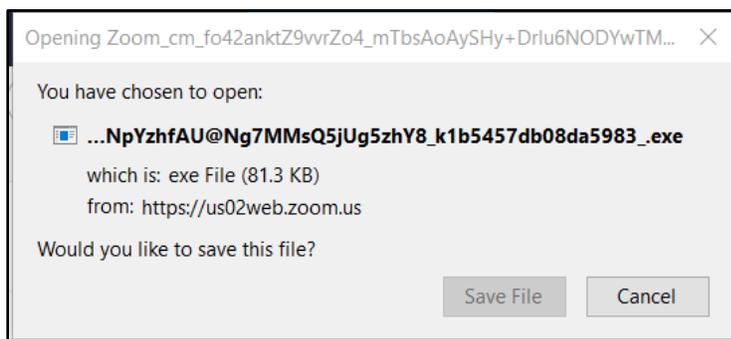When system dialog prompts, click **Open link**.

Download-ing on a computer.

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

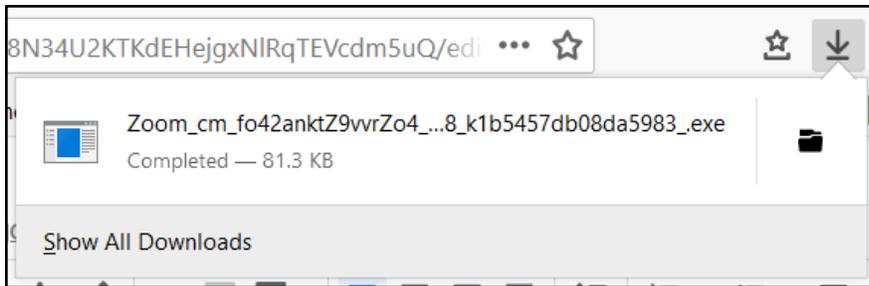If you cannot download or run the application, join from your browser.

To download Zoom to your computer:

1. Click Download and Run Zoom.
2. Click the blue Downloads arrow in the upper right portion of your browser window (or press Ctrl-J if using Chrome).
3. Click Save File in the dialog box that opens.
4. Click the Downloads arrow in the upper left portion of your browser window, then click the Zoom file.

   Zoom will automatically install on your computer. If the meeting has started, it will open and allow you to join.

Opening Zoom_cm_fo42anktZ9vvrZo4_mTbsAoAySHy+Drlu6NODYwTM...   ✕

You have chosen to open:

   ...NpYzhfAU@Ng7MMsQ5jUg5zhY8_k1b5457db08da5983_.exe

   which is: exe File (81.3 KB)
   from: https://us02web.zoom.us

Would you like to save this file?

                                        Save File   Cancel

Downloading on a computer.

Downloading on a computer.

5. Follow the screen prompts (if they appear) to turn on your computer audio (so that other people in the meeting can hear you) and computer video (if you would like other people in the meeting to be able to see you).
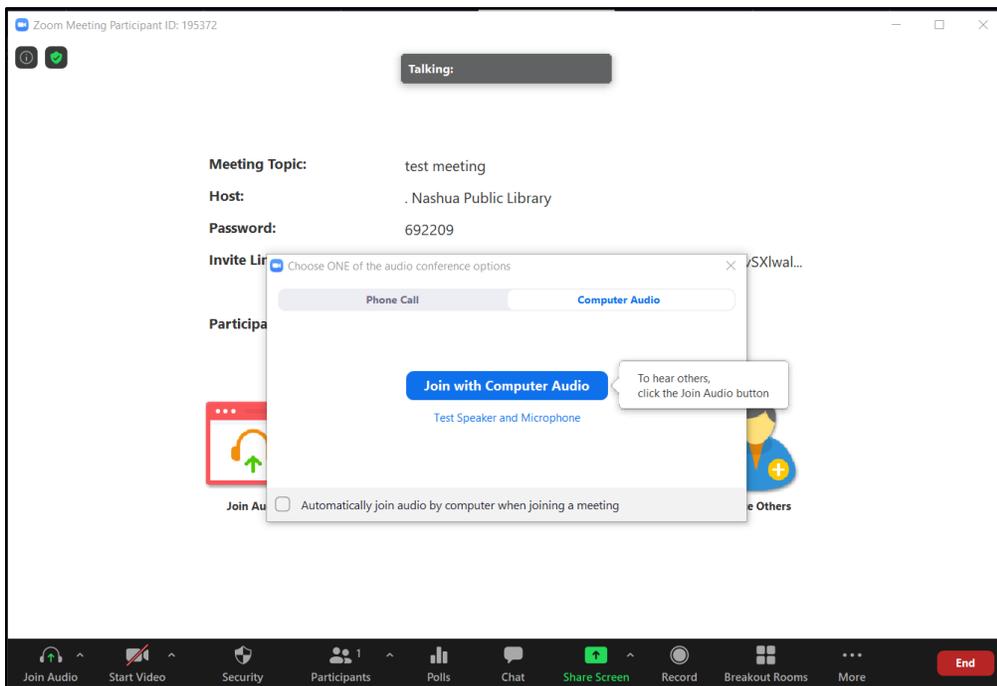

Waiting for the host to start

Depending on how the host has set up the meeting or webinar, you may not be able to enter right away. In that case, you will receive a message something like this:
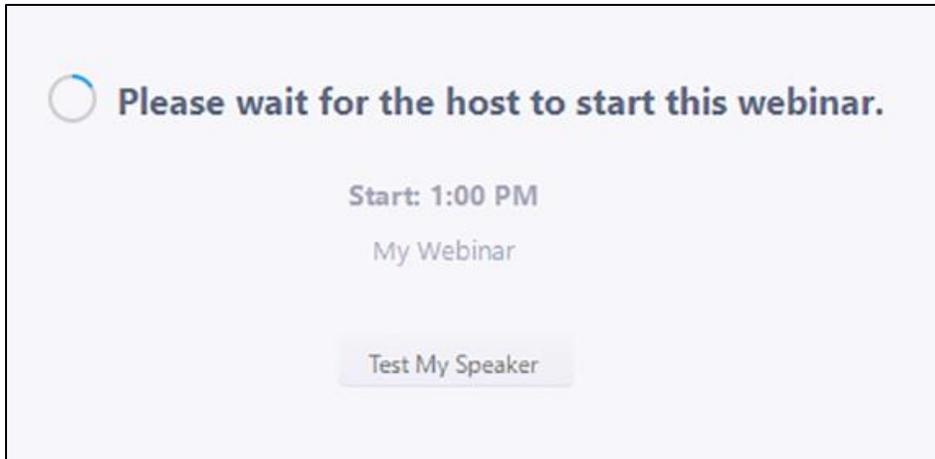
Using controls

On a computer: If you move your mouse to the bottom of your screen, you will see this control bar. Click on the appropriate icon to access the function.

On a smartphone or tablet: Touch the screen to make this control bar appear:
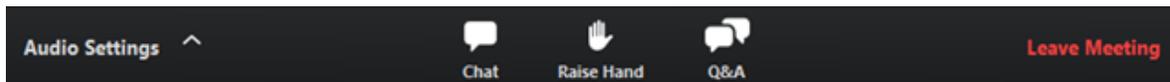
Note: *Some attendee controls won't be available, depending on whether you are attending a Zoom Webinar or Zoom Meeting.*

- **Chat**: Click or touch Chat to send chat messages to the host, panelists, and attendees.
- **Share Screen** or **Share Content** or **Share**: Click or touch to show others what's displayed on your screen. Useful for sharing photos and other files.
- **Raise Hand**: Click or touch Raise Hand to indicate that you need something from the host. The speakers may also ask you to raise your hand when they poll the audience.
- **Q&A**: Click or touch Q&A to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live.
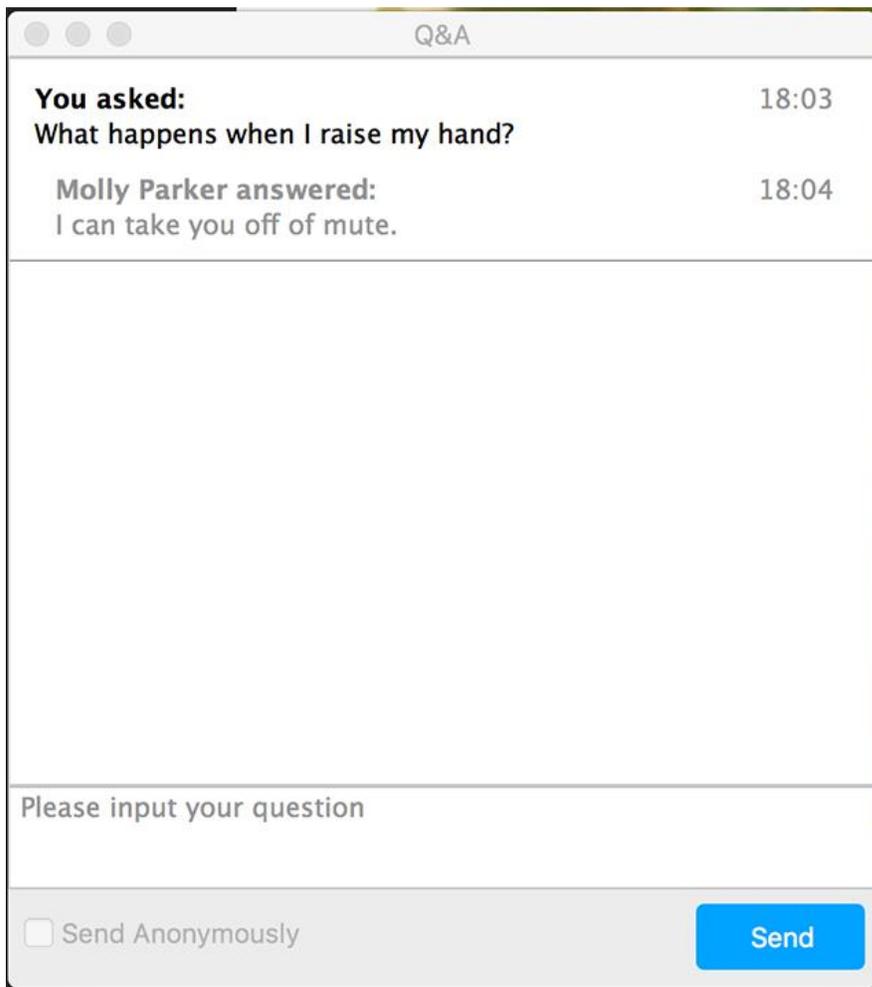
Asking a question

The Q&A function is available in Zoom Webinars only. In Zoom Meetings, just make sure your microphone is not muted, then ask your question.
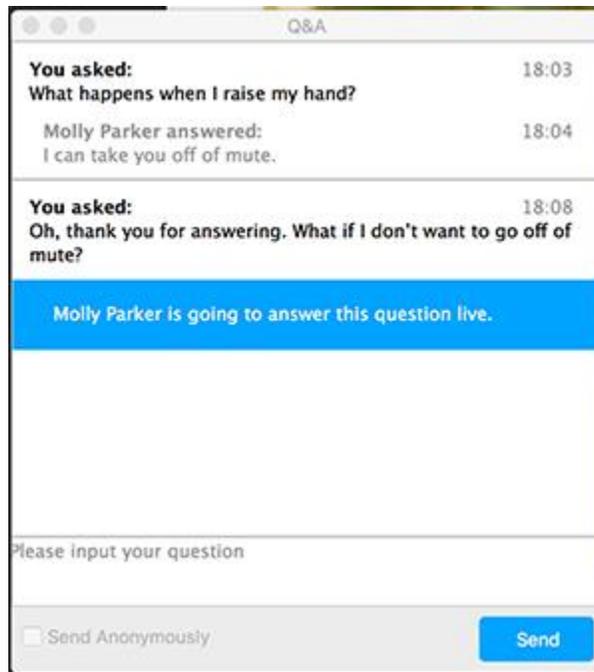
1. Type your question into the Q&A box. Click **Send**.

   Note: *Check Send Anonymously if you do not want your name attached to your question in the Q&A.*

2. If the host replies via the Q&A, you will see a reply in the Q&A window.

3. The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.

Unmute/Mute: If the host gives you permission, you can unmute and talk during the Zoom Webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.
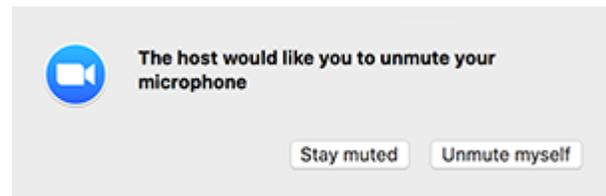
Leaving a meeting

Click **Leave** and then **Leave meeting** to leave the event at any time. If you leave, you can rejoin if the event is still in progress, as long as the host has not locked it.

For more help

If you need more help during library hours, you can call the Information Department at (603) 589-4611 or look for the chat bubble in the lower right corner of www.nashualibrary.org.