Instructions for Accessing Your Virtual Healthy Living for ME Workshop through Zoom

Smartphone or Tablet
STEP ONE: Receiving an Invitation

First, provide your current email address to a Healthy Living for ME Program Staff, and ensure that you can access that email. The program coordinator will send you an email with a link to access the workshop.

In this email you will see an important link. You can see an example of the email in the image below. Save this email so you can access that link each week. You can also write down the URL and type it into your browser to join your class each week.

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To: Jen Paquet  
RetentionPolicy Delete retention (7 years)  
Expires 4/13/2027

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Please utilize the link below to access ZOOM and join the workshop each week. Please try to join the meeting 15 minutes prior to the workshop start time.

The workshop will be held on Mondays, April 13 – May 18, from 1:00-2:00pm.

To join the meeting, please click this link: [https://zoom.us/j/93201484760](https://zoom.us/j/93201484760)

Jen Paquet | Healthy Living Coordinator  
Central Maine Area Agency on Aging, d/b/a  
Spectrum Generations | Healthy Living for ME  
1 Weston Court, Suite 104  
Augusta, ME 04330  
(207) 620-1642  
[www.healthylivingforme.org](http://www.healthylivingforme.org)  
[www.spectrumgenerations.org](http://www.spectrumgenerations.org)

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For additional assistance contact Healthy Living for ME  
info@healthylivingforme.org | 1.800.620.6036
STEP TWO: Downloading the Zoom App

You will now need to download Zoom onto your smartphone or tablet.

1. Find the Zoom application and download it on your phone or tablet. It may be named “ZOOM Cloud Meetings”.
   • On Apple products, you will do this from the App Store
   • On Android and other products, you will download from Google Play

   ![Zoom Icon]

   The icon for the app will look like this

2. Confirm the app has been downloaded.
   • If you open the app before the workshop, the app will ask for permission to utilize the microphone and camera. Allow the application to access both.
   • Zoom will only access your microphone and camera when you are actively in a meeting and give it permission to do so.

3. You are done! The application has been installed on your device. When it’s time for the workshop, simply click on the link in your email, or type that link into the browser and the app will launch.
STEP THREE: Joining the Virtual Workshop

1. From your invitation email, tap the link to access the workshop

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2. If you have correctly downloaded the app on your device, the meeting will launch automatically.

3. Once the app loads your camera will turn on and you will see the “Video Preview” (see image to right). Don’t worry – at this point only you can see your video, no one else! If you do not see your video, that means you have not given the Zoom app permission to use your camera. The app may prompt you to change that. Once your video is showing on your phone screen, tap “Join with Video” (see image below).
4. After you tap “Join with Video” you will be prompted to turn on your audio with a prompt that says “To hear others please join audio”.

5. Typically only two options are provided, “Call Using Internet Audio” or “Cancel”. Choose the “Call Using Internet Audio” option. Choose this option you will be able to communicate with others in the virtual classroom from your smartphone or tablet.

6. Congratulations! You are now in the virtual classroom. You should be able to see and hear other participants, and they should be able to see and hear you.
These are the controls you’ll have access to during the workshop –

**Mute and Unmute:** This function is very important. All participants will typically be muted by the facilitator when joining the meeting. However, you can unmute yourself to talk. You can switch between mute and unmute by clicking or tapping the mute symbol on your screen.

**Stop Video:** We want to encourage everyone to always use the video function when possible. If you need to turn off your video, you can turn your camera on and off by clicking or tapping the camera symbol.

**Chat Function:** If you have questions while you’re muted or feel more comfortable typing your answer, click or tap the “More” icon. From the list, click or tap “Chat”. This will open the chat box and allow you to type your question. You can also select the chat box to see what others are asking or chatting about.

**Different Views:** Touch the screen of your device and swipe left or right to change views. The first window will always show whoever is speaking. The second window will show a grid of up to four participants at a time.