



CONGRATULATIONS!

YOU MADE IT THIS FAR!





GENERAL TIPS

- Keep your device plugged in during class. Laptops, cellphones or tablets – Zoom uses a LOT of energy.
 - Zoom automatically hides menus quickly. Move your mouse or touch screen to see menus. Menus are at the bottom, the upper right corner and the corner of each participant which give you various options.
 - If isolating with others, consider being in a separate room while in class to lessen distractions.
 - Bright lights behind you like a window or lamp can make it difficult for us to see you.
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WHAT AM I DOING ONLINE?

● ONLINE

ENGAGEMENTS

1. Navigate to LifeQuest online
2. Find what is available
3. How to join classes from LifeQuest website

● ZOOM:

1. How to unmute/mute your microphone
2. How to “raise your hand” to be called on
3. How to “chat”
4. How to leave a Zoom meeting

● FACEBOOK LIVE

1. How to find the LifeQuest Page
2. How to “Like” and “Follow”
3. How to “chat”

● YOUTUBE

1. How to find LifeQuest on YouTube
2. Subscribe
3. Playlists



FINDING THE LIFEQUEST WEBSITE AND WHAT IS ON IT....

Keep watching your screen while the facilitator leaves this PowerPoint and visits the World Wide Web...





ZOOM 101



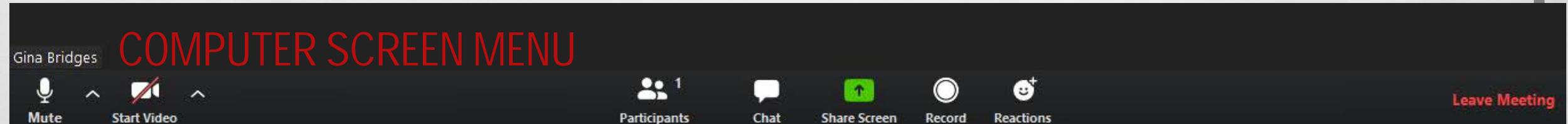
WHAT DOES YOUR SCREEN LOOK LIKE?

COMPUTER

TABLET/IPAD

CELLPHONE

Each screen looks different – move your mouse or touch your screen to explore menu's



If possible, click participants & chat to have those windows open during class. Some devices require you move to another screen.

IPHONE SCREENS



BASIC MENU

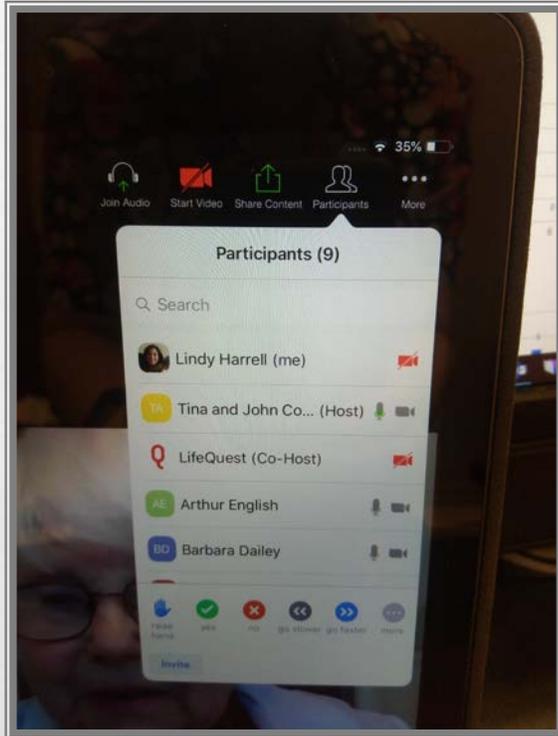


CLICKED THE 3 DOTS

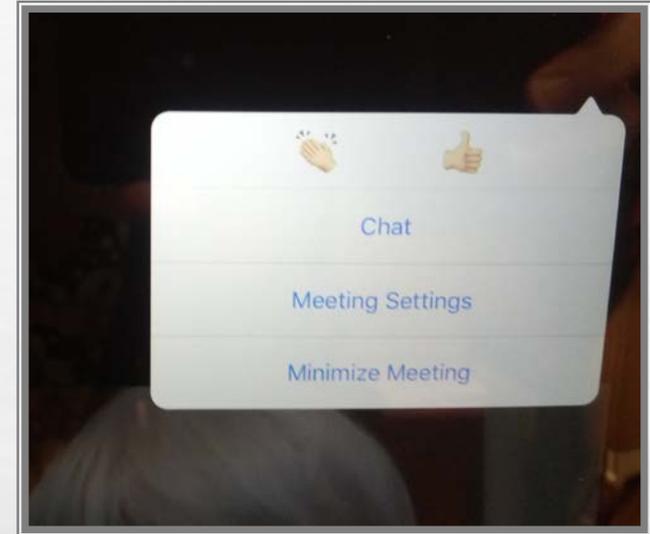


CLICKED PARTICIPANTS

IPAD SCREENS



BASIC MENU &
PARTICIPANTS



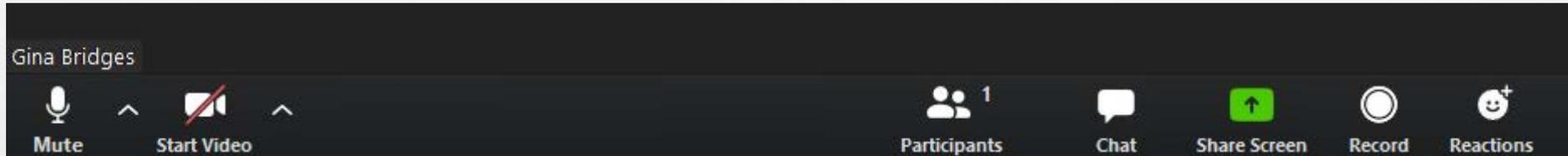
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INSTRUCTOR PERSPECTIVE

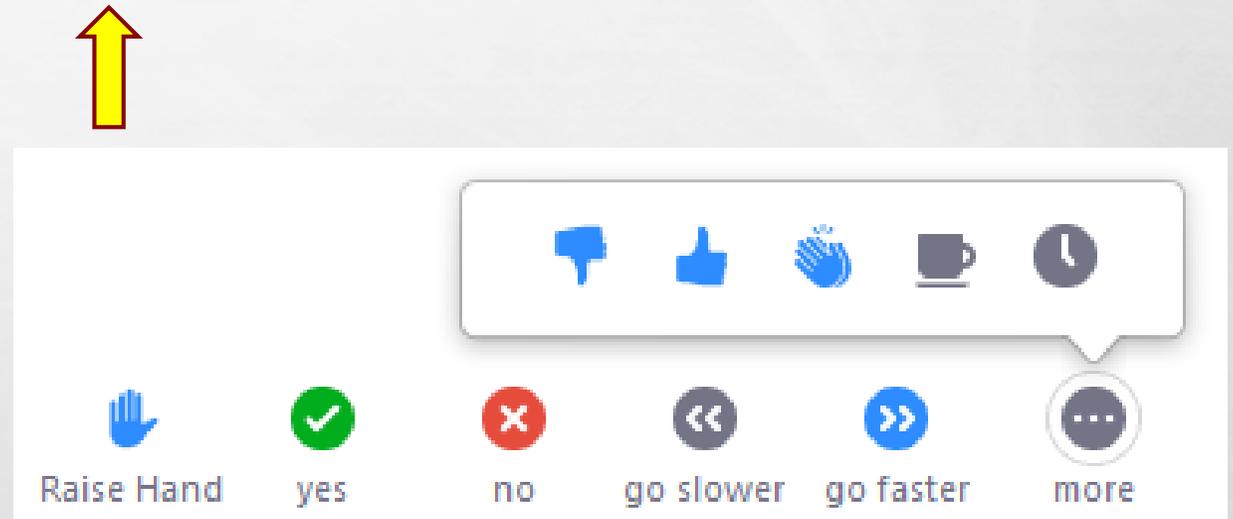
We recommend Presenter view to keep your focus on the instructor.

If your instructor is sharing their screen with you, they might not see the chat window or participants list. LifeQuest Moderators will be actively watching the participants and chat windows.

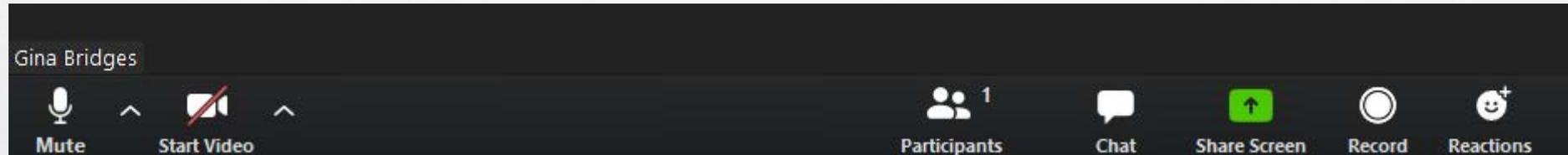
RAISING HANDS



- Raise your hand in the “Participants” window.
- Click or tap blue icon
- **ALT+Y**: Raise/lower hand (PC)
- **OPTION+Y**: Raise hand/lower hand (MAC)



MICROPHONE ETIQUETTE



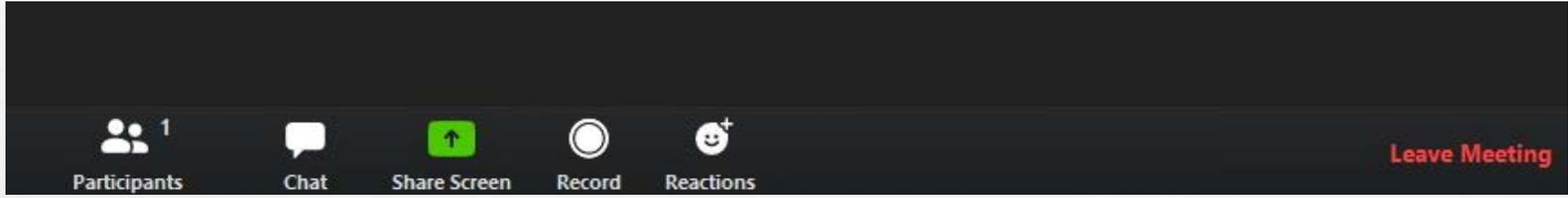
How to unmute yourself

- Press & hold space bar to temporarily unmute yourself
- **Alt+A**: Mute/unmute audio (PC)
- **Command(⌘)+Shift+A**: Mute/unmute audio (MAC)



CHAT ETIQUETTE

- If you choose to type in the chat window, be patient and understand that your instructor is new to Zoom too! Some instructors chose not to see the chat window so the LifeQuest Moderator will read your question to them when appropriate.
- Quick hints:
- Click open the chat window if not automatically open.
 - **Alt+H**: Display/hide In-Meeting Chat panel (PC)
 - **Command(⌘)+Shift+H**: Show/hide In-Meeting Chat Panel (MAC)



On PC



LEAVE MEETING

WHEN ORIENTATION IS OVER, CLICK LEAVE MEETING AND THEN CLOSE SOFTWARE.





FACEBOOK – LIFEQUEST PAGE

Video on creating account and finding LifeQuest on Facebook automatically starts...







YOUTUBE WHAT?

Keep watching your screen while the facilitator leaves this PowerPoint and visits the World Wide Web...



LIFEQUEST CLASS BASICS

- Mass emails will only announce NEW class opportunities. Ongoing class information is located on our website.
- Each Zoom class has it's own id number (like a virtual classroom) and it will stay the same each week.
- The password for Zoom classes is the same for all free classes – lifequest (all lowercase)
- Facebook Live opportunities will 'alert your device' IF you have "All Notifications" turned on and allow Facebook to send notifications. Another way to do this is have an alarm on your calendar or phone.

QUESTIONS?