



# Lanphear *LIVE!* 2020

## ZOOM Instructions

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For the safety of our guests, staff, and speakers, Lanphear *LIVE!* will be presented using ZOOM video conferencing this summer.

We have an exciting roster of speakers and hope you can join us for their fantastic presentations.

If you are not familiar with ZOOM, here are instructions. Also, be sure to watch the training videos we have created for you. They are on the Lanphear *LIVE!* page on the Conservancy web site.



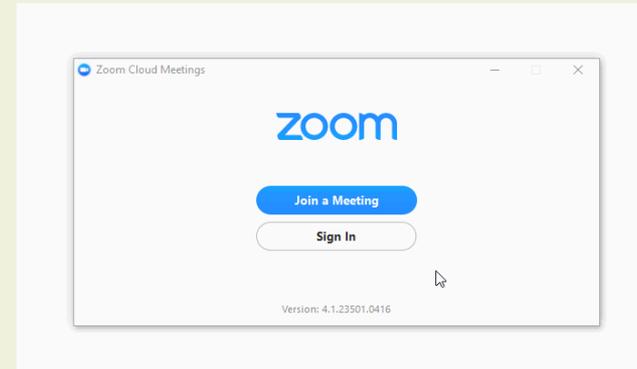
# *LANPHEAR LIVE!*

*Society, History, Nature, Technology*

# What Do You Need?



***Web Browser***



***Login Credentials***



***The Zoom Application on your Computer***



# Loading ZOOM Application

If this is the first time you have used ZOOM, you will need to go to the web site, get a free account, and install the ZOOM application on your viewing device (computer, iPad, cell phone)

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zoom Support English

When prompted, select Open with and then OK.

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 Do this automatically for files like this from now on.

Cancel OK

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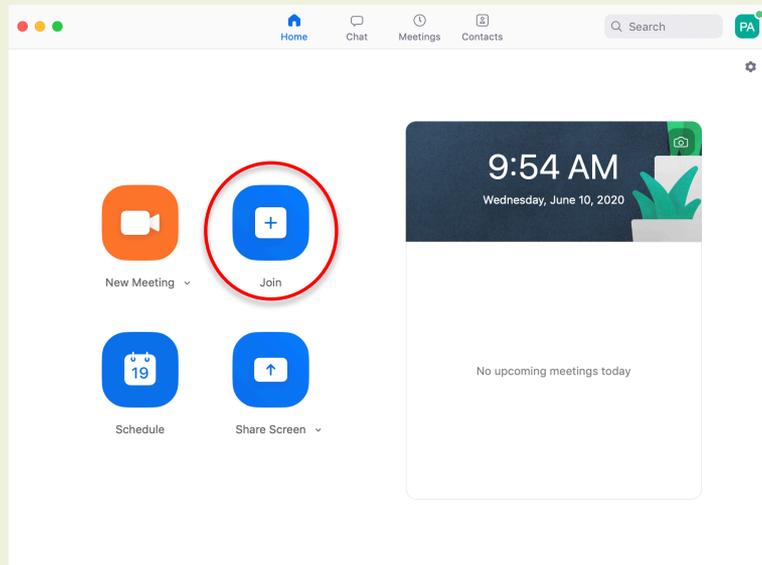
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 Open with: Choose...  
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Cancel OK

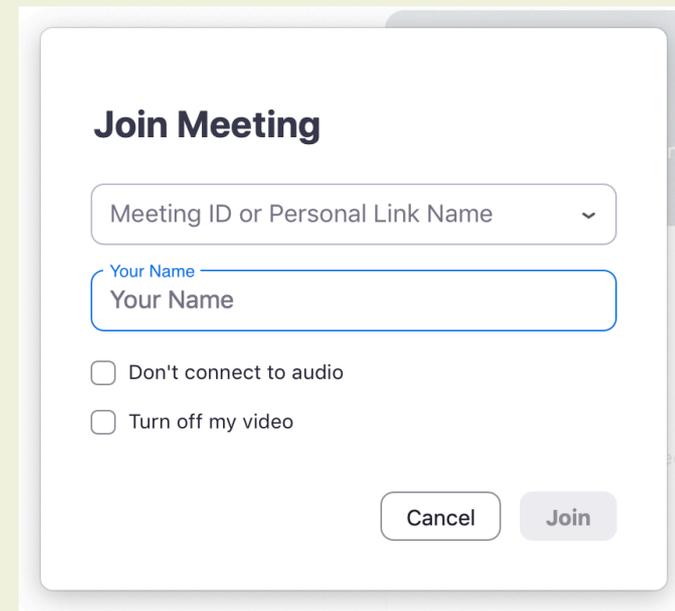
# Joining Lanphear LIVE!



Start the ZOOM  
application and choose  
JOIN



Then enter your Meeting  
ID (see the Lanphear  
LIVE! page on the  
Conservancy web site)  
and your name



# Joining Lanphear LIVE!



Enter your Password  
(found with Meeting ID)

A screenshot of a "Join a Meeting" dialog box. The title bar says "Join a Meeting". Below the title bar, it says "Please enter the meeting password". There is a "Password:" label followed by a text input field. At the bottom right, there is a "Join" button.

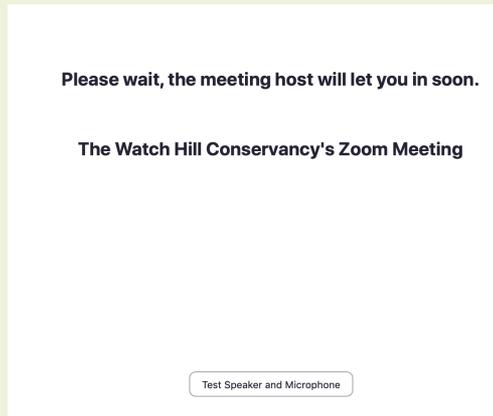
Choose Join with Video

A screenshot of a "Video Preview" dialog box. The title bar says "Video Preview". The main content area shows a circular video preview of a bird on a rock, which is the same logo seen in the top right. Below the preview, there is a checked checkbox with the text "Always show video preview dialog when joining a video meeting". At the bottom, there are two buttons: "Join without Video" and "Join with Video".

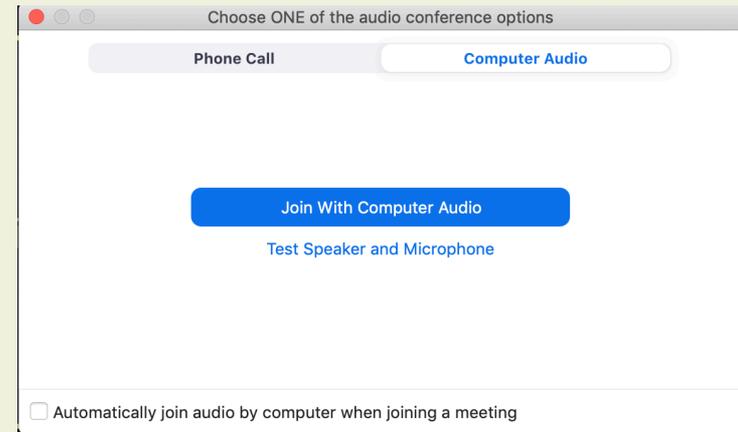
# Joining Lanphear LIVE!



The ZOOM host will  
admit you



Choose Join with  
Computer Audio



# Joining Lanphear LIVE!



## Set your screen options

Choose View Options:  
Side by side Mode & Fit to Window

Choose Speaker View

The screenshot shows a Zoom meeting window. At the top, a green status bar reads "You are viewing The Watch Hill Co...'s screen". Below it, a "View Options" dropdown menu is open, listing: "Fit to Window" (checked), "50%", "100% (Original Size)", "150%", "200%", "300%", "Exit Full Screen", and "Side-by-side Mode" (checked). To the right, a "Speaker View" button is visible. The main content area displays a PDF document titled "Banner V1.pdf - Adobe Acrobat Pro" with a toolbar and a page number of "Page 1 (1 of 1)". The PDF content features the Watch Hill Conservancy logo and the text "LANPHEAR LIVE! Society, History, Nature, Technology". On the right side of the Zoom window, a participant list shows "Ethel Mertz" with a video thumbnail, "Peter August", and "The Watch Hill Conservancy" (highlighted with a yellow border). At the bottom, the Zoom control bar includes icons for Mute, Start Video, Participants (3), Chat, Share Screen, Record, Reactions, and a red "Leave" button.

Here is where you ask questions of the speaker

# Joining Lanphear LIVE!



This is how your screen should look when you are done

