MYELOMA CANADA
MAKING MYELOMA MATTER

Connected Canadians



Digital Literacy Program

Myeloma Canada is proud to partner with Connected Canadians, also a non-profit organization, whose mandate is to foster digital literacy skills amongst Canadian adults. People should be empowered to use technology safely and effectively, to engage with loved ones and enhance quality of life.

Discover below a handful of tips from our latest workshops!

INTRODUCTION TO ZOOM

What is Zoom?

Zoom is a video, audio and chat service software used for teleconferencing, and can be used on desktops, laptops, tablets and smartphones. It is useful for work meetings, conferences, distance education and social events. Using Zoom is easy and convenient because it enables you to join meetings without having to create an account. The software is downloaded from the web and you can choose a free or paid option.

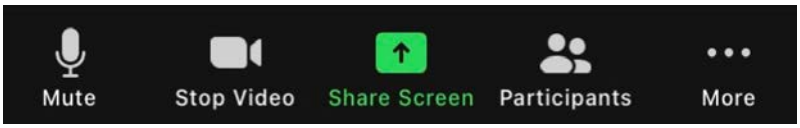
How to get Zoom?

Go to https://zoom.us/download > Select the download option for your device > Install the Zoom app.

Joining a meeting

To join a meeting set up by someone else:

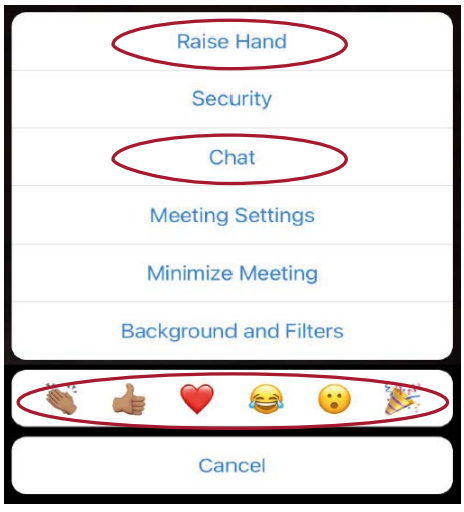
1) Click on the **Zoom meeting link** that was shared by email, in a calendar invite or chat, or copy and paste the Zoom meeting credentials into your search bar (Meeting ID and Passcode).
2) Then click on "Join Meeting". The system will prompt you for audio options.
3) Click on "Start Video" to turn on your camera
4) Click on "Unmute" to start your audio.



The "Participants" icon will enable you to see who is attending the call.
To see what else you can do in a Zoom meeting, click on "More" or the three little dots.

This will allow you to:

- Raise your hand in order to alert that you wish to ask a question;
- Open the Chat window so you can discuss with other participants;
- Send an emoji to the group to share your reactions.



How to get help

Amongst other resources, Connected Canadians is also there to help, offering one-on-one support sessions and workshops.

For more information:
1-877-304-5813 (toll-free Canada)
613-699-7896 (Ottawa)
info@connectedcanadians.ca

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INTRODUCTION TO ZOOM (continued)

Setting up your own meeting

To create a meeting, go to https://zoom.us and click on "SIGN UP, IT'S FREE". Then once your profile, date and time zone are set, simply follow the instruction below :

- Go to "Meetings", then press the blue "Schedule" icon to enter all information and set up your meeting. The Meeting ID will be generated automatically. You may enter a password for more security, or enable the waiting room, should you wish to manually accept participants as they enter the meeting room. Depending on the type of meeting, you can choose to see everyone or if it's a presentation, have attendees see your screen instead. There are a few options to choose from. The best thing is to go into Zoom before your meeting and see which works for you.
- Once you click "**Save**", a pop-up of the meeting invitation will appear.
- Click "Copy to Clipboard" to copy the invitation text, then paste it in an email or chat to share with the people you're inviting to the meeting.
- When it's time for your meeting, go to "**Meetings**", select the meeting on the left side and click "Start". (See image 2)

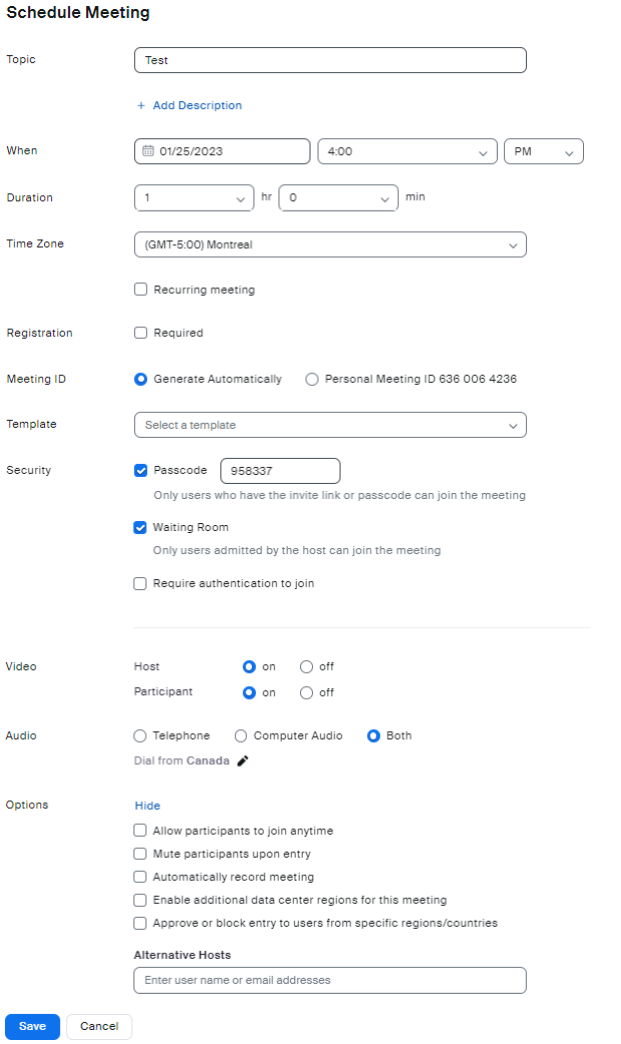
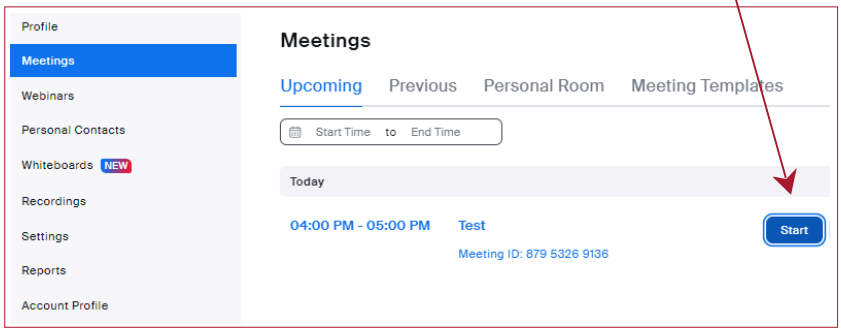


Image 2: Starting your meeting





See more myeloma resources at www.myeloma.ca