Dear CWR Students,

During this incredibly difficult and unprecedented time, we understand that you may be experiencing additional stress about living and travel situations as well as technology access. Please be up front with the CWR Faculty and let them know how you are doing and what you need in order to succeed in a remote learning environment.

Your course instructor will be in touch about their specific plans for the rest of this semester, but in the meantime, we wanted to send along these basic guidelines and suggestions.

**All CWR workshops resume via remote teaching on Monday, March 23rd, 2020.**

If your instructor chooses to conduct live virtual workshops with your classmates via Zoom, please keep the following in mind:

- **Do everything you can to simulate being in a CWR classroom.**
  - Set up in a quiet room, alone, where you can focus.
  - Set up at a table or on a hard surface on which you can write and take notes.
  - Dress appropriately, as if you were attending class in person.

- **Be patient with yourself and with one another.** An online classroom can be a more challenging environment for a creative writing workshop. It will be harder to see and interpret each other’s body language; everyone’s comfort level with technology is different; and tone can be hard to hear online—so please be patient and generous with each other.

- **Communicate with your instructor. Let them know:**
  - Are you residing in a different time zone?
  - Do you have reliable internet access?
  - Do you have any other accommodation concerns about your access to online teaching that will be good for your instructor to know in advance?

- **Zoom Instructions are printed on the next few pages of this packet.**

- **If you have questions about using Zoom**, please contact Rick Pilaro and Steve Rife, the Lewis Center Technical Team, at LewisCtr-TECH@princeton.edu.

- **If you have other questions about the Program, classes, theses, etc., please contact:**
  - Erin West, Program Associate, erin.west@princeton.edu
  - Katie Welsh, Office Assistant, kwelsh@princeton.edu

All best,
The Program in Creative Writing
Zoom Instructions

Some of these instructions are excerpted from: https://workcontinuity.princeton.edu/meetings

What is Zoom?

Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. Zoom offers video, audio, and wireless screen-sharing across multiple platforms.

What do I need in order to use Zoom?

In order to host a meeting in the Zoom application, you will need the following:
- Device with a good internet connection
- Microphone (most laptops, desktops, and smartphones have a built-in microphone)
- Web camera (most laptops, desktops, smartphones have a built-in webcam)

In order to join a meeting via the Zoom application, you will need the following:
- Device with a good internet connection
- Microphone (most laptops, desktops, and smartphones have a built-in microphone)
- Web camera (most laptops, desktops, smartphones have a built-in webcam)

Important Note: You are able to join a Zoom meeting by phone (cell phone or landline). The phone numbers to call will be listed in the e-mail invitation you receive from the meeting host. For reference, here are phone numbers to call, based on location: https://princeton.zoom.us/zoomconference?u=YDygOBIHIvJDA6R4H0d2Q_TykBaEIIzkNWzX03PzMRA

How do I get started with Zoom?

If you haven’t used Zoom before, get started here: http://princeton.zoom.us
- Click Sign In
- Sign in w/your NetID@princeton.edu & password. *This may require DUO authentication*
- The first time you use Zoom, you’ll be prompted to run and install the Zoom-launcher.

If you haven’t used Zoom before & receive an e-invite for a Zoom meeting, do the following:
- Click the Join Zoom Meeting link in the e-mail.
- You’ll be prompted to run and install the Zoom-launcher.
- Upon completion, your meeting should begin.
How do I use Zoom?

Once you’re in a Zoom meeting, you can use features like turning your video and microphone settings on and off, inviting other meeting participants, chatting with other meeting participants, recording the meeting (if you are a host), and sharing your screen.

How do I Host a Meeting/Class on Zoom?

First, sign in to your Princeton Zoom Account here: http://princeton.zoom.us

After logging into your account, you’ll notice the top menu bar (image below) includes the ability to “schedule a meeting” in the future or “host a meeting” instantly and invite participants.

If this meeting is taking place in the future:

1. Click Schedule a Meeting from the top menu bar
2. Consider the options presented to you:
   - Enter a topic or meeting name and description is the fields
   - Set the time and date of the meeting
   - Set the duration of the meeting
   - Set the time zone
   - Select any security options you would like (you can require registration; you can require a password, etc.)
3. Once the scheduled meeting is saved, you will see a screen with lots of information about the meeting, including the Meeting ID and more.
4. On this screen of information, find the Invite Attendees section.
   - The best way to invite attendees is to click Copy the Invitation. You’ll then see a very detailed invite template with great information for invitees about how to connect to the meeting by link, phone, etc. Click Copy Meeting Invitation and then paste that information into an e-mail message to invited participants.

If this meeting needs to begin immediately:

1. Click Host a Meeting from the top tool bar.
2. Choose whether you want to use video or just audio or share screen only.
3. Once the meeting has begun, click the Invite button to invite participants.
4. Click Copy Invitation at the bottom of the box to get information (link, phone numbers, etc.) to copy and paste into an e-mail message to invited participants.
How do I Join a Meeting/Class from my Princeton Zoom Account?

You can join an existing meeting/class from your Princeton Zoom Account.

1. Log into your Princeton Zoom Account here: http://princeton.zoom.us
2. Click the Join a Meeting tab from the top menu bar.
3. Enter the Meeting ID of the meeting/class you’d like to join; the host will send you this Meeting ID via e-mail.
4. Click Join.

How do I Join a Zoom Meeting/Class from an E-mail Invitation on my Computer?

The host of a meeting (your CWR instructor) will send you a meeting invite via e-mail. If you are on a computer and are connected to the internet, you can simply copy & paste the Join Zoom Meeting URL/Link in the invitation into your browser search box and follow the prompts to launch the application and join the meeting. Zoom meeting e-mail invitations provide multiple methods of joining the meeting for various devices. Select the one that works for you.

How do I Join a Zoom Meeting/Class by Phone?

You can join a Zoom meeting using a smartphone or “traditional” phone (landline, etc.).

On a smartphone, download the Zoom App. Then go into the app and do the following:

1. Enter the Meeting ID
2. Click Join
3. Click Join with Video or Join without Video.
4. You’ll then be prompted to “Join Audio”, and you can either “Call Using Internet Audio” or “Dial In” (if you choose “Dial In”, you will be provided with a phone number to call.)

If you want to call into the meeting from a “traditional” phone (non-smartphone, landline)

1. Phone numbers will be listed in the host’s e-mail invitation.
   • For reference, here are the phone numbers to use by location:
     • Phone numbers for those in the US:
       +1 312 626 6799 US (Chicago)
       +1 646 558 8656 US (New York)
       +1 346 248 7799 US (Houston)
       +1 669 900 6833 US (San Jose)
       +1 253 215 8782 US
       +1 301 715 8592 US
     • All phone numbers, including international: https://princeton.zoom.us/zoomconference?u=YDygOBIHIvJDA6R4H0d2Q_TykBaEIIzkNWzX03PzMRA
2. Enter the Meeting ID and then the # (pound) sign.
3. Click the # (pound) sign to skip entering the Participant ID, unless required.
4. You’ve joined the meeting!
**Important Note: Make sure the Zoom software on your computer is up-to-date & has no updates needed!**

Verify there are no updates to the Zoom software on your computer. If a previous version of Zoom was installed on the system, you may not be able to successfully join the meeting.

**To check for Zoom updates on Macs,** go to the zoom.us menu on your top menu bar & click Check for Updates:

To check for Zoom updates on Windows, go under the down arrow next to your name on the home screen and click Check for Updates.
Tips for Participating in Zoom Meetings/Classes

Testing Audio (Mic/Speakers)

• When you join or host a meeting and enter the Zoom application, you will likely be presented with a box about selecting “Audio Conference Options”. Click Test Speaker and Microphone in that box to run a few audio tests.

• If you've already joined the meeting and want to test your audio, you can click the up arrow next to the Mute button and select Test Speaker and Microphone at any time.

Mute/Unmute My Audio

When you need to mute your audio during a Zoom meeting:

1. Click the Mute button/Microphone icon on the bottom control bar to mute your audio.
2. To unmute, click the Mute button again.

Recommendation: Enter the Meeting Muted & then Raise Hand

We recommend meeting participants enter the meeting Muted. The host can set this up when scheduling. This is a courtesy to the person who is speaking.

Participants will see a Raise Hand option in Manage Participants/Chat if they need to ask a question to the Host (Note: you will not see the Raise Hand option if you are the host.)

Share My Screen

Zoom allows for screen sharing. You can choose to share your entire screen or any of the open applications shown in the window.

1. Click the Share Screen button from the bottom control bar.
2. Select which content you'd like to share.
3. Click Share.

Note: If you share a window/application, the screen sharing will only show that window. If you share a desktop, you can switch between windows and applications.

Note: You'll notice that your meeting controls are now at the top of the screen. You can stop sharing your screen by clicking the visible Stop Share button or you can hover over the control bar for more options.
**View Participants**

You have the ability to view the other individuals who are participating in a Zoom meeting.

1. Click the **Manage Participants** button on the bottom control bar

2. In the right menu bar, you will see options to mute/unmute or rename each participant,

3. You will also be able to see if the participants have their microphone and/or video turned on (icons next to the participant’s name)

**Chat with Participants**

You have the ability to chat with all attendees or individual attendees.

1. Click the **Chat** button from the bottom control menu

2. Choose from the list of participants or chat with everyone.

**Record the Meeting**

If you are the host of the meeting, you have the ability to record it.

1. Click the **Record** button from the bottom control menu.

**Breakout Rooms**

If the meeting’s host needs to divide the meeting/class into smaller groups to hold smaller discussions, the host can click **Breakout Rooms**, select the number of breakout rooms, and assign meeting attendees to each group. The host can then pop into and out of each session and can pull everyone back into the larger whole. Participants who **Raise Hand** in a breakout session can be seen by the host if they are with another group.