USING ZOOM WHILE ATTENDING A CLASS
## A helpful guide

If you are planning to attend a Library virtual class, you might be asking yourself **"How do I participate in the class and do the lessons while I'm trying to watch the instructor on my computer?"** Well this guide is here to help you accomplish this!

The easiest way to solve this issue would be to watch the Zoom presentation on your tablet or smartphone while you work on the lesson on your computer. You can also do this with another laptop or computer if you are lucky enough to have an extra. If none of these are an option for you then you can try screen splitting. Screen Splitting allows you to basically, split your computer screen in two and do one thing on one half of the screen while you do something else on the other half. Below are instructions to help you do this.

1. Before you join the Zoom meeting. Open the program or website you'll be using for the class. Sign in to program or website if needed. Do anything you need to do to be prepared for class.

   In this example, I opened up Google Sheets in my web browser and signed in.
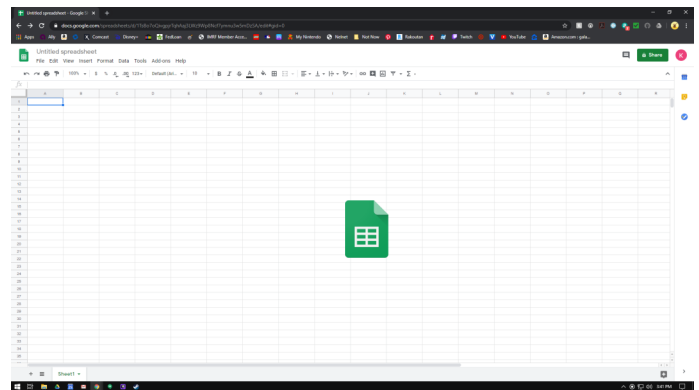

2. Open your email with the link to the Zoom meeting for the class you'll be attending and **click on the link to join the meeting**.

   You may have to wait in a Waiting Room for the presenter to admit you in.

   EMAIL
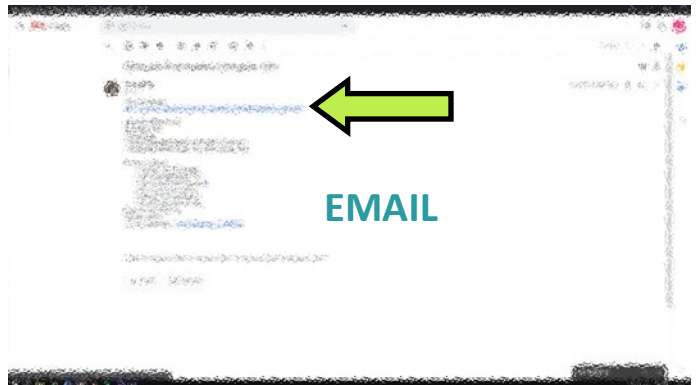
3. After joining the meeting, it might go full screen. Move your mouse cursor to the top of the screen and **click on the VIEW OPTIONS tab, hover down to EXIT FULL SCREEN and click on it**.

   If the presenter did not set it up for Full Screen… then you can skip this step.
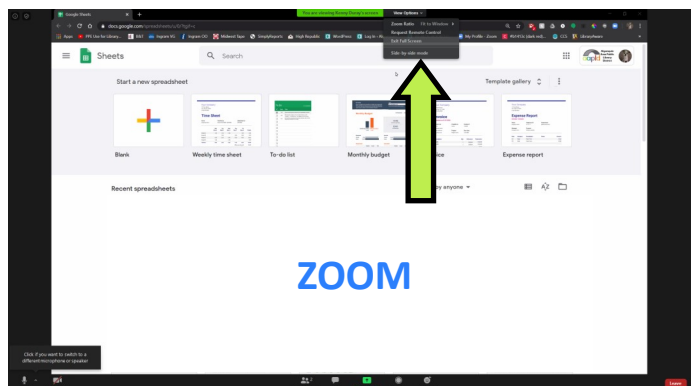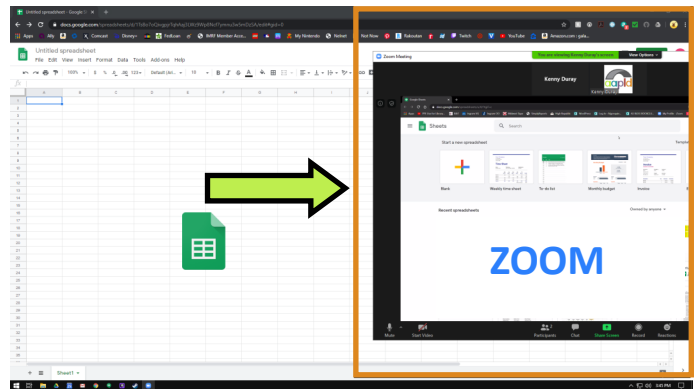

   ZOOM

4. On your Zoom meeting window, click on the white bar on the top and hold the click down. Now move your mouse so that the Zoom window also moves and drag it all the way to one side of the screen.

In this example, I am dragging the Zoom window to the right side of the screen.
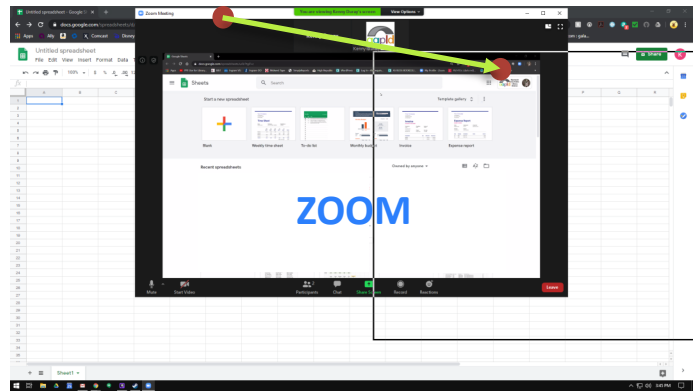
5. Keep dragging the Zoom window all the way to the side until a clear box appears that fills half of the screen. In this example, you can see I dragged the Zoom window all the way to right until a clear box appeared, splitting the screen down the middle.

You can release your left mouse click now. The Zoom window should snap to the side of the screen.

6. After the Zoom window snaps to the side of the screen, smaller windows will open on the other half of the screen. These are other windows that you had open. One should be the program that you need to use for the class. In this example I clicked on the window with Google Sheets.
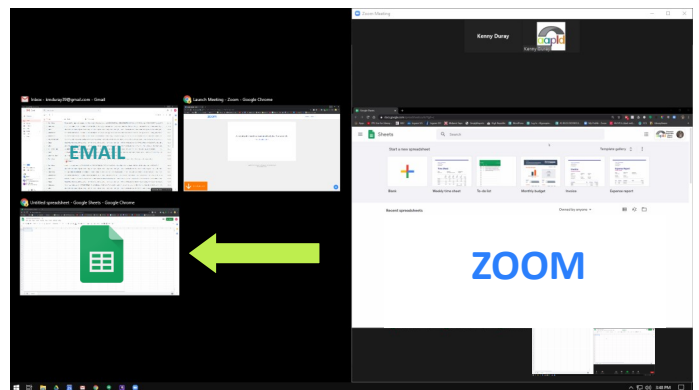
7. You should now have the program or website you need to use open on one half of the screen and the Zoom meeting open on the other half of the screen. Now you can work while you watch!!! If you need to use chat or open the participants window to raise your hand, you will need to adjust your screen again because the chat / participants window will move your Zoom screen. It's an easy fix now!