



Linked Senior Virtual Group Setup with Zoom

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Welcome to the Linked Senior Virtual Group Setup with Zoom!

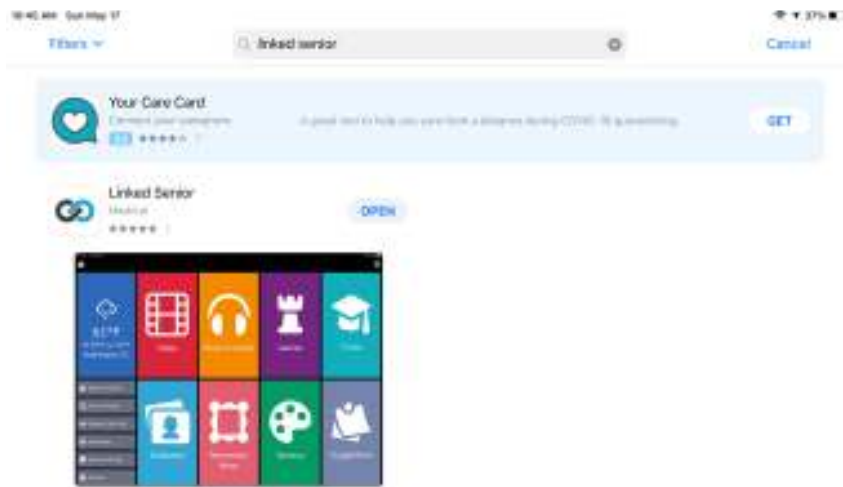
We are excited to help create virtual groups to help you engage more older adults, increase their quality of life through quality engagement & fight isolation!

This guide will walk you through setting up Linked Senior (Once you have gained access to the service) and a virtual meeting service such as Zoom.

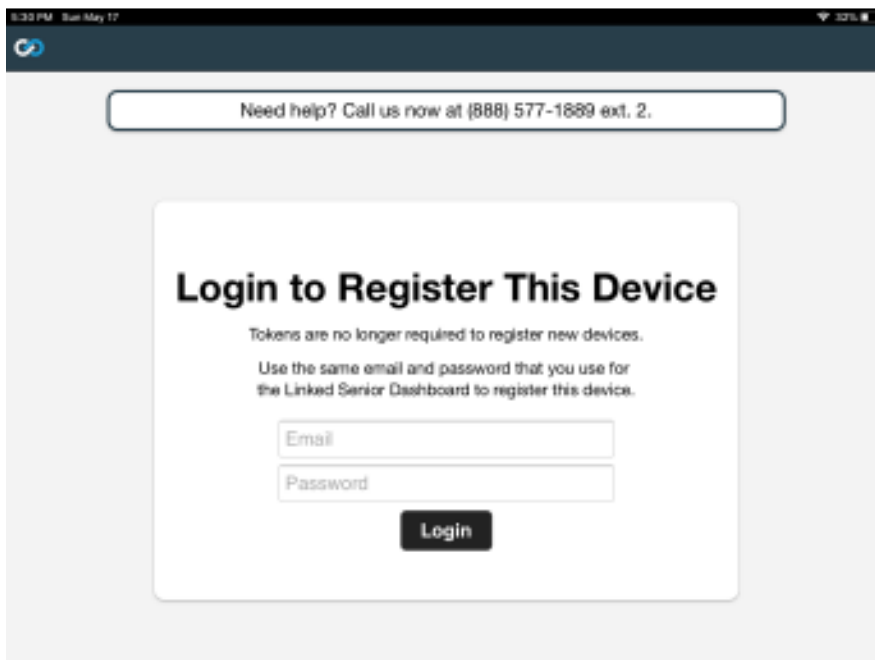
The Linked Senior Team

If you have any trouble, please contact us at (888) 577-1889 or support@linkedsenior.com

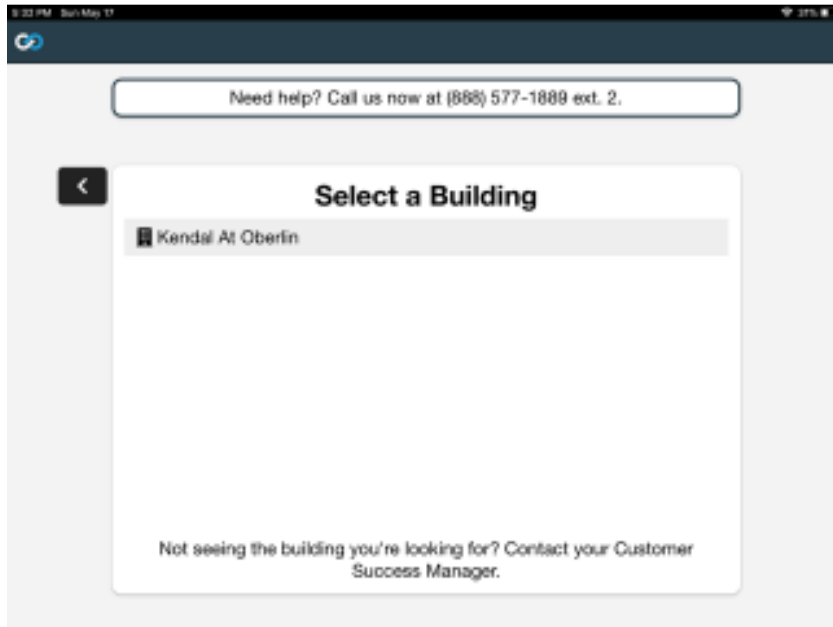
Part 1: Registering a device for Linked Senior



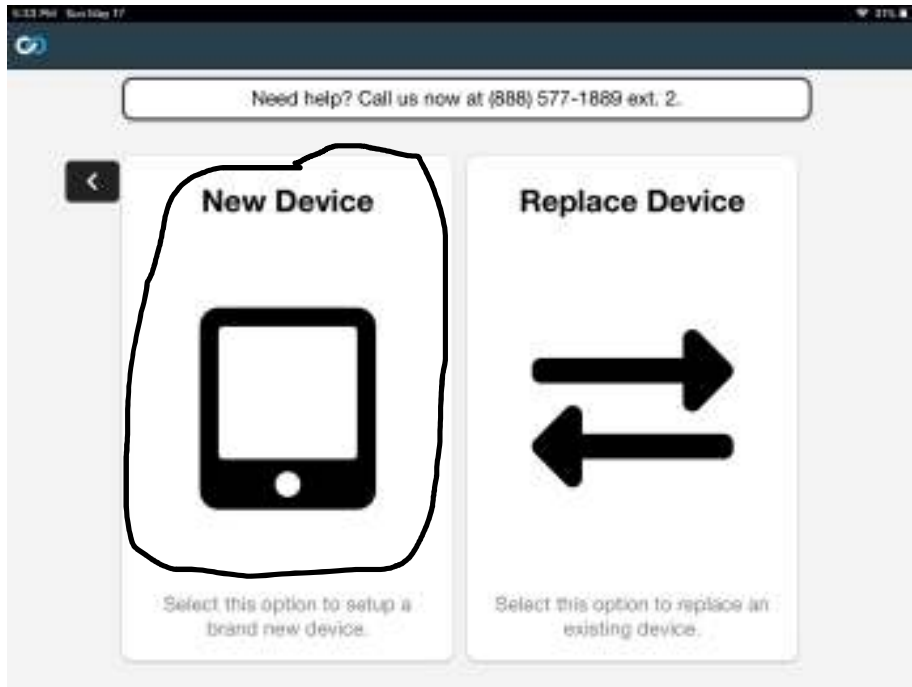
Step 1: Download the Linked Senior app onto an ipad.



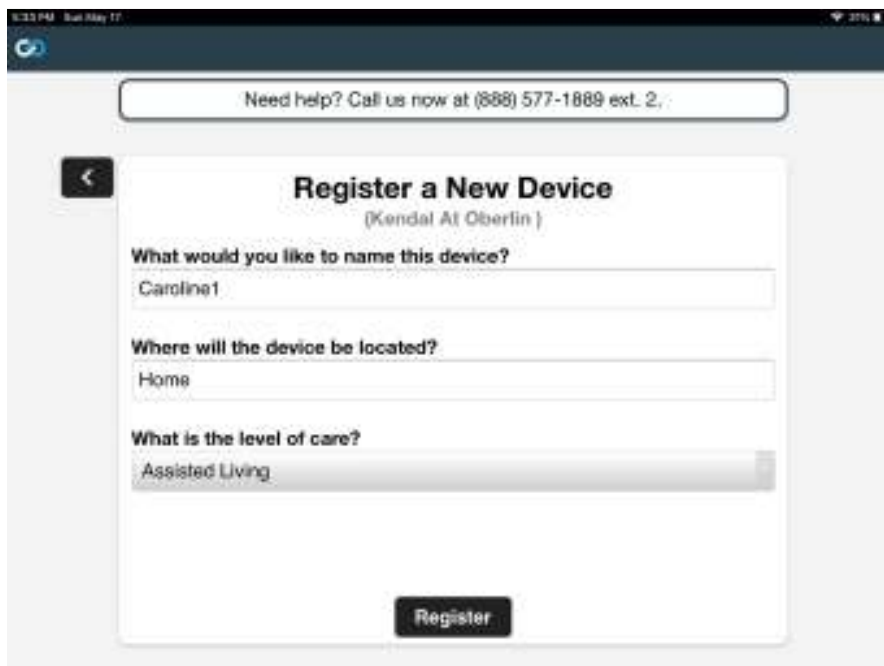
Step 2: Open the Linked Senior app and register the device with the Linked Senior username and password for your organization.



Step 3: Select the correct building with which that you will be working.



Step 4: Select “New Device” to create a new device associated with your organization.

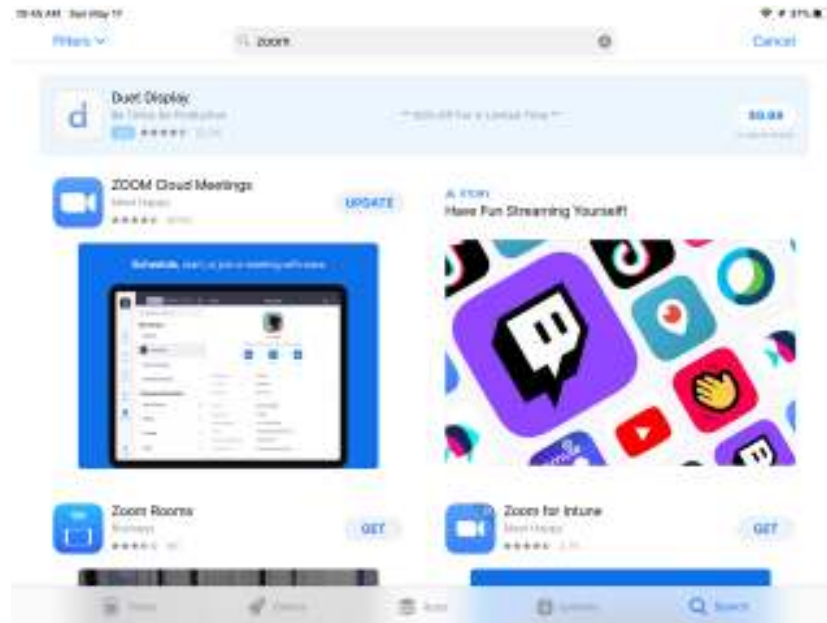


Step 5: Register this device under the appropriate name, location, and level of care.

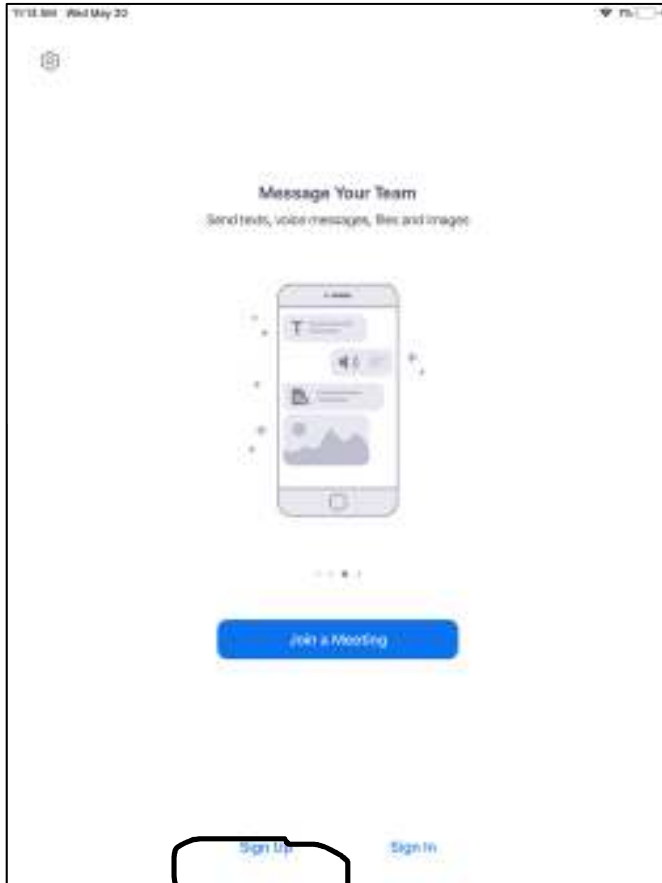


Step 6: Once registered, you should have access to your organization's Linked Senior activities through this homepage.

Part 2: Setting up a Zoom Account



Step 1: Download the Zoom app onto the same ipad that has the Linked Senior app.



Step 2: When you open the Zoom app, you will come to this screen. Click “Sign Up.”

Step 3: Enter your birthday.

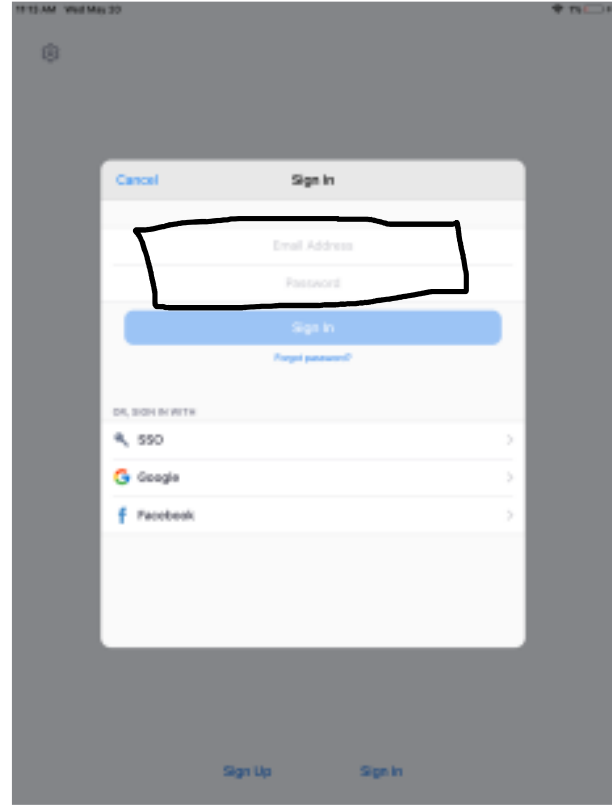
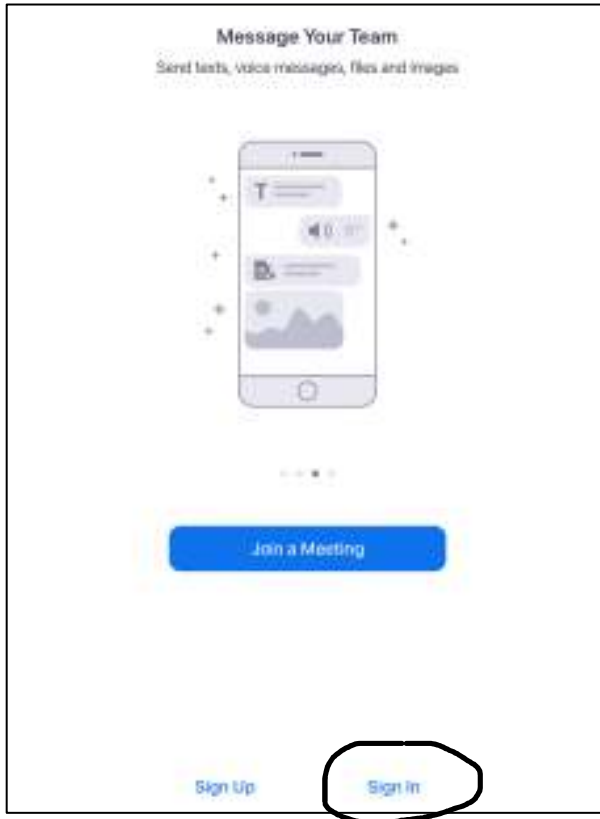




Step 4: Enter your chosen email address and first/last name.

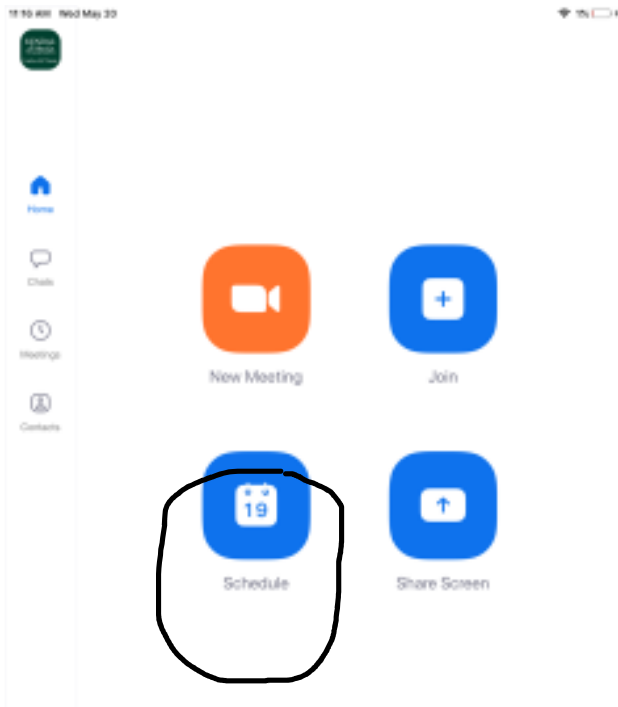
Once you agree to the Terms of Service, Zoom will send a confirmation email to the chosen email. This email contains a link that will take you back to your new Zoom account.

Part 3: Set up a Meeting as a Host



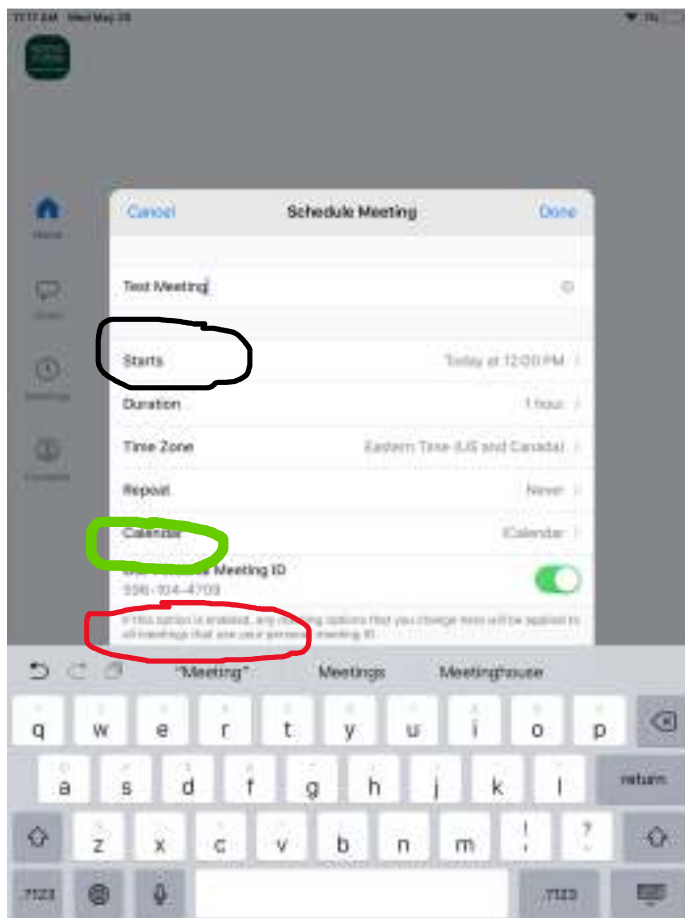
Step 1: Sign in.

When you are ready to set up your first meeting, open the Zoom app and click "Sign In." Enter your previously chosen email address and password.



Step 2: Schedule

When you come to the Zoom home screen, click “Schedule.”

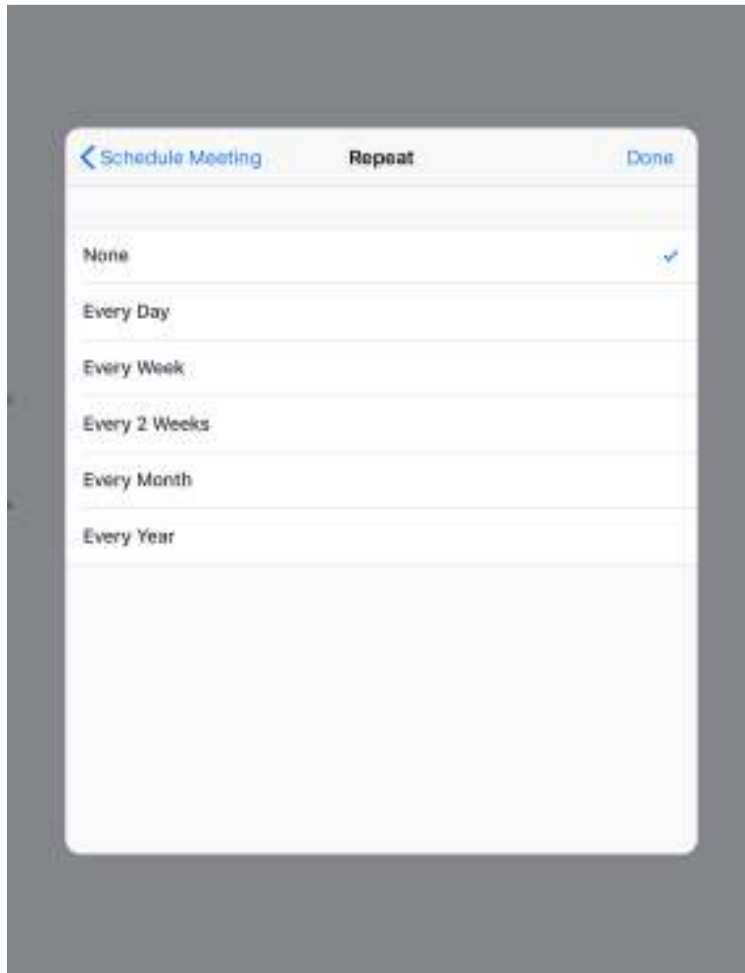


Step 3: Create a meeting.

--Enter the Name of your meeting (black circle).

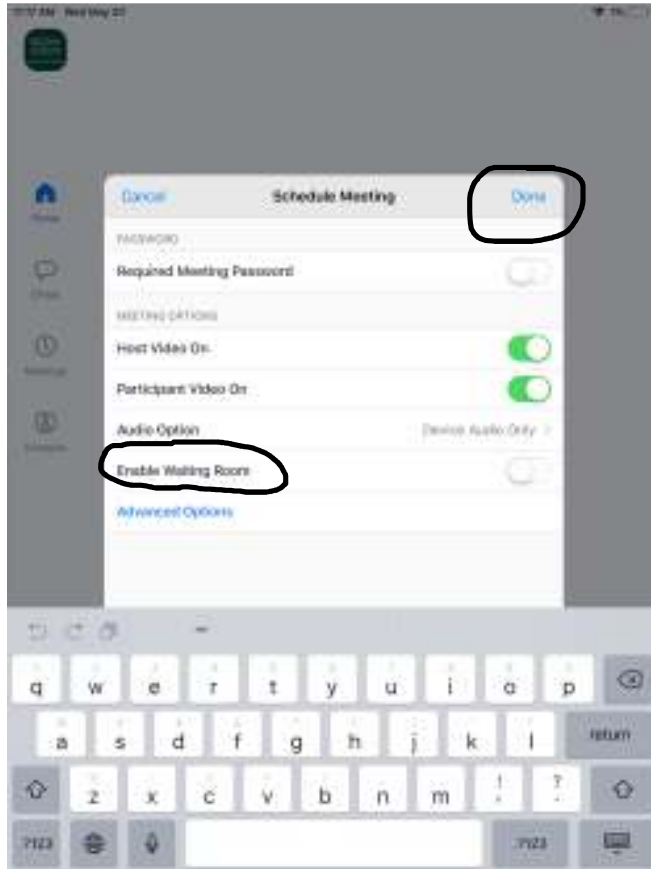
--In the following three spaces, set the time, duration, and time zone.

--At the bottom, you can select or unselect “Use Personal Meeting ID” (red circle). If you do select, participants will use your Personal Meeting ID to enter the meeting. If you unselect, Zoom will generate a random Meeting ID.



Step 4: Set to repeat

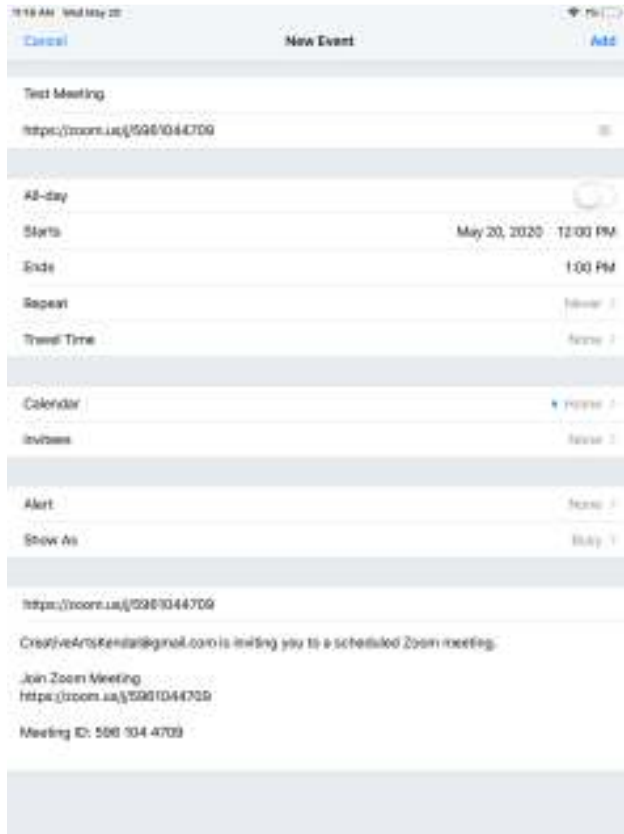
Upon pressing “Repeat” (see green circle in above picture), you can choose to repeat the meeting at the same time every day, every week, every month, etc.



Step 5: Other settings

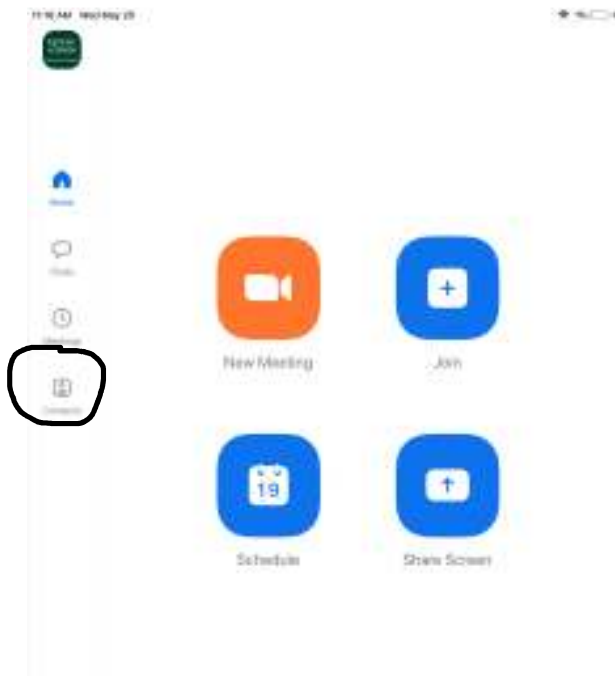
Upon returning to “Schedule Meeting” and scrolling down, you can change a variety of other aspects for your meeting. When you are satisfied with your meeting’s settings, press “Done.”

--NOTE: “Enable Waiting Room,” causes each participant to have to wait in a virtual waiting room until you (the host) allows them into the meeting. This is an extra measure of security for your meeting.



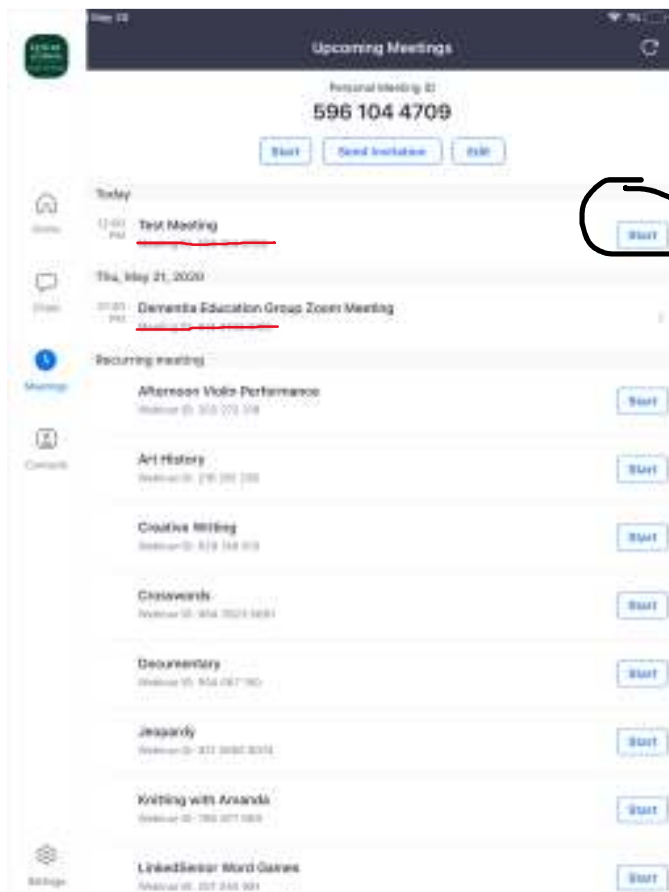
Step 6: Confirmation

After pressing “Done,” Zoom will prompt you with a summary of your upcoming meeting. Press “Add.”



Step 7: View Meeting

After returning to your home screen, view your new meeting in your schedule by pressing “Meetings” on the left-hand side of the screen.



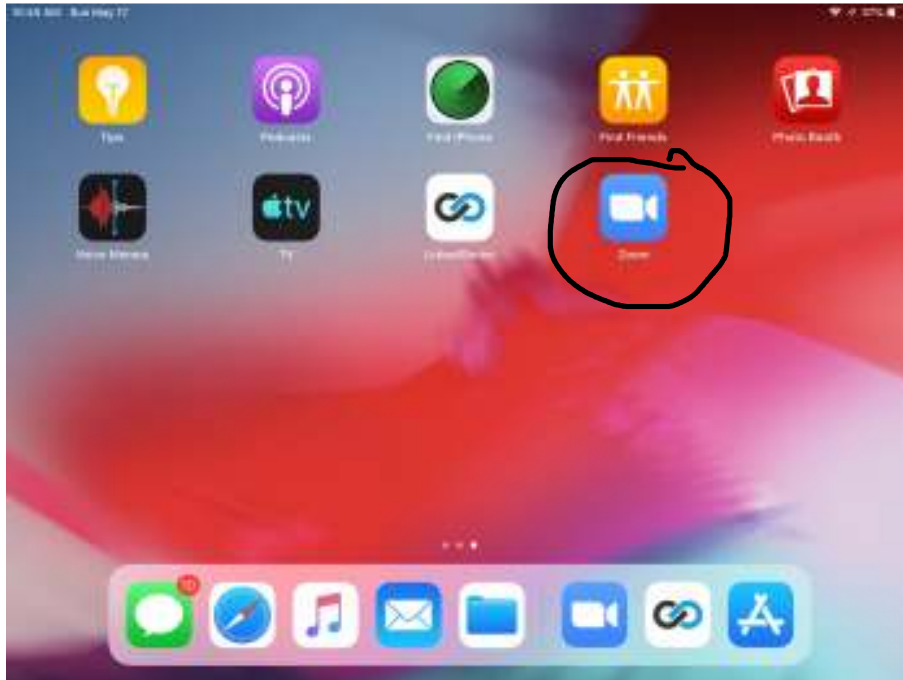
Step 8: See meeting list

“Meetings” will show you all of the meetings that you have scheduled. The top list includes all the one-time meetings in chronological order. The bottom list shows all recurring meetings.

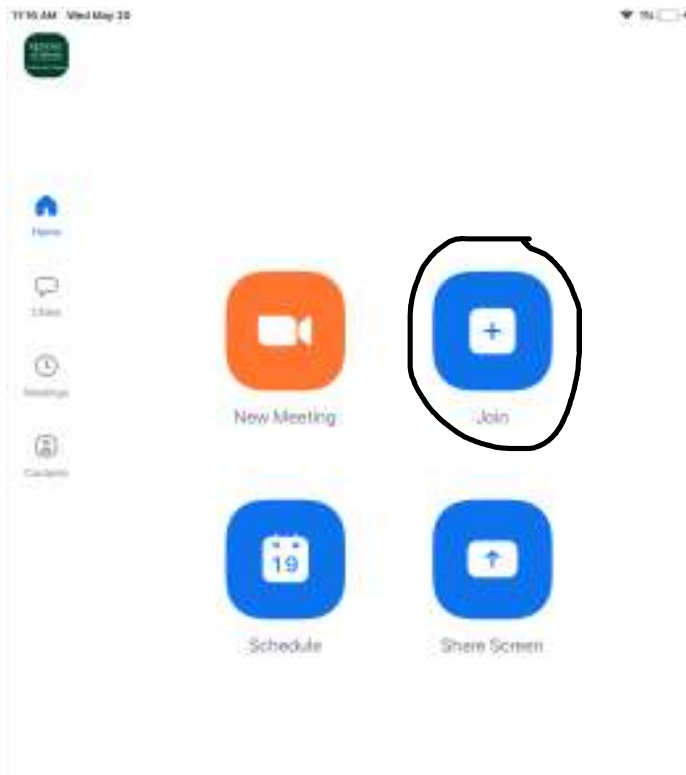
--Under each meeting is the Meeting ID (red underline) that all participants will need to access the meeting.

--Press “Start” when you are ready to begin the meeting.

Part 4: Screen-sharing with Linked Senior on Zoom

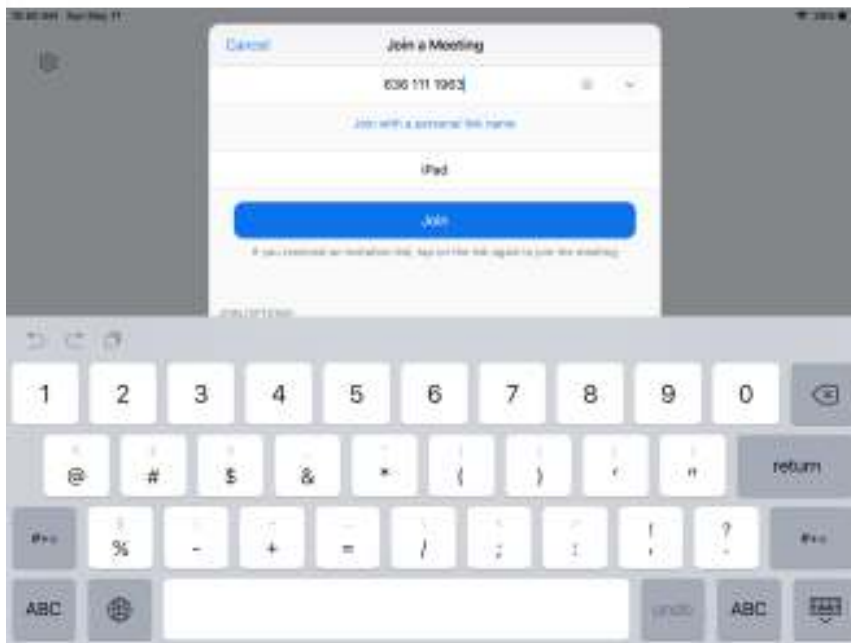


Step 1: Open the Zoom app.



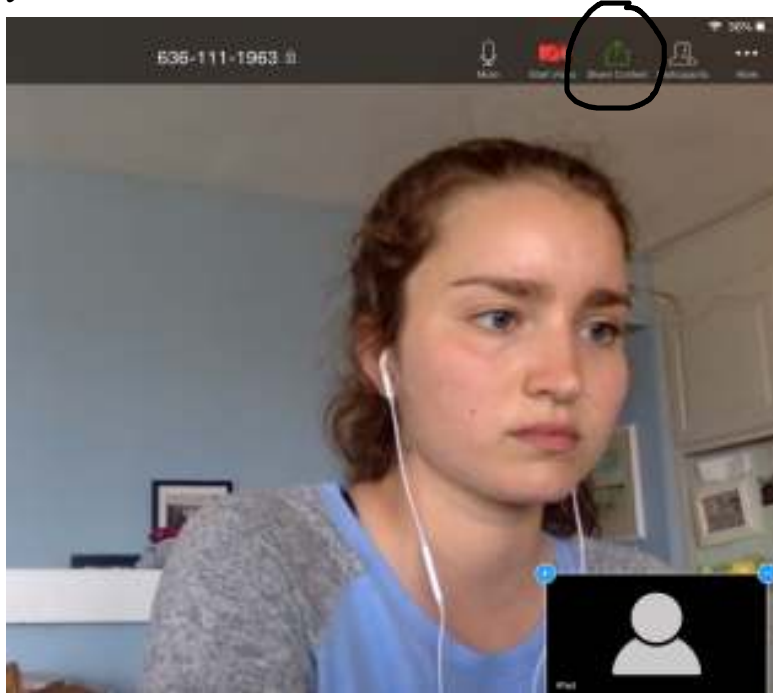
Step 2: Join meeting

Press “Join.” (NOTE: Steps 2 and 3 are for participants of a meeting other than the host. The host of a meeting should follow the steps in Part 3 to schedule and start a meeting).



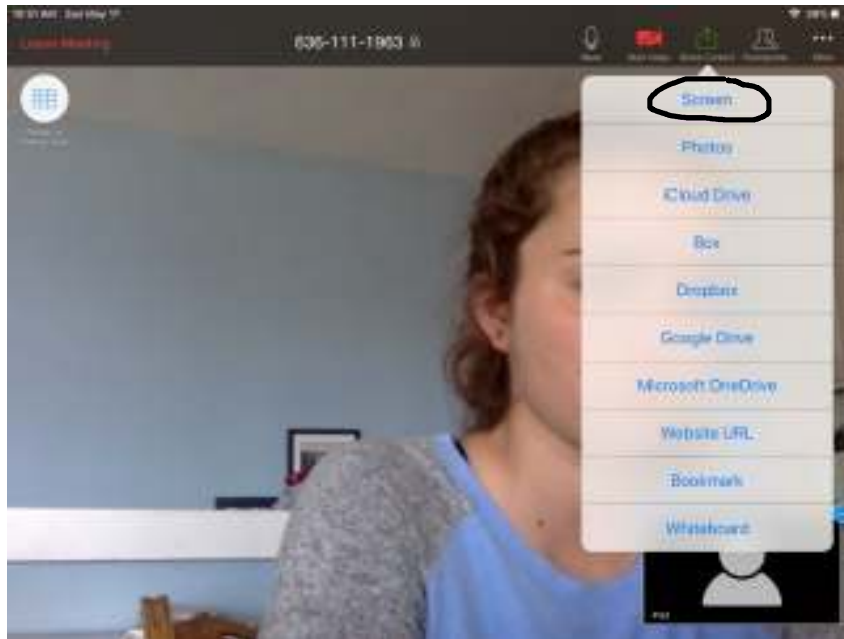
Step 3: Enter Meeting ID

Enter the numbers of the meeting ID that has been shared with you by your host.



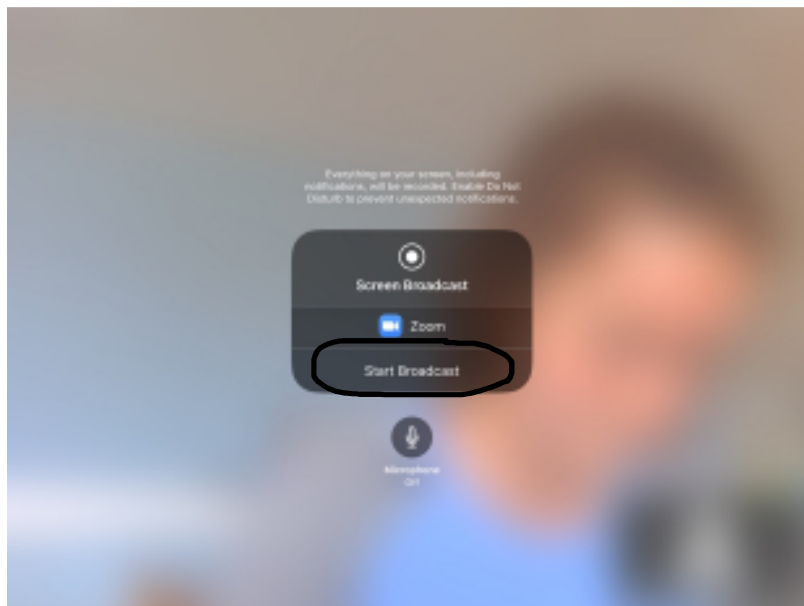
Step 4: Share

Press the Green Arrow in the upper right-hand corner labeled “Share Content.”



Step 5: Select Shared Content

When prompted with a set of options, press the first option, “Screen.”



Step 6: Press “Start Broadcast.”



Step 7: Screen shared

(Screen view from a participating computer) In a few moments, other participants should see your screen. The red bar at the top of the screen indicates that you successfully screen-shared.



Step 8: Open Linked Senior

Hit the Home button and close out of zoom. Open the Linked Senior app.



Step 9: Start your program!

Now, all the participants should be able to see your home screen of Linked Senior. Select your planned activity. As the screen-sharer, you will be the only one who can physically interact with the activity.

Part 5: Extra Tips for Success:

- 1) Introduce yourself at the start of the Zoom meeting before going straight to screen-share. This allows the participants to see your face before beginning an activity.
- 2) Make sure that the participants can hear you and see the screen clearly.
- 3) Clearly explain the activity before starting. This should include an explanation that you will be controlling the activity on your screen while they can interact through oral participation. Continue repeating the rules of the activity throughout the Zoom.
- 4) Sometimes the screen-share lags. Therefore, when you switch screens, make sure that the other participants can see what you are seeing. If not, wait until their screens catch up.
- 5) Vocalize what you are doing on the screen as you are doing it. Do not assume that they can process everything that is occurring on the screen. Giving simultaneous verbal explanations can increase participant understanding about what is going on.
- 6) Be patient. When screen-sharing, it is difficult to “read the crowd,” and know how to pace an activity. Elderly participants may take longer to process an online activity, so don’t be afraid to take it slow and allow ample time for the participants to process.
- 7) Check in with participants regularly. This might look like stopping the screen-share and having a conversation with the participants over Zoom. This reminds them of who is manipulating the screen and can increase their confidence in interacting with you.