

# OLLI@CSUMB: Learning with Zoom (Laptop/Desktop Computer)

*\*Images for Tablets and Smartphones will vary*

## Q: What equipment do I need to use Zoom?

You'll need one of the following:

- Computer (desktop or laptop, Mac or Windows)
- Tablet (any)
- Smartphone

### Optional Equipment:

A web camera if your desktop computer doesn't come equipped with a built-in camera. Laptops, tablets and smartphones have built-in cameras (nothing additional needed).

## Q: How do I download Zoom?

### Laptop or Desktop Users

Click on the link below and it will download a free and secure program to your computer.

<https://zoom.us/download>

### Tablet or Smartphone Users

Download the free and secure Zoom application from your application store. Search for "Zoom Cloud Meetings." Once found, click on the app to download it to your tablet or smartphone.

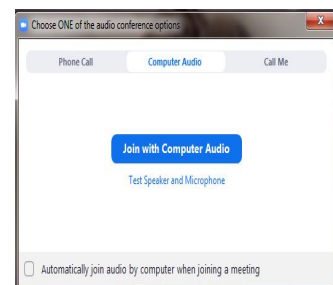
## Q: How do I join my Zoom class?

Prior to your class meeting, you will receive an **email invitation with a link** that will take you to the meeting. If a password is required to join the class meeting, you'll receive it along with the link.

## Q: How do I work the audio in Zoom?

### To Listen to a Lecture/Discussion

Before joining a Zoom lecture, a pop-up window will appear asking if you would like to "Join with Computer Audio." This will allow you to listen to the class. Make sure your volume is up on your computer.



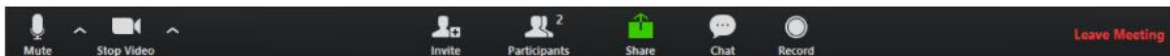
### To Mute/Unmute Yourself

You can toggle your microphone on and off by a simple click. The microphone control is located in the lower left hand corner. **Please keep your microphone on mute until it is your turn to talk or ask a question.**

### Q: How do I share my face in Zoom?

You can toggle your video on and off by a simple click. The camera/video control is located in the lower left hand corner.

v Show your face on/off



^Mute on/off

### Q: How do both my spouse and I join the same Zoom class?

If you and your spouse/partner are enrolled in the same Zoom class, we recommend that you join the class on only one device. Run Zoom on your laptop, desktop, tablet, or smartphone and sit together. This is recommended over using two screens because audio feedback can be quite bad with two separate users sitting nearby.

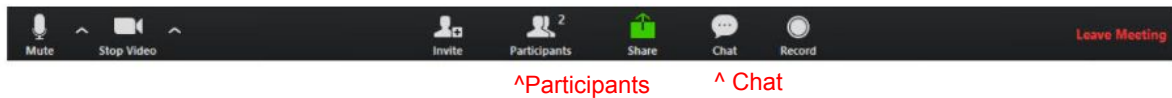
### Q: How do I change my “view” in Zoom?

Zoom video layouts include the following: **Full Screen, Active Speaker, Gallery View.**

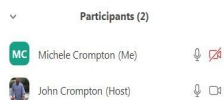
- **Full Screen Mode** allows you to see the entire Zoom screen.
- **Active Speaker** is the default layout in Zoom. It will switch to the large video window between those that are speaking. Whoever speaks will be featured in the largest window.
- **Gallery View** allows you to see thumbnail displays of everyone in class, arranged in a grid. You will use the arrow feature to scroll through the rows of peers in class with you. Depending on your computer, you can display up to 49 attendees in a single screen. If there are more attendees, you will use the arrow key to scroll through each page of attendees.

## Q: How do I chat on Zoom?

In your controls at the bottom center, you'll see a Chat icon. You can type your message into the chat window and press the "Enter" button on your keyboard to send your message.



### v Participants Sidebar



## Q: How do I locate a list of participants in Zoom?

To see a list of participants for a particular meeting, click on the **Participants** icon located in the bottom center. A sidebar will appear listing all of the participants.

## Q: How do I raise my hand in Zoom?

In your controls at the bottom center, you'll see a **Participants** icon. Click on this and a sidebar will appear listing all of the participants. At the bottom, you'll see a "**Raise Hand**" option.



< Bottom of Participants Sidebar is Raise Hand feature