Zoom Guide – OLLI@CSUMB

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)
—A telephone (smartphone or landline)

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 with specific details on that meeting. Please have this information at the ready and the Zoom application already downloaded.

Laptop or Desktop Users
When you are ready to join a meeting, click on the link provided in the email from OLLI regarding this class session. You will now see your first Zoom screen.

- If asked, select "Allow" to authorize Zoom to function on your computer.
- Once prompted, select a Join option (you may choose "with video" or "without video" to select whether or not your face will be shown during the meeting).
- You will now automatically join the meeting.

Tablet or Smartphone Users
When you are ready to join a meeting, click on the link provided in the email from OLLI regarding this class session. You will now see your first Zoom screen.

- Once prompted, select a Join option (you may choose "with video" or "without video" to select whether or not your face will be shown during the meeting).
- You will now automatically join the meeting.

Calling into the Meeting via a Phone

- Call **(415) 762-9988**
- A recorded message will ask for your **Meeting ID #** (this number is included in the email sent by OLLI regarding this class meeting). Type in the Meeting ID number and press the # key.
- You will then be asked to enter your participant ID. Skip this step by pressing the # key again.
- You will automatically join the meeting. Keep in mind you will have audio access only.

Q: How to I turn my audio and video on and off?

If you are using a **laptop or desktop**, the following control bar will be available to you (the smartphone and tablet control bars are very similar to what you see below):

Zoom Etiquette and Tips:

- If your audio is on your cell phone, make sure you have a strong signal and no interference

- If you are uncomfortable with your camera being on, you can easily turn it off at any time

- If you want to offer a comment, but can't speak at that time, you can use the chat function

- Another option is to **Raise Your Hand** and wait to be called on:

    o To raise your hand, click **Participants** and select **Raise Hand**. This will alert the host that you have a question

- **Stay on Mute** until it is your turn to talk or ask a question

- **Unmute** when asking a question or sharing your thoughts, and then mute again

- When you are speaking, look into the camera

- Choose a quiet location