

## 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).

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### 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.

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### 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.

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## Q: How do I join my Zoom class? (cont.)

### 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.

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## 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):



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## Q: Are there any etiquette tips you may share?

### Please Do:

- Be on time
- Test equipment before the call
- If your audio is on your cell phone, make sure you have a strong signal and no interference
- Optional: Make sure your computer camera works (or is uncovered)
- Raise hand and wait to be called on:
  - To raise your hand, click **Participants** and select **Raise Hand**. This will alert the host that you have a question.
- **Stay on Mute** unless you are asking a question.
- Unmute when asking the question, and then mute again.
- When you are speaking, look into the camera
- Choose a quiet location
- Place pets in another room

### Please Don't:

- Position your camera too low, too high or hooked onto a different monitor. Weird camera angles can be very distracting. Make sure your camera is eye level and on the monitor, you plan to use for the conference.
- Check or read emails or other tasks while on the video call