USING ZOOM
for OLLI Students

Intro to Zoom video for first-time zoomers

Download the Zoom client app for your device

Go to the Zoom help center for more info on getting started with a new zoom account.

Test meeting link – for checking your mic, webcam and internet connection.

CONNECTING

Can you see & hear me?

Can I see & hear you?

Make adjustments on your device as needed:

- Turn volume of speakers up/down.
- Click microphone and video camera button at bottom of screen to turn ON to test.
- Click the ^ symbol next to the mic and camera button to adjust specific settings.

During the meeting, please keep microphone MUTED.

Temporarily unmute by pressing the spacebar.
Release to remute your mic.

BRIEF

Notes & recommendations

Use the ZOOM Client for Meetings app for best performance. (Download App) and install for your computer device. Go to the app store for your tablet (apple or android)

Use headphones or earbuds.

Apple Mac computers may require additional permissions setup to use camera, microphone and to share documents, videos or audio.

Restart your device often, or at least once a week for optimal performance.

ZOOM updates its software regularly.

Screenshots in this document may vary slightly from the current version of the software.

The basic functionality of the software and processes remain the same.

EQUIPMENT

Recommended for participating in online classes

PC or MAC desktop or laptop computer –
with webcam and microphone, or a Mobile device *(tablet or phone)*

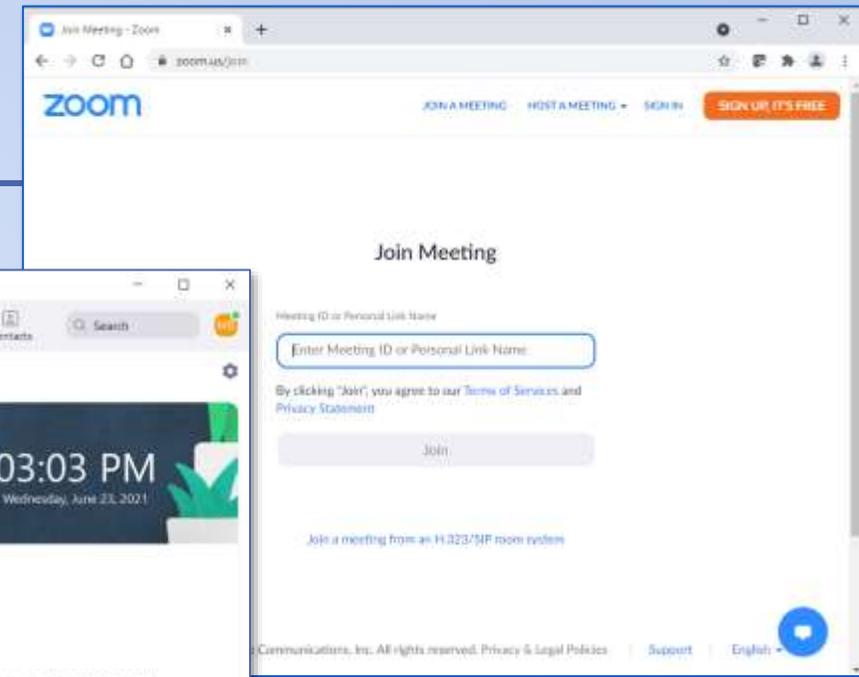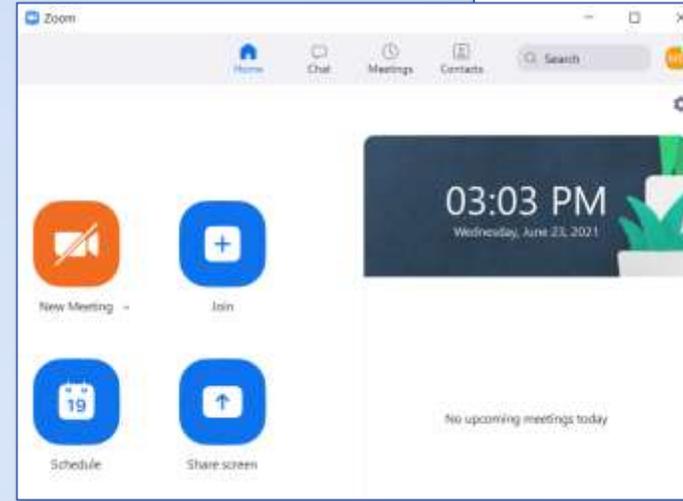Earphones/headset – useful for minimizing feedback issues. *(highly recommended)*

Either a wired or wireless headset will work
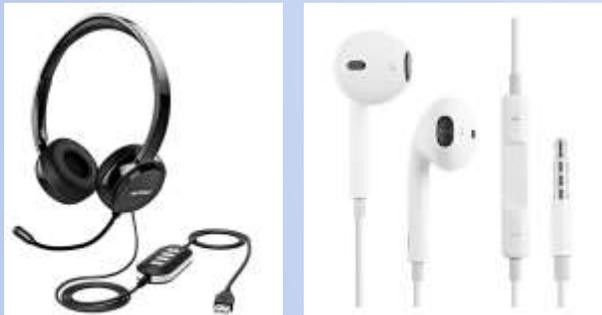
Wired headset varieties
with microphone

Bluetooth (wireless) headset
varieties with microphone

ACCESS FLEXIBILITY

Type the meeting number directly into the **Zoom Client Desktop App** or **Browser**

Or click the **email link**
to begin meeting access

Sample Class Title
June 20, 2021
10:00 AM – 12:00 PM EST

Join Zoom Meeting

https://ucincinnati.zoom.us/j/94

Meeting ID: 948 3289 8899
Passco Test

ZOOM MEETING ACCESS FROM EMAIL

You will be sent an MEETING INVITATION via email for each class you have registered a few days in advance of your first class date.

SAVE this email.

Access your class:

- Click the the link shown in blue text.

- Or, join by phone: tap one-tap-mobile number or dial one of the phone numbers provided and follow prompts.

Accessing meetings with the app will give you the best experience.
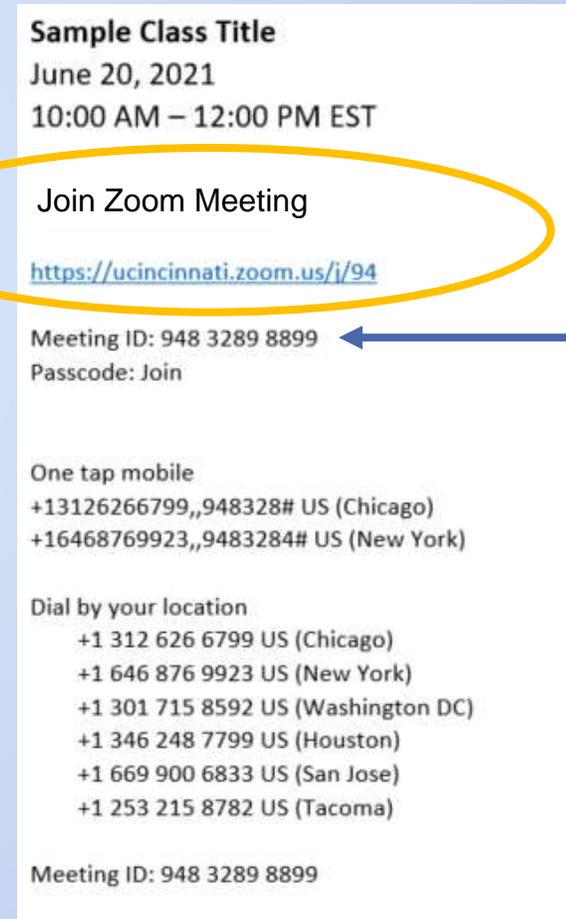
Sample Class Title
June 20, 2021
10:00 AM – 12:00 PM EST

Join Zoom Meeting

https://ucincinnati.zoom.us/j/94

Meeting ID: 948 3289 8899
Passcode: Join

Meeting number

One tap mobile
+13126266799,,948328# US (Chicago)
+16468769923,,9483284# US (New York)

Dial by your location
    +1 312 626 6799 US (Chicago)
    +1 646 876 9923 US (New York)
    +1 301 715 8592 US (Washington DC)
    +1 346 248 7799 US (Houston)
    +1 669 900 6833 US (San Jose)
    +1 253 215 8782 US (Tacoma)

Meeting ID: 948 3289 8899

ZOOMING MEETING ACCESS

After clicking the meeting link in the email, a browser window will open.
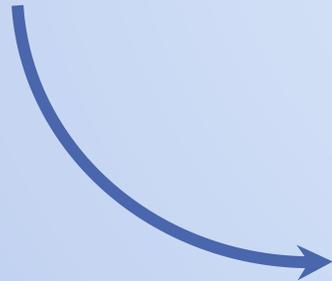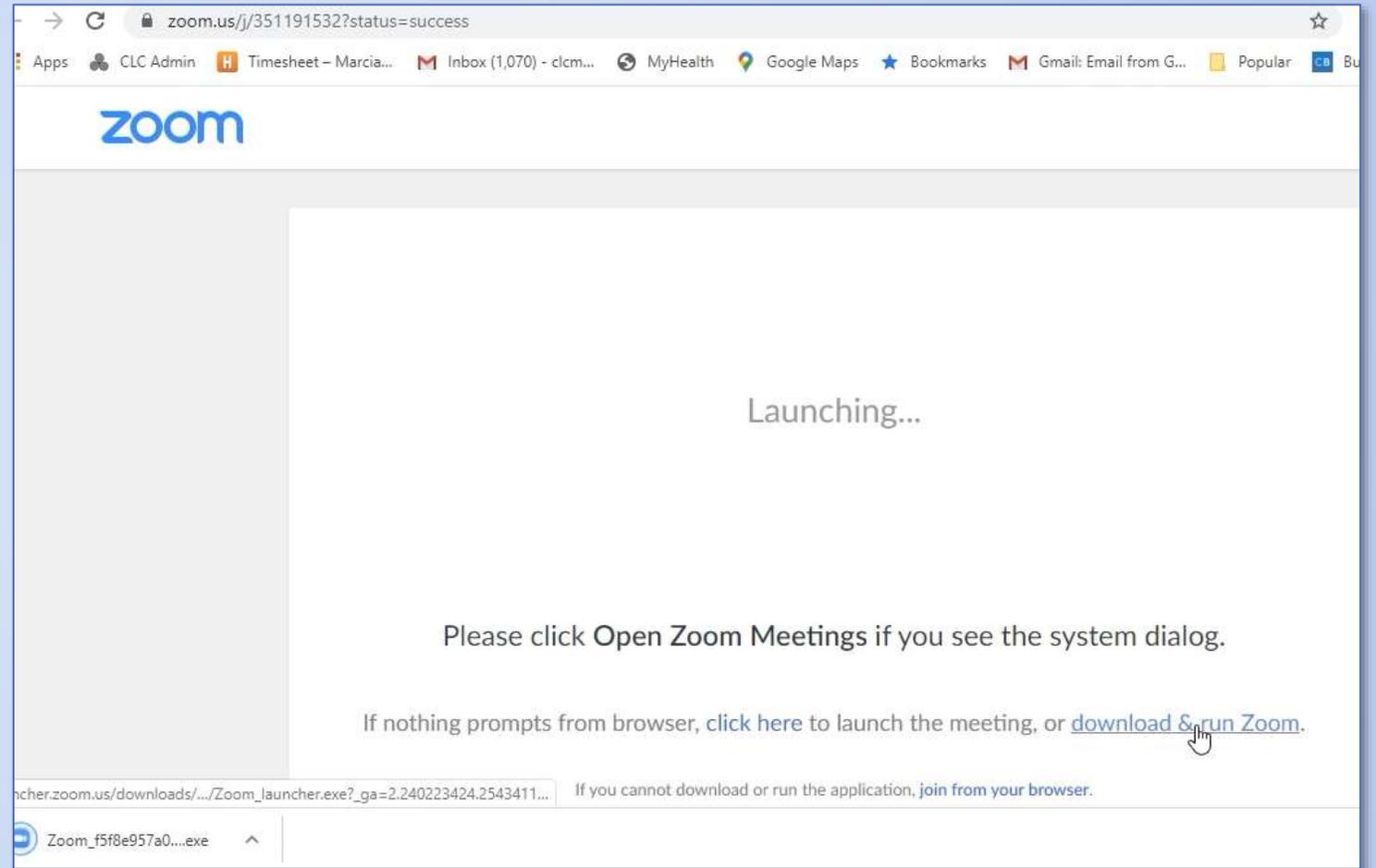
If you do not yet have Zoom installed on your PC you may be directed to go to the Microsoft store.

Bypass this window by clicking *download & run Zoom,* which will download the app to your PC.
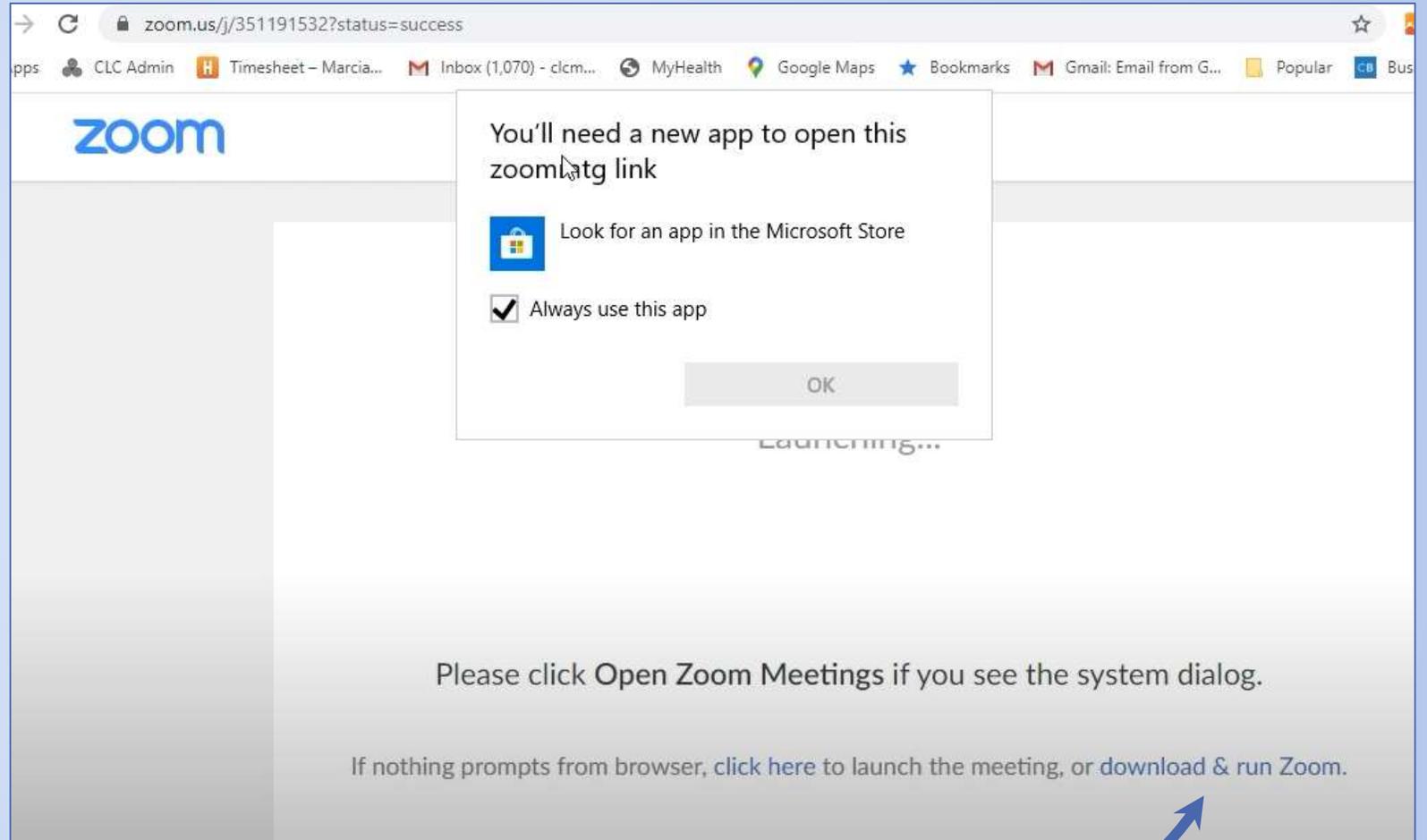
ZOOMING MEETING ACCESS

Click the downloaded file to install zoom onto your computer.
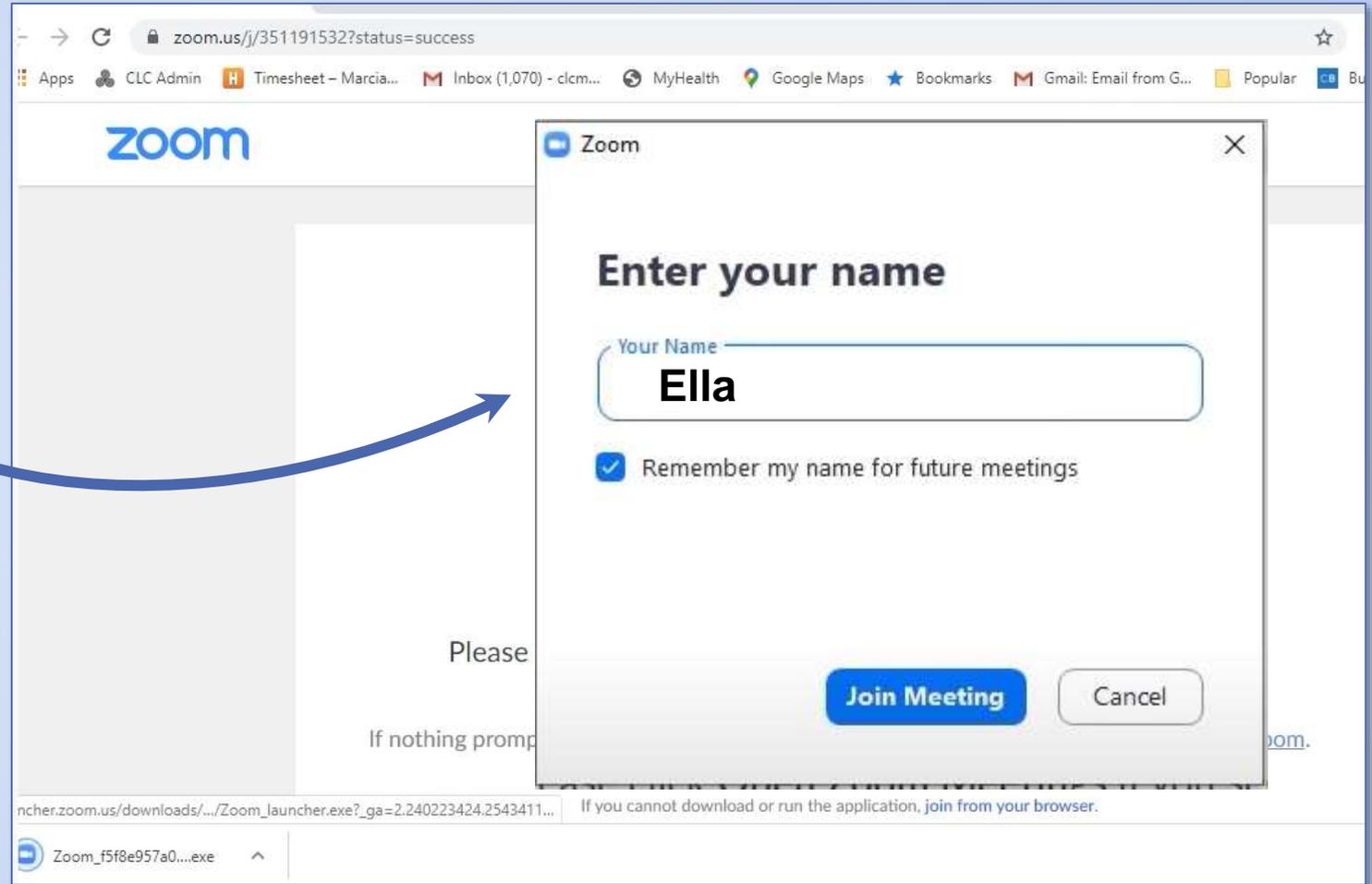
ZOOMING MEETING ACCESS

Follow the prompts.

Enter your name and click JOIN MEETING

The meeting password is in the email invitation, have this available if your system requests it.
Note:
passwords are case-sensitive.

ZOOMING MEETING ACCESS

Preview screen.

Choose with or without video.
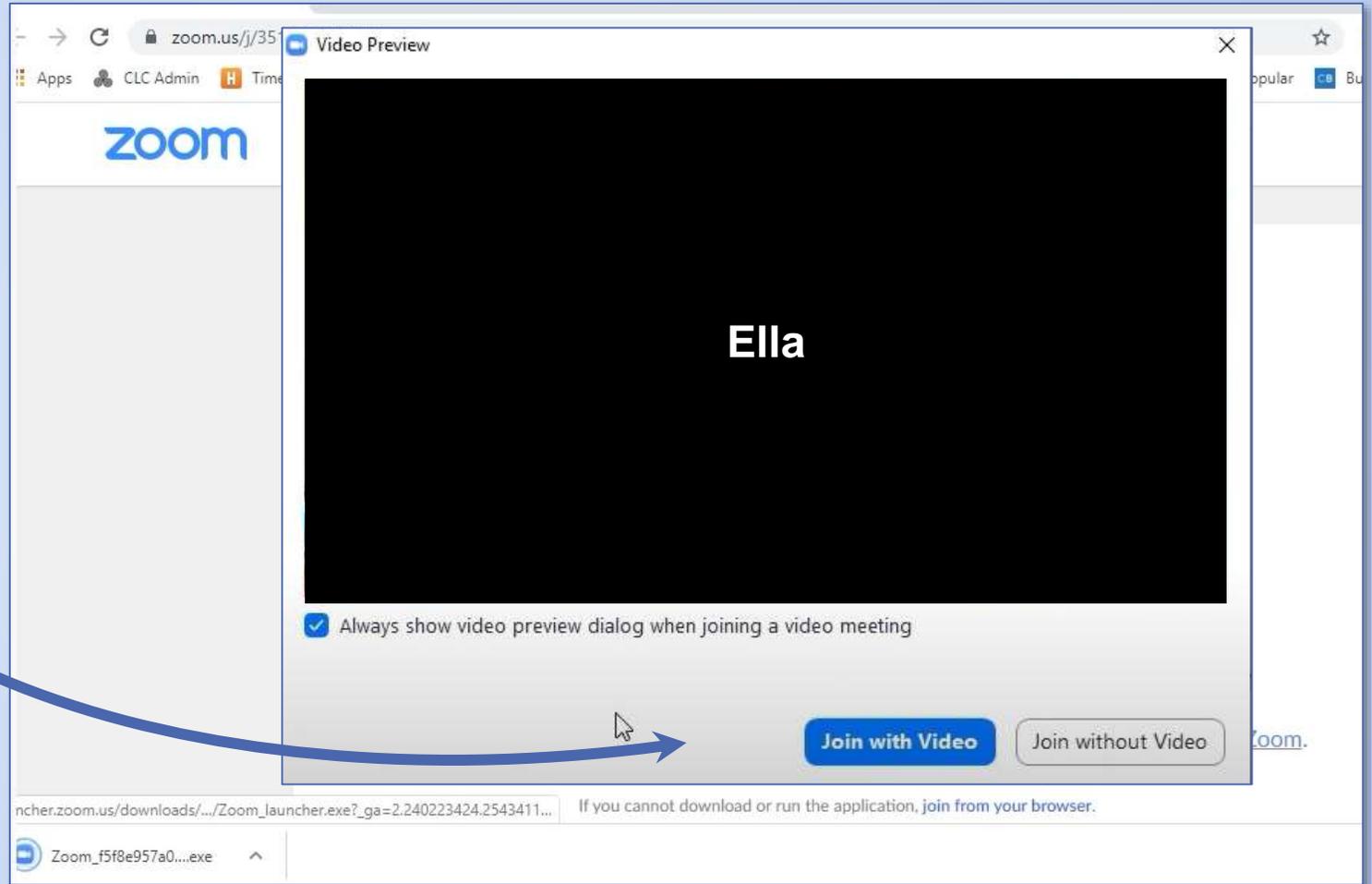
ZOOMING MEETING ACCESS

Click Join with computer audio.
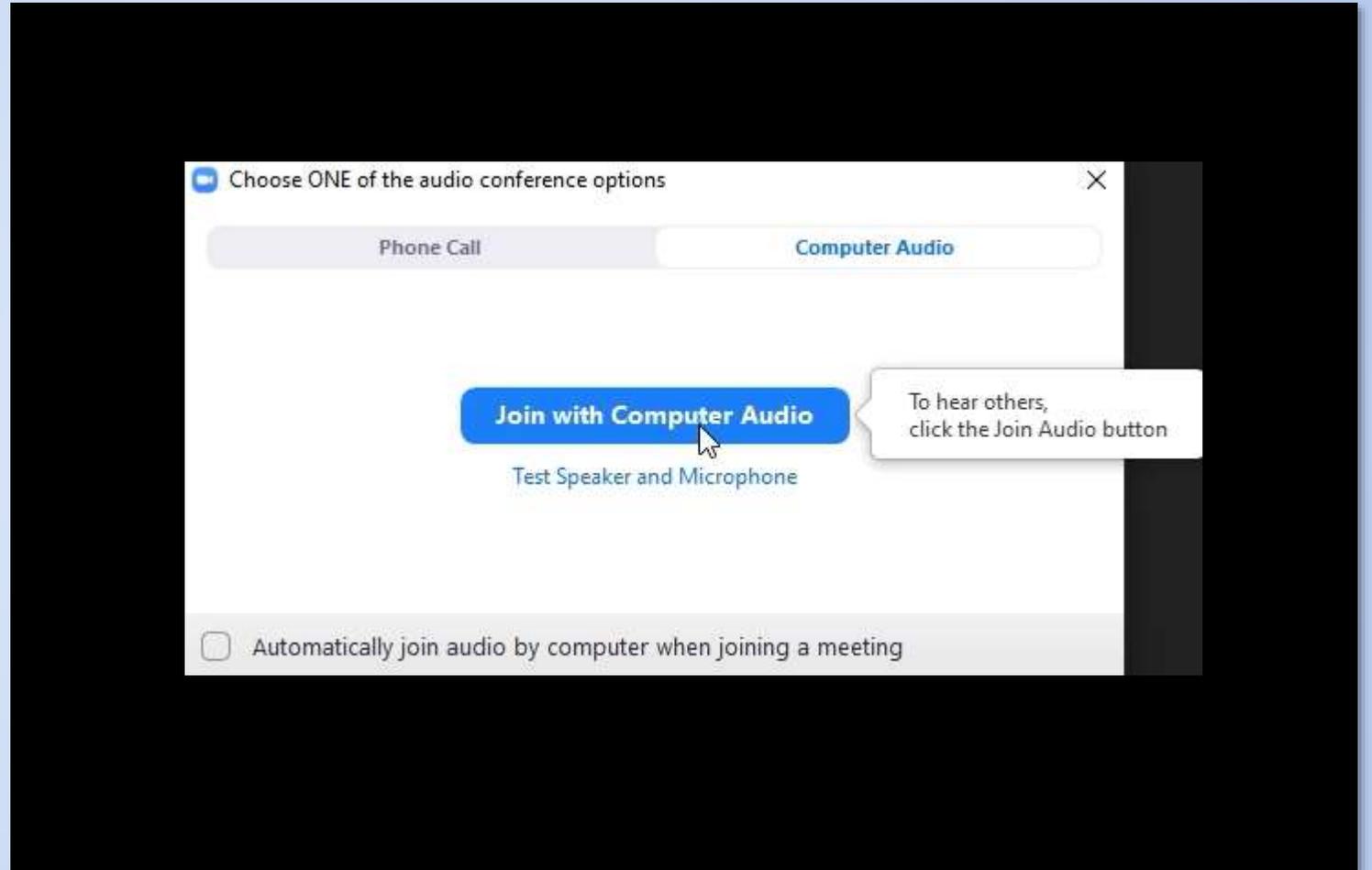
ZOOM MEETING ACCESS

If you have difficulty with the Zoom app, you can join the meeting with a *browser*.

(*Not all browsers are supported and some features may be disabled.*)
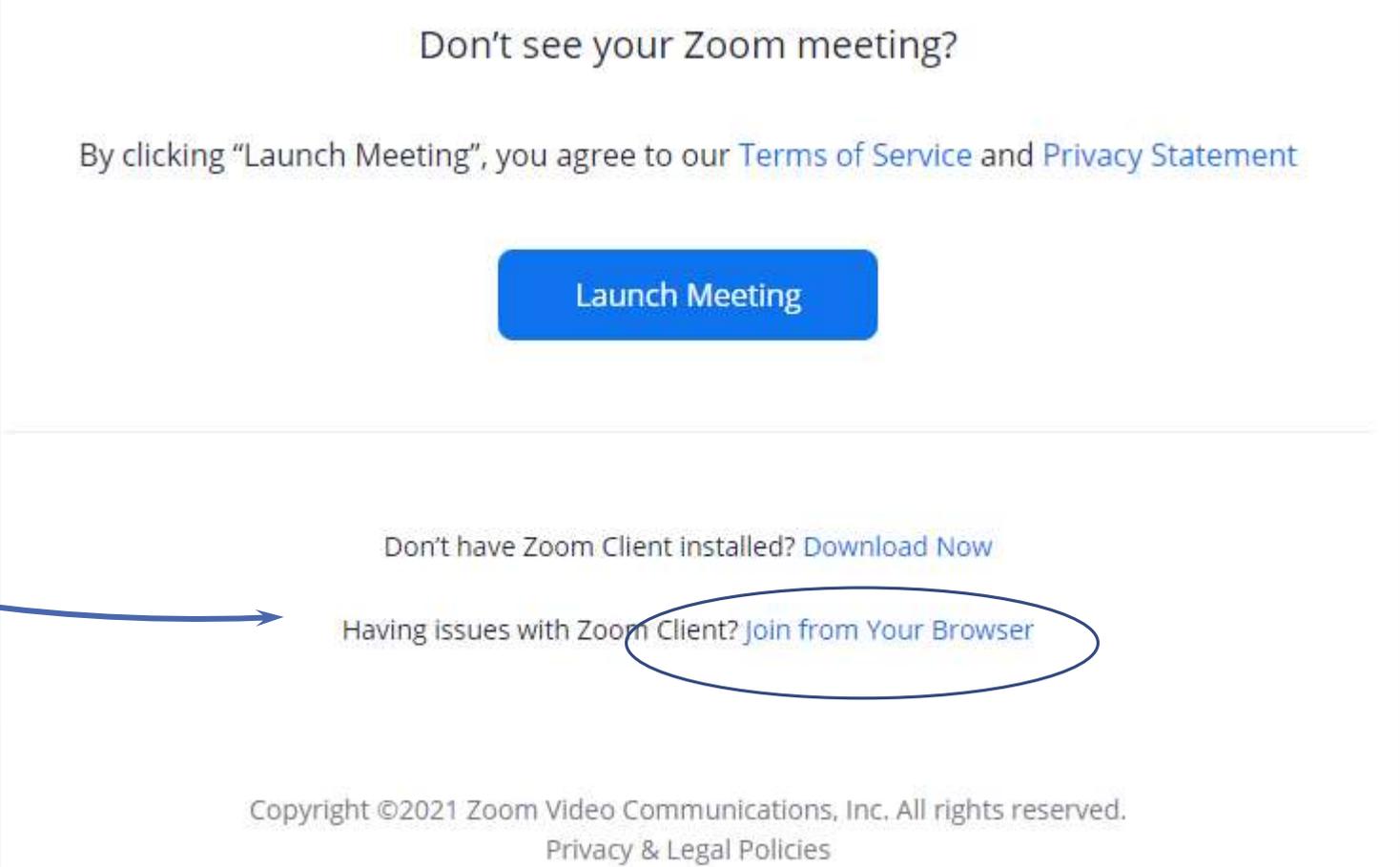
Don't see your Zoom meeting?

By clicking "Launch Meeting", you agree to our Terms of Service and Privacy Statement

Launch Meeting

Don't have Zoom Client installed? Download Now

Having issues with Zoom Client? Join from Your Browser

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Privacy & Legal Policies

Know the difference

Join with Zoom App
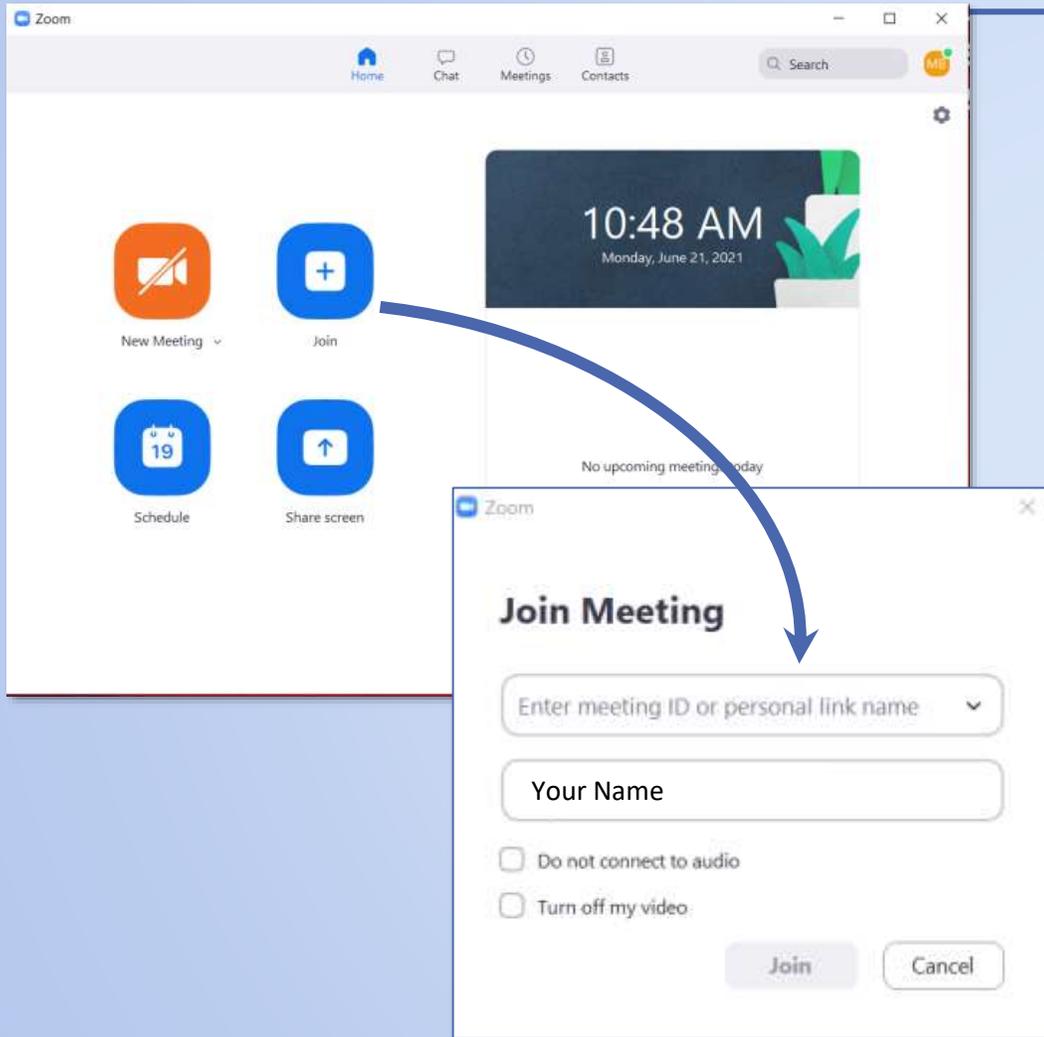
Join Zoom by BROWSER
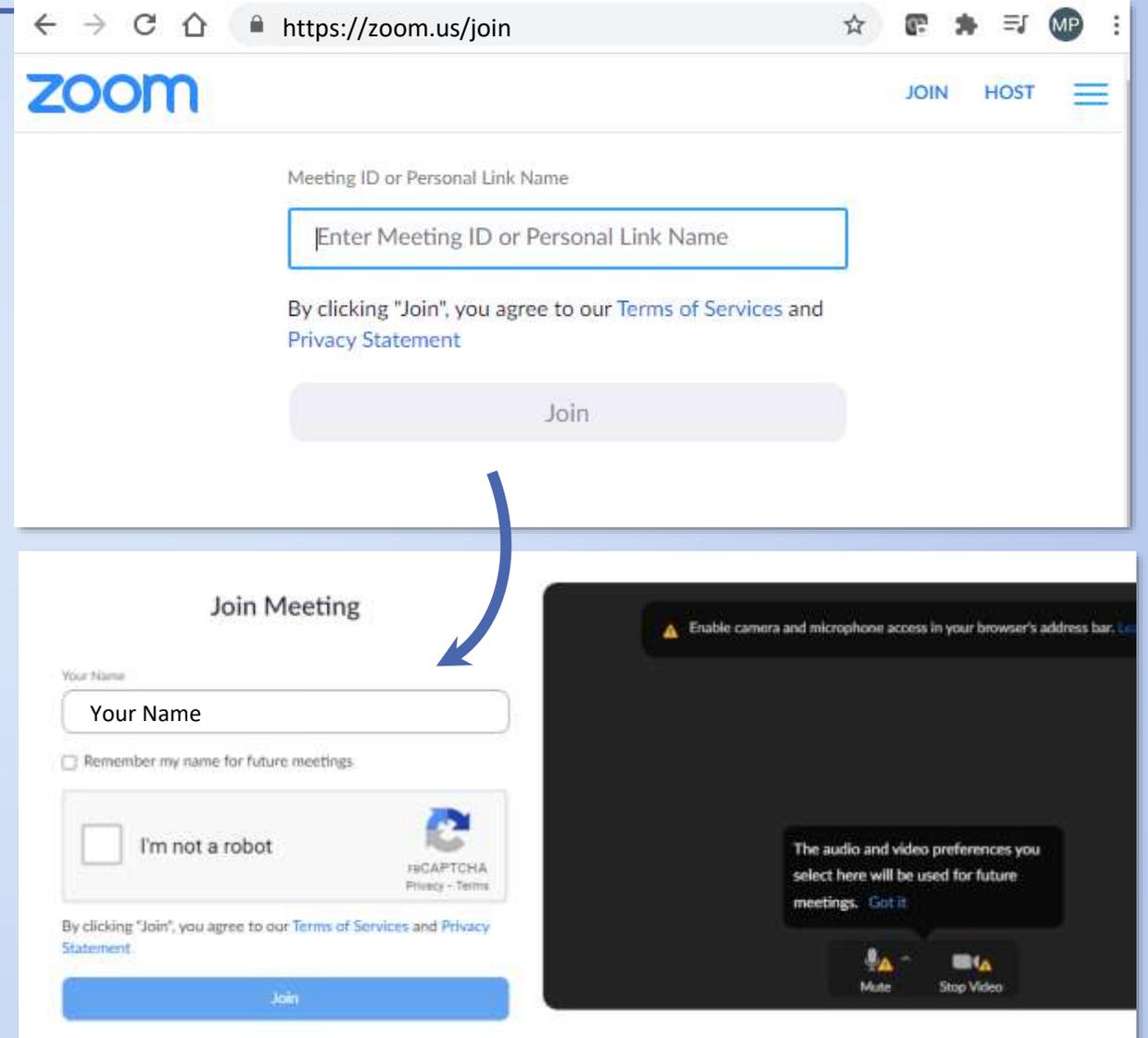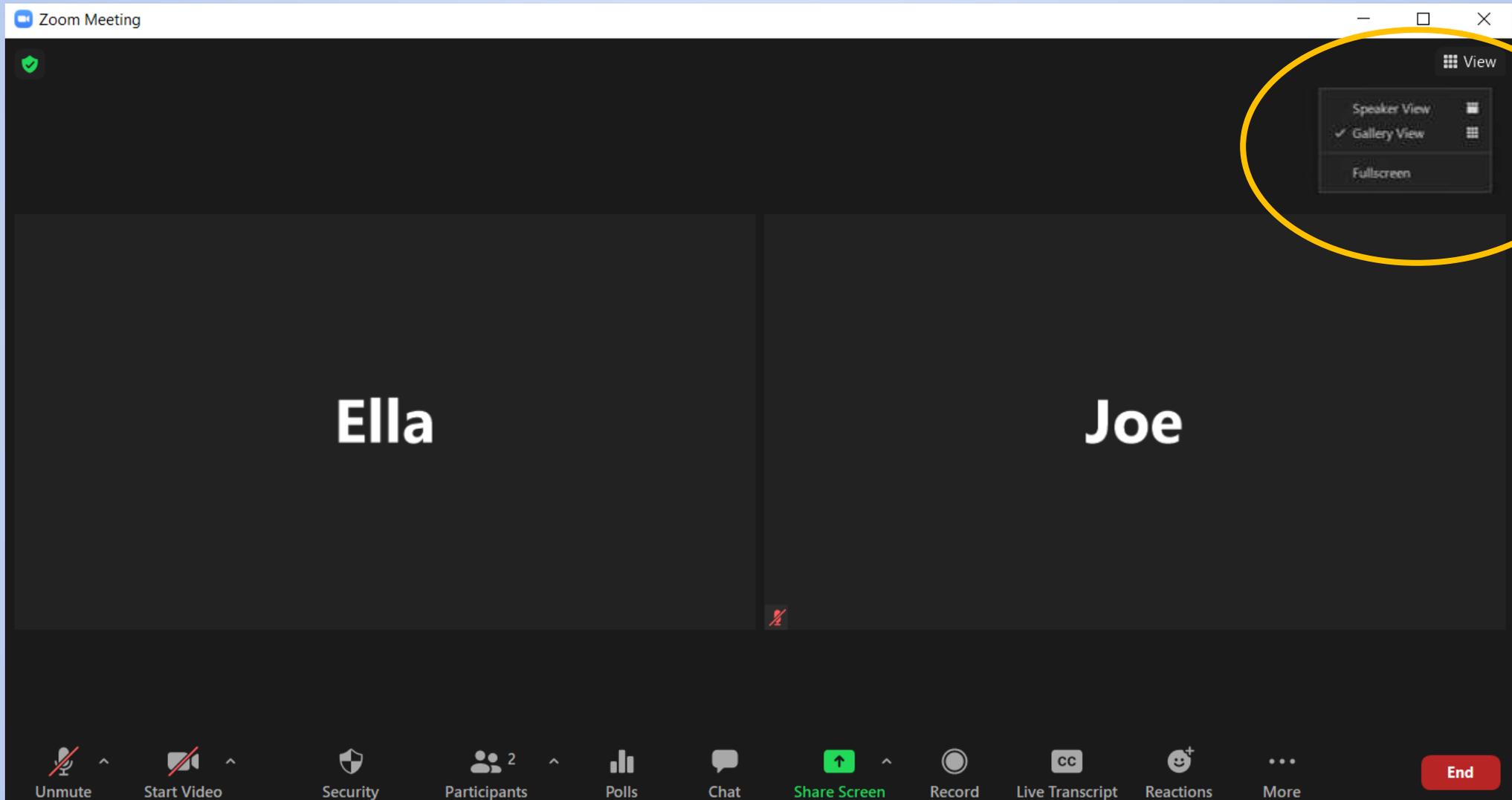
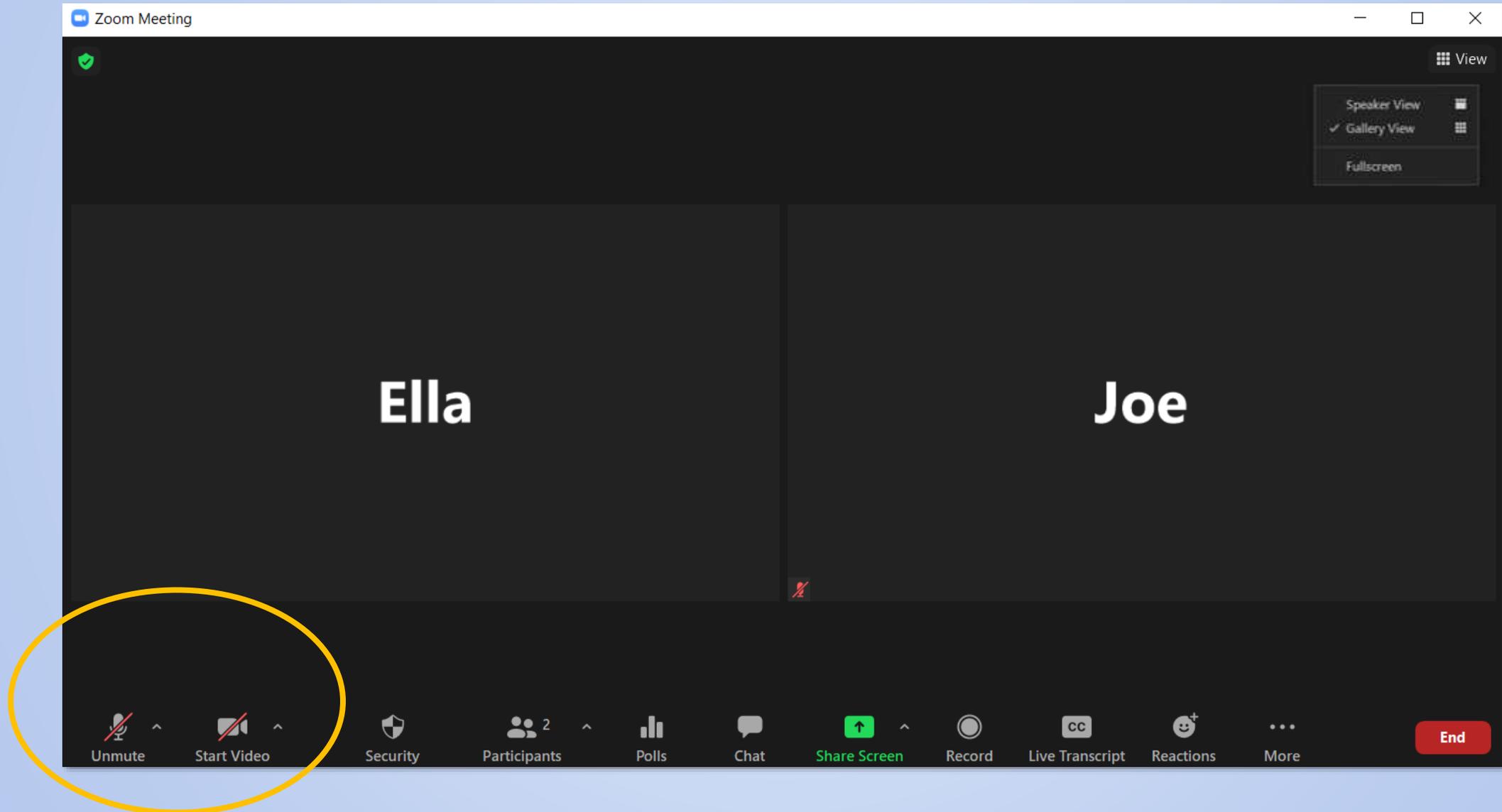# CHECK YOUR SETTINGS IN THE APP
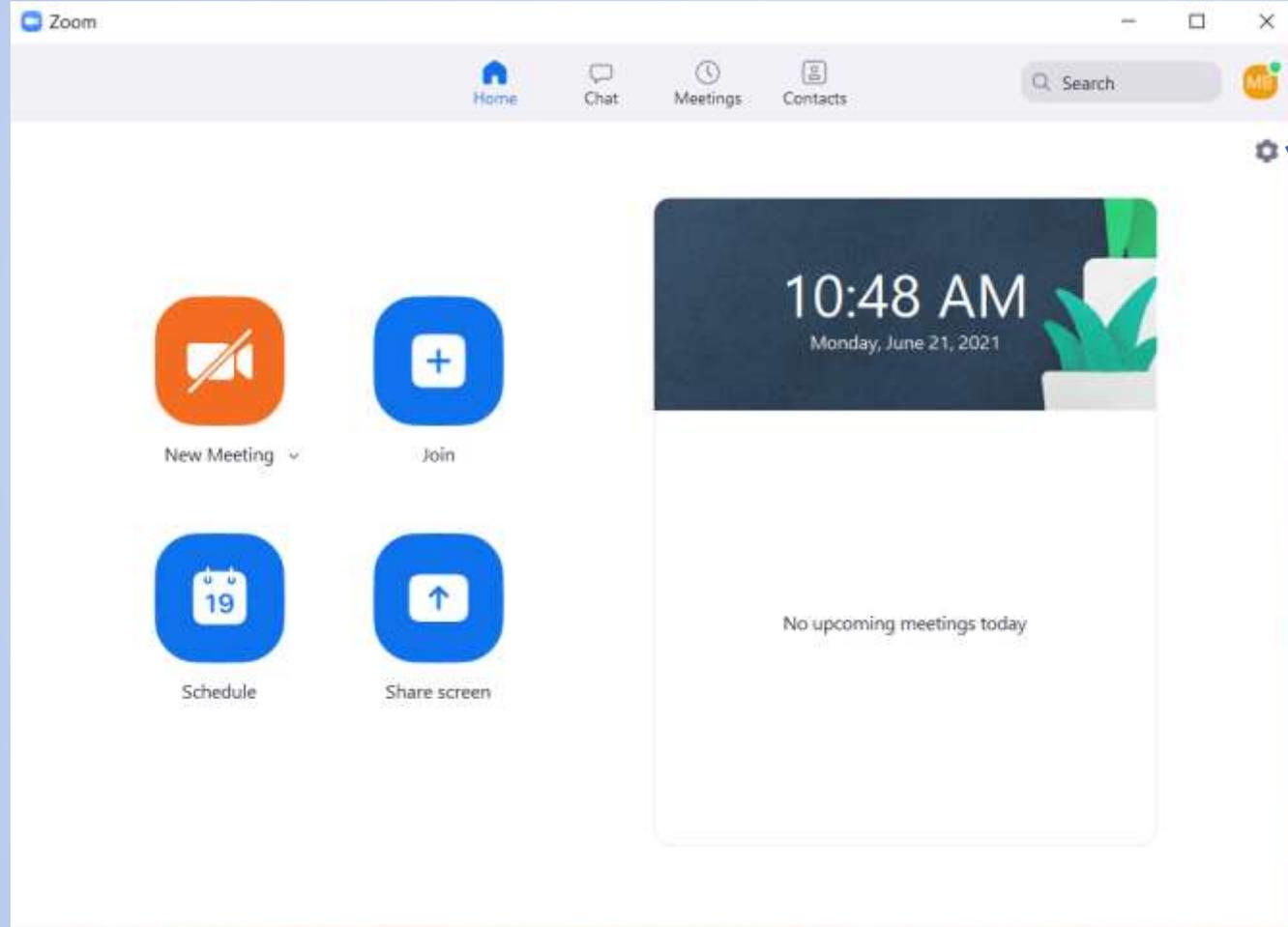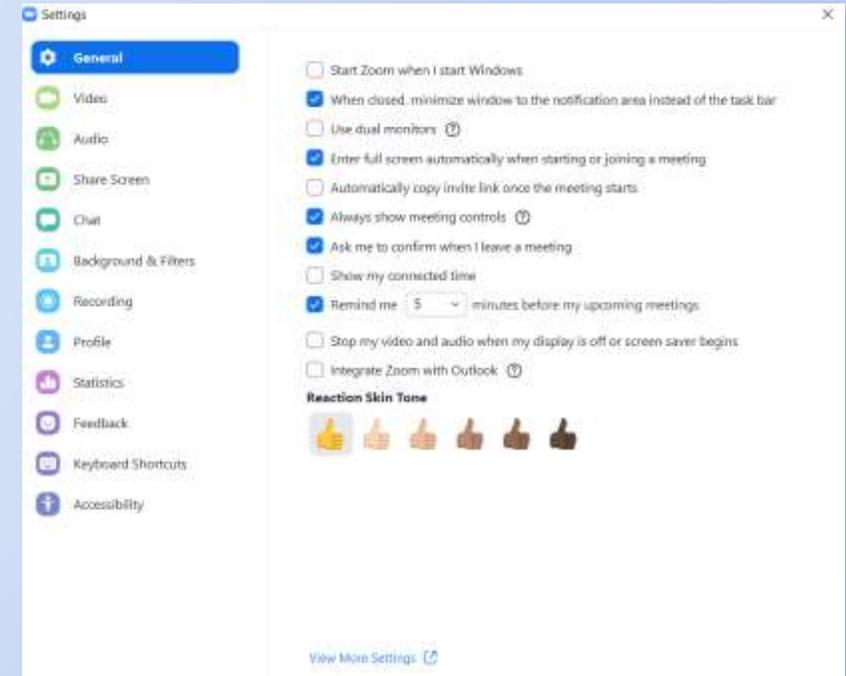
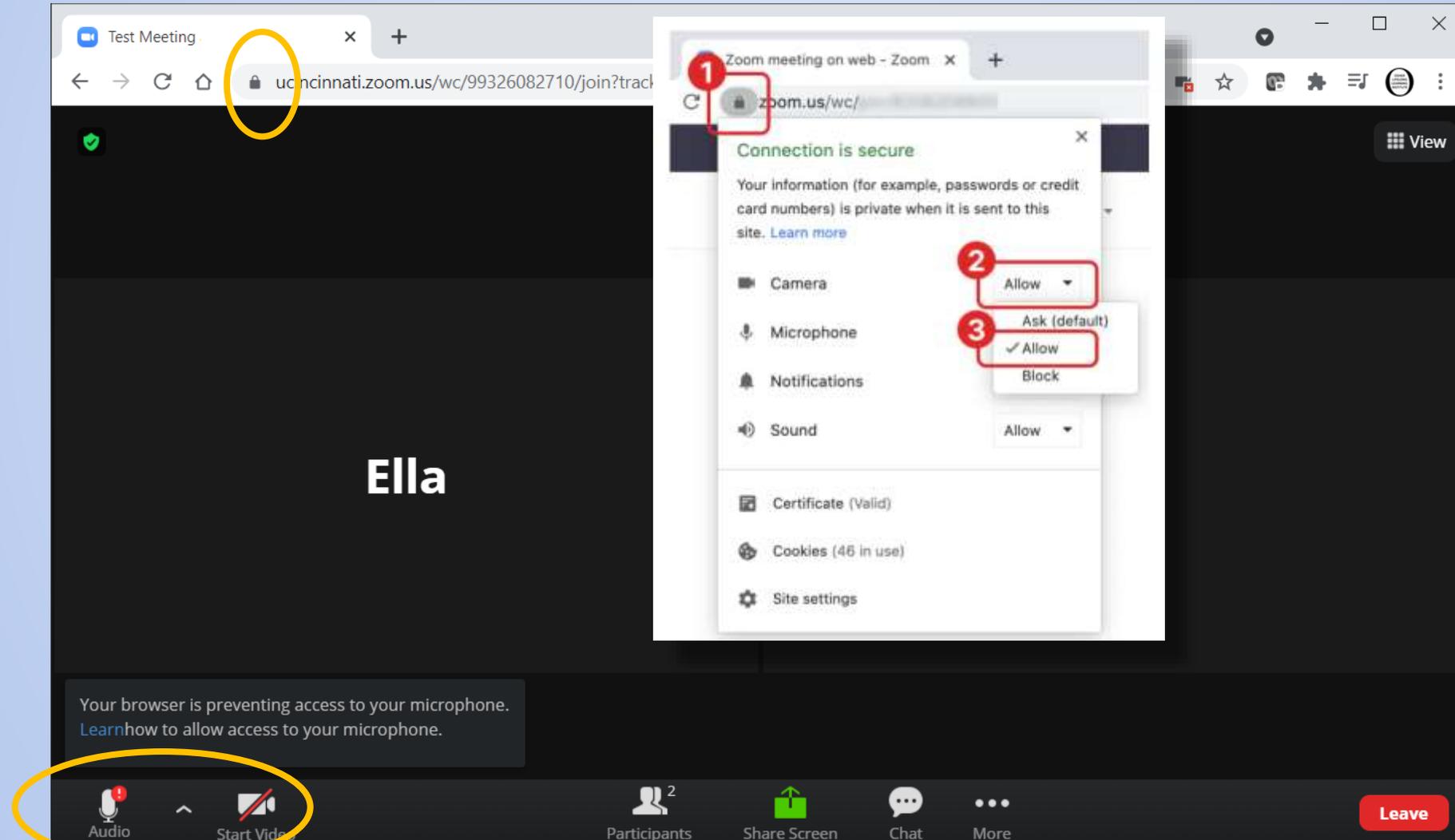# ZOOM WINDOW
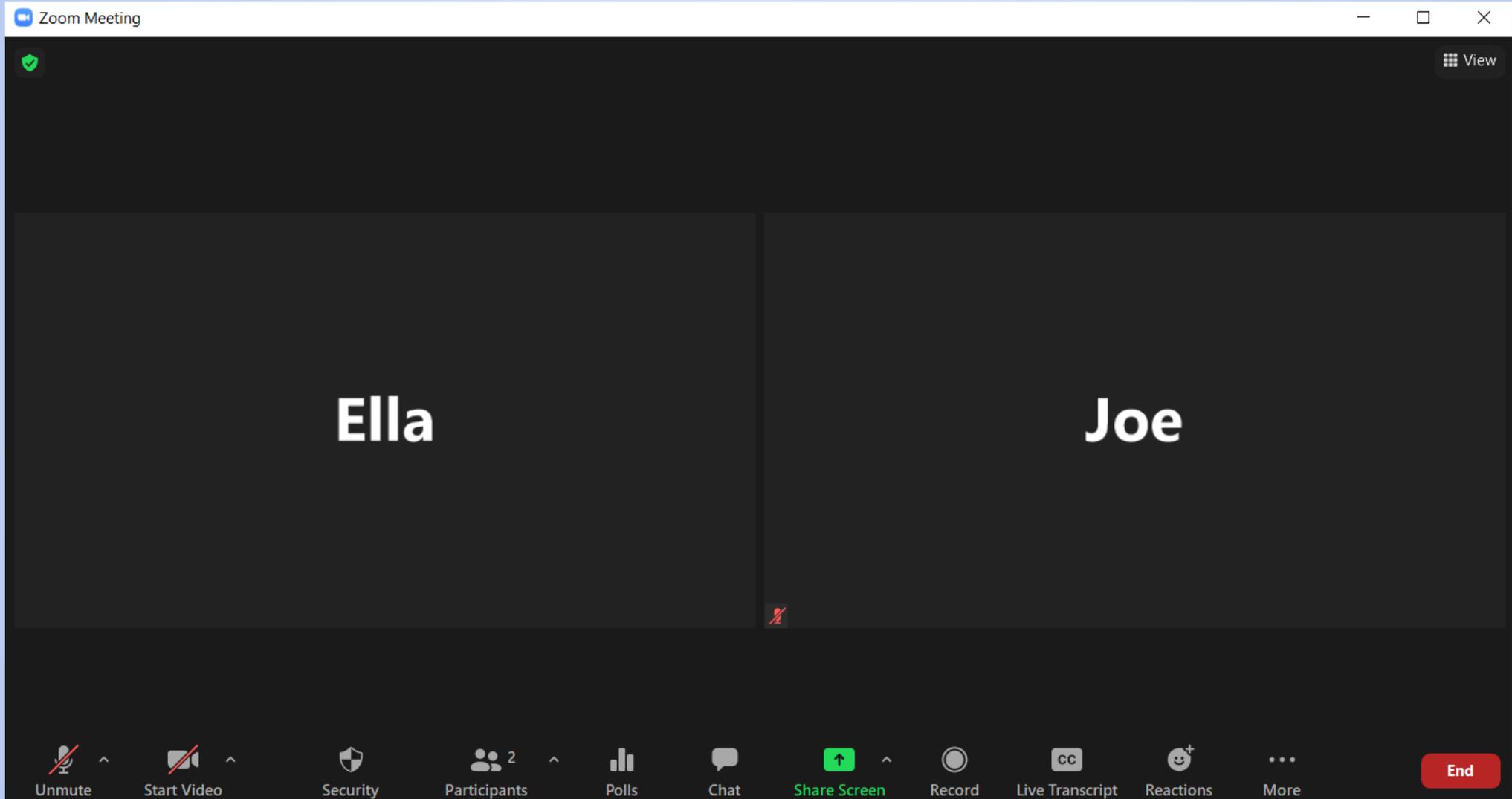
CHANGE YOUR VIEW
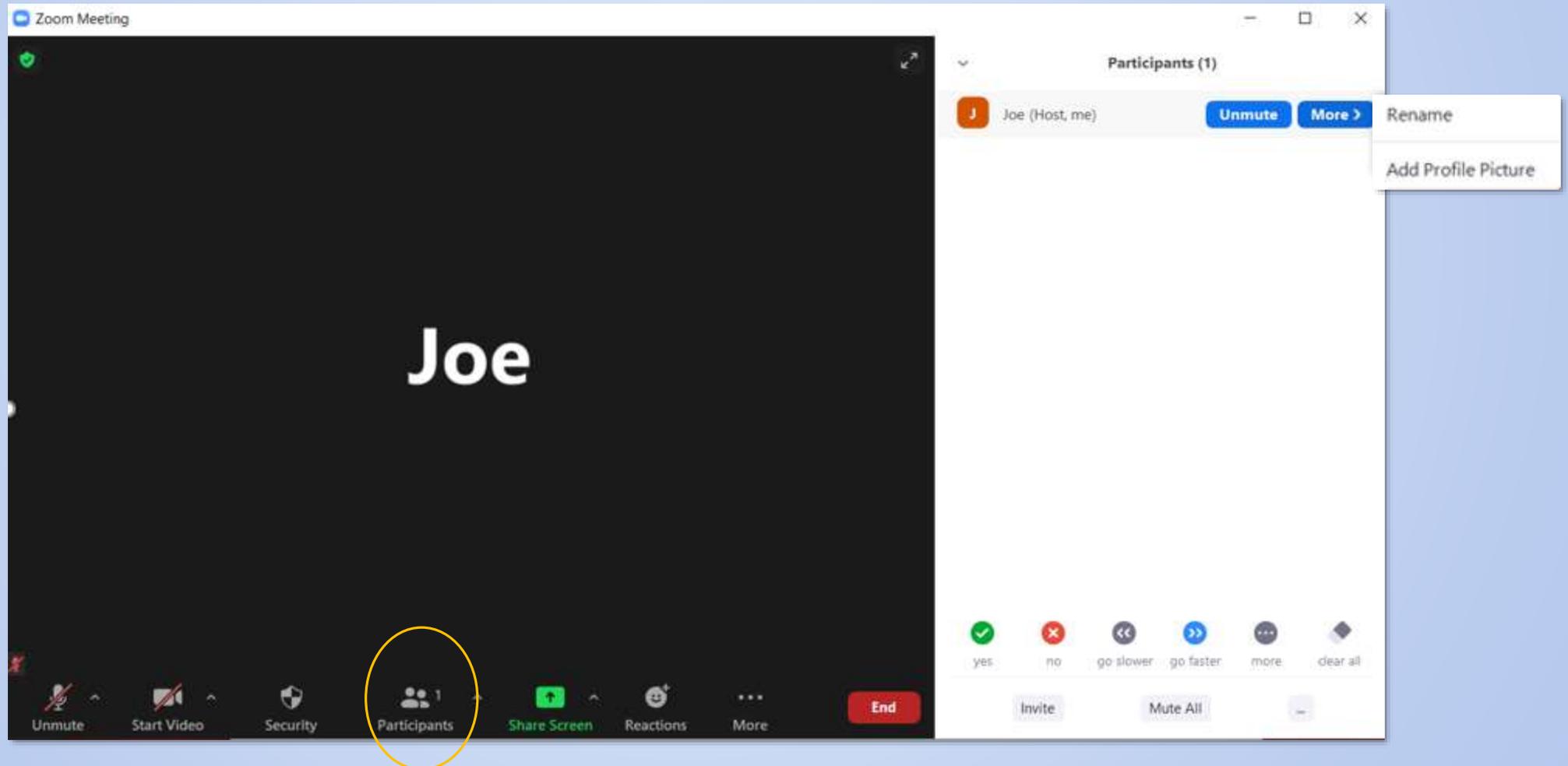
MIC & WEBCAM CONTROLS

MIC & WEBCAM PERMISSIONS - BROWSER

Click on the padlock in the browser address bar to access settings to use your webcam and microphone.
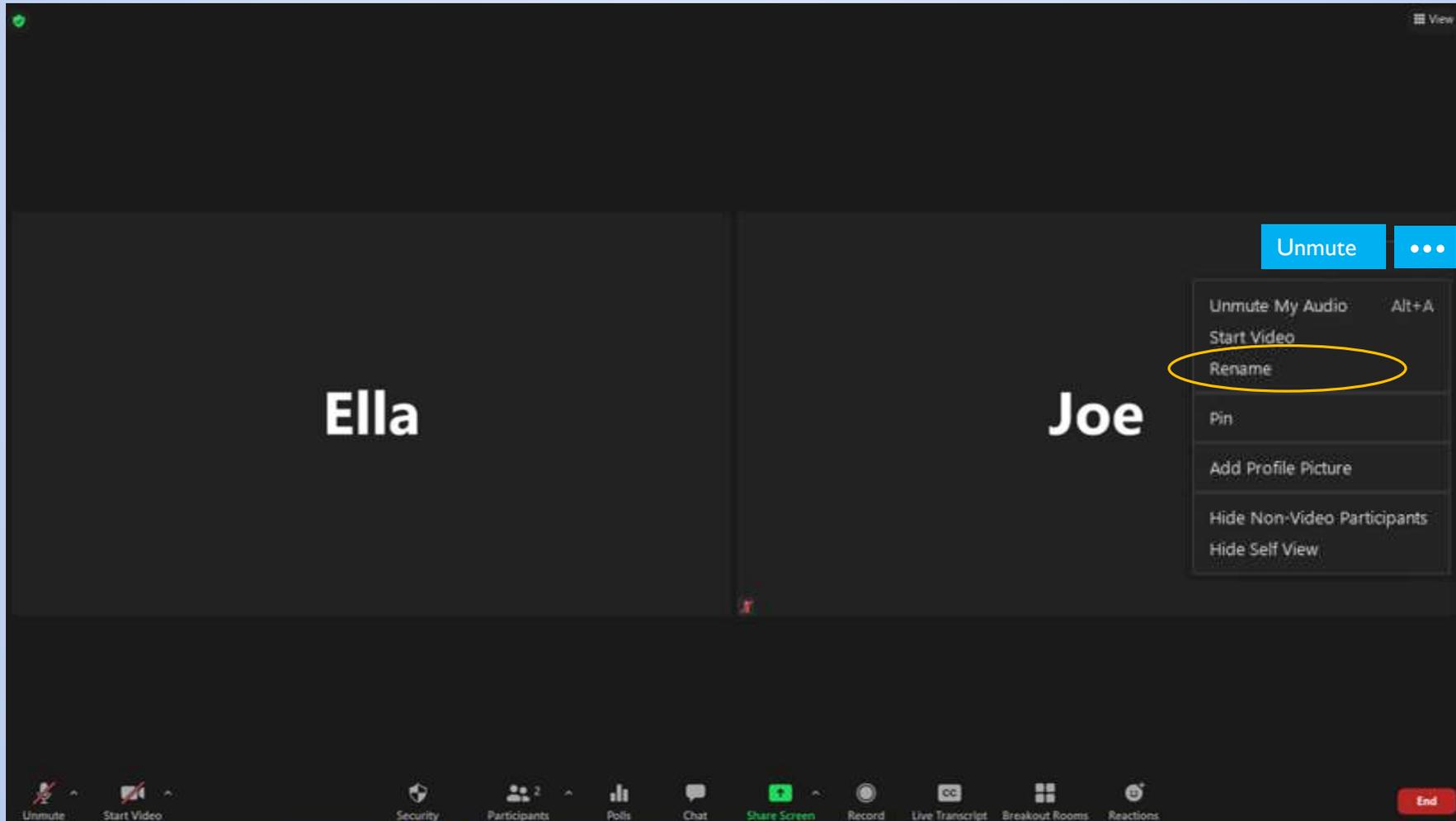
PARTICIPANTS PANEL

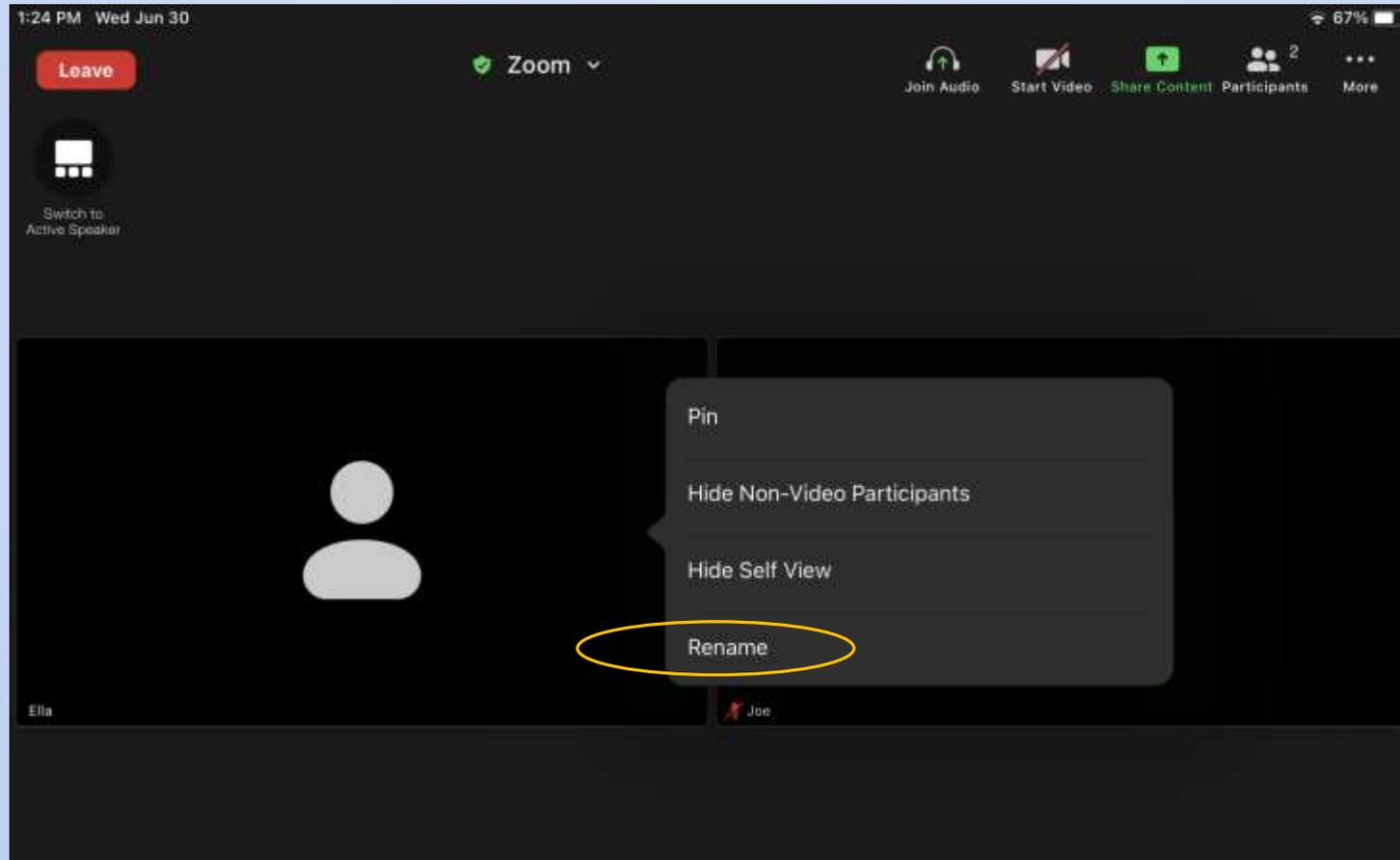If needed, rename yourself by clicking More > Rename.

PARTICIPANTS PANEL - RENAME

In Gallery view, you can also click the dot-dot-dot, in the upper, right corner of your video window.
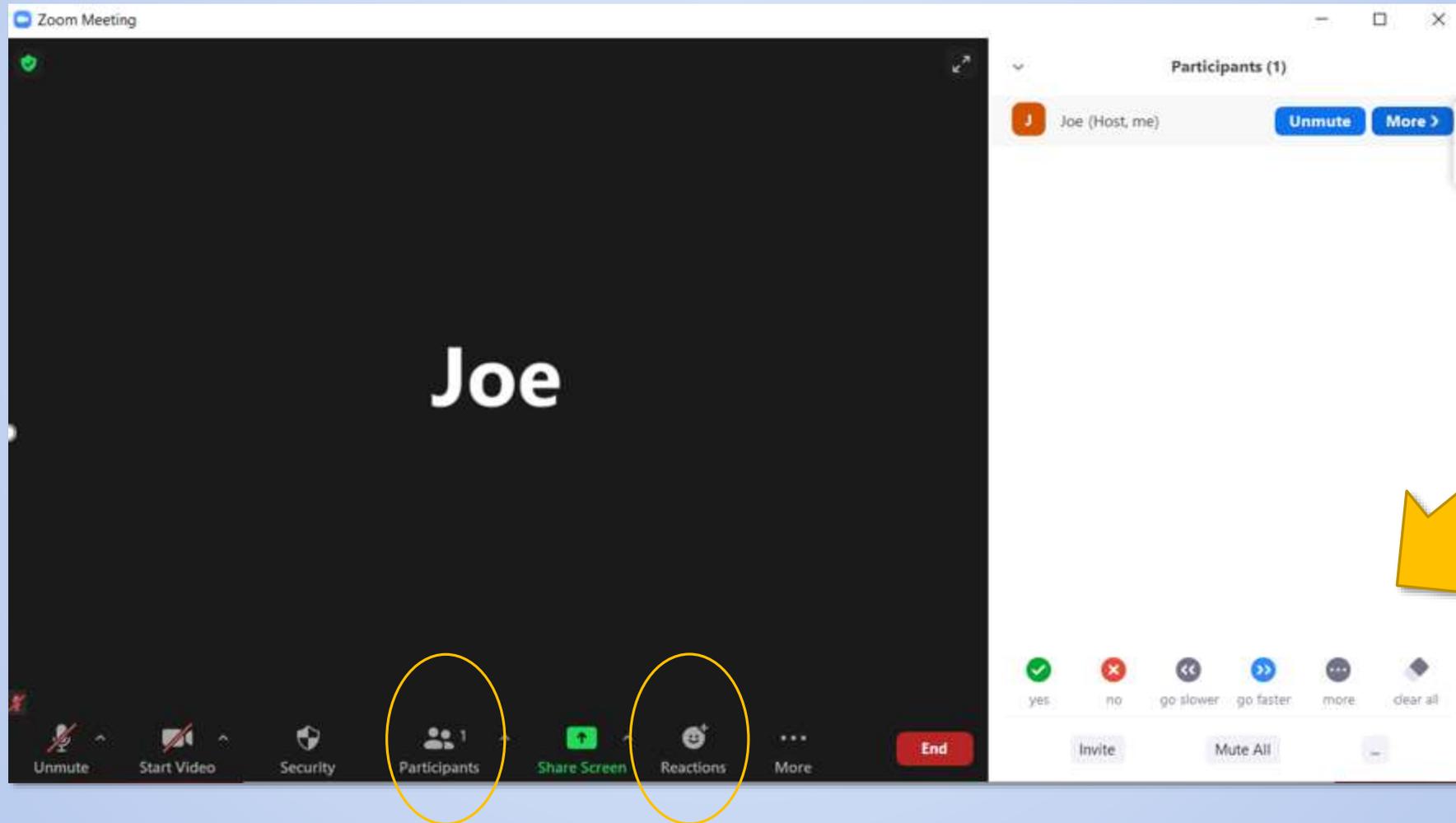
PARTICIPANTS PANEL – RENAME - IPAD

Click on your name in the participants panel OR
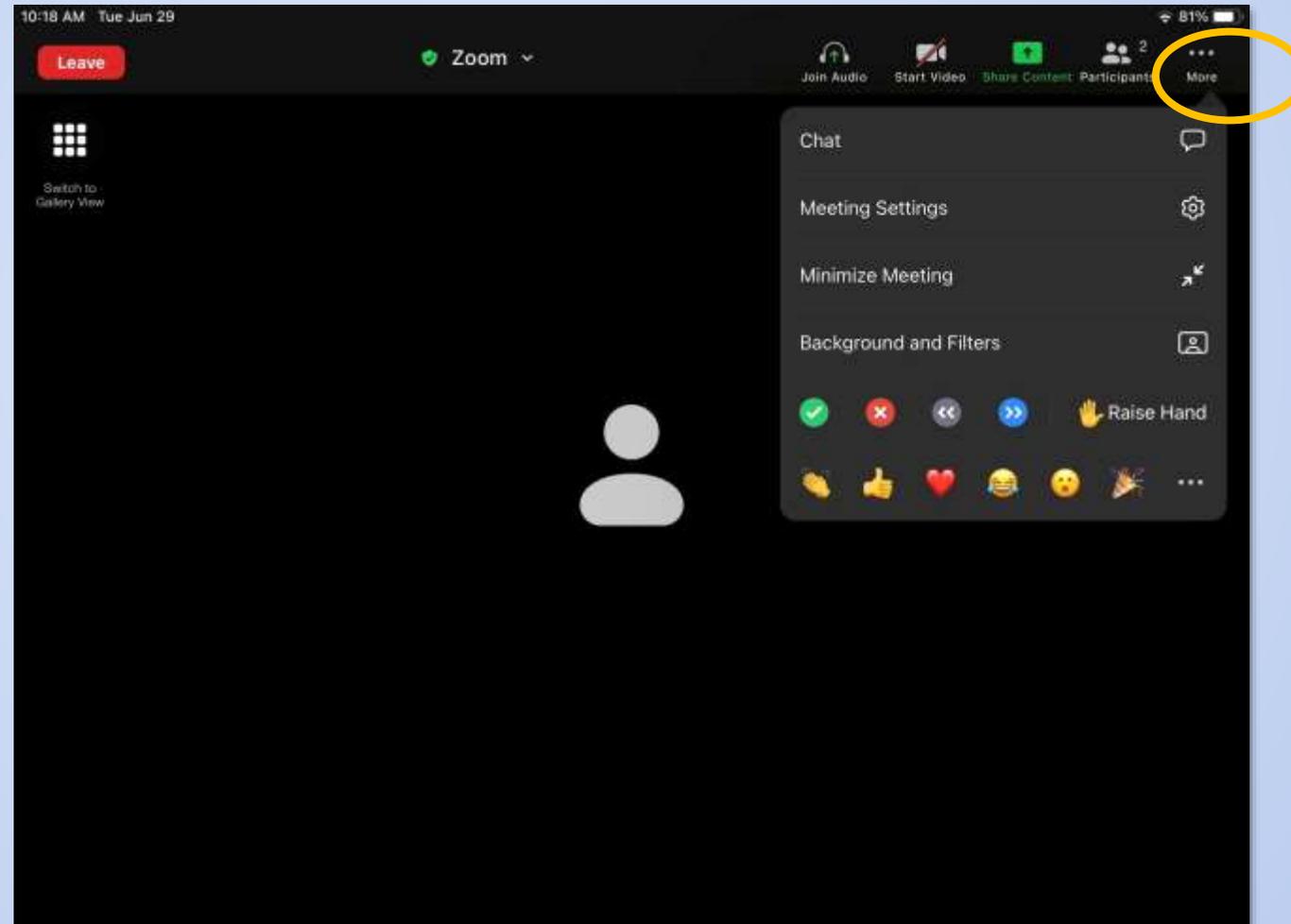double tap your video window while in Gallery View.

NON-VERBAL FEEDBACK ICONS

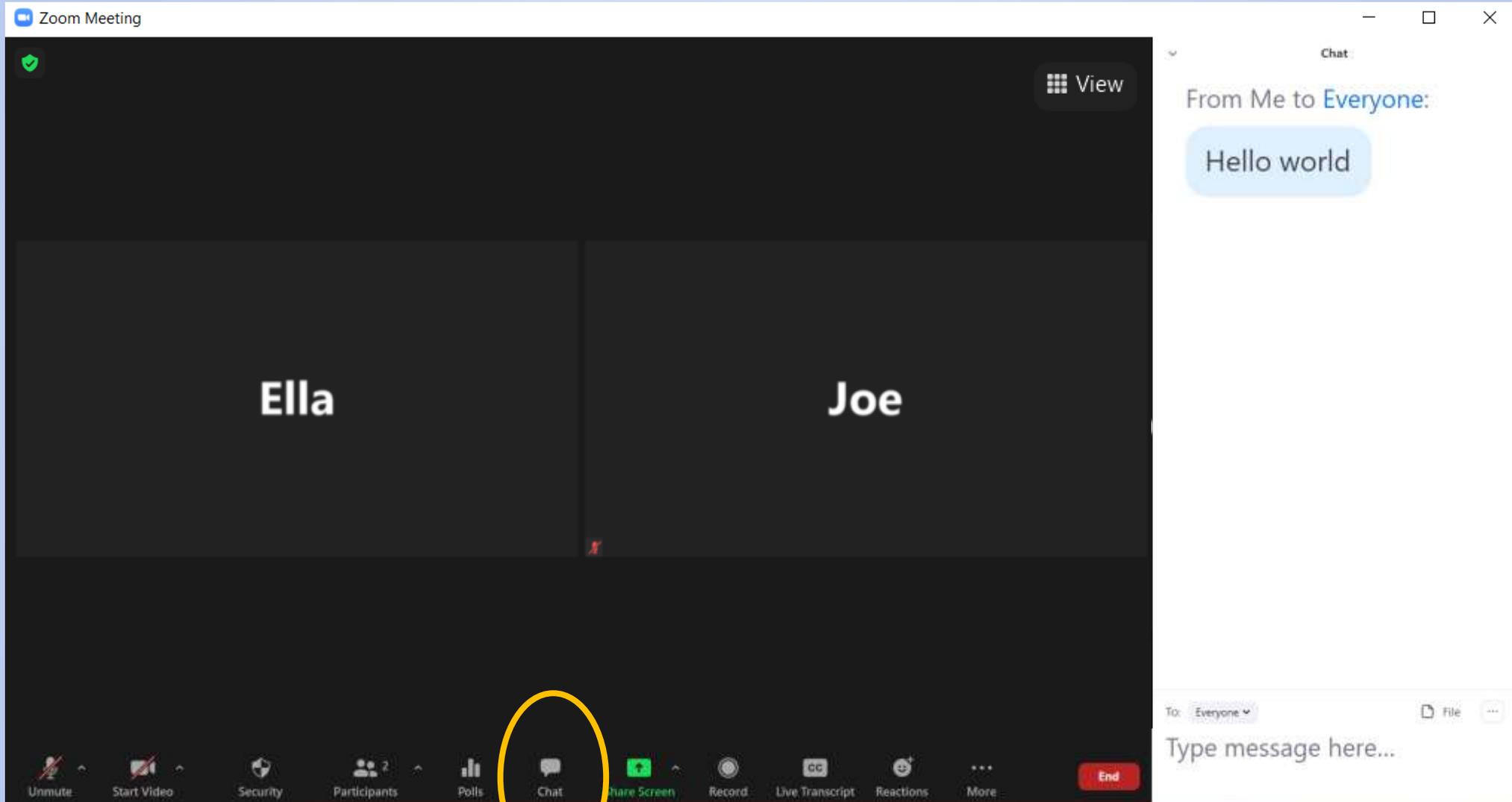Located in the Participants panel OR in the Reactions panel, depending on your device.

NON-VERBAL ICONS - IPAD

Click the … More button to access nonverbal icons on an Ipad.

CHAT PANEL

LIVE TRANSCRIPTION (CC)

LIVE TRANSCRIPTION (CC)

LIVE TRANSCRIPTION (CC)

Zoom Settings, Accessibility,
adjust text size of closed caption.

settings

Settings

General

Video

Audio

Share Screen

Chat

Background & Filters

Recording

Profile

Statistics

Feedback

Keyboard Shortcuts

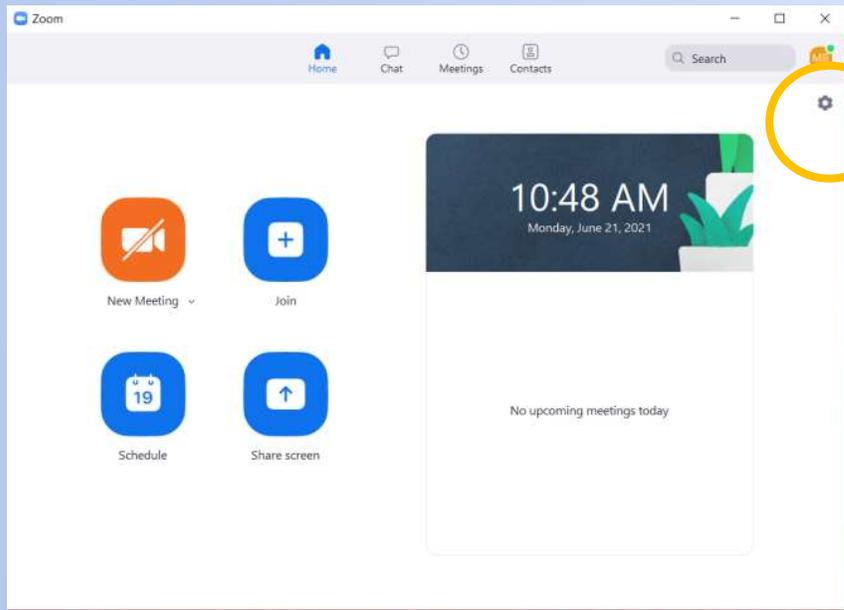**Accessibility**

Closed Caption

Closed Caption Font Size: Normal   Medium   Large

These are medium sized subtitles.

Chat Display Size (Ctrl+/-)

120%

Screen Reader Alerts   Restore Defaults

Description	Enable
IM Chat Received	☑
Participant Has Joined/Left Meeting (Host Only)	☑
Participant Has Joined/Left Waiting Room (Host Only)	☑
Audio Muted by Host	☑

Zoom

Home   Chat   Meetings   Contacts   Search

New Meeting   Join

10:48 AM
Monday, June 21, 2021

Schedule   Share screen

No upcoming meetings today

LEAVE OR END MEETING