

USING ZOOM

for OLLI Moderators



[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*)



Wired headset varieties
with microphone

*Either a wired or wireless
headset will work*



Bluetooth (wireless) headset
varieties with microphone

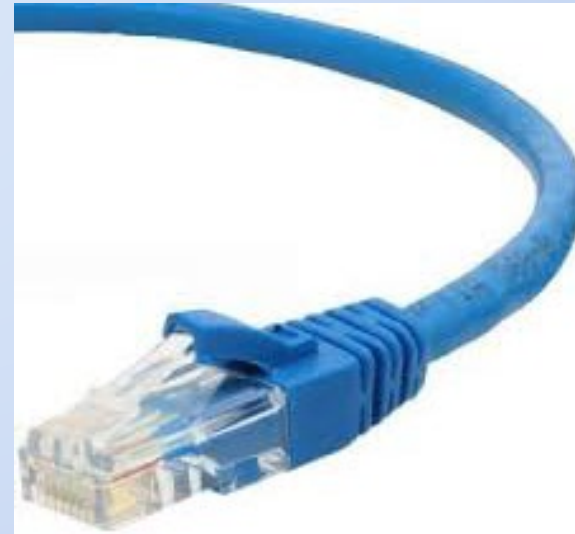
TECHNICAL REQUIREMENTS

Internet Speed

Internet Speed: upload >20 Mbps, download >25 Mbps

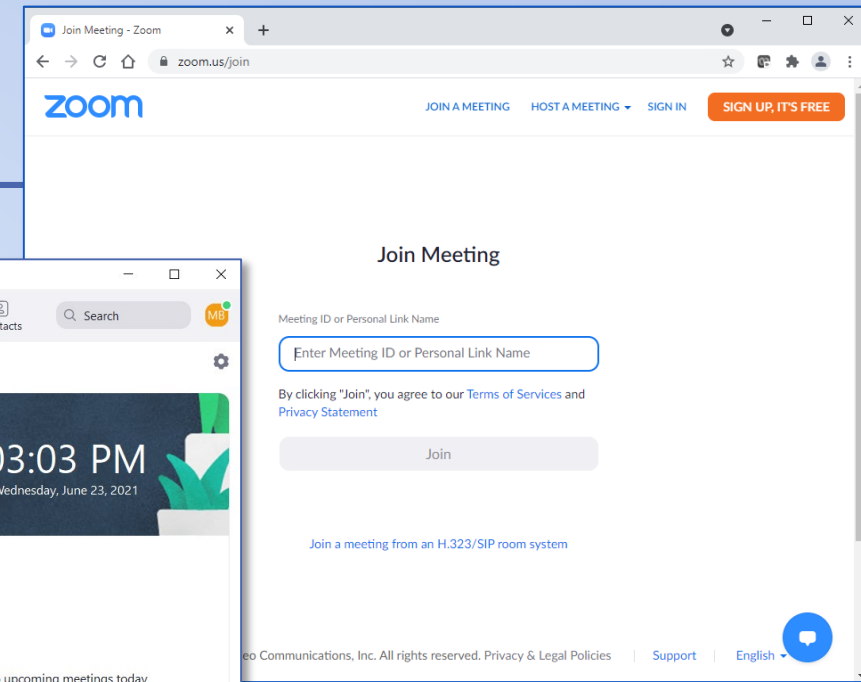
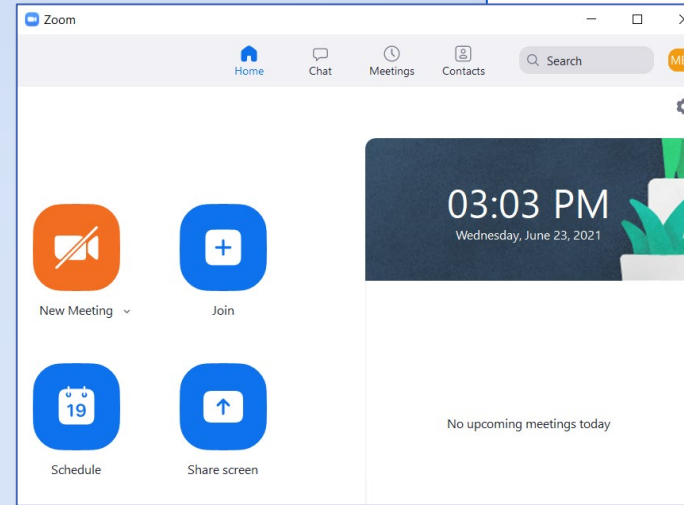
Run a speed test on device (search online for [speed test](#), many available)

For optimal connection, plug directly into router with an ethernet cable.



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
Passcode: Test

ZOOM MEETING ACCESS FROM EMAIL

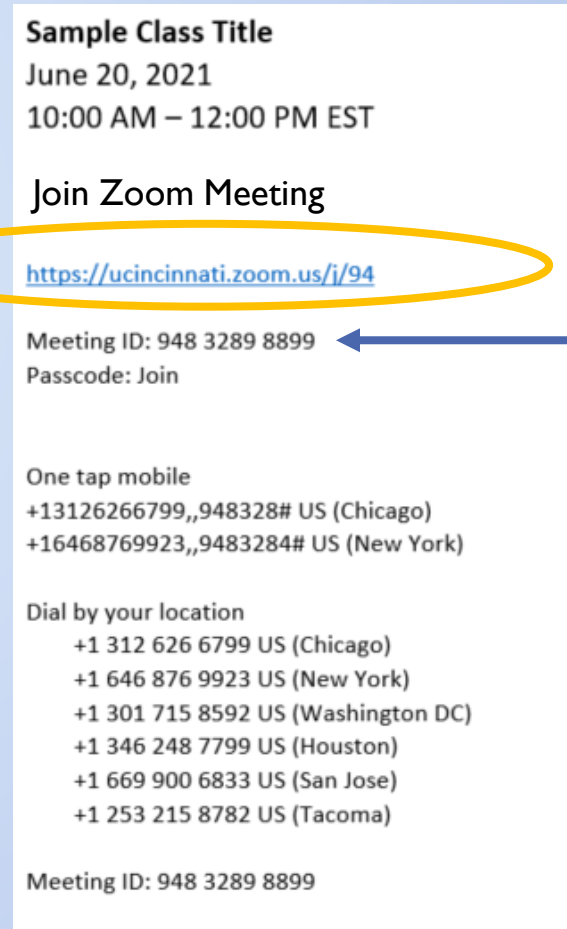
You will be sent an MEETING INVITATION via email for each class a few days in advance of your first class date.

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 ← Meeting number
Passcode: Join

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

Annotations: A blue arrow points from the text 'Click the the link shown in blue text.' to the blue URL. A yellow oval highlights the URL. A blue arrow points from the text 'Meeting number' to the Meeting ID.

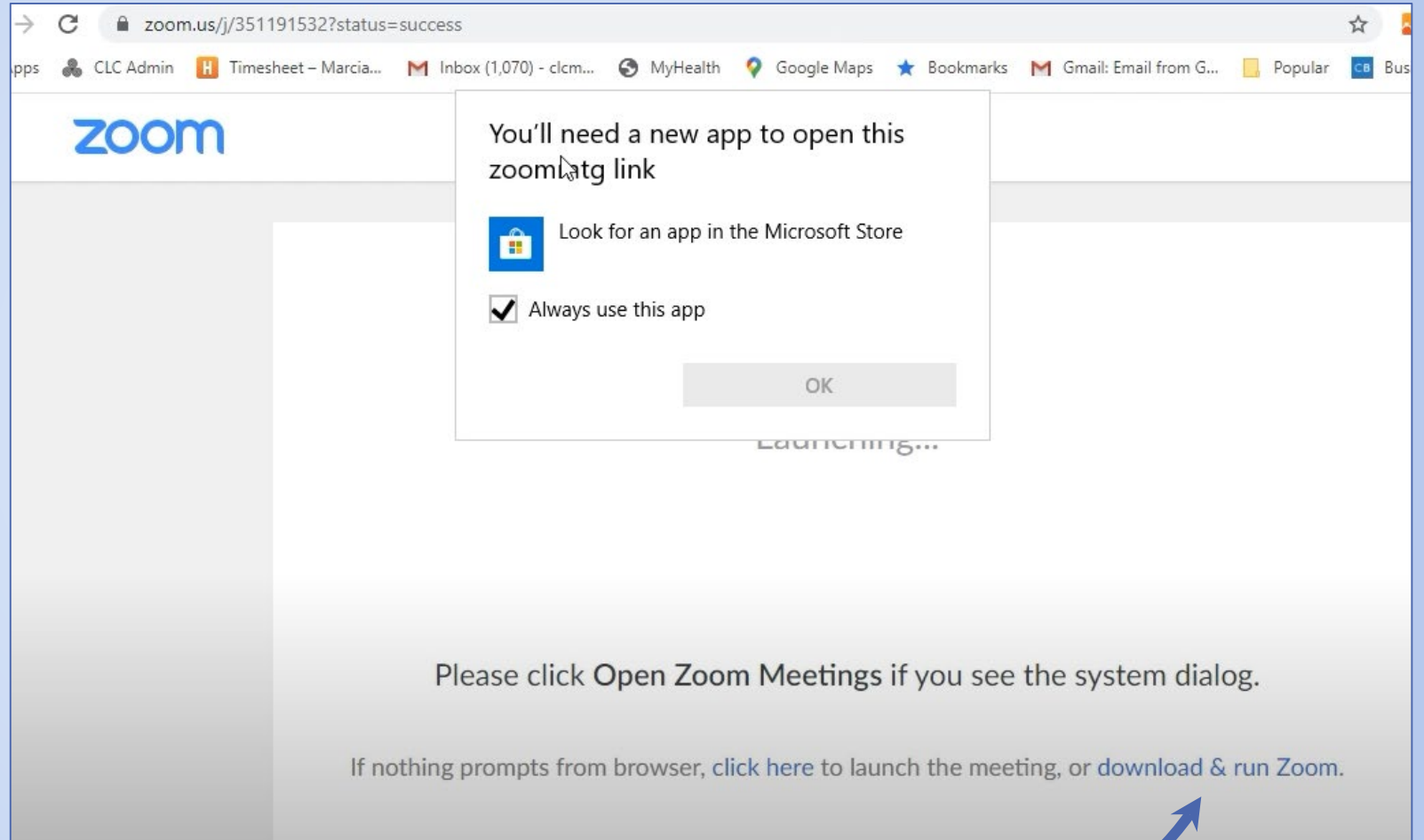
Meeting number

ZOOMING MEETING ACCESS

After clicking the meeting link in the email, a browser window will open.

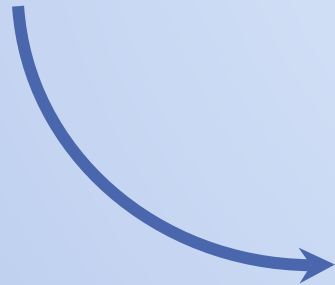
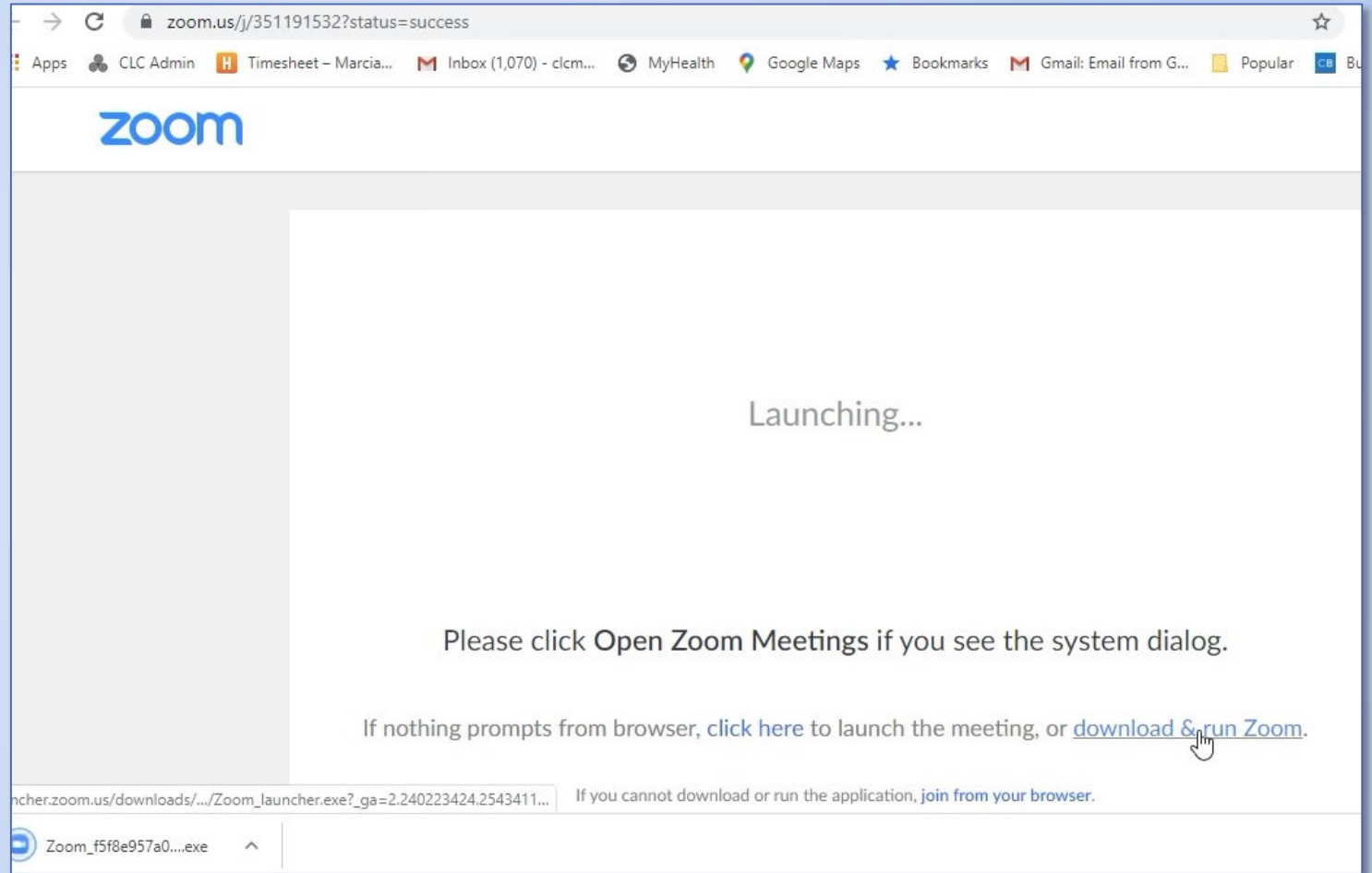
If you do not yet have Zoom installed on your PC you may be directed to go to the Microsoft store.

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

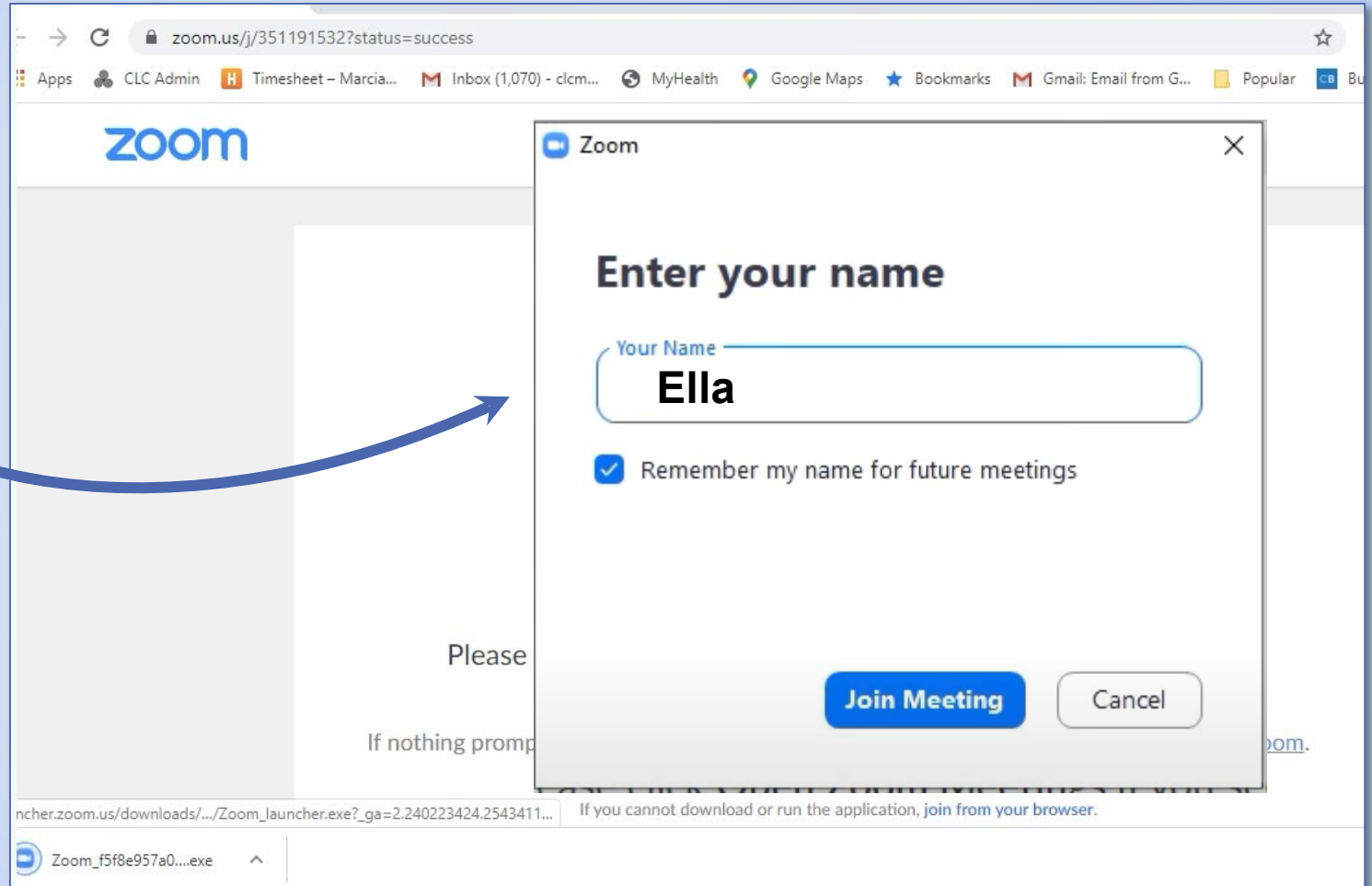
Follow the prompts.

Enter your name and click
JOIN MEETING

The meeting password is in
the email invitation, have this
available if your system
requests it.

Note:

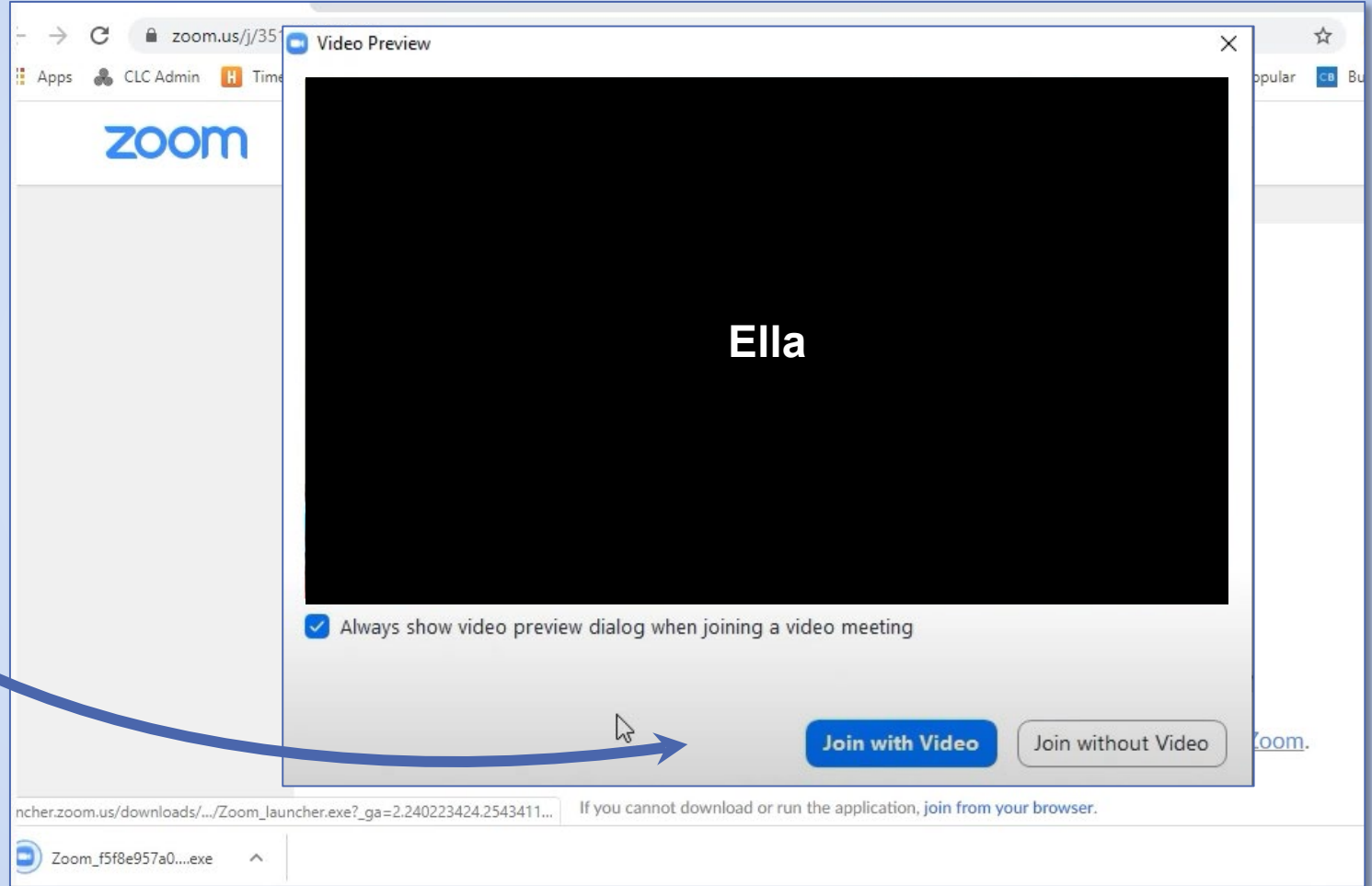
passwords are case-sensitive.



ZOOMING MEETING ACCESS

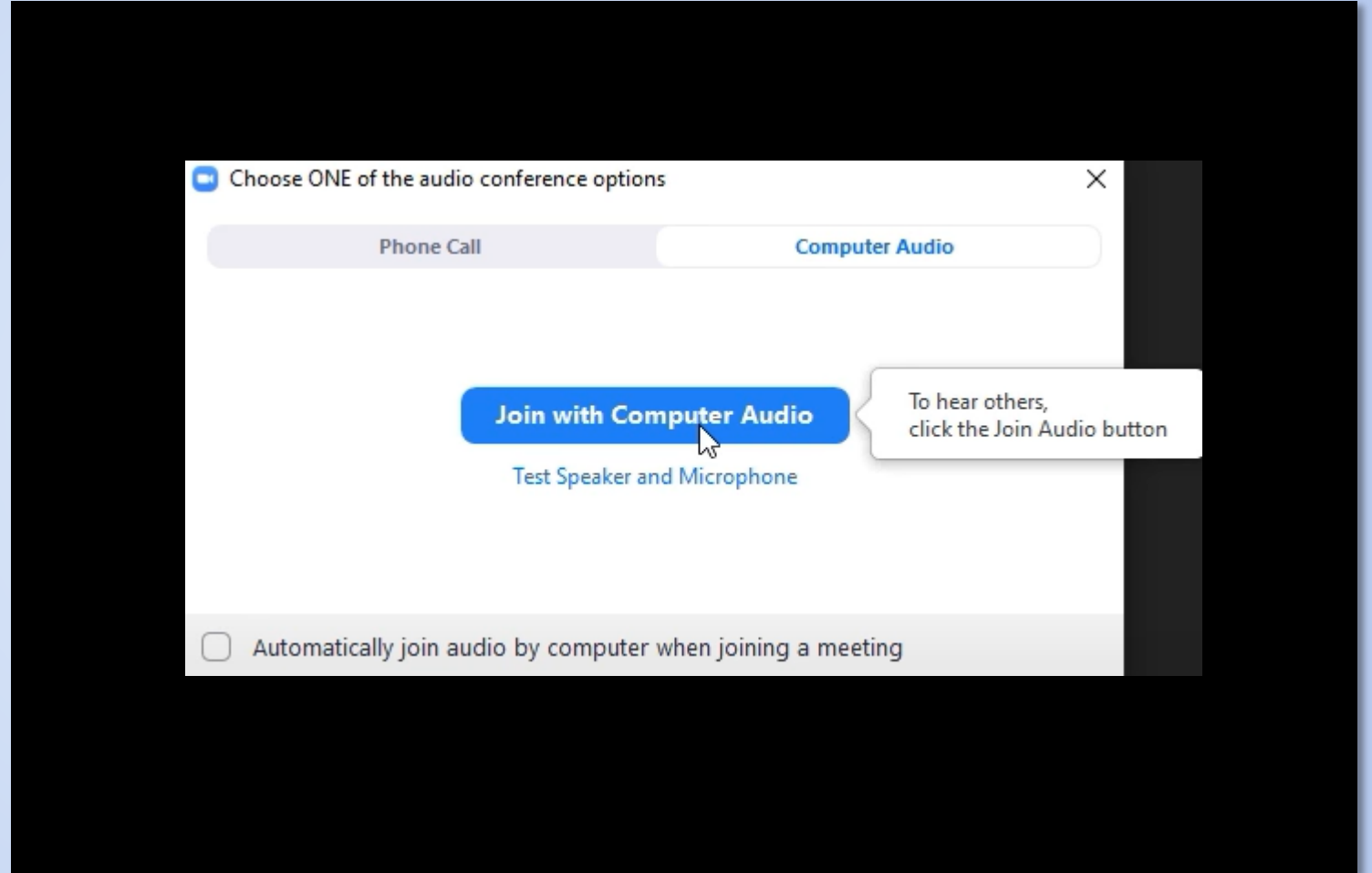
Preview screen.

Choose with or without video.



ZOOMING MEETING ACCESS

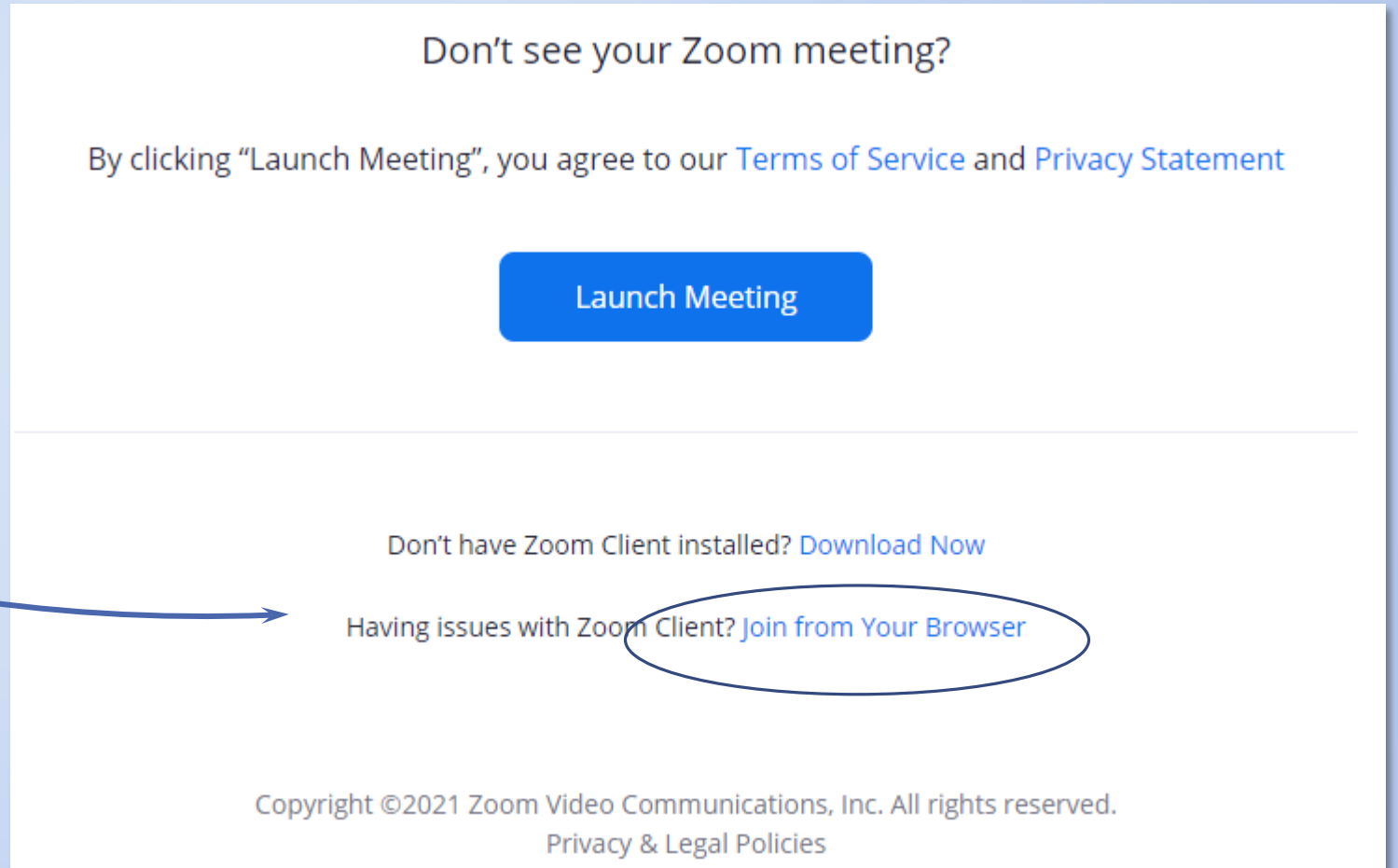
Click Join with computer audio.



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.*)

*NOT recommended for Moderators
due to limited capabilities.*



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](#)

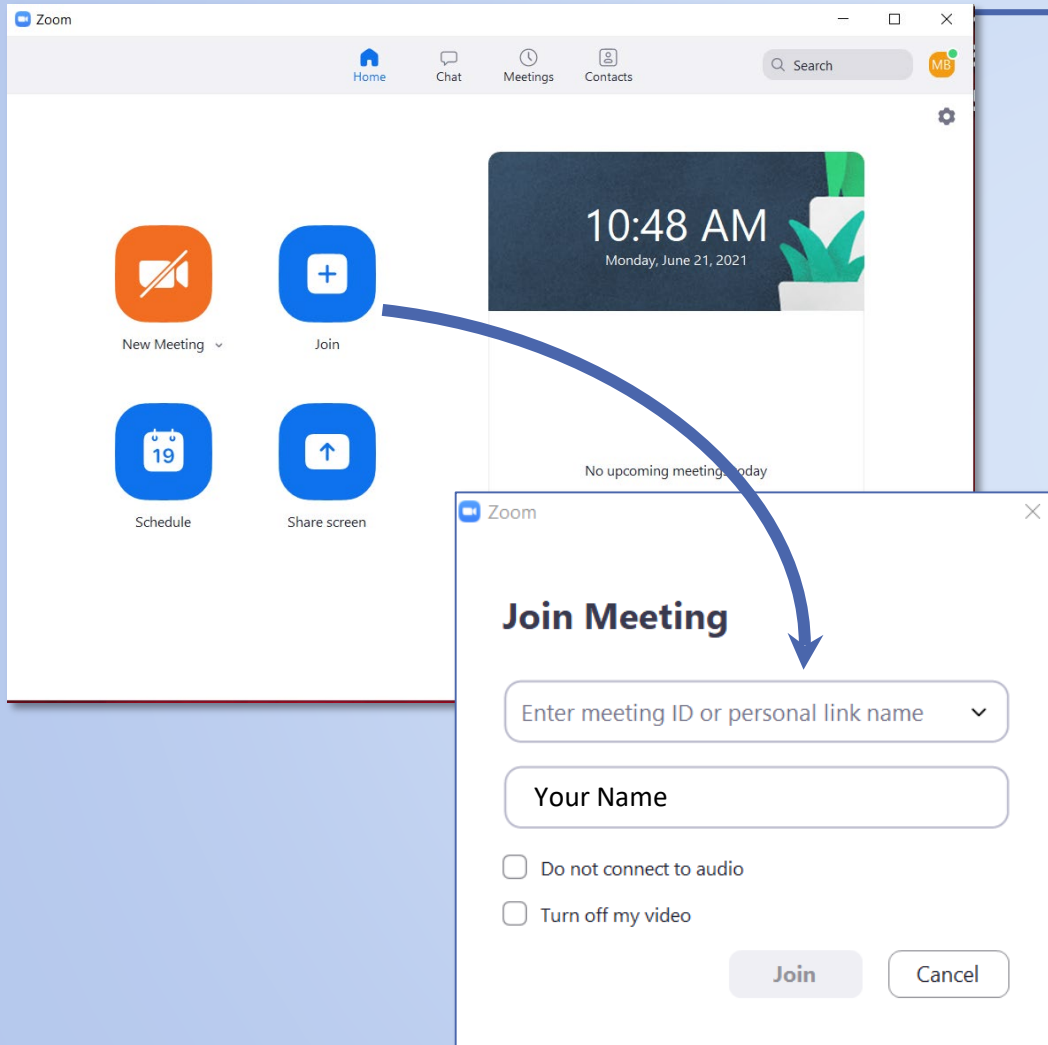
Having issues with Zoom Client? [Join from Your Browser](#)

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[Privacy & Legal Policies](#)

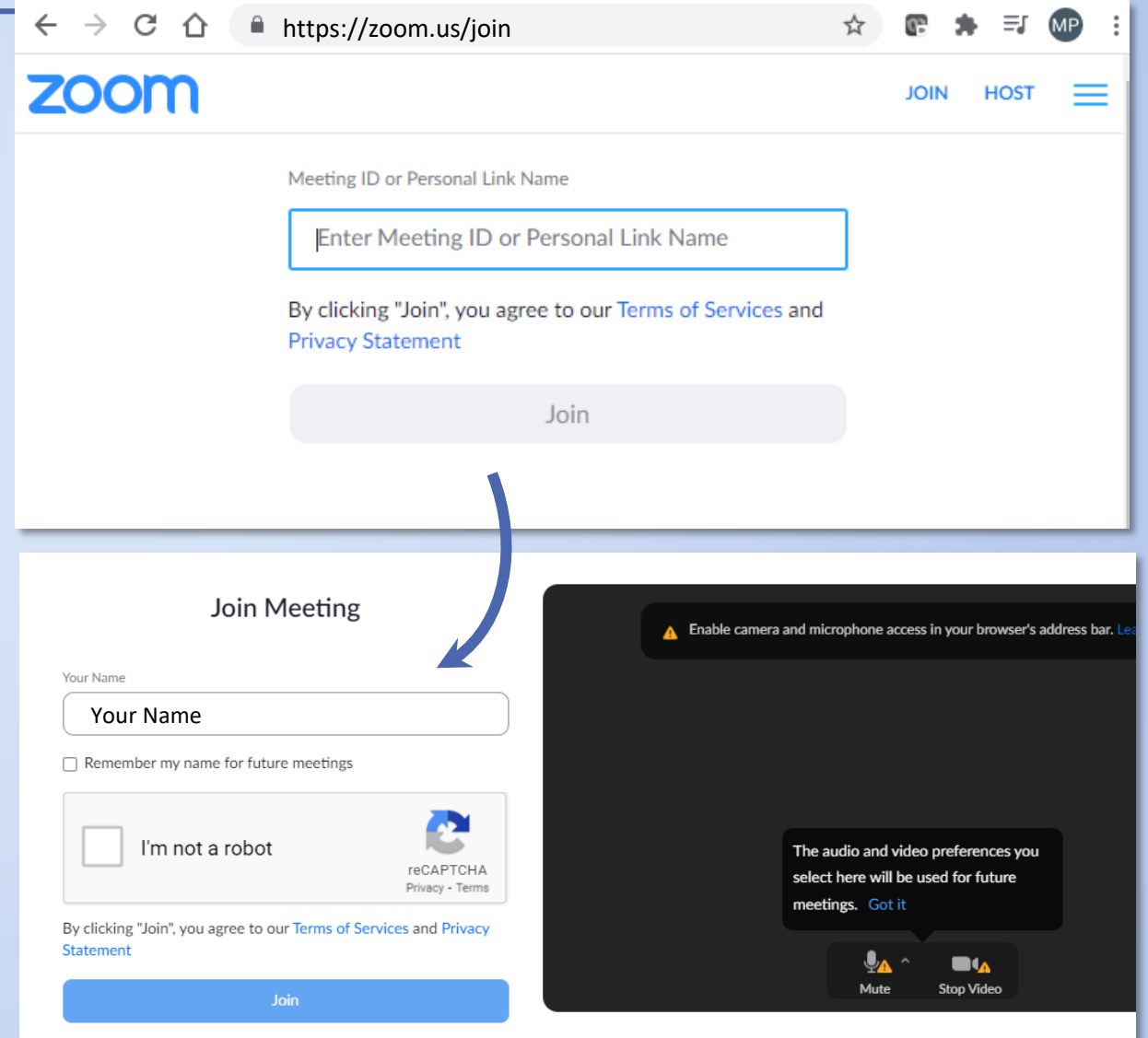
The screenshot shows a white background with blue text and a blue button. A blue arrow points from the text on the left to the "Join from Your Browser" link, which is circled in blue. The "Launch Meeting" button is a solid blue rectangle with white text.

Know the difference

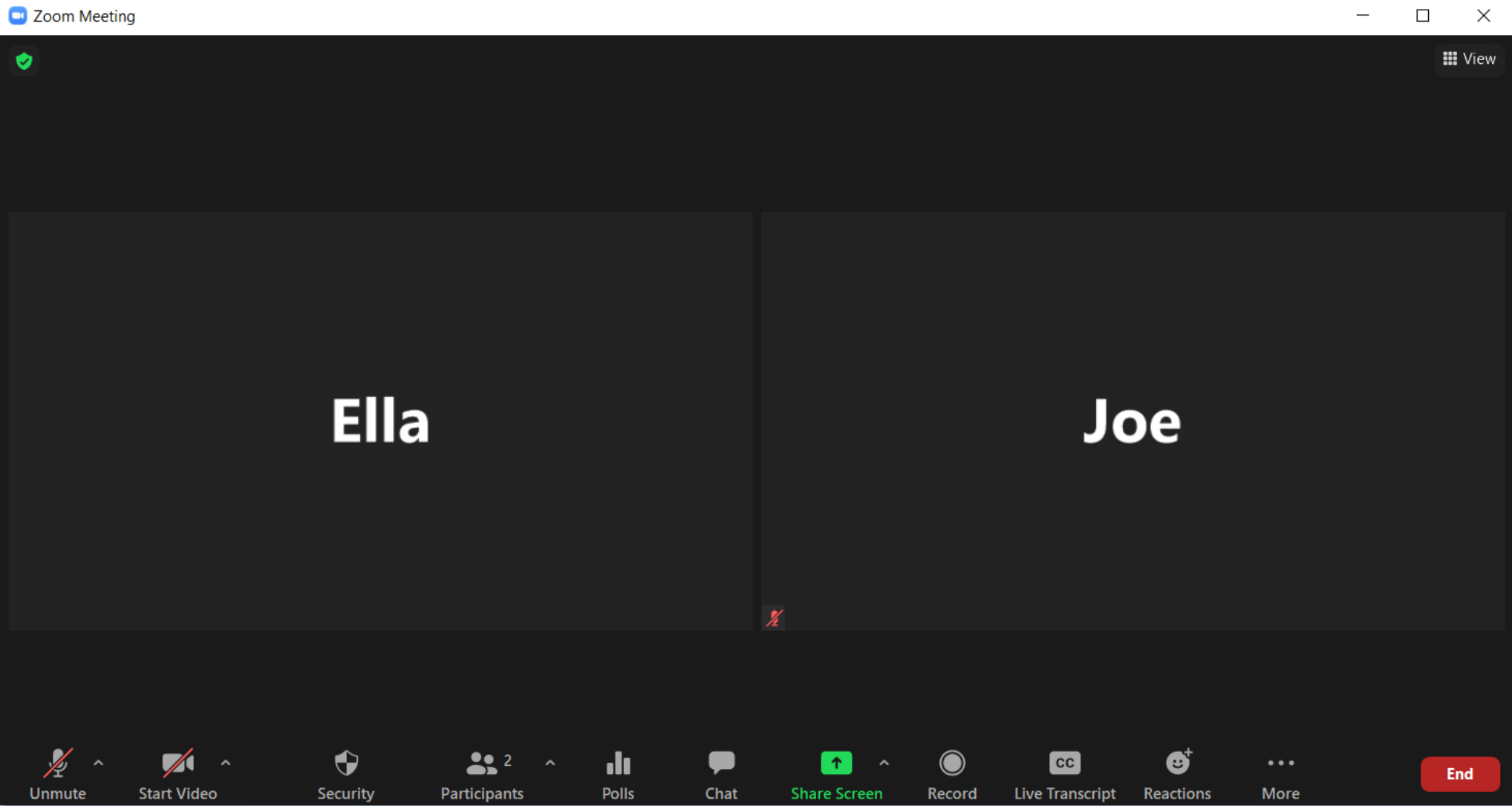
Join with Zoom App



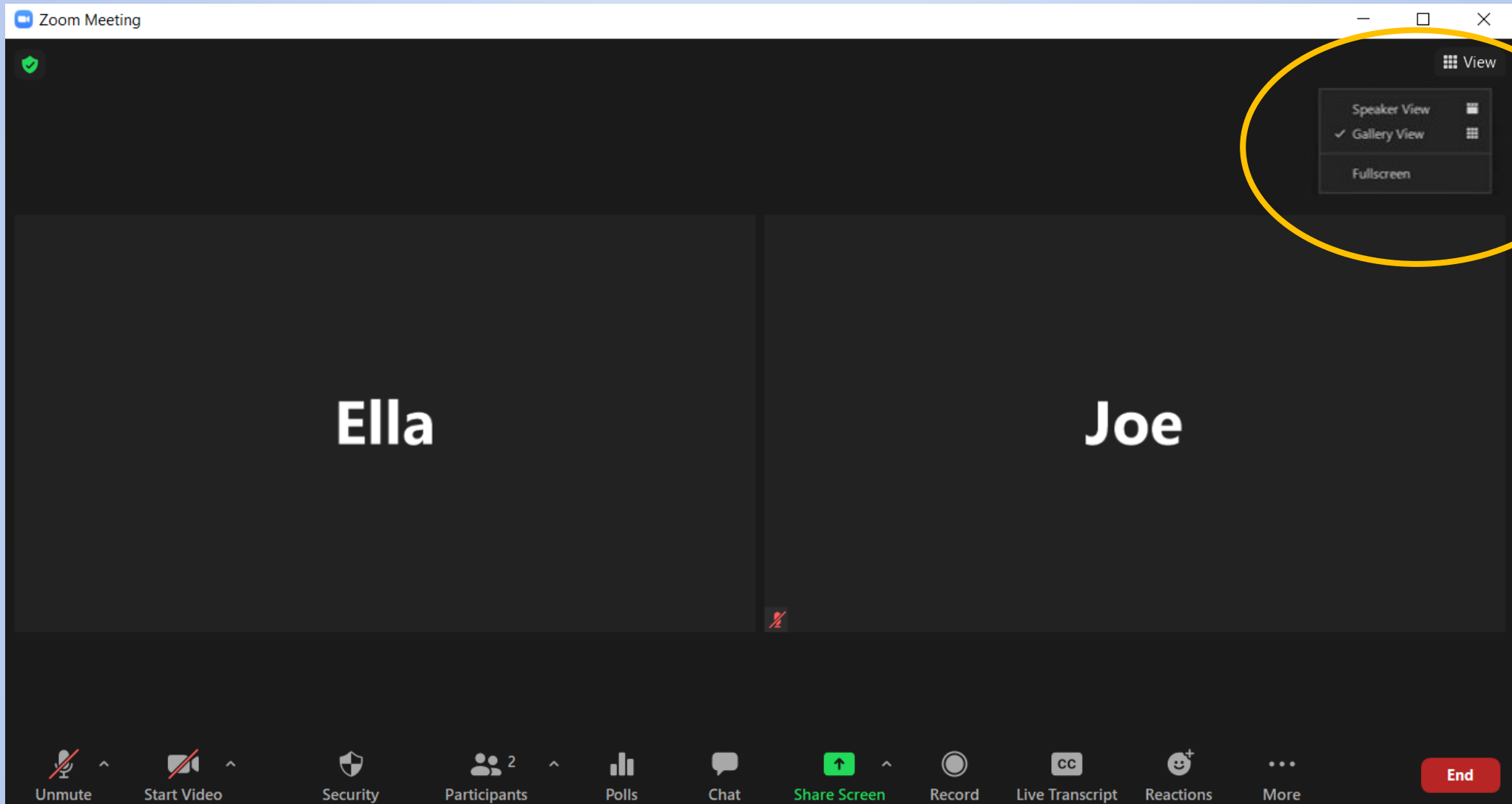
Join Zoom by BROWSER



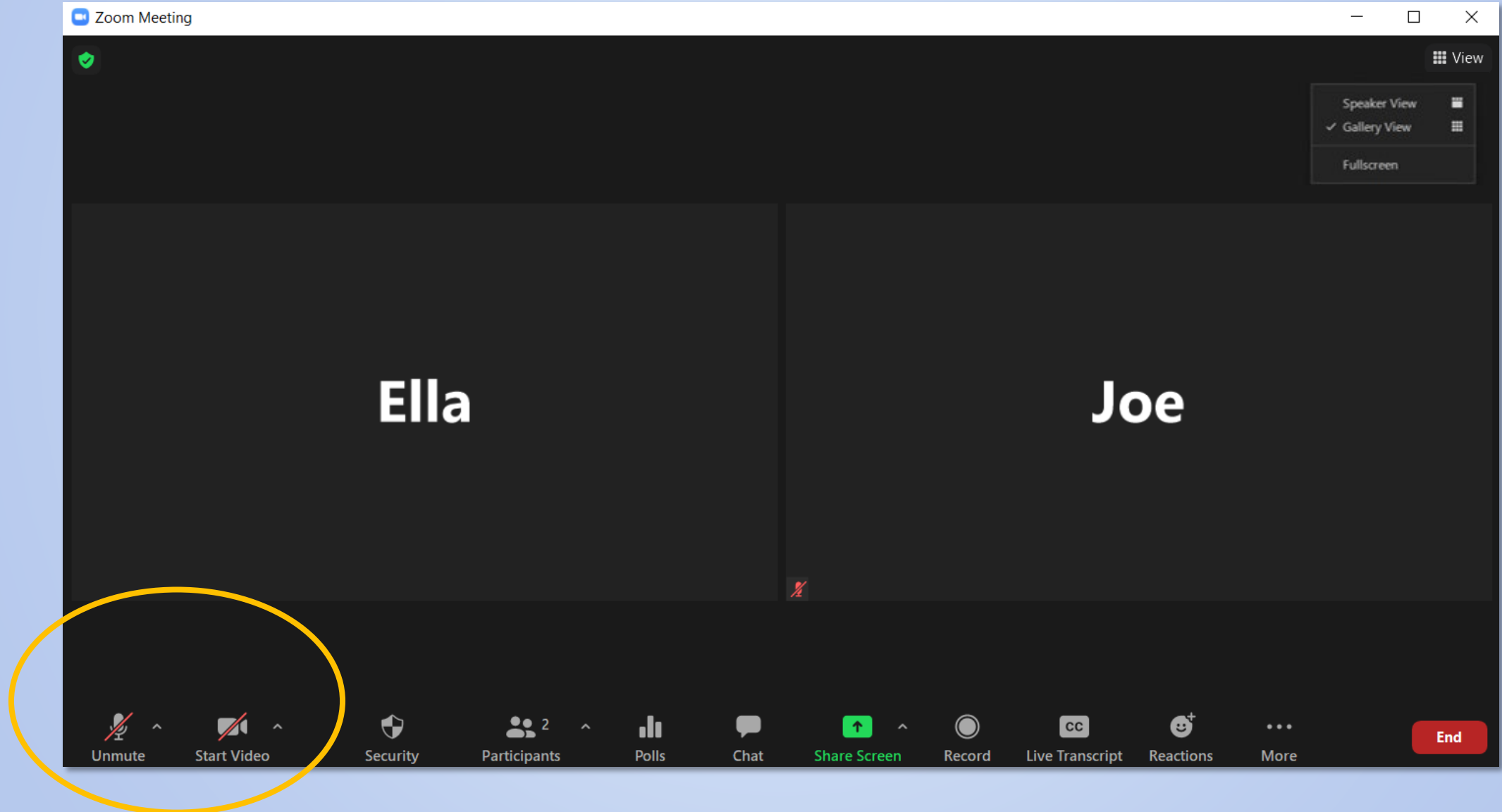
ZOOM APP WINDOW



CHANGE YOUR VIEW

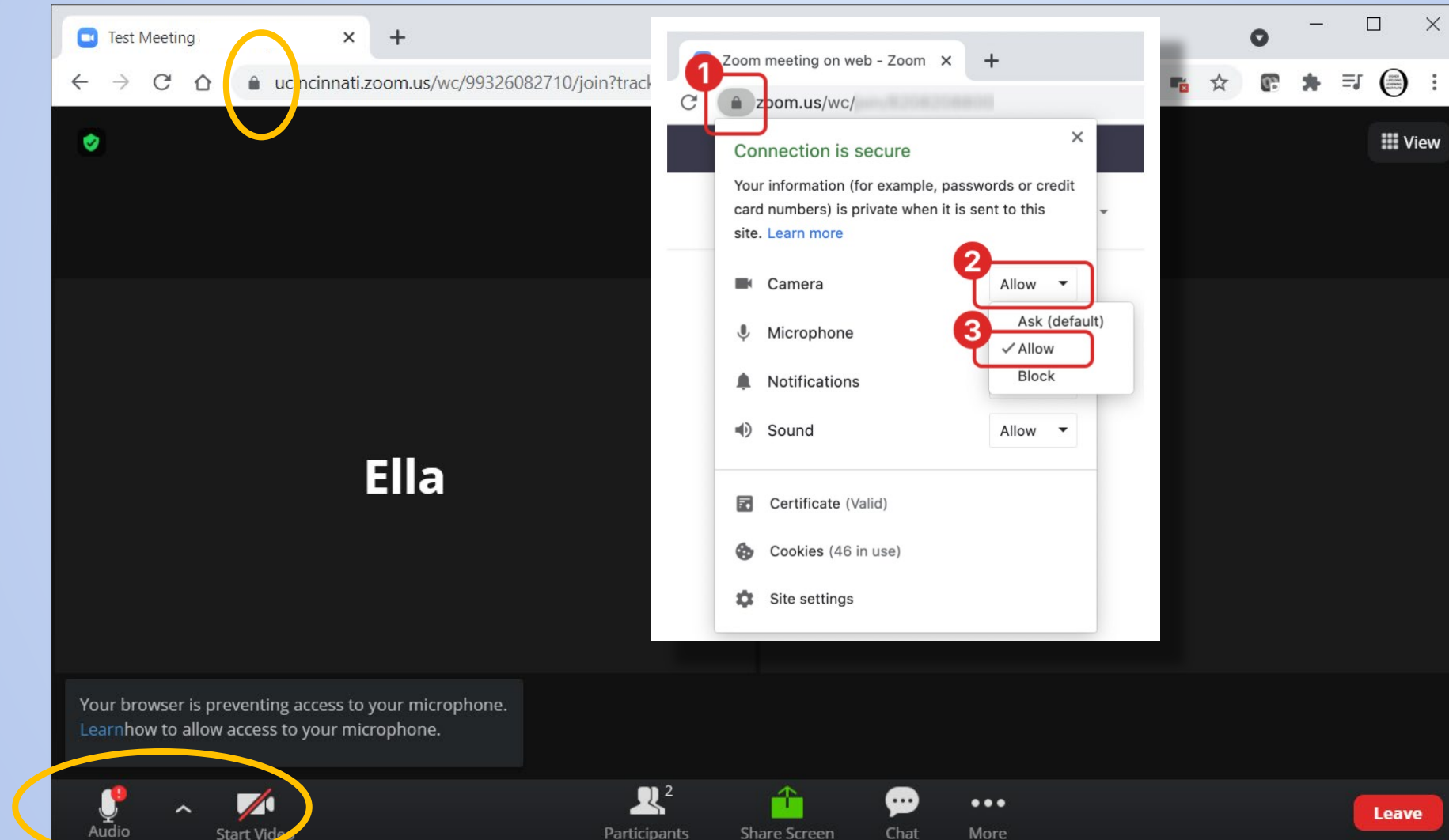


MIC & WEBCAM CONTROLS



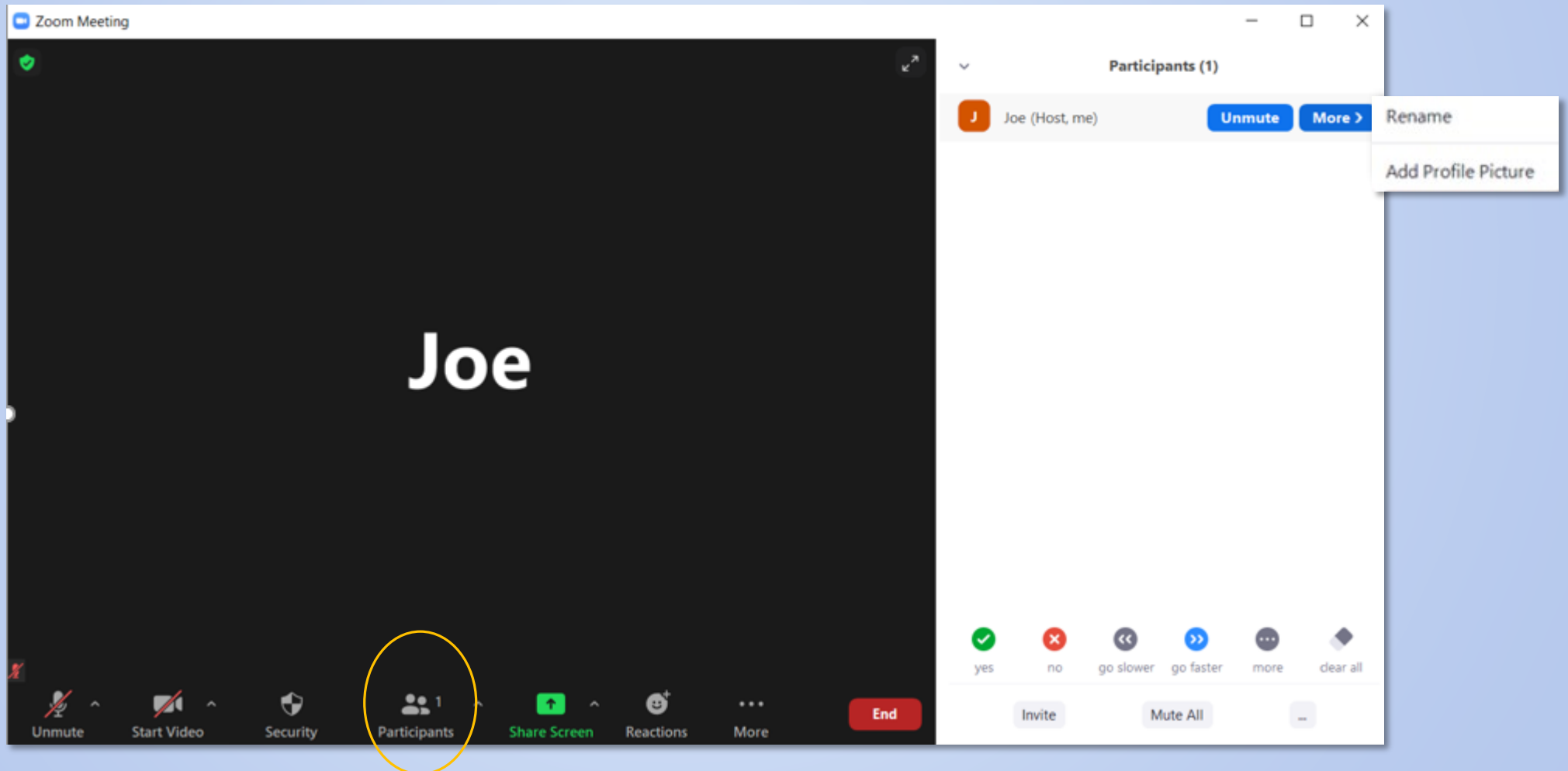
MIC & WEBCAM PERMISSIONS - BROWSER

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.



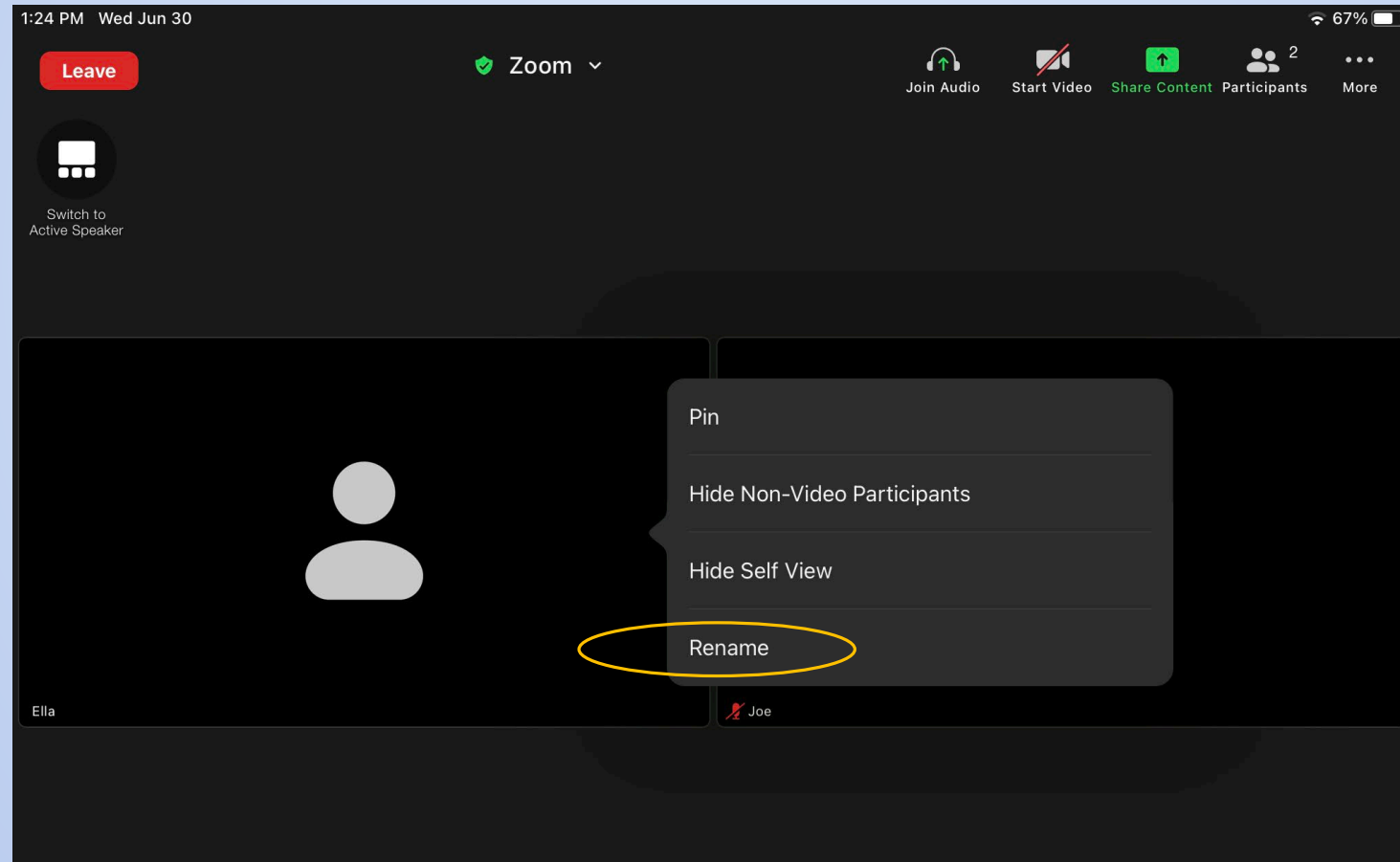
PARTICIPANTS PANEL - RENAME

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



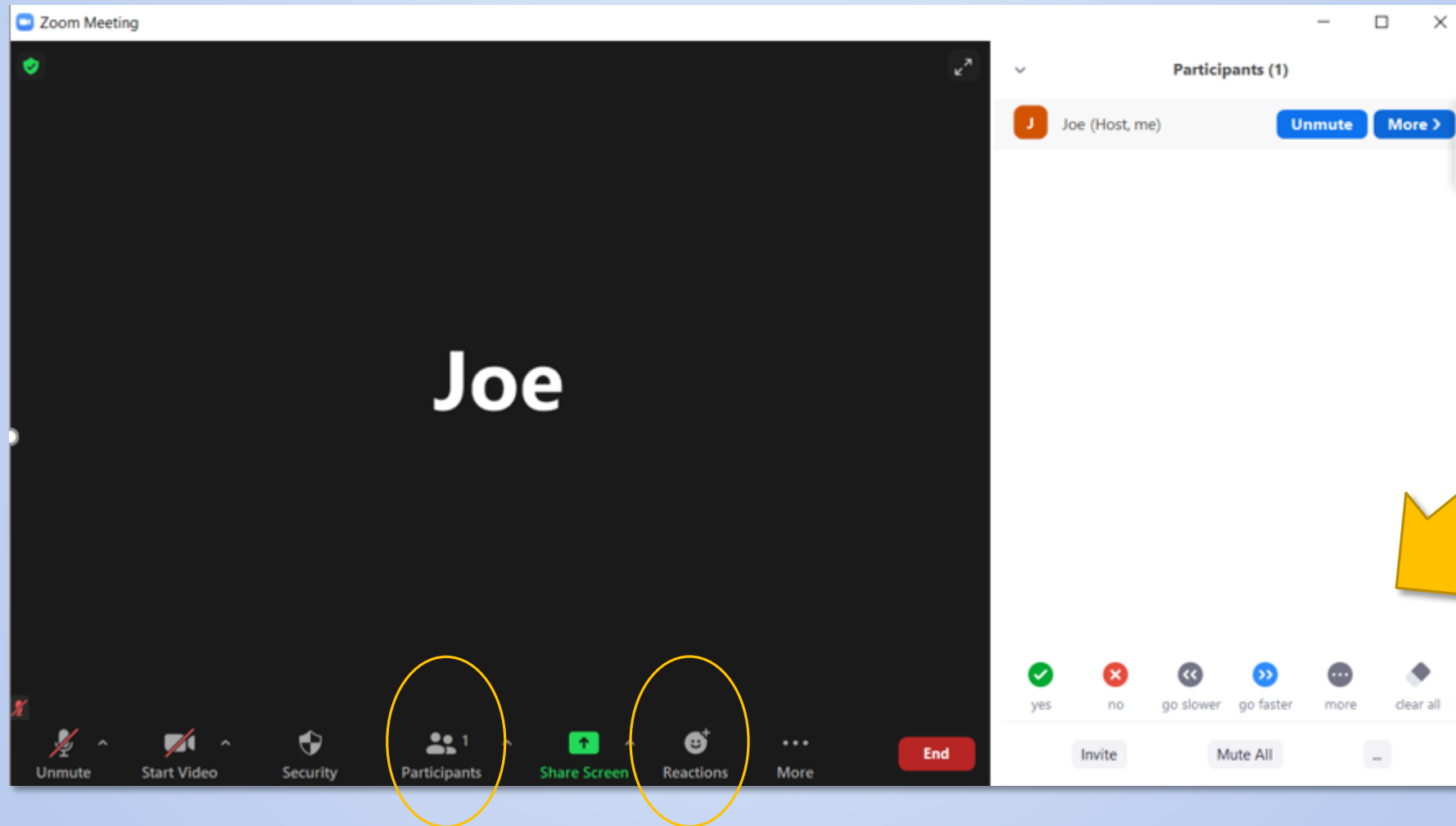
PARTICIPANTS PANEL – RENAME - IPAD

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



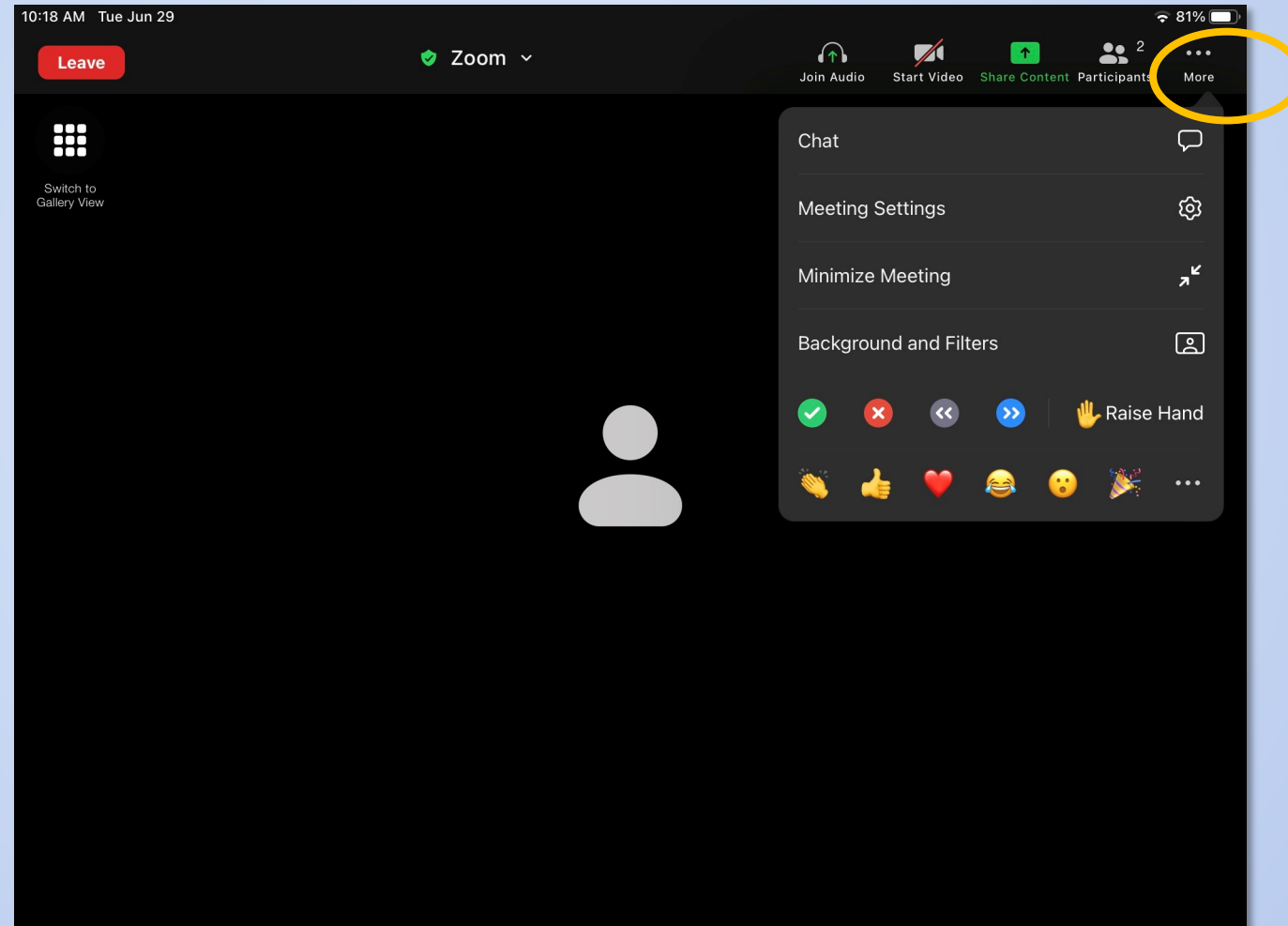
NON-VERBAL FEEDBACK ICONS

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

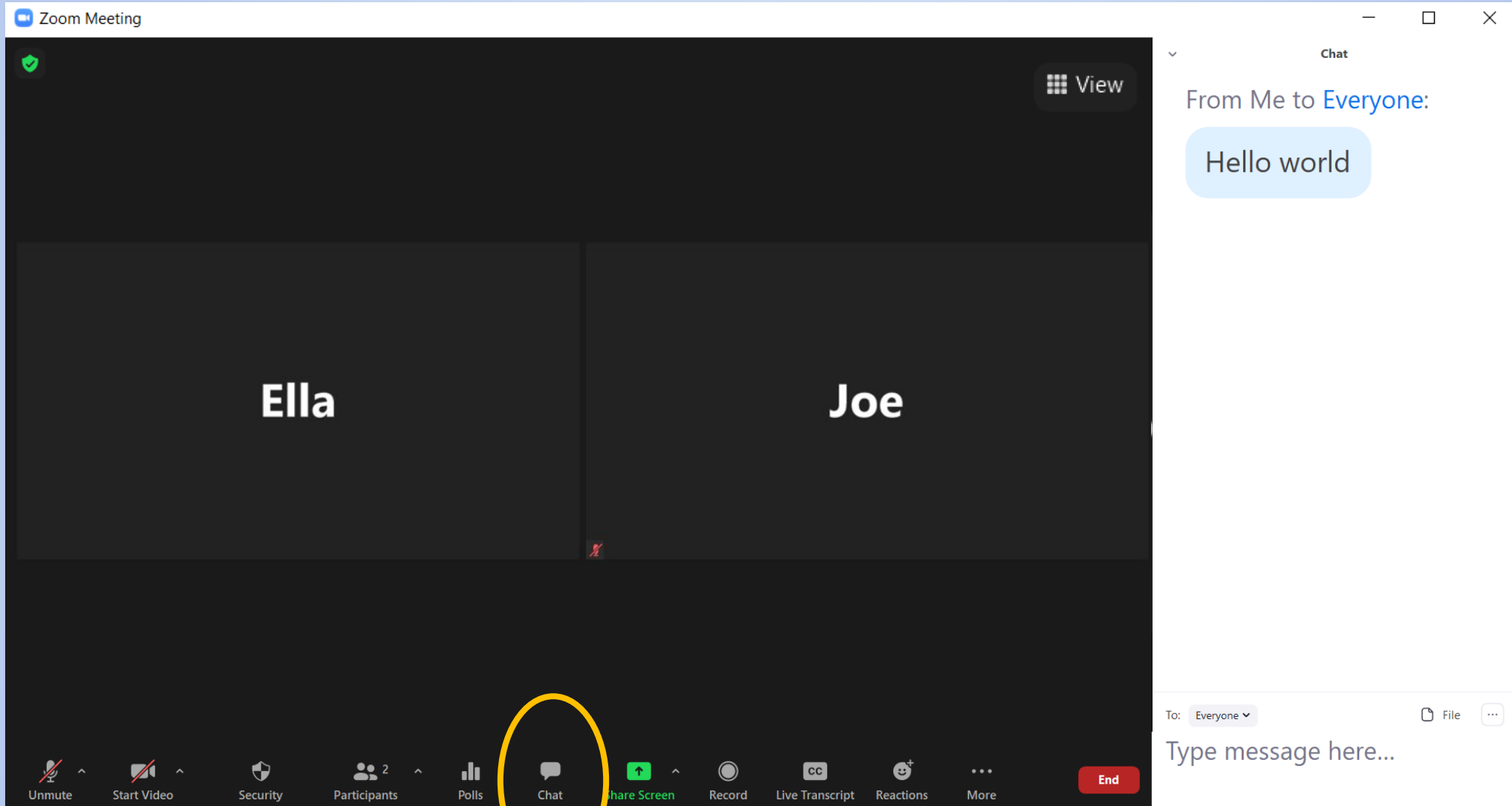


NON-VERBAL ICONS - IPAD

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



CHAT PANEL



LIVE TRANSCRIPTION (CC)

The image shows a Zoom Meeting window with a dark theme. The main content area displays the name "Ella". A "Live Transcript" menu is open, showing options to "Assign someone to type", "Use a 3rd-party CC service", and "Live Transcript". The "Live Transcript" option is highlighted with a yellow circle, and the "Enable Auto-Transcription" button within it is also highlighted with a yellow circle. The bottom toolbar contains icons for Unmute, Start Video, Security, Participants (2), Polls, Chat, Share Screen, Record, Live Transcript (CC), Reactions, and More. An "End" button is visible in the bottom right corner.

Zoom Meeting

View

Ella

Assign someone to type

Assign a participant to type I will type

Use a 3rd-party CC service

Copy the API token

Copy this token and paste it to a 3rd-party Closed Captioning tool

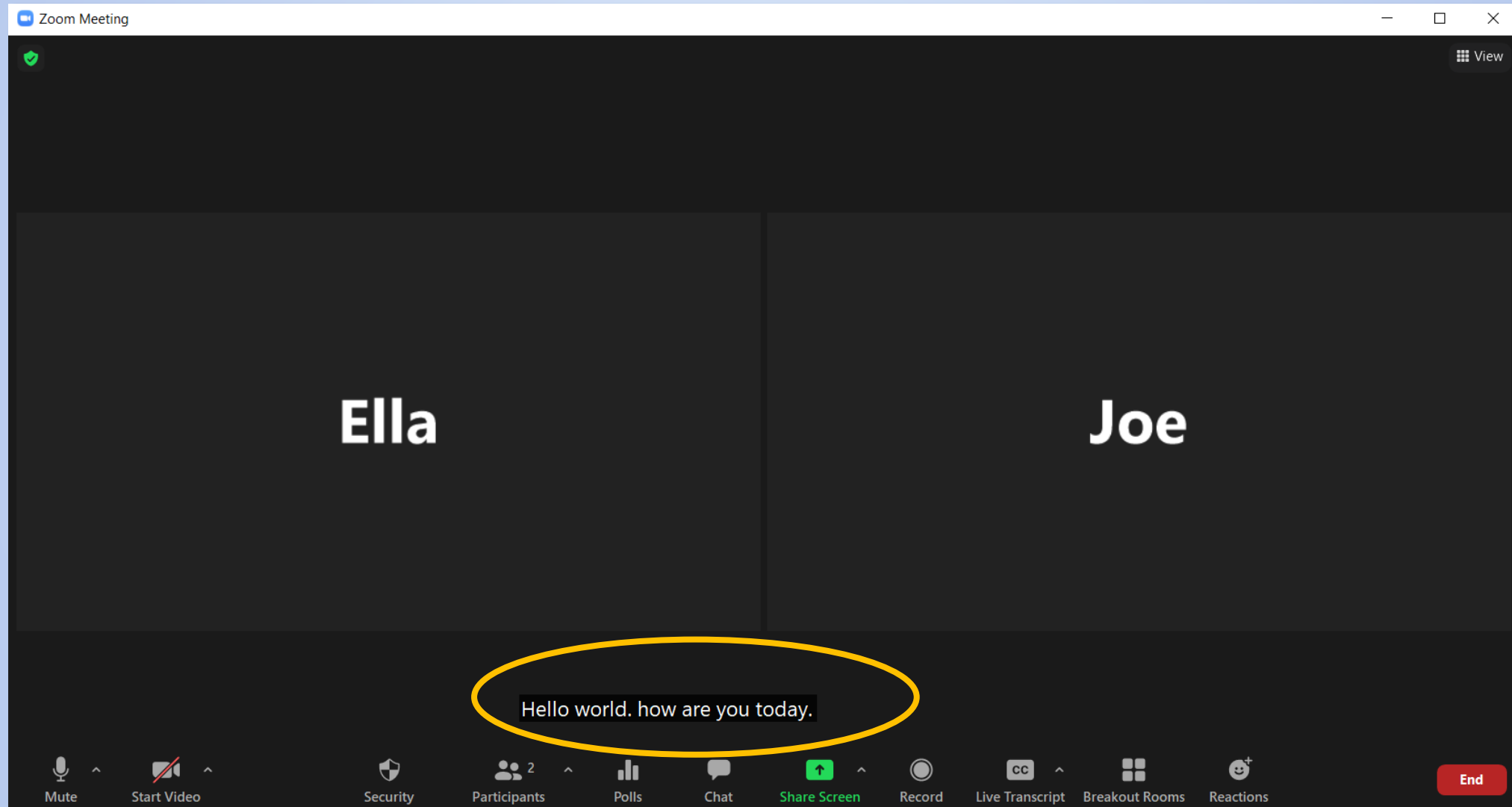
Live Transcript

Enable Auto-Transcription

Unmute Start Video Security Participants 2 Polls Chat Share Screen Record Live Transcript Reactions More

End

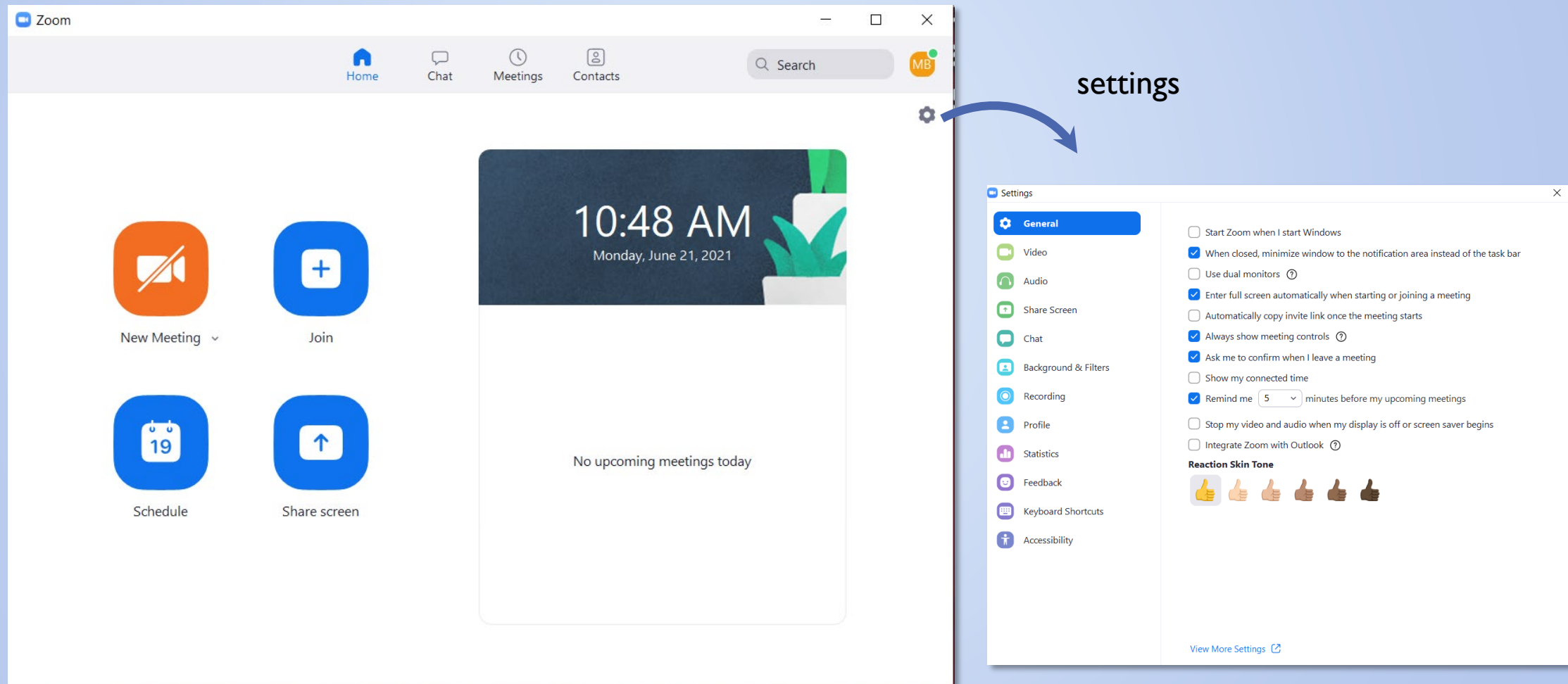
LIVE TRANSCRIPTION (CC)



The image shows a Zoom meeting window with a dark background. At the top, the title bar reads "Zoom Meeting" and includes standard window controls (minimize, maximize, close). In the top right corner, there is a "View" button. The main area is split into two columns, with the names "Ella" and "Joe" centered in each. At the bottom, a toolbar contains various icons: Mute, Start Video, Security, Participants (with a '2'), Polls, Chat, Share Screen (highlighted with a yellow oval), Record, Live Transcript (with a 'CC' icon), Breakout Rooms, and Reactions. A red "End" button is located in the bottom right corner. A chat window is open at the bottom center, displaying the text "Hello world. how are you today." which is circled in yellow.

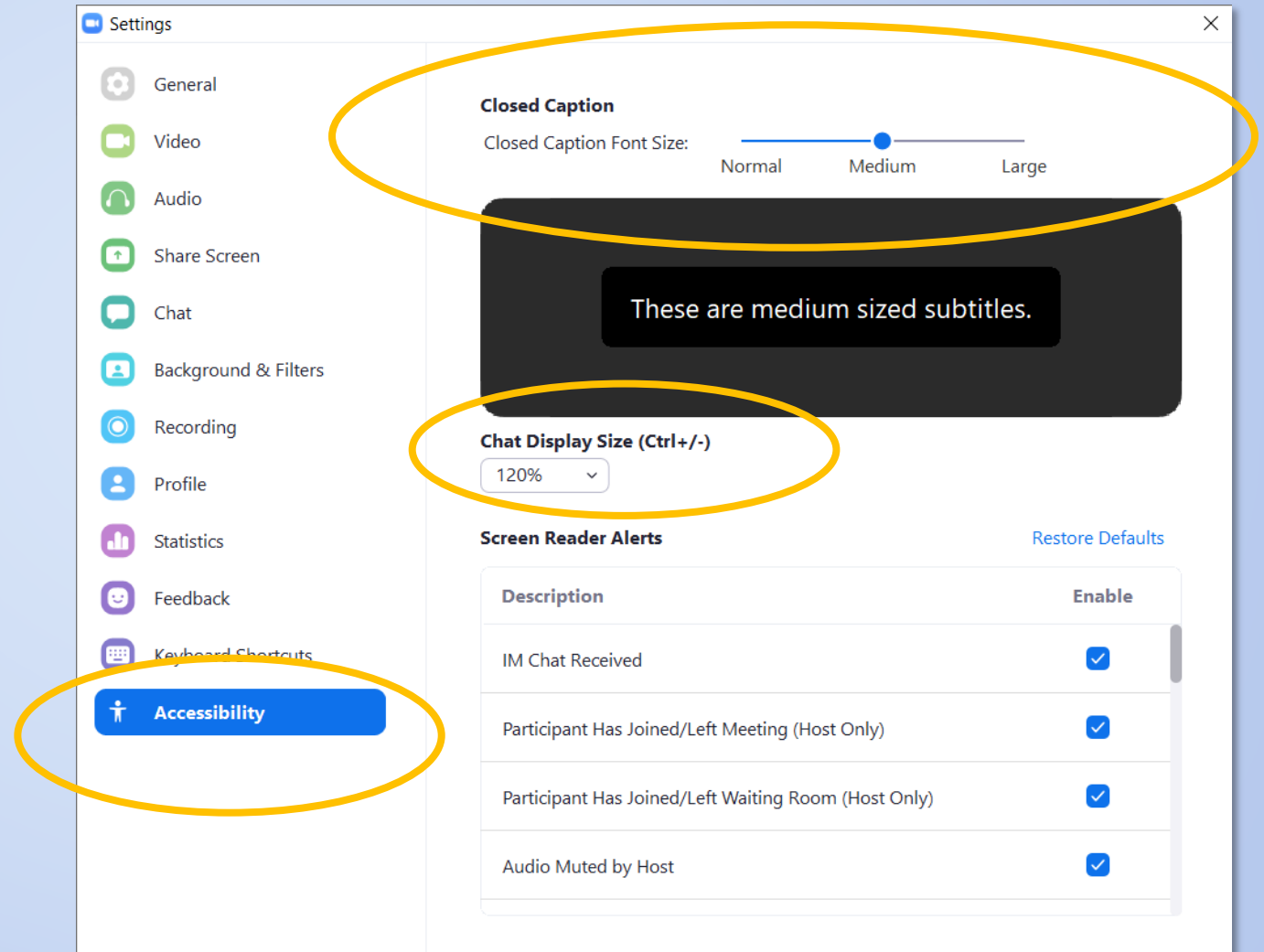
CHECK YOUR SETTINGS IN THE APP

Many setting options. Leave as default, or adjust to your preferences.



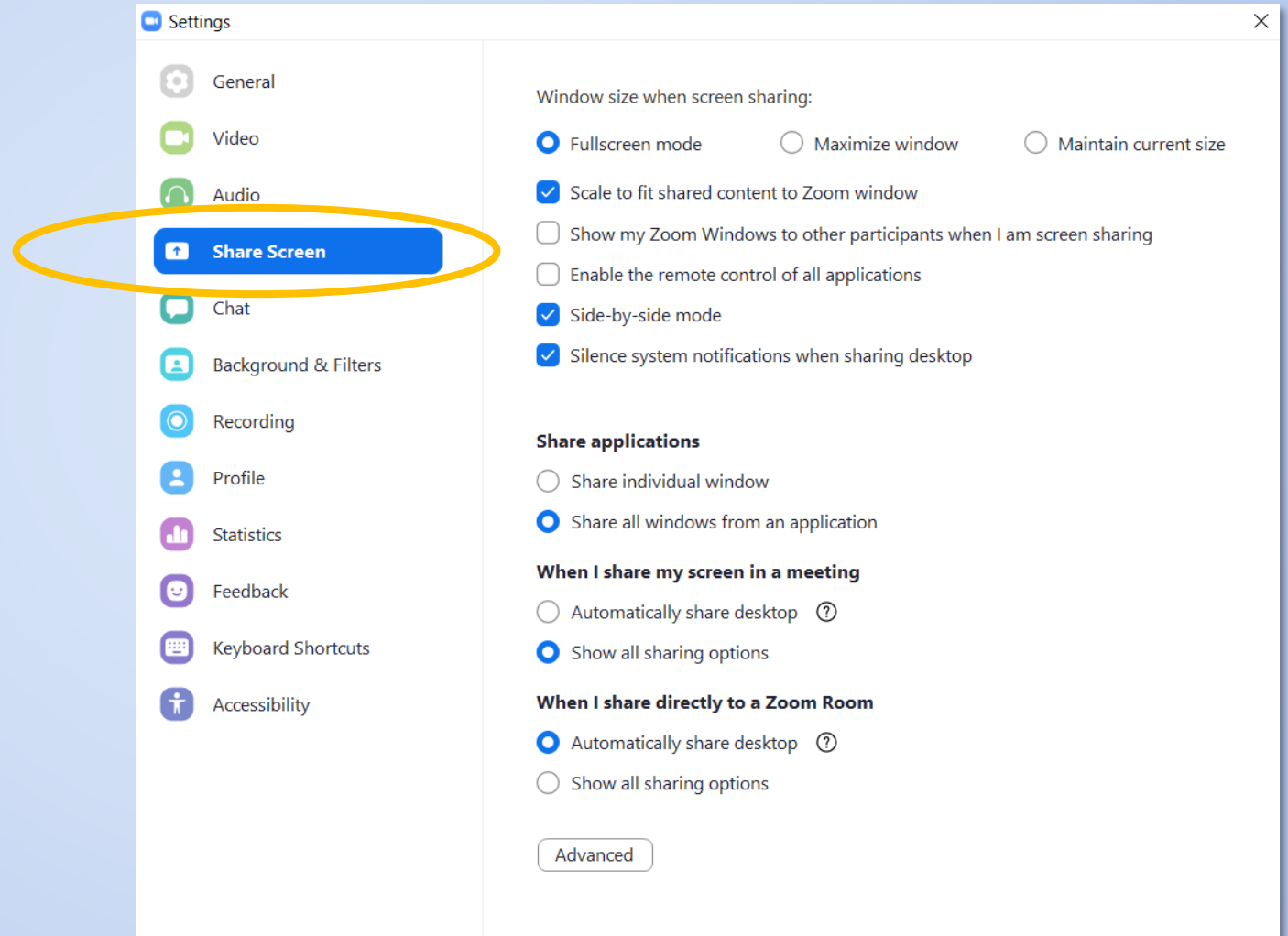
LIVE TRANSCRIPTION (CC) SETTINGS

Zoom Settings, Accessibility:
adjust text size of closed caption,
and Chat text size



SETTINGS

Share screen settings.
Set to your preferences.



SHARE CONTENT

Best Practices

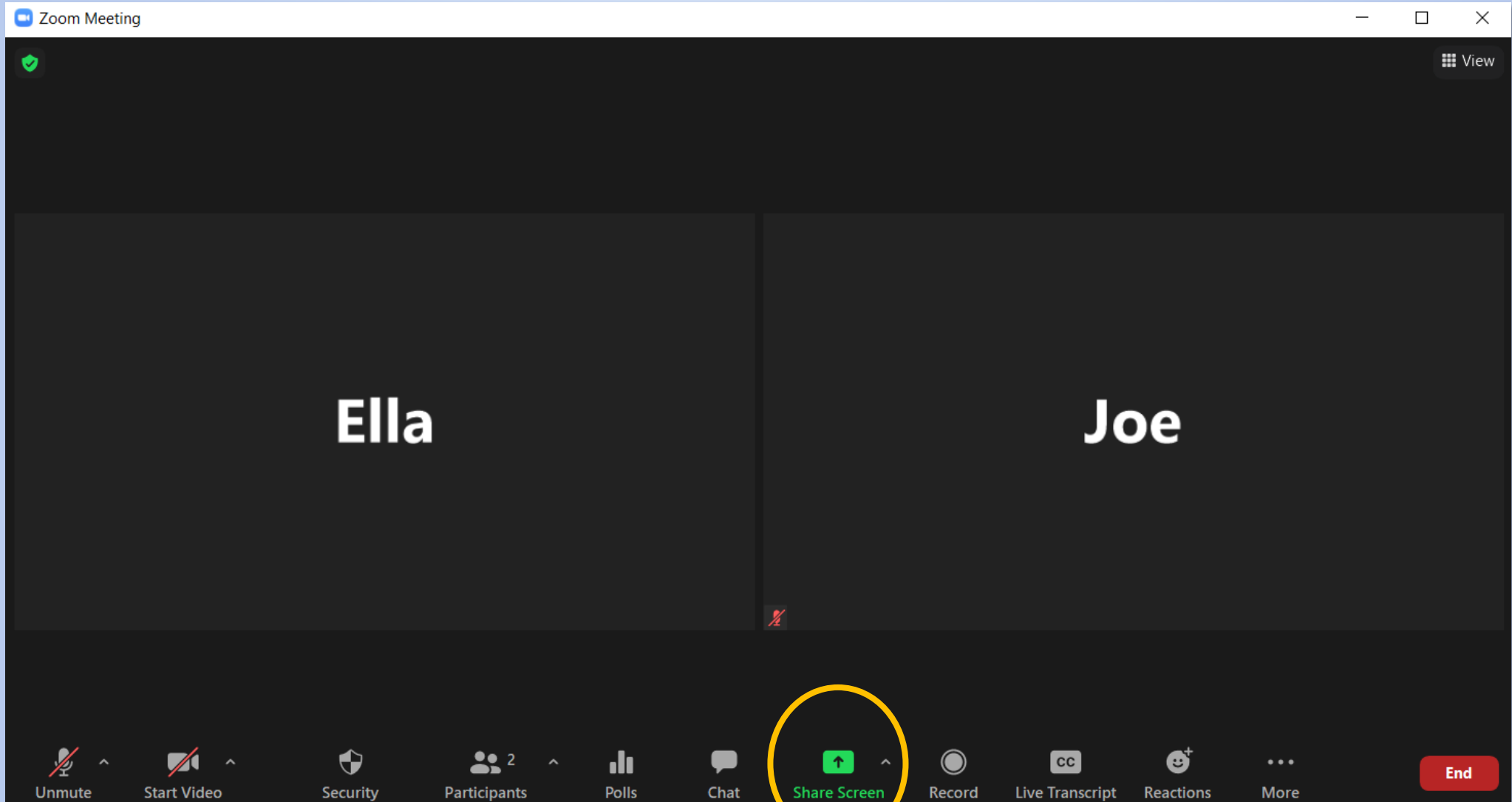
Always use the **Zoom Client App** if you plan on sharing content, not browser.

Have your documents open in advance.

If you have an Apple device, go into your device settings to allow permissions to share items in Zoom, and you may need to download audio drivers.

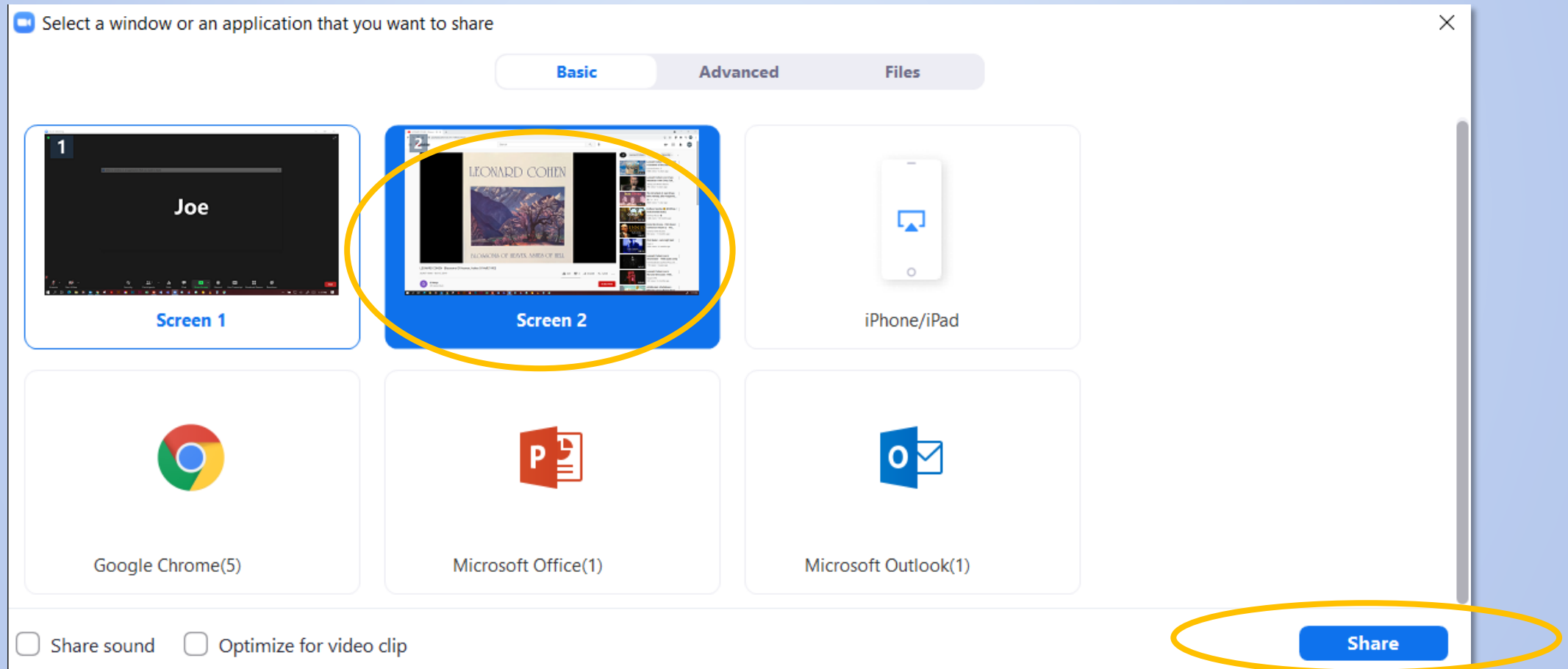
Follow prompts on your device. You may have to restart Zoom and your computer.

SHARING



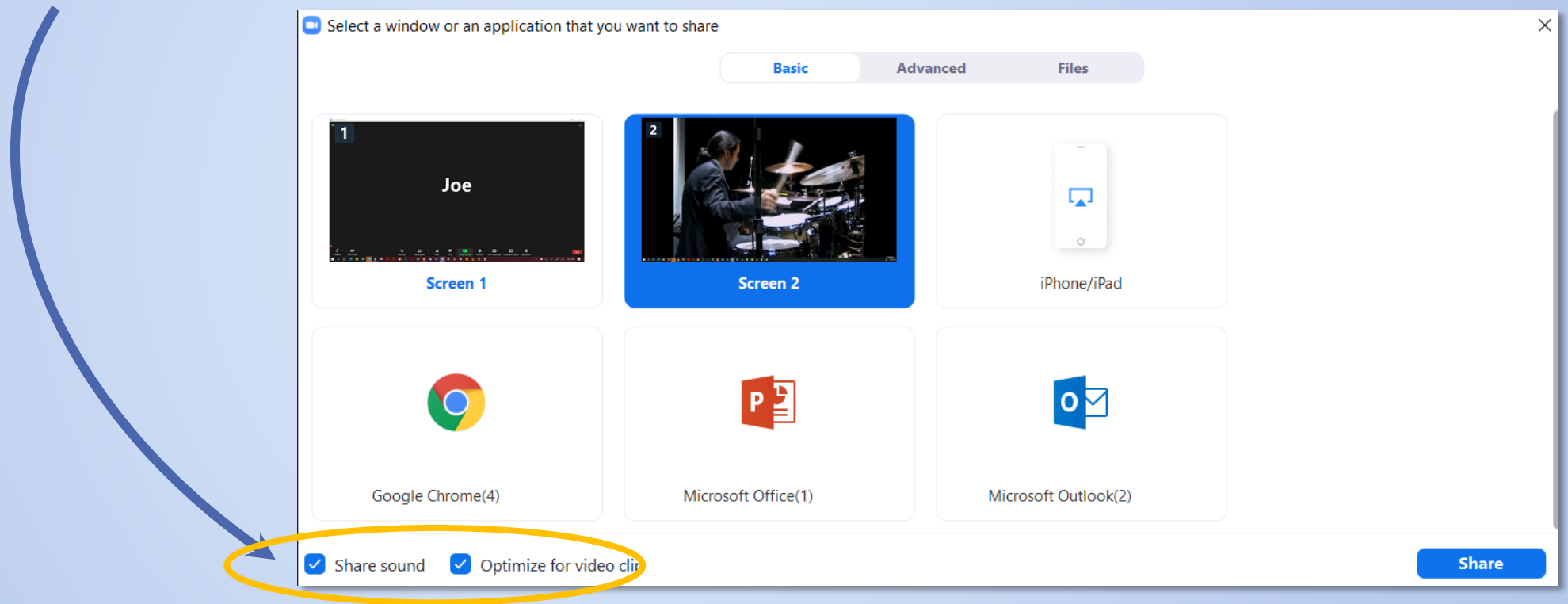
SHARING MENU - BASIC

Choose the **screen** or **application** and then click the share button in the lower, right.



VIDEO

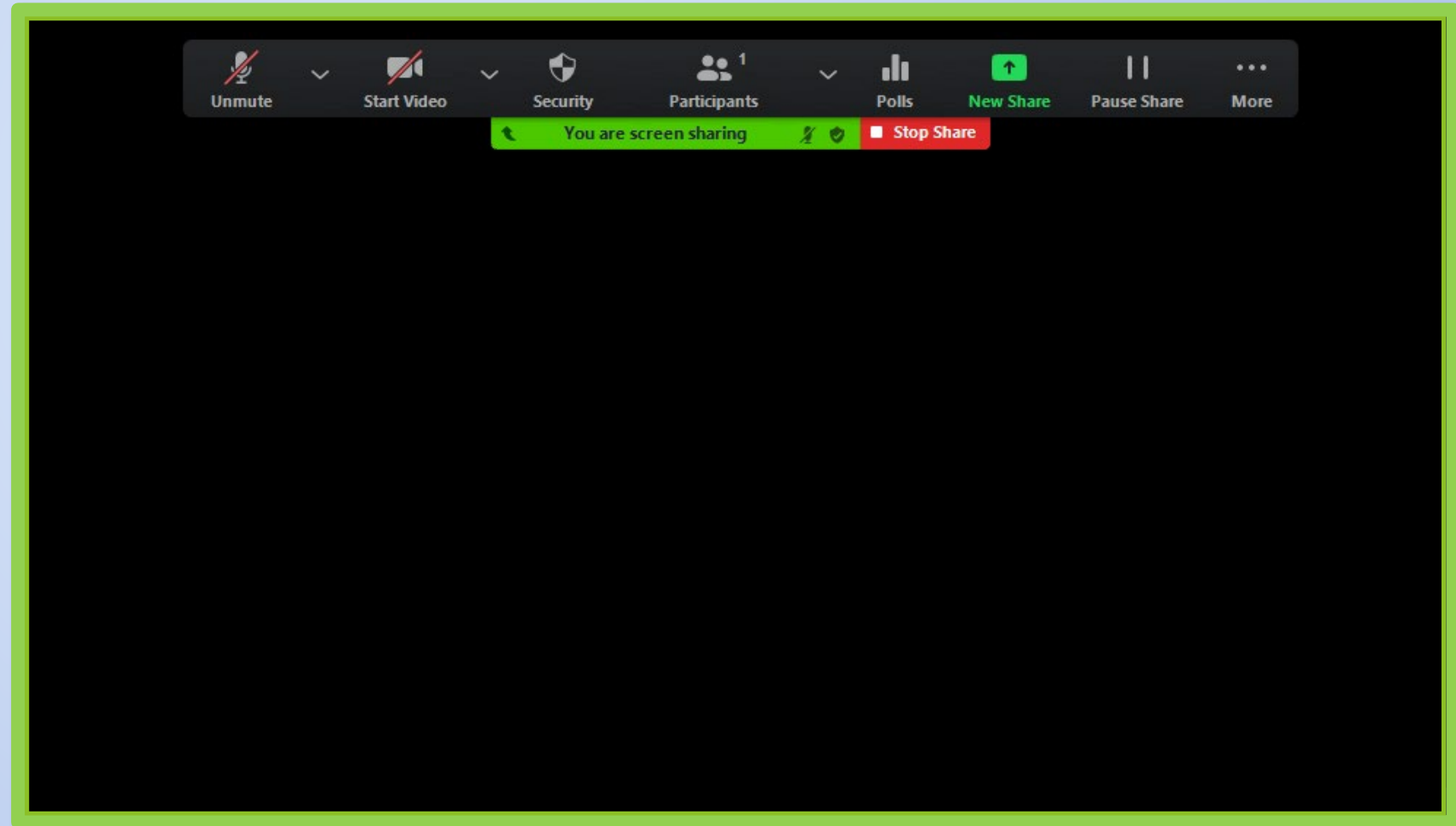
From the share menu, choose SHARE SOUND and OPTIMIZE FOR VIDEO CLIP.



Choose what you want to share and then click the share button in the lower, right.
(Zoom will remember these settings.)

SHARING

Zoom controls at the top of the screen, click and drag to move controls around the screen, if needed. Green outline around item or screen being shared.

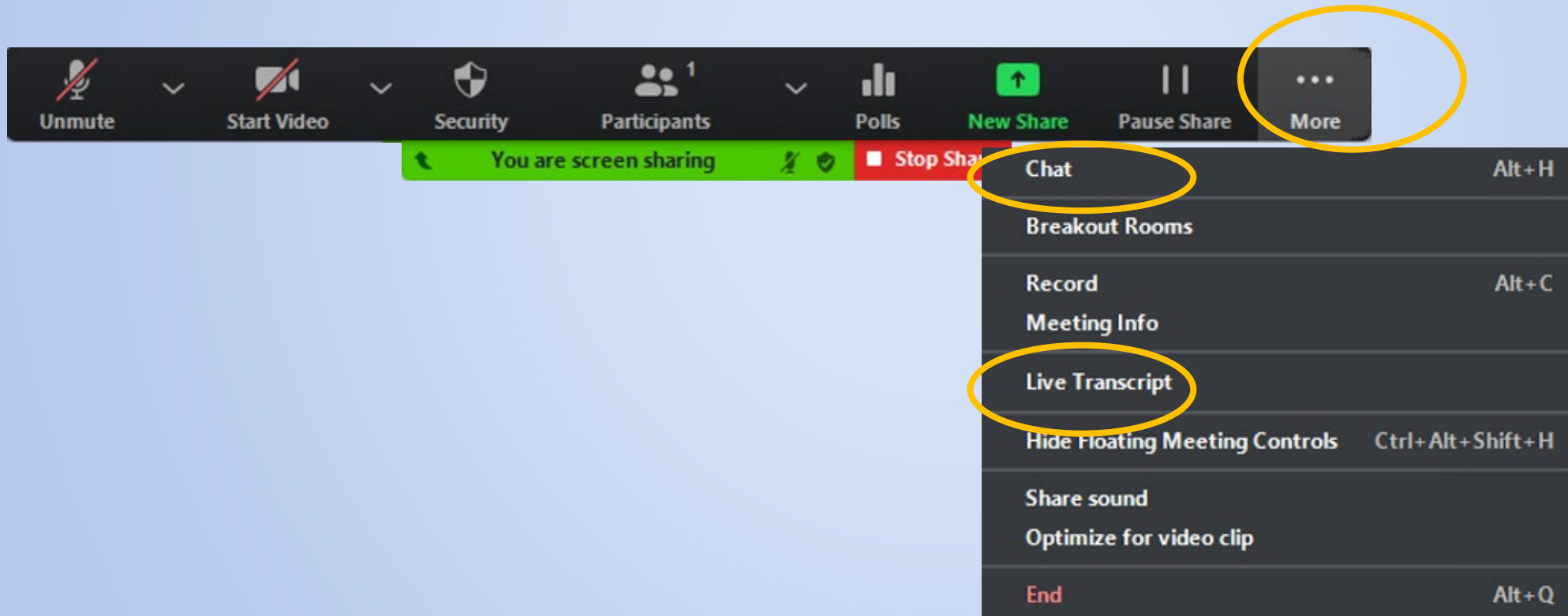


SHARING – ADDITIONAL CONTROLS

Click the [... More] button from the share control panel.

Chat – to view the chat window.

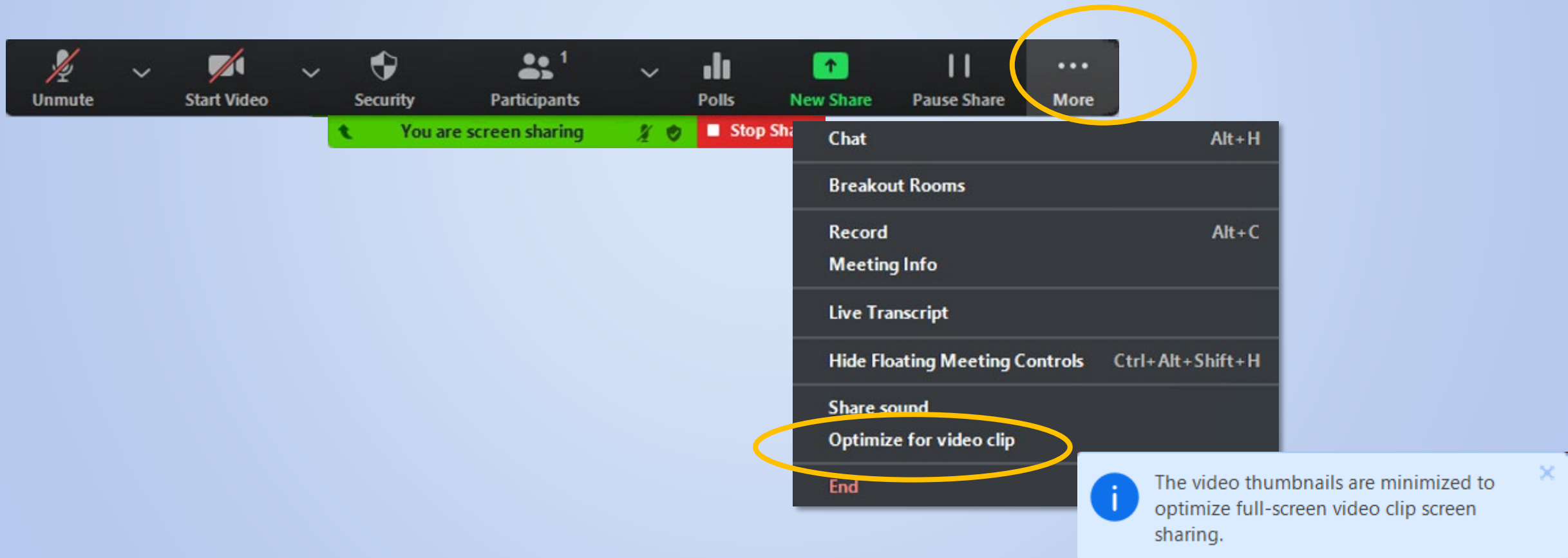
Live Transcript – to turn on Closed Captioning, if not already initialized.



VIDEO OPTIMIZATION

On-the-fly

Click the [... More] button from the share control panel. From the drop-down menu, choose SHARE SOUND and OPTIMIZE FOR VIDEO CLIP.



The image shows the Zoom share control panel with the 'More' menu open. The 'More' button is circled in yellow. The 'Optimize for video clip' option in the menu is also circled in yellow. A notification bubble is visible in the bottom right corner.

Unmute Start Video Security Participants Polls New Share Pause Share More

You are screen sharing Stop Share

- Chat Alt+H
- Breakout Rooms
- Record Alt+C
- Meeting Info
- Live Transcript
- Hide Floating Meeting Controls Ctrl+Alt+Shift+H
- Share sound
- Optimize for video clip
- End

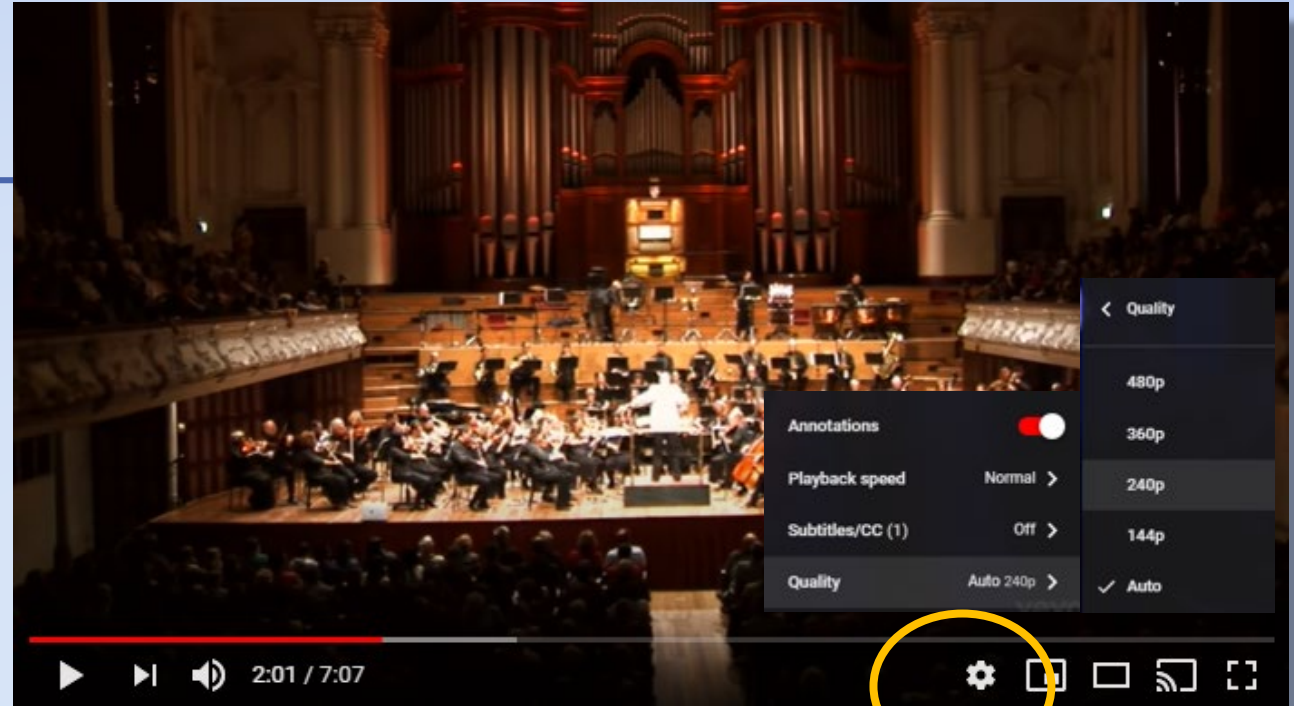
The video thumbnails are minimized to optimize full-screen video clip screen sharing.

SHARE CONTENT

Sharing Video Tip

Quality is highly dependent on your internet service, speed, your device processor and RAM memory.

Test in advance.

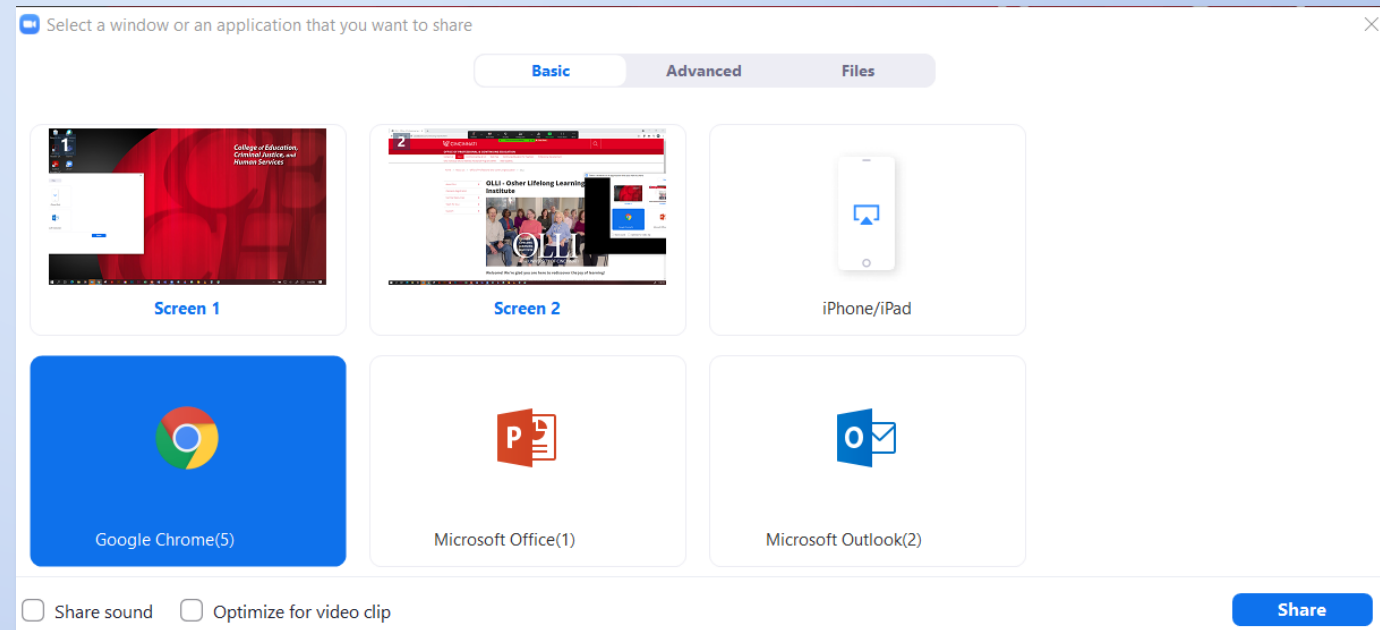
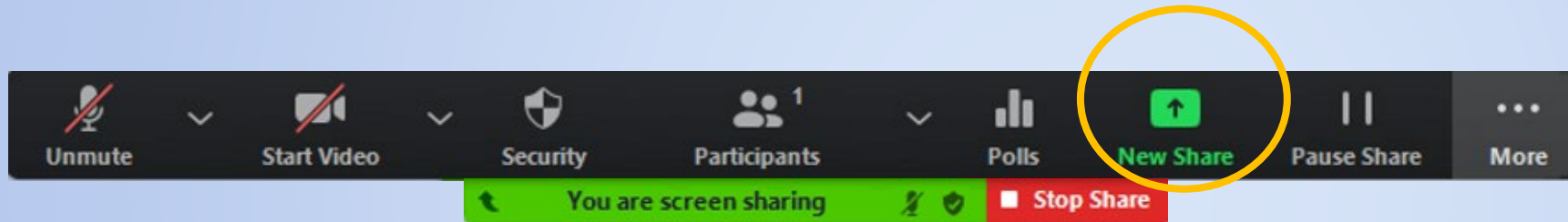


It can be helpful to adjust quality settings in YouTube videos. Click the gear icon and select quality. Choose a lower setting as needed if you experience frame drop, video or audio lag.

SHARE & NEW SHARE

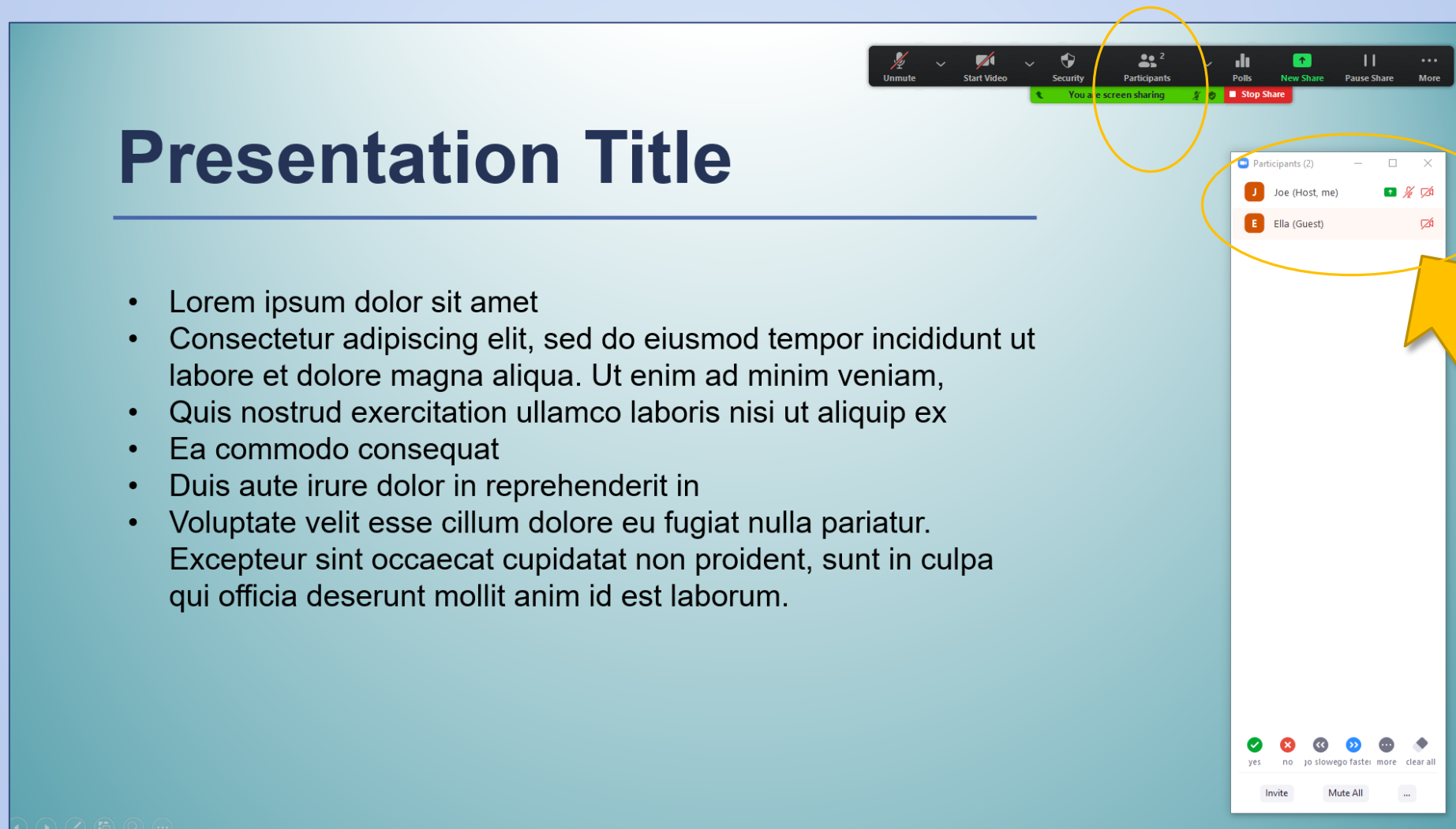
Click the NEW SHARE button from the share control panel.

A menu will pop-up, highlighting what you are currently sharing. Choose another screen or app and click the share button in the lower, right. (You do not need to stop share and then re-share.)



NON-VERBAL FEEDBACK ICONS WHILE SHARING

Open participants panel to view student feedback



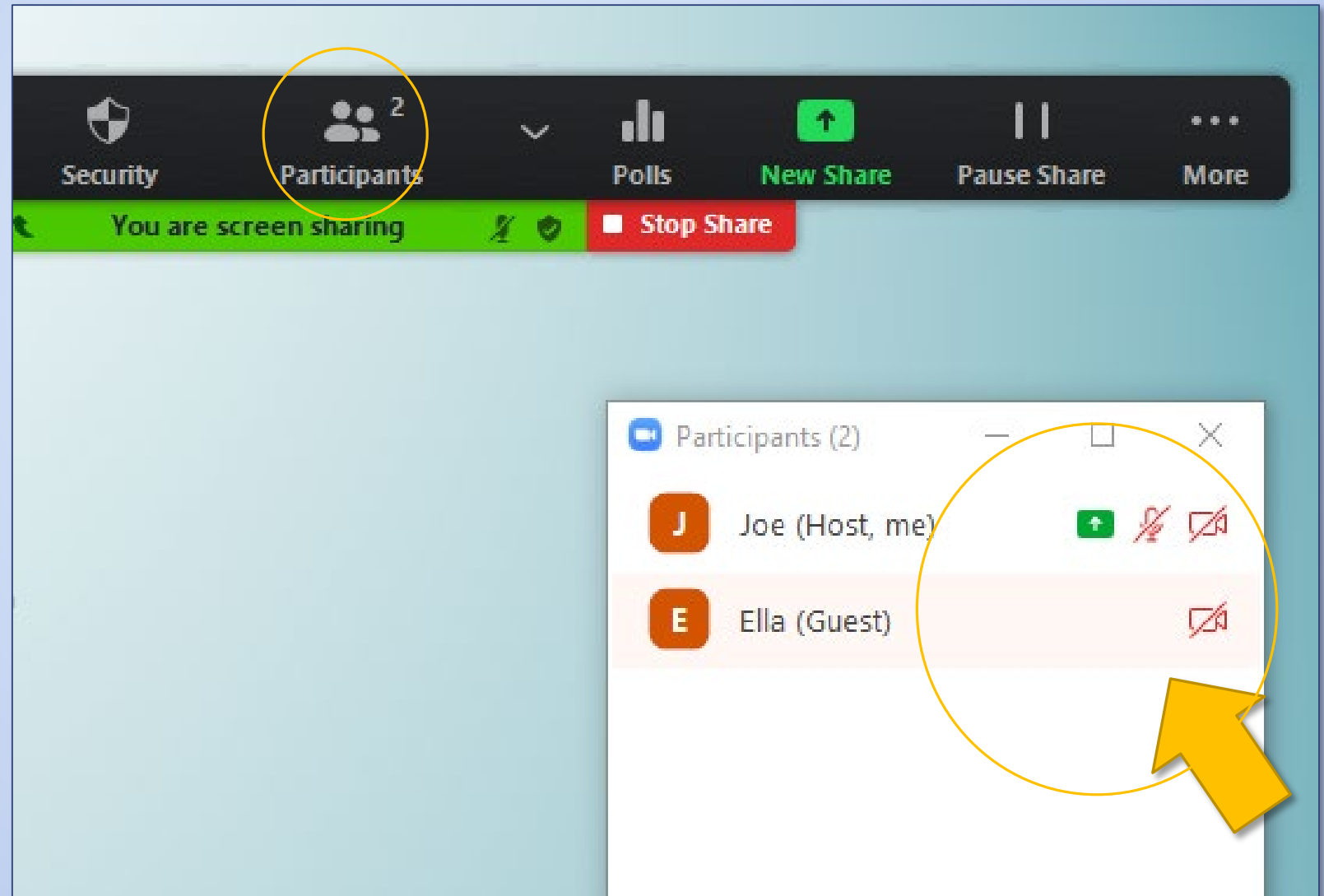
The screenshot shows a Zoom meeting interface. At the top, a toolbar contains icons for Unmute, Start Video, Security, Participants (with a '2' icon), Polls, New Share, Pause Share, and More. A yellow circle highlights the 'Participants' icon. Below the toolbar, a green banner indicates 'You are screen sharing' with a 'Stop Share' button. The main content area displays a presentation slide with the title 'Presentation Title' and a list of six bullet points of placeholder text. On the right side, the 'Participants (2)' panel is open, showing two participants: 'Joe (Host, me)' and 'Ella (Guest)'. A yellow circle highlights this panel, and a large yellow arrow points to it. At the bottom of the participants panel, there are icons for 'yes', 'no', 'go slower', 'faster', 'more', and 'clear all', along with 'Invite' and 'Mute All' buttons.

Presentation Title

- Lorem ipsum dolor sit amet
- Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam,
- Quis nostrud exercitation ullamco laboris nisi ut aliquip ex
- Ea commodo consequat
- Duis aute irure dolor in reprehenderit in
- Voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

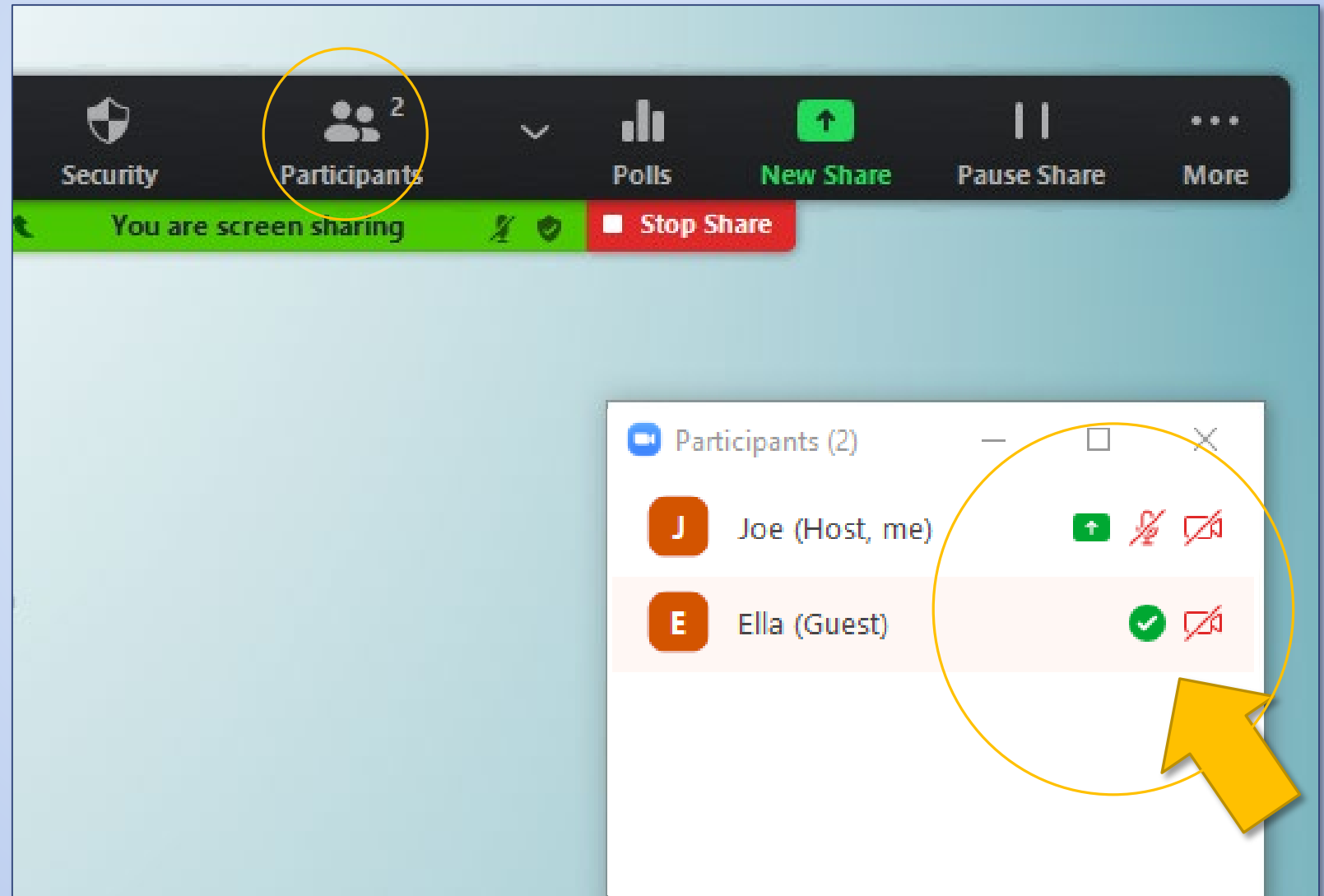
NON-VERBAL FEEDBACK ICONS WHILE SHARING

Open participants panel to view student feedback



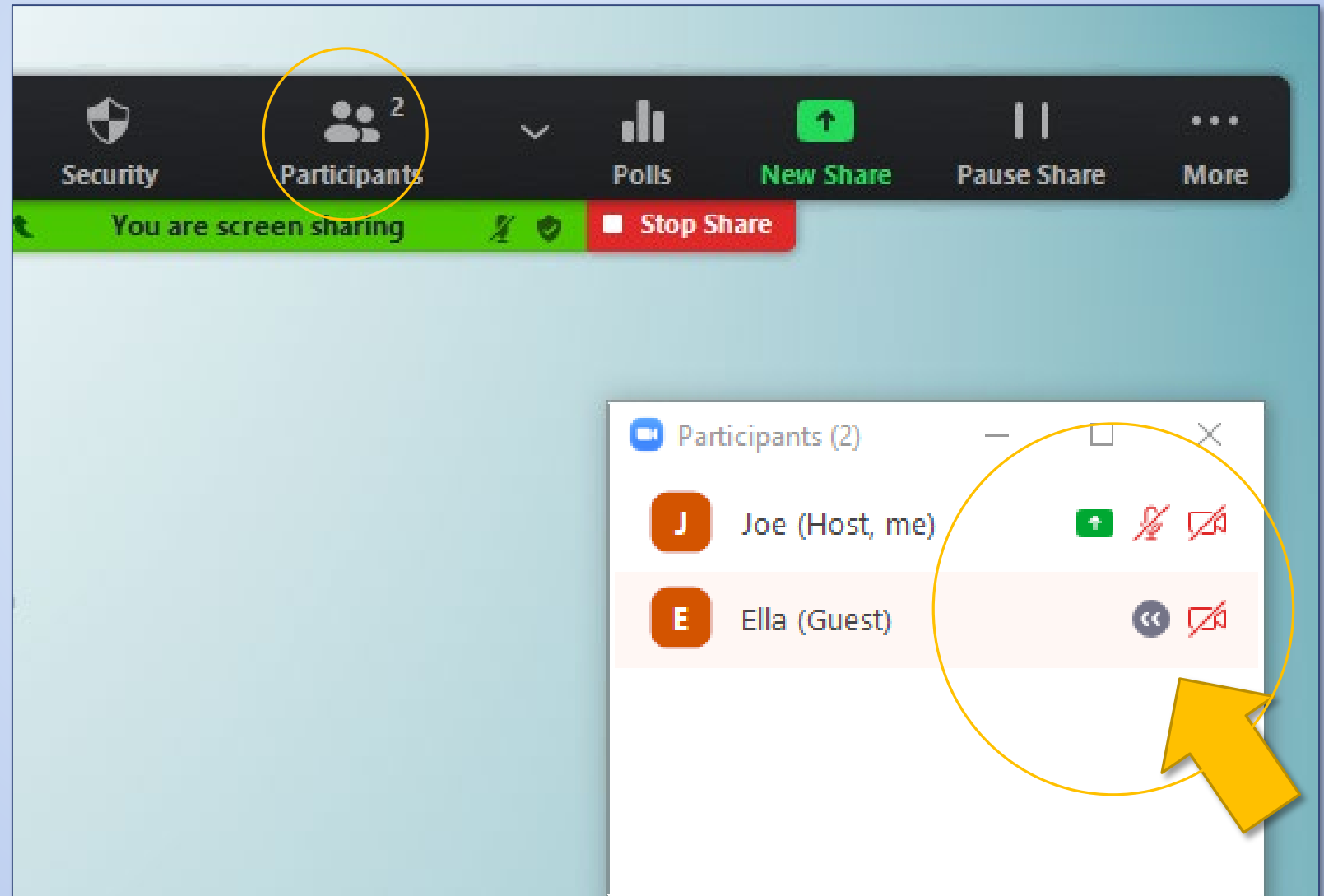
NON-VERBAL FEEDBACK ICONS WHILE SHARING

Open participants panel to view student feedback



NON-VERBAL FEEDBACK ICONS WHILE SHARING

Open participants panel to view student feedback



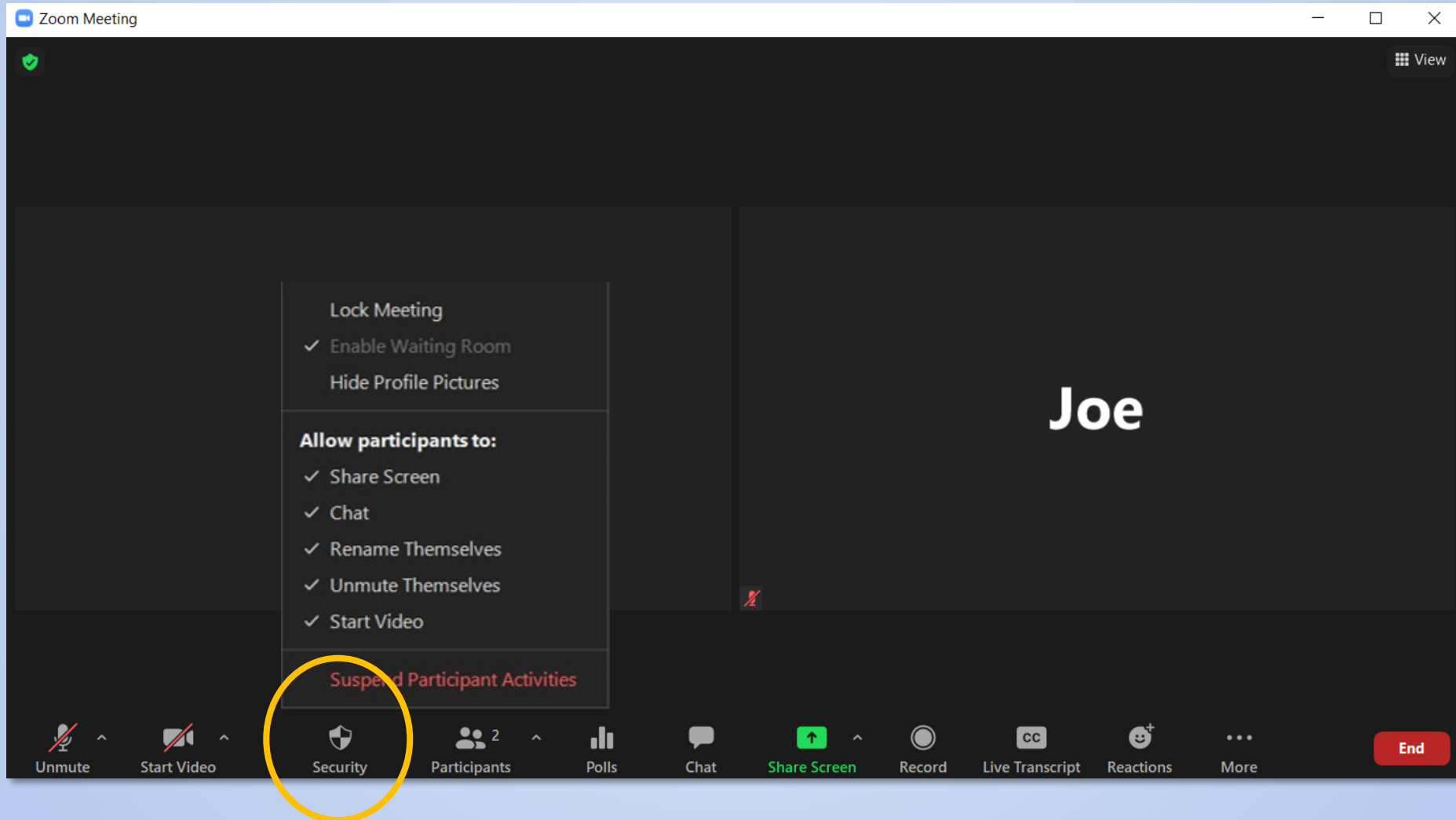
SHARING FROM IPAD

Click the image for zoom instructions for sharing your ipad screen via screen mirroring or wired connection.



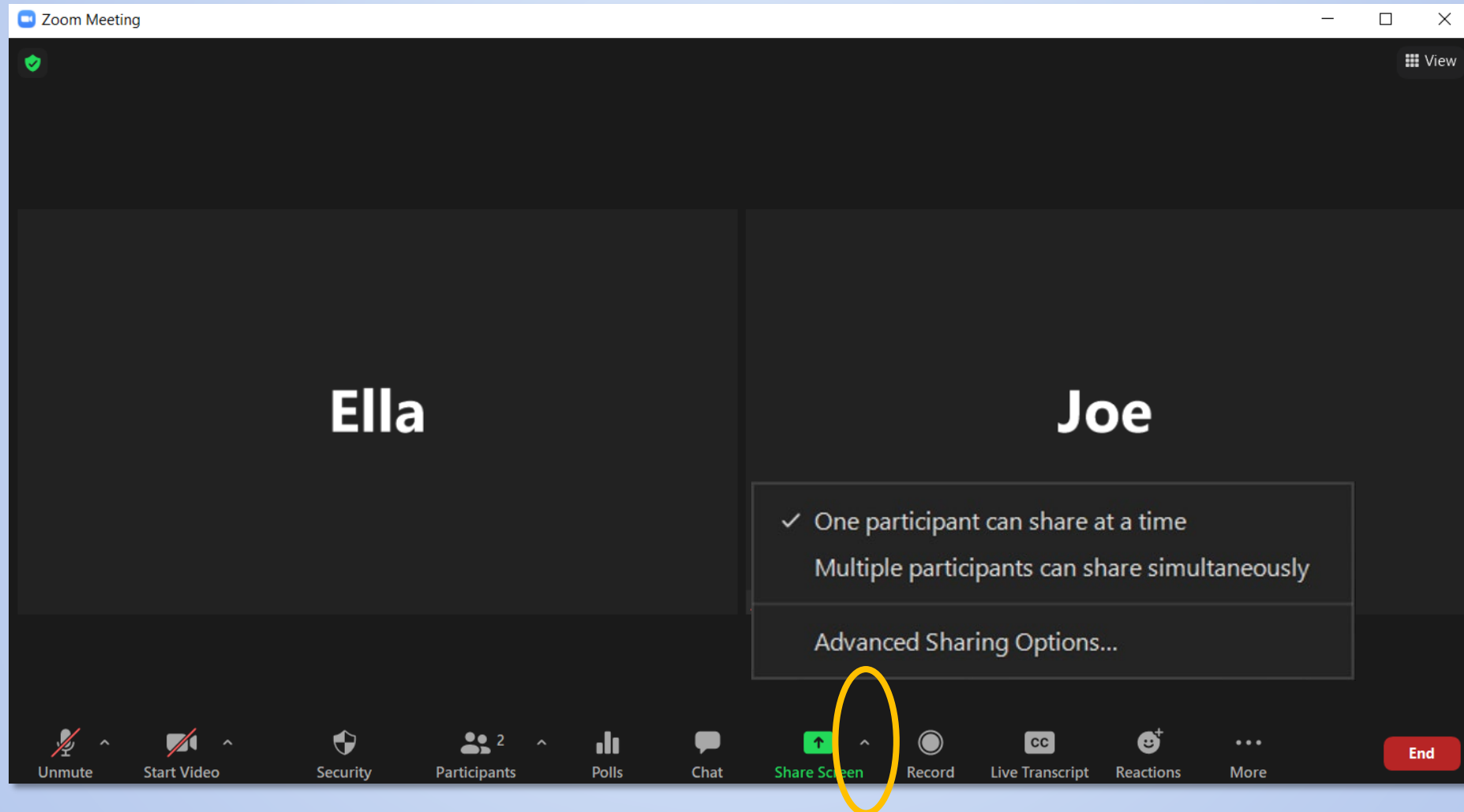
SECURITY

If needed, the host may adjust the security settings while in the meeting.



SECURITY

If needed, the host may adjust the sharing options while in the meeting, click the ^ next to the share button.



HOST – END MEETING FOR ALL

