



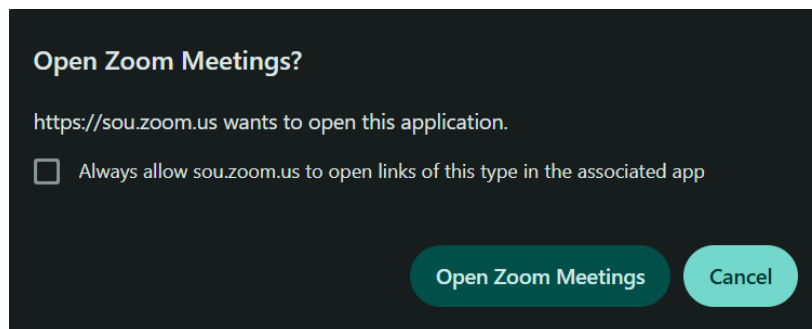
Basic Zoom Instructions for OLLI Students

How to join a Zoom meeting with a link (recommended):

1. You will get an email invitation from the meeting organizer that contains a Zoom link. To join the meeting, click the link or copy the URL into your browser.

The first time you do this, Zoom will load and install a small program. It's a good idea if possible, to do a practice meeting to make sure it is all working.

2. When Zoom asks if you want to open Zoom click Open Zoom Meetings or Yes.

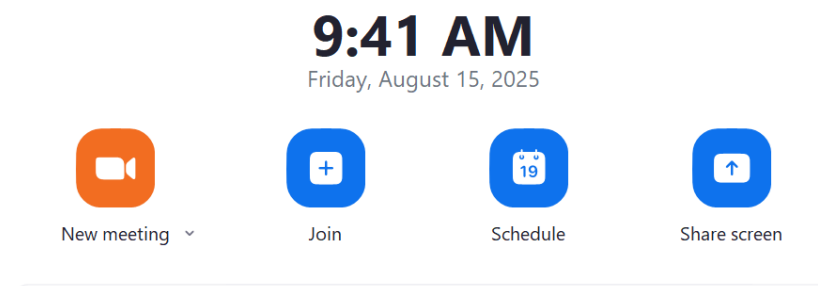


3. Then click the "Join with Computer Audio" button. You should now be joined to the meeting and able to see other participants if the meeting has started. If you are early you might have to wait for the organizer to start the meeting.

How to join a Zoom meeting with the Meeting ID and Passcode:

With an existing Zoom account:

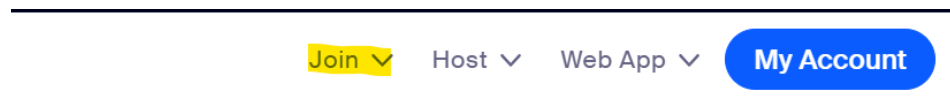
1. If you have a Zoom account and the Zoom app installed on your computer, log in and press join.



2. Enter the Meeting ID and if prompted, the Passcode. These can be found in the Zoom invitation sent by the instructor.

Without an existing Zoom Account:

1. Go to <https://www.zoom.com/>
2. Click Join in menu at the top of the page.



3. Click "By Meeting ID"
4. Enter the Meeting ID and click join. Enter Passcode if required.

Join Meeting

Meeting ID or Personal Link Name

5. Click Open Zoom Meetings.

The first time you do this, Zoom will load and install a small program. It's a good idea if possible, to do a practice meeting to make sure it is all working.



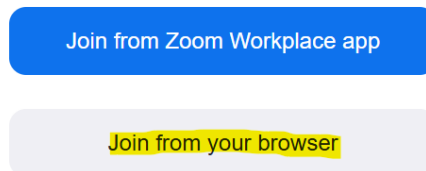
Other Basic Zoom Tips and Tricks

1. If you can't find the Zoom link from your instructor contact the OLLI office at olli@sou.edu to receive the link. The office keeps a spreadsheet of links provided by the instructor.
2. If you don't want to download the Zoom app to join meetings you can join meetings from your browser. Instead of clicking "Open Zoom Meetings" when prompted, click "Cancel" and then click "Join from your browser."

Click **Open Zoom Workplace app** on the dialog shown by your browser

If you don't see a dialog, click **Join from Zoom Workplace app** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)



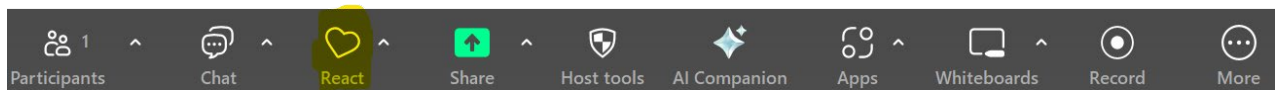
3. It is a good idea to use earbuds to minimize background noise. If you don't have earbuds, try to join the meeting from a quiet space.
4. Once you're in a meeting, take note of Mute and the Start/Stop Video buttons. It is always good to keep muted unless you are speaking to keep unexpected background noises from interrupting the meeting. If you turn off your Video, your name will appear instead of your video. (If there is a diagonal red line through the audio button you are muted, if there isn't, that means the rest of the members in the Zoom meeting can hear you.)



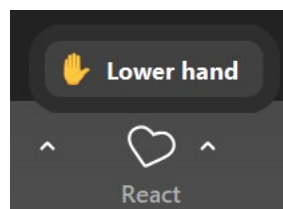
5. Another really useful thing to know is in the upper right corner there is a button that allows you to choose Gallery View or Speaker View. In Gallery View you can see all the participants in small boxes on the screen. If there are more

participants that will fit on one screen there is a small arrow at the right side to scroll to other screens. In Speaker View, the person speaking will appear larger on the screen.

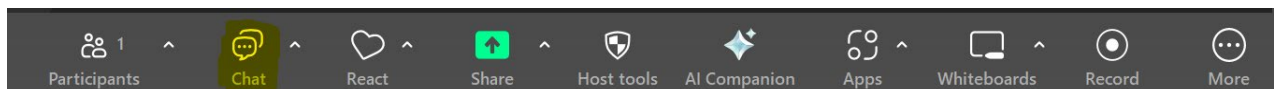
6. The other function the teacher may want you to use is the Raise Hand function. If you click the React icon on the bottom toolbar, you will see an option that says “Raise Hand”



Make sure you press “Lower Hand” when your question has been answered.



7. Some teachers may allow participants to Chat while the meeting is going on. By clicking the Chat button at the bottom of the Zoom window, you can see all of the chat messages and type one yourself.



You can find more help at Zoom help center: <https://support.zoom.us/hc/en-us>.