OLLI at UNF Distance Learning Participant
Instructions for Accessing a Class/Meeting on ZOOM

The Zoom audio and video conferencing service allows people to meet, share content when appropriate (this is controlled by the Host/Instructor/Facilitator) and collaborate without the need to be in the same room. There are multiple ways to join a class/meeting and interact with other attendees. The Following best practices are recommended to ensure that your classes/meetings are as smooth and productive as possible.

Before the Meeting

Commit
- **Invitation to Join.** Prior to each meeting/class session OLLI Director, Jeanette Toohey, will email each registered participant an invitation to join the class/meeting. The invitation will contain the necessary information to connect to the Zoom class/meeting using the information from the email invitation. Watch the video below for more information.
- **RSVP to the host.** Let them know you will be attending.
- **Put it on your calendar.** Include important information required to join the meeting such as the meeting I.D. number.

Prepare
- **Plan ahead.** Decide how you will be connecting to the meeting – computer or phone. Click [HERE](#) to see Zoom’s joining a meeting instructions and to watch the Zoom Joining a Meeting video.
- **Get Ready to participate.** If the Instructor/Host sent out any content ahead of time, review it. If you will be presenting any content, have it prepared and ready to go.
- **Give Zoom a try.** Use a Zoom Test Meeting to practice connecting audio and video, sharing content, and using the Participant and Chat panels.
- **Technical Issues.** The Customer Care Team at OLLI is not available to answer technical questions. If you have technical issues, visit Zoom Support for FAQ’s and Troubleshooting articles.

The Day of the Class/Meeting

Set Up
- **Get comfortable.** Find a place with good internet or cellular service and little to no background noise.
  - Get your coffee, water, etc. before joining the meeting.
  - If you are in a public place, it is recommended that you use a set of headphones with a built-in microphone.
If you are joining from a conference room with built in audiovisual equipment, use the room’s equipment.

- **Eliminate distractions.** Make it less likely that anything will interrupt your meeting. Put the cat and dog out.
  - Let others know you will be in a meeting and shouldn’t be disturbed.
  - Close any unnecessary programs on the device you will be using to join the class/meeting.
  - Turn off or silence other devices.

- **Get everything ready.**
  - If the Instructor/host sent out any content ahead of time, have it open and ready to view.
  - If you will be sharing any content, have it open and ready to share.

- **Be on time.** If possible, join the meeting 5 minutes early using your desired method.
  - Tip: Connect video. This gives the class/meeting a more personal feel.

- **Introduce yourself.** If appropriate, let the other participants know you have connected. Also let the instructor/host know if you plan on leaving early.

**Participation**

**What can you do with the buttons on the Zoom Taskbar?**

**Zoom Taskbar** – Move your mouse pointer to the bottom of the screen and it pops up.

- Click on the **mic/Mute** button to mute yourself. Red diagonal across it.
- Click on **Participants** button, hover over your name if you want to **Rename** yourself (perhaps your phone number is on your thumbnail* rather than you).

- Click on the **video camera/Stop Video** (red diagonal across it). We will no longer see you, just your name.....
- Click on **Chat** to send a message to Everyone. Press the Enter key to ‘send’ the message.
- Click on **Reactions** for Thumbs Up or Clapping. They will show in your thumbnail.

- Click on the **Up arrow** to the right of **Mute** to check your speakers & mic, etc.
- Click on the **Up arrow** to the right of **Stop Video** to choose a Virtual Background.
- Click on the buttons again to **Unmute** and **Start Video**.
  
  *Press your spacebar to speak when you are muted.*

**FYI** – the Taskbar may be at the top of the screen on a tablet, iPad, or desktop computer.

- **Give the presenter the floor.** When introductions are done mute your audio to minimize the amount of noise in the meeting. The Instructor/host also has the option to mute all participants. [Learn more about controlling your audio](#).
• **Contributing.** When it’s your turn to speak, unmute your audio and speak clearly. There can be a slight delay in audio/video.
  o Keep in mind that the host might be recording the meeting.
• **Be polite.** Don’t interrupt the presenter. Wait until the Instructor/host asks for questions or comments then contribute in a respectful way. Learn more about Chat and Participant Panels.
  o Option 1: Type your question/comment in the Chat panel, if this function is turned on.
  o Option 2: Raise your hand in the Participant panel and wait for the Instructor/host to call on you.
• **Share wisely.** Sharing on Zoom refers to showing other attendees’ materials/PPT/documents that you have on your personal computer. Avoid common sharing mistakes.
  o Don’t Share until it’s your turn. Learn more about sharing.
  o If possible, only share one item at a time. Avoid sharing your whole screen unless you are comfortable with people seeing everything you have open or on your desktop.
  o Double-check that everyone can see what you are sharing.

**Leave**
• **Exit at the right time.** If it’s appropriate, let people know you are leaving and click the Leave Meeting button at the far right of the Taskbar shown above. If not, just leave quietly.
  o Make sure you have disconnected from the meeting by clicking the Leave Meeting button before you start doing anything else.

**After the Class/Meeting**

**Follow up**
• Tie up loose ends. Reach out to the Instructor/host and/or other participants regarding any outstanding issues that came up during the class/meeting.
• Do your part. Is there something that you need to do now that the class is done? If so, get it done in a timely manner.

Source: https://it.tufts.edu/book/export/html/1775 (with some edits)