

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.

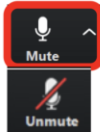
- If you are joining from a conference room with built in audiovisual equipment, use the room's equipment.
- **Eliminate distractions.** Make it less likely that anything will interrupt your meeting. Put the cat and dog out.
 - Let others know you will be in a meeting and shouldn't be disturbed.
 - Close 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.



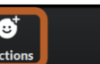
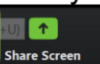
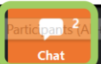
Click on the video camera/**Stop Video** (red diagonal across it).
We will no longer see you, just your name.....



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 **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.
 - 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.](#)
 - Option 1: Type your question/comment in the Chat panel, if this function is turned on.
 - 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.
 - Don't Share until it's your turn. [Learn more about sharing.](#)
 - 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.
 - 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.
 - 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)