Welcome to OLLI @ CSU Zoom Tutorial

Everything you need to know to join and participate in an OLLI Class offered online through Zoom!

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Course Overview Outline

- Understanding the Zoom Platform

- Joining a Zoom Meeting

- Having the right equipment

- Changing the Zoom screen view

- Using the Zoom Toolbar

- Changing a name in Zoom

- Chatting in Zoom

- Raising a hand in Zoom

- Leaving a Zoom meeting

- Joining with a landline phone

- Dealing with technical challenges

- Joining a class with a partner

- Keeping Zoom meetings safe

- Closing with final thoughts!

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So exactly what is Zoom and how do I access it?

Great Question!

What is Zoom?

Zoom is an easy-to-use video and telephone conferencing platform that provides high-definition and interactive collaboration tools.

Learning with Zoom you can:

- Attend virtual lectures, view PowerPoint slides, watch videos, engage in discussions.

- **Use the chat feature** to ask questions or share learning resources.

What equipment do I need?

At the most basic level, all you need to use Zoom is a **telephone**, either a smartphone or a landline. However, if you have access to a computer or mobile device you will be able to make use of the full capabilities of Zoom.

The following equipment will enhance your experience, but is **not** necessary:

1. **Web Camera:** A camera will increase your connection with your instructor and your peers by allowing you to see and to be seen by class members. If you do not have access to a web camera, you will still be able to see others; however, they will not be able to see you.

2. **Headset with a microphone:** This will let you hear and be heard more clearly. This does not need to be anything fancy! It can be the same headphones you use with your smartphone.

3. **Charger:** Charging your device during class will ensure that you do not have an unexpected power outage interrupting your learning.

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A few helpful details

- A Zoom account is not required to attend a Zoom meeting.
  - Anyone who has registered for a course can attend a class session using their laptop or desktop (Windows or Mac), pad/tablet, smartphone (iPhone or Android), or by calling in from a landline telephone.

- If you plan to use a pad/tablet or smartphone, download the free and secure Zoom application from your application store.

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How do I join and participate in an online class over Zoom?

We are so glad that you asked!

To join a Zoom meeting on your computer or mobile device, open your email and locate the OLLI Course Receipt.

Click on the blue link to be directed to the Zoom meeting. If this is the first time you have used Zoom on a particular device, you will prompted to download and install Zoom when you click the meeting link. You do not need a Zoom account to join a meeting.

OSHR 3049 Campaign 2020: The Road to the White House Begins: Jul 7, 2020 10:00 AM Mountain Time

Click to join your Zoom class by PC, MAC, or tablet: https://zoom.us/s/98635095704 ◄ Click on this link.

Meeting ID: 986 3509 5704

Dial-in to join with your mobile phone or landline phone: 1 253 215 8782

Next you will need to open Zoom Meetings.

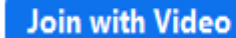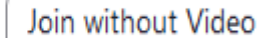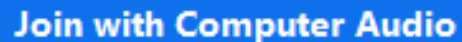Watch for the following Zoom prompt to open. You will need to click on the *Open Zoom Meetings* button.
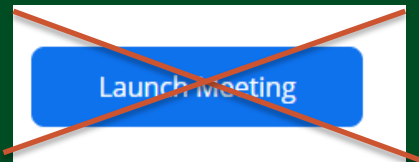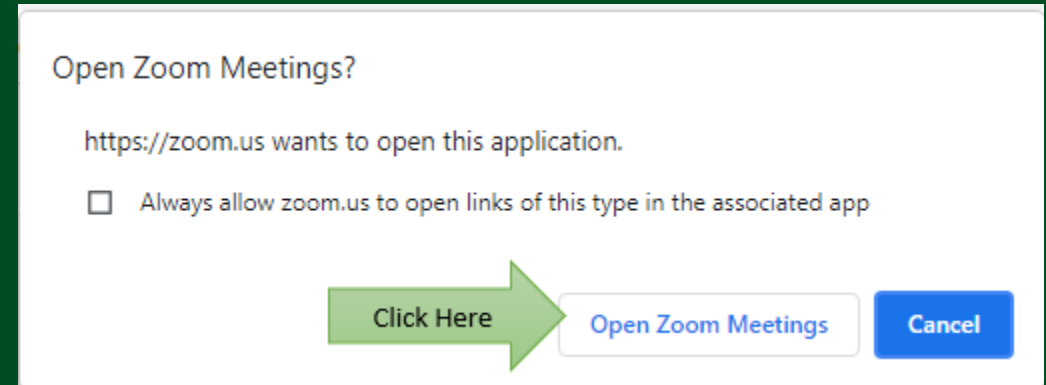
If you see a *Launch Meeting*, or a *Return To Meeting* button, **please ignore these.** It may take a few seconds for the correct screen to load.
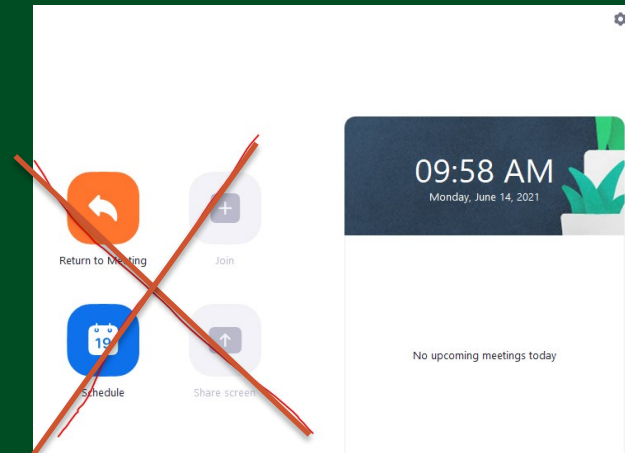
You will then be prompted to select audio and video settings.

First you will be prompted to join with or without video. Our instructors strongly recommend that you join with video to create a better connection with other class members.

Finally, you will be prompted to join with *Computer Audio*. The other option is to join using your phone audio. In most cases, computer audio will be your best choice. If you are joining on a mobile device the button will say *Join with Wi-Fi or Cellular Data.*

To join a Zoom meeting from a landline phone:

To join a Zoom meeting from a landline phone, dial the number provided on the receipt and follow the prompt to enter the meeting ID followed by #.

Before you join a meeting from a landline phone, please email OLLI@colostate.edu with your name, phone number and the class title you are wanting to join so we will be able to identify your phone number when you join the meeting.

OSHR 3049 Campaign 2020: The Road to the White House Begins: Jul 7, 2020 10:00 AM Mountain Time

Click to join your Zoom class by PC, MAC, or tablet: https://zoom.us/s/98635095704

Meeting ID: 986 3509 5704

Dial-in to join with your mobile phone or landline phone: 1 253 215 8782 ← Dial the number provided.

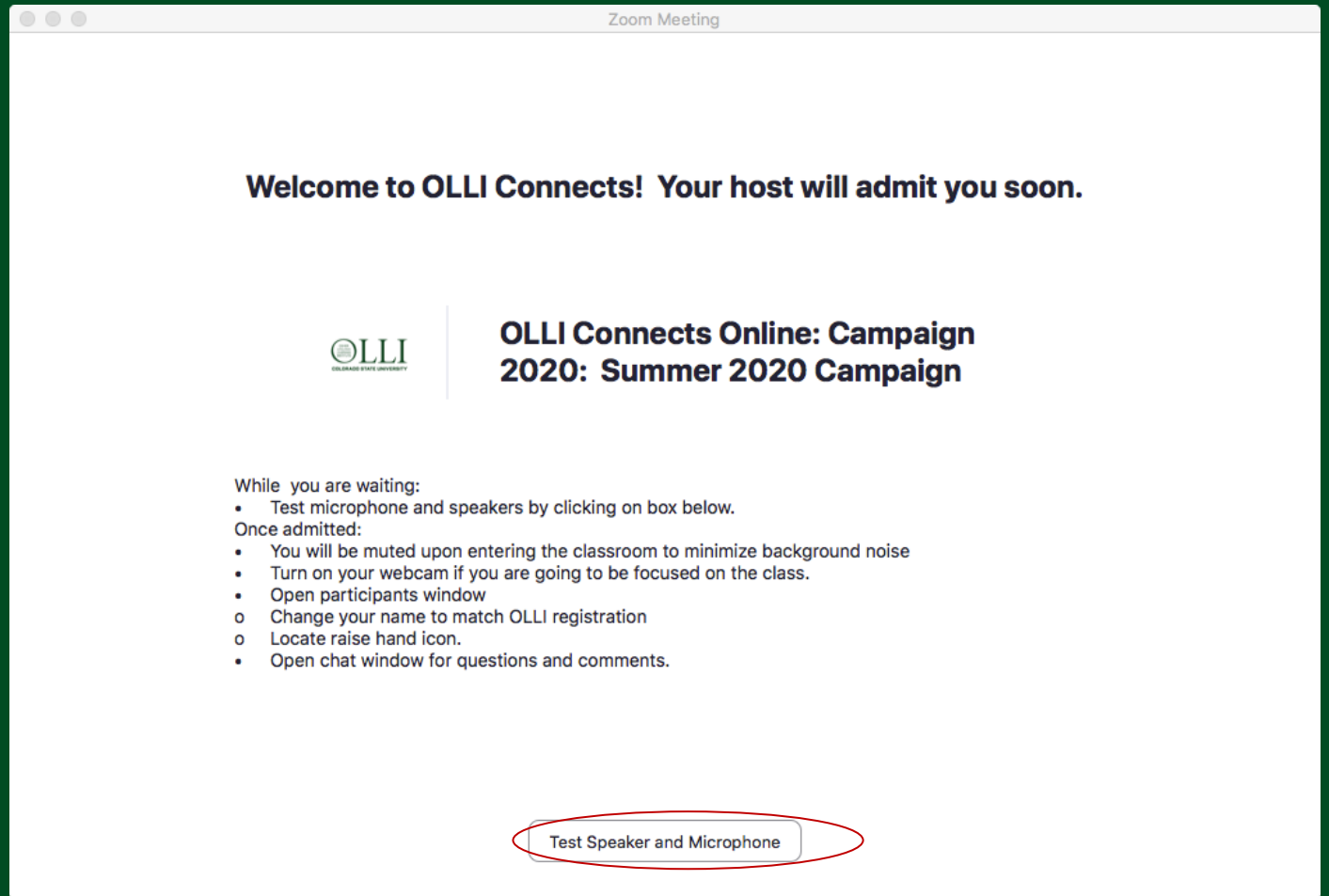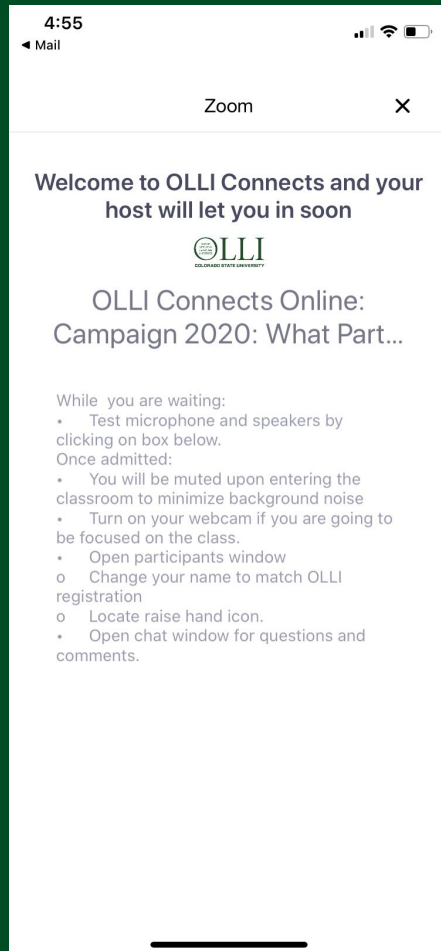enter Meeting ID if prompted: 986 3509 5704 ← Enter the Meeting ID#

Things to consider before joining class?

- Locate the Zoom link which was sent to your email.

- Check your email for class handouts or announcements.

- Gather your water, or beverage of choice, along with a pen and paper

- Plan on joining class a few minutes early to allow for unexpected technical issues.

- Make sure your cell phone is silenced.

- If possible, adjust the lighting in your room to be in front rather than behind you in order to avoid a glare on your image.

- If you are joining from a landline phone, please email OLLI@colostate.edu ahead of the first class so that we can identify you in the meeting.

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Welcome to the Waiting Room!

After you click on the Zoom link you will be placed in a waiting room. The first picture shows the waiting room on a phone or pad/tablet and the second picture shows a computer view. Members joining with a computer will have the option of clicking at the bottom of the page to test speakers and microphones.

4:55
◀ Mail

Zoom   ✕

Welcome to OLLI Connects and your host will let you in soon

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OLLI Connects Online: Campaign 2020: What Part...

While you are waiting:
• Test microphone and speakers by clicking on box below.
Once admitted:
• You will be muted upon entering the classroom to minimize background noise
• Turn on your webcam if you are going to be focused on the class.
• Open participants window
o Change your name to match OLLI registration
o Locate raise hand icon.
o Open chat window for questions and comments.

Zoom Meeting

Welcome to OLLI Connects! Your host will admit you soon.

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OLLI Connects Online: Campaign 2020: Summer 2020 Campaign

While you are waiting:
• Test microphone and speakers by clicking on box below.
Once admitted:
• You will be muted upon entering the classroom to minimize background noise
• Turn on your webcam if you are going to be focused on the class.
• Open participants window
o Change your name to match OLLI registration
o Locate raise hand icon.
• Open chat window for questions and comments.

Test Speaker and Microphone

What do I do at the beginning of class?

At the beginning of class:

Your microphone and webcam will be off when you enter the Zoom meeting.

- Turn your camera on if you would like the instructor and your peers to see you. This is highly encouraged.

- Once class begins, please leave your microphone muted to reduce background noise.

Open the participants window and check your name. If necessary, change your name to match your OLLI registration.

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Support for all online classes

An OLLI staff member will be available during all online classes to:

– Make introductions.

– Take attendance.

– Help monitor the chat box if necessary.

– Provide technical support as needed.

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Zoom offers two ways to set up your screen view:

Speaker View
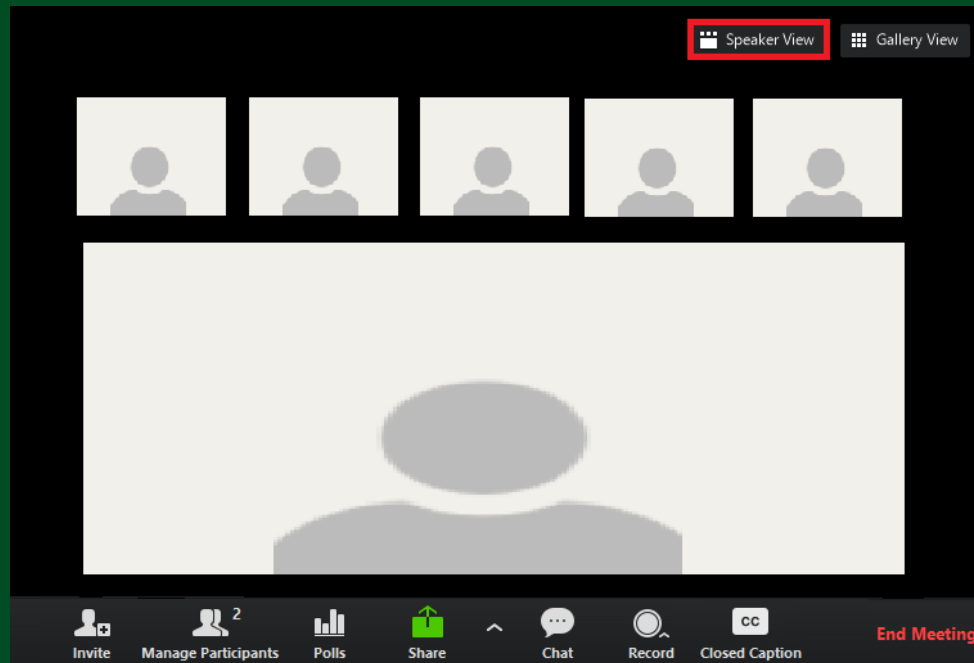
Gallery View
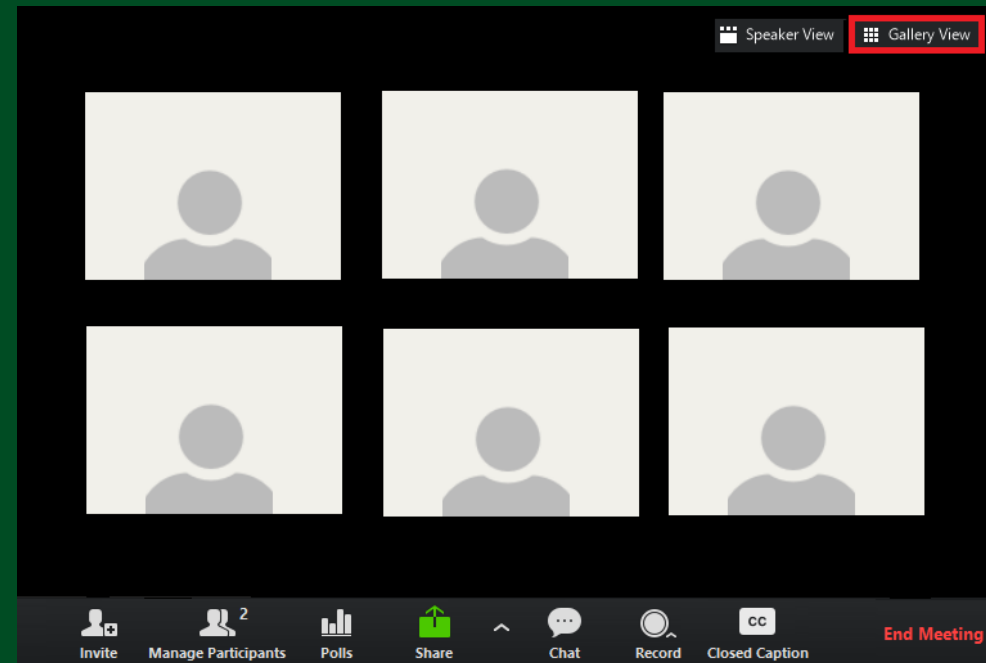
How do I change the view on a PC?

On a PC move your mouse to the top right-hand corner of your Zoom screen and click on the *View* icon. This will open dropdown that will allow you to choose either *Gallery* view and *Speaker* view.
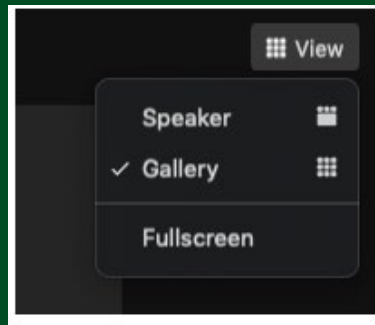
On a Pad look for the Speaker/Gallery view icon on the top left of the Zoom screen. Tap on the icon to toggle back and forth between the two views. The icon will reflect view chosen.
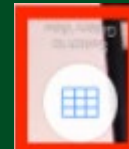
Gallery View

Speaker View
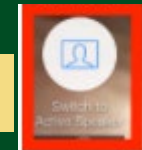
On a smart phone, swipe left from *Speaker* View to switch to *Gallery* View and right to switch back to *Speaker* View.

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The Zoom Toolbar – Your key to participation!
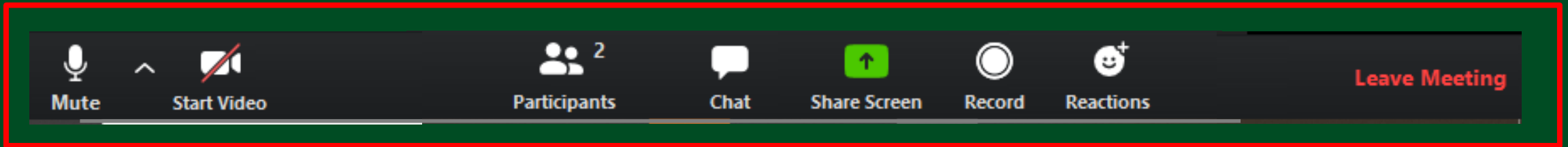
The Zoom Toolbar lets you control certain functions and features of your Zoom experience.

It is located at the bottom of your computer screen and can be found by hovering your mouse along the bottom of the window. If the toolbar disappears, simply hover your mouse near the bottom of your screen and it will reappear.

If you are using a smart device, tap in the middle of the screen to view the toolbar at the top of the screen for a tablet/pad or at the bottom for a smartphone. If the toolbar disappears, simply tap again, and it will reappear.

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Zoom Toolbar: Audio and Visual
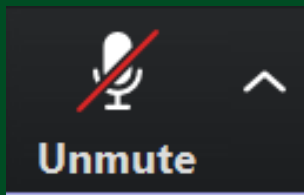
Mute Yourself
Minimize background noise and distractions
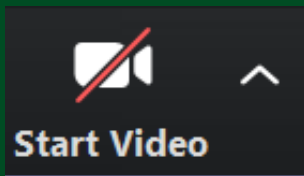
Turn On/Off Your Camera
Ensure face is visible and background is distraction free
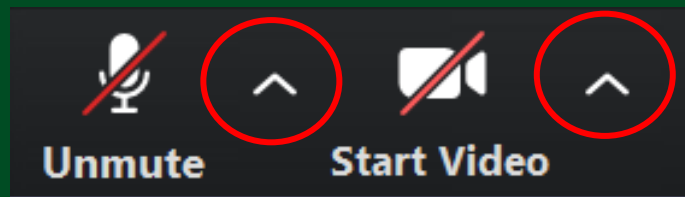
Test Audio
Test Speaker & Microphone, control the volume or add a virtual background by clicking on the arrows next to the video and microphone icons.

**Important Note:** If you are using two devices, please make sure that only one microphone and one speaker are on at a time.

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Zoom Toolbar: Participants Box
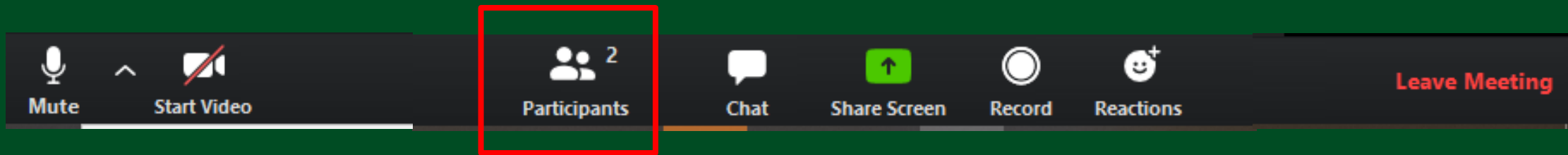
Opening the Participants window will allow you to see the list of attendees. This is also where you will be able to find your name and confirm that it matches your OLLI registration. If necessary, you will be able to change the way your name appears. OLLI staff use the participants window to take attendance and need to be able to identify all attendees.

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How do I change my name on a PC.

1. On your Zoom tool bar, click on the *Participants* icon.
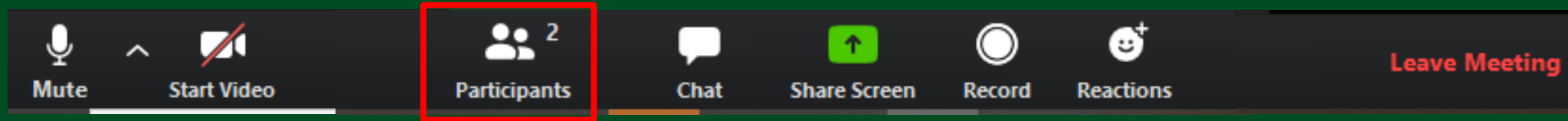
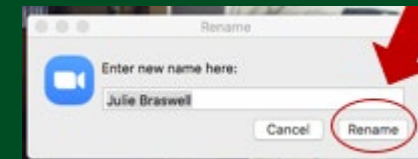2. Use your mouse to hover over your name on the *Participants* list.
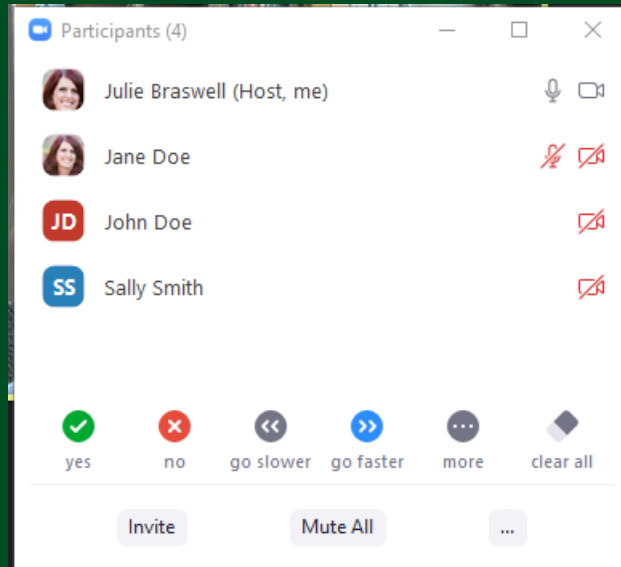
3. Click on the *More* button.
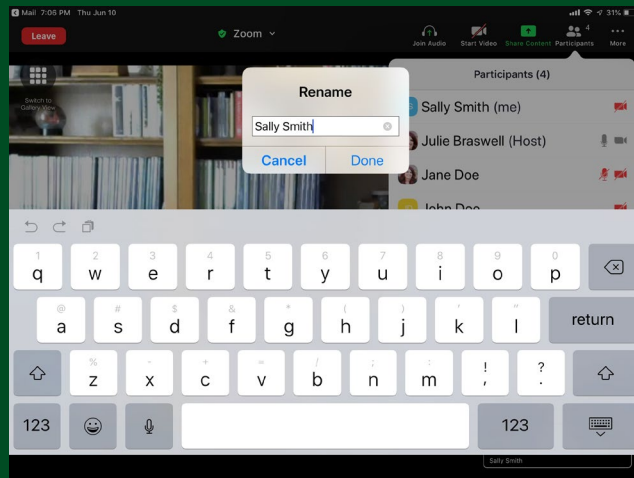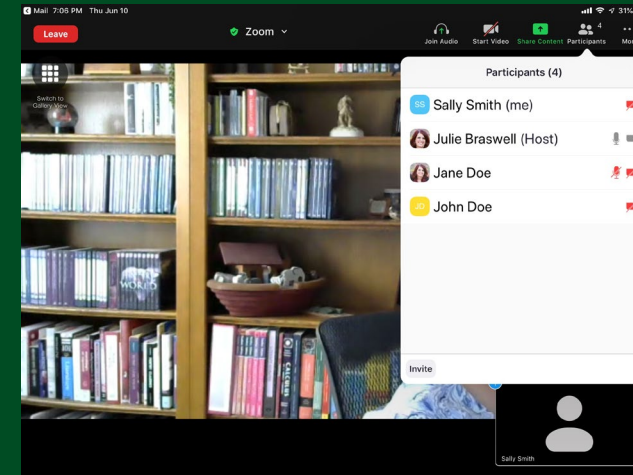

4. Select *Rename* from the dropdown.
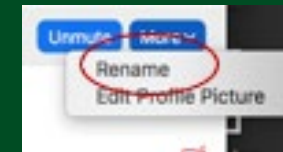
5. Type your name in the text field and click *Rename*.

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How do I change my name on an iPad / tablet?

Step 1
Open the Zoom Tool bar by tapping near the top of your screen. On the tool bar, select [Participants 2]. This will open the *Participants* window. Click on your name.

Step 2
Click on the *More* button and a drop down will appear giving you the option to *Rename.* Select this option.

Step 3
Type your name into the text field and select *Done*.

How do I change my name on a Smartphone?

On a smartphone open the Zoom toolbar by clicking on the bottom of your screen. Then click on [Participants] to open the *Participants* window.

Find and click on your name.

Tap in the *rename* text box that appears at the bottom of the *Participants* window. Type your name the way it appears on your registration, and then select *Done*.
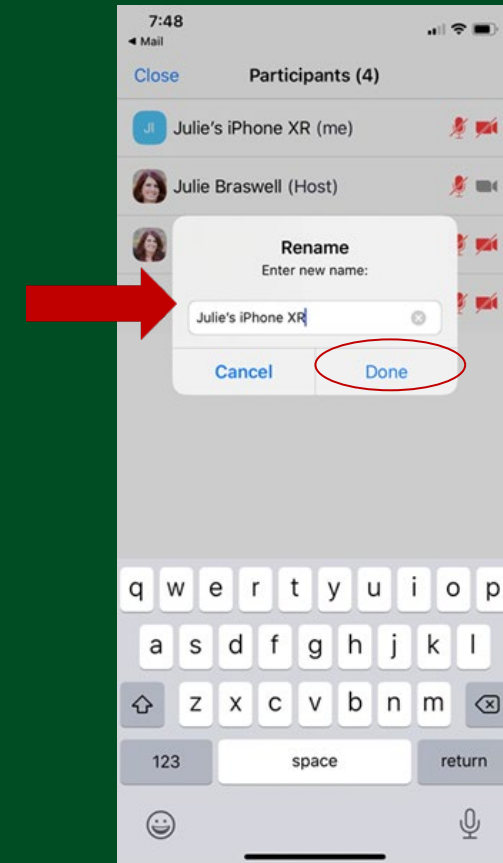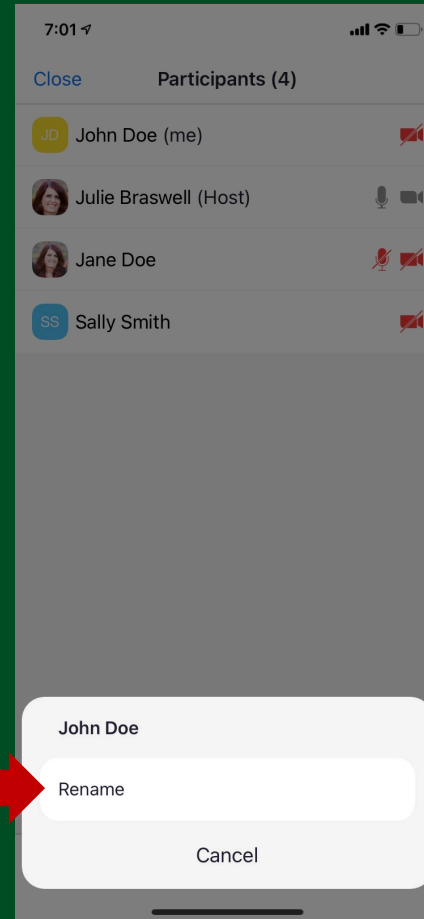
Zoom Toolbar: Chat on a computer:
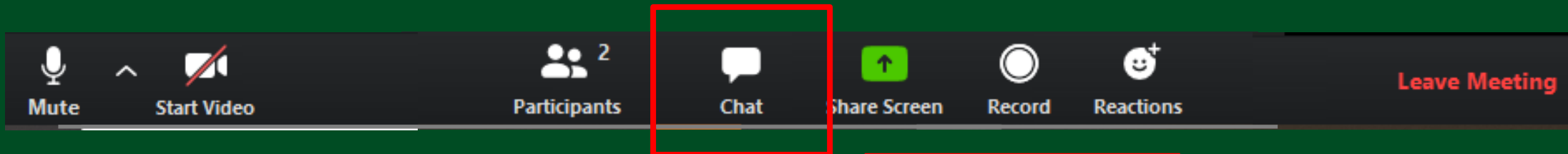
Chat
Use the Zoom group chat to
Make comments and ask questions. If you do not see the *Chat* icon on your toolbar, click on the *More* icon [⋯ More] which can be found on the far right of the toolbar.   This icon will only appear when all the icons will not fit on the toolbar.

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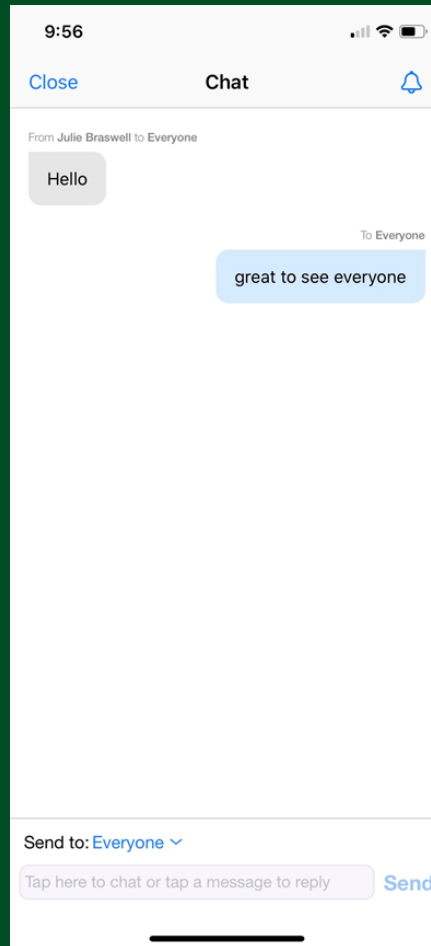# Zoom Toolbar: Chat on a mobile device:
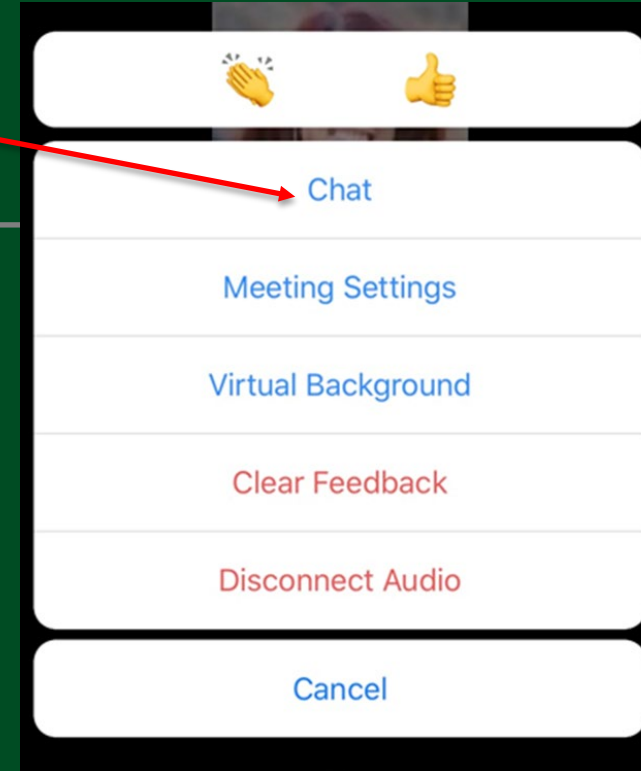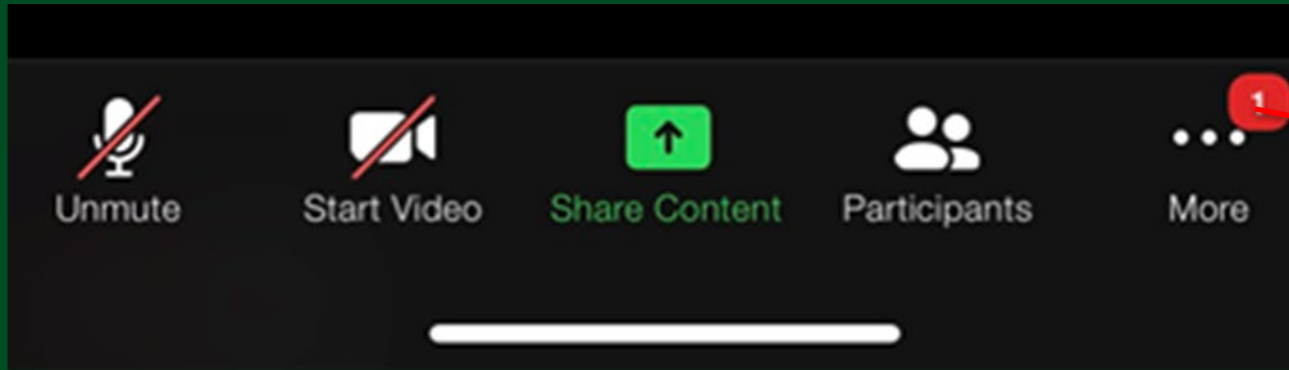
To access *Chat* on a mobile device you will need to click on the *More* icon on the tool bar. This will open a new window which will display the *Chat* option.
Click on *Chat* to open the dialogue box.
The number in the red circle above *More* indicates the number of new chats which have been posted.

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How do I send a chat?

You have the choice of directing your comments to everyone or to a specific individual.
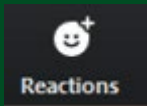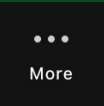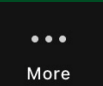
- The *Chat* window basically looks the same across all devices. Once the window is open you will be able to read any messages that have been posted. New messages will appear at the bottom.

- To send a message, go to the bottom of the chat window and find the dropdown box that says *To:* or *Send to:*

- Questions pertaining to the lecture should be directed to everyone publicly.
- Questions about Zoom or technical issues should be directed to the OLLI support person. This person is designated in the dropdown list as the host of the meeting.

9:56

Close   Chat   🔔

From Julie Braswell to Everyone

Hello

To Everyone

great to see everyone

Send to: Everyone ⌄

Tap here to chat or tap a message to reply   Send

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How do I raise my hand in class?

- This is a great questions because we want you to be able to ask questions and to make comments.

- To find the *Raise Hand* icon on a PC select [Reactions] on the Zoom toolbar. If you do not see the *Reactions icon,* look under [More] .

- To raise your hand on a tablet, iPad or smart phone, click on

- [More] .

On all devices, a window very similar to the one below will open. Not only does this window allow you to raise your hand electronically, but it also allows you to provide nonverbal feedback.
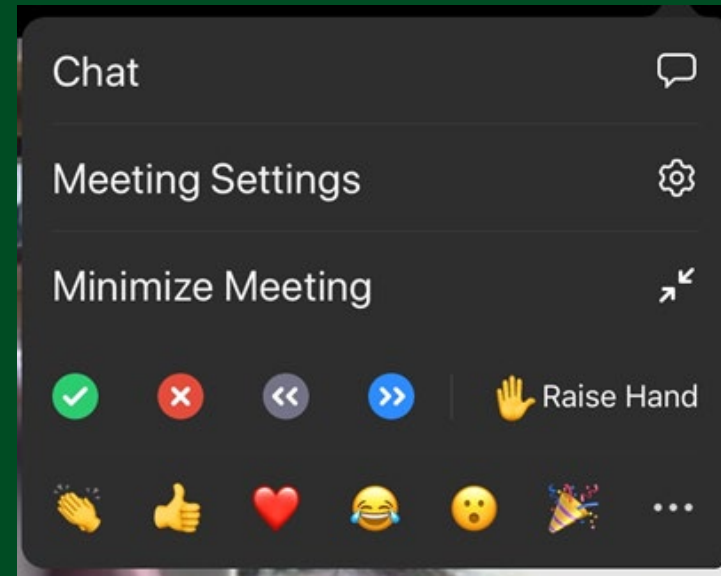
Zoom Toolbar: Leaving the meeting

Leaving the meeting:
You will click the *Leave Meeting* icon to leave the meeting at the end of class.

During the class break, there is no need to leave the meeting. Simply turn off your camera and microphone and step away.

If you accidently leave a meeting, you will need to use your link to log back in.

On a PC, the *Leave Meeting* icon is located on the far right of the toolbar. On a pad/tablet it is located on the upper left and on a smartphone, it is located on the upper right and can be found by tapping the middle of the screen.

If you're calling in from a phone…

We are thrilled you can join us!

- Dial *6 to mute yourself

- Dial *9 to raise your hand

- Remember to email OLLI@colostate.edu with your name, phone number and course title before your first class so that we can identify you.

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What if something goes wrong?

It might. And it's going to be ok!

If you have technical questions or issues during the class, let the OLLI support person know in the chat window.

If you have lost your link or are having log-in issues, email OLLI@colostate.edu. If you need immediate assistance, please email rather than call.

Technical Tips:

- If you experience a low bandwidth signal, close all applications especially email, shut off your virtual background if you are using one, and shut off your video.

- If you are unable to connect with the audio after joining the meeting, try logging out and then logging back in. This usually fixes the problem.

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How do my spouse and I join the same Zoom class?

If you are sharing a computer to join an OLLI class with someone under your same roof, please share the space, and share the device but not the registration! OLLI membership fees and course tuition are critical to the Institute's sustainability. We appreciate your support and honesty.

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Zoom Safety & Security

What we are doing:

Requiring registration for all classes

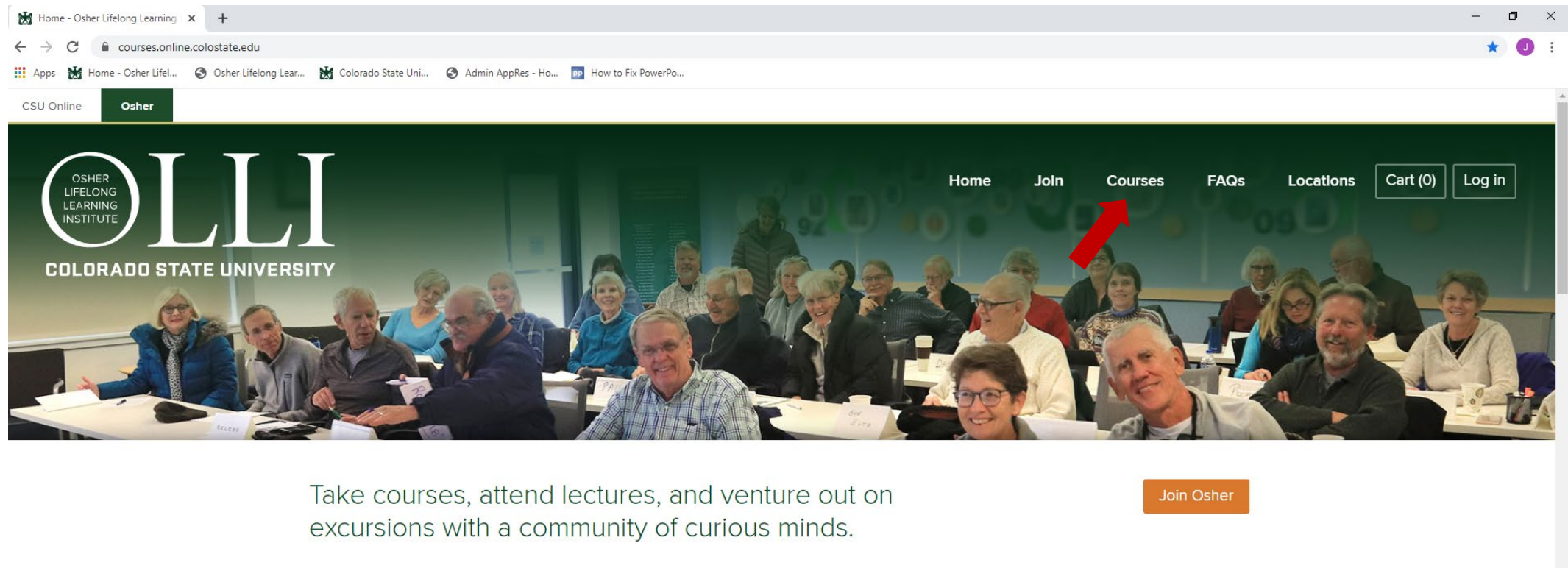Taking attendance and if necessary, removing unidentified participants.

What you can do:

Making sure your name in the participants box matches your OLLI registration.

Not sharing your class link with anyone.

Emailing OLLI@colostate.edu with your name, phone number, and course title before your first class if you are joining by landline phone.

Visit OSHER.COLOSTATE.EDU to start your next great adventure!

Parting Thoughts

Having trouble registering?

- Email us at **OLLI@colostate.edu**

Need more information on Zoom?

- Consider registering for OSHR 3018, OLLI's complementary Zoom Orientation class for members. **Click here to register for OSHR 3018.**

Need more information about OLLI@CSU?

- Go to **OLLI at Colorado State University** to join OLLI and to sign up for one or several of our wonderful courses.

Thank You!

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