



Installing and Using Zoom

Zoom is the platform we use for our OLLI offerings, now and into the near future.



It takes just a minute to get a FREE Zoom account. Please do not be intimidated: You can learn anything!

Installation

From your desktop or laptop computer:

Go to www.zoom.us and click the blue box that says "sign up".

A screenshot of the Zoom "Sign Up Free" page. The page has a white background with the title "Sign Up Free" at the top. Below the title is a text input field labeled "Your work email address" with a small icon on the right. Underneath the input field is a line of text: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." Below this is a prominent blue button with the text "Sign Up" in white. At the bottom of the form, there is a line of text: "By signing up, I agree to the Privacy Policy and Terms of Service." with "Service." on a new line.

From your phone or tablet:

Apple device (iPhone, iPad) download Zoom from the Apple App store

Android device (phone or tablet that's not an Apple product) download Zoom from the Google Play Store

NOTE:

You do not need to upgrade or pay for your account to participate in the OLLI Zoom.

Our license is through the university and allows you to participate fully. If you decide to host your own Zoom meetings with family, friends or interest groups, you may wish to upgrade someday - but there is no need to for OLLI.

To participate in live video, Zoom will use the camera on your device (phone, laptop, tablet) if it has one.

If you do not have a camera on your device, you can listen in by phone but others won't be able to see you.

Using Zoom

Please click the image to view this video on YouTube that will be helpful for first-time users!



There may be an ad that plays ahead of this video. Wait a few seconds and then click “Skip Ad” on the right side of the video.

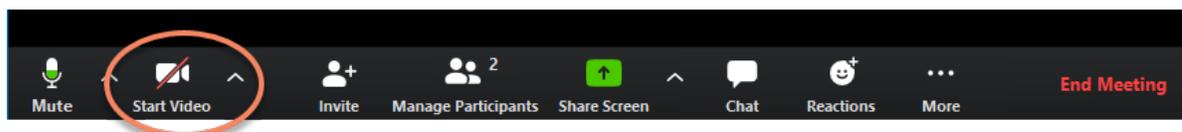
If clicking on the photo above does not take you to the video, please copy this link and paste it in your web browser: <https://www.youtube.com/watch?v=9isp3qPeQOE>

Zoom Tips

Zoom Menu Bar - The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you do not see the menu bar, move your mouse slightly and the bar will appear. Anytime you want to see the bar, just move your mouse.

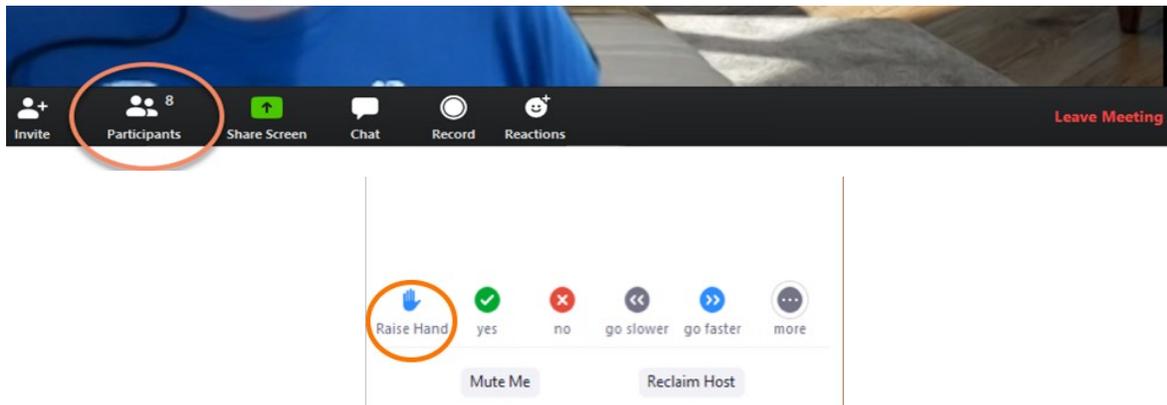
Once you join a Zoom meeting, you’ll need to note your settings.

Check your audio and visuals. If there is a red line through the Video or Audio option (see below) that means you cannot be seen or heard. Click the icon and the red line will vanish and we will be able to see and hear you.



Most of the time, the meeting Host will mute all participants, especially if there's a large group so that there is no background noise. If you are muted, but have a comment to share, there are symbols you can use instead.

Click on the Participant icon

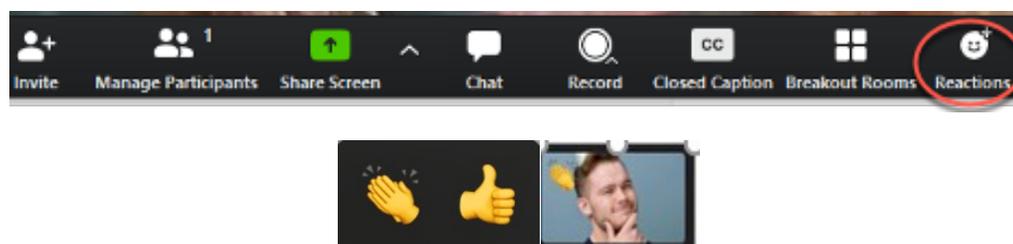


A window will appear with list of participants. The **blue Raise Hand icon** will appear at the bottom of the Participant window. If you would like to ask a question or make a comment, click on the icon and a hand will appear next to your name. The host will know that you are waiting to talk.

After you have been acknowledged by the host, make sure to click the icon again to remove your hand.

Sometimes Instructors prefer for you to raise your hand – literally – which they will see via video. When they call on you, they will unmute you. Your Host will let you know the Instructor preferences at the beginning of the session.

It's not required but if you want, you can add your reaction to the information you are hearing by clicking on the reactions button on the far right of the bottom menu. You can give applause or a thumbs up to the Host. These will show on your picture, then disappear after 5 seconds.



If you need Zoom help, please leave a phone message at 559.278.0008 or email Deni Dukic at ddukic@csufresno.edu.