

OLLI ZOOM MEETING ATTENDEE QUICK START GUIDE

To join a Zoom meeting you need at the very least, a speaker on your device. If you wish to speak in a meeting – you need a microphone. Using a headset with either a boom microphone or ear buds provides the best quality input and output sound and eliminates the need for speakers on your device. Lastly, if you want to be seen by others in the meeting, you need a video camera on your device. Most webcams come with a built-in microphone, but you still need a speaker. A smartphone's tiny display makes it difficult to use for most Zoom meetings.

How to Join an OLLI Zoom Meeting

The meeting host/facilitator will send you an invitation that includes meeting details including the date, time, meeting ID, password, phone number(s) to join, and an invitation link.

If using a computer

- Click on the invitation link to join the meeting (the ID and password are embedded in it).

If using a smartphone or tablet

- You must download the Zoom mobile app first.
 - For **Android** devices (tablets & smartphones) download Zoom Cloud Meetings from Google Play
<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
 - For **iOS** devices (iPad & iPhone) download Zoom Cloud Meetings from the App Store <https://apps.apple.com/us/app/id546505307>
 - You may receive a pop-up warning from your browser concerning security. You need to understand the risks of downloading software to your device and allow Zoom access to your camera, microphone, and screen.
- Click on the invitation link to join the meeting (the ID and password are embedded in it).

If using a phone for audio only

- Dial the phone number included in the meeting invitation. You will need to enter the meeting ID and password when prompted, so keep those handy!

HINTS & TIPS

- While there is some concern about security, OLLI meeting settings are established to ensure your privacy and provide maximum security while attending meetings.
- If you plan to host meetings or want to practice and experiment, create a *free* Basic Zoom account. Your account can be used to join and host any Zoom meeting (not just OLLI meetings).
- Slow Internet speed and non-functioning audio and video equipment will hamper your experience in a meeting. Use *Speedtest* (<https://www.speedtest.net/>) to determine your Internet speed. Test your audio and video equipment and learn how to use Zoom by participating in a drop-in Zoom Intro meeting (see OLLI announcements for details).
- Ensure your device is charged or plugged in prior to joining the meeting.
- Select an appropriate environment to join a meeting – use an uncluttered quiet room with proper lighting where you are unlikely to be interrupted.
- If you join a meeting before it officially starts, you will be temporarily placed in a waiting room until the host/facilitator admits you.
- As the meeting starts, your audio may be muted by the host/facilitator. They will let you know how to indicate you wish to speak.