

Division of Lifelong Learning – Weblive/Zoom instructions

Welcome to the world of online connections! Yavapai College offers the Weblive tool Zoom to enable our Community Education, College for Kids, and OLLI participants to connect online. You can join a Zoom meeting in a few easy steps:

How it works

Note – For our Division of Lifelong Learning, links to zoom meeting will be emailed to you. You do not have to register or sign-in to Zoom to be connected. As you watch this video you will need to click as directed for the video to continue – it is an interactive experience that mimics the actual Zoom experience for you. [Watch this 5-minute tutorial about WebLIVE](#)

Join a Meeting

1. **Click the join link**
the link to join the meeting will be emailed to you
2. **First time user?** you will be prompted to download and run a small program which should run automatically. If not, click the download “Zoomuslauncher” and click “Run” if prompted.
3. **Join audio** - Click the green "Join Audio Conference by Computer" button when the meeting is ready.
4. **Join video** - If your video is not on, click the video camera icon in the lower left of the zoom meeting. No audio? follow the troubleshooting tips below.
5. **Alternate method** – your email will also contain a call-in phone number and Meeting ID, so you can join the Zoom meeting as a conference call.

Student expectations & best practices

- Join class meetings on time, using your first and last name.
- Test your camera and audio before class starts. You can [start a meeting right now to test it](#): select the “Join with computer audio” button, and then click the up arrow next to the microphone icon in the lower left, then select “Test Speaker & Microphone”.
- Locate yourself in a place free of noise and distractions, just as if you are in a classroom.
- Use headphones or earbuds for the best audio experience.
- Mute your mic when not speaking.
- With Zoom it is customary to raise your hand, your Facilitator or Host of the meeting will let you know expectations for how discussions will be run. It is possible to use the chat feature to submit questions as well.

Troubleshooting for Audio and Video Issues

No sound on your end - check your device's volume control. Use the menu next to the Zoom mic icon to select the correct speaker, and check your speaker's physical connection. *If none of these solve the issue, the problem could be the other person's microphone.*

No sound on their end - check your microphone connection to your computer. Use the menu next to Zoom mic icon to select the correct microphone. *If the green level is bouncing inside the Zoom mic icon when you speak, your mic is working.*

No video - check that the video is turned on in the lower left in Zoom. Use the menu next to the Zoom video icon to select the camera.

Bad connection with audio or video - if you turn off the video in Zoom the strength of your connection may improve (eliminating poor sound or video quality.)

Volume fluctuation - go to audio settings in the menu next to the microphone icon and uncheck the "Automatically adjust microphone setting" box.