Zoom Basics for OLLI Members on An iPad (Large Print) (Updated 9/2/2020)

The OLLI office will send you an email with a link to a Zoom meeting to be held at the scheduled class meeting time, for example, Tuesday at 9:45 AM.

We will use Recurring Invitations for classes. Please save this invitation and use the same link each week or write down the Meeting ID to use each week.

How to Join a Zoom Meeting from an Invitation Link

It will be helpful to join at least your first meeting 5 to 10 minutes before it begins to give yourself time to test your audio and to familiarize yourself with the Zoom screen.

You will receive an email invitation from OLLI for each of your classes. **To join a meeting, click on the link in the invitation.**

Mary Fran Miklitsch
Sat 5/23/2020 3:16 PM
To: Mary Fran Miklitsch

Mary Fran Miklitsch is inviting you to a scheduled Zoom meeting.

Topic: 1100 Tough Cases
Time: June 1, 2020 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/97146183741   Click this link.
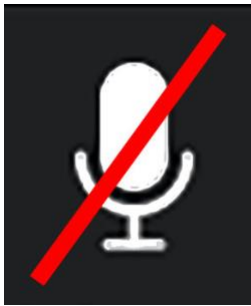
Meeting ID: 971 4618 3741

One tap mobile
+13017158592,,97146183741# US (Germantown)
Dial by your location
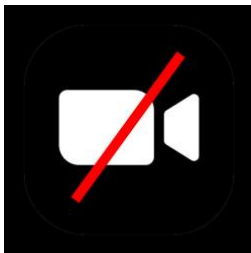   +1 301 715 8592 US (Germantown)
Meeting ID: 971 4618 3741

Once class begins, please mute yourself. Click on the microphone in the upper right.

When you are muted it will have a red line through it. Click it again to unmute yourself.
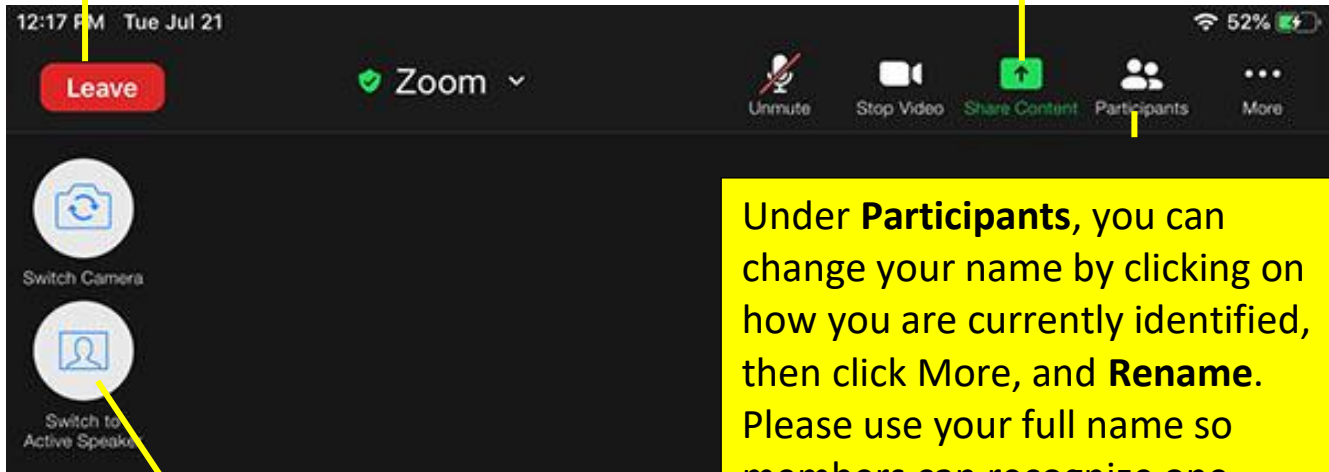
Please leave your camera on for class, but if you want to turn it off, click on the videocamera icon.

When your camera is off, it will have a red line through it.

Click **Leave** to leave the meeting.

Only the Host can Share Content.

Under **Participants**, you can change your name by clicking on how you are currently identified, then click More, and **Rename**. Please use your full name so members can recognize one another.

You can also select **Raise Hand** to indicate you have a question.

Toggle between "**Active Speaker"** to see only the speaker and **"Gallery View"** to see others. See examples below.
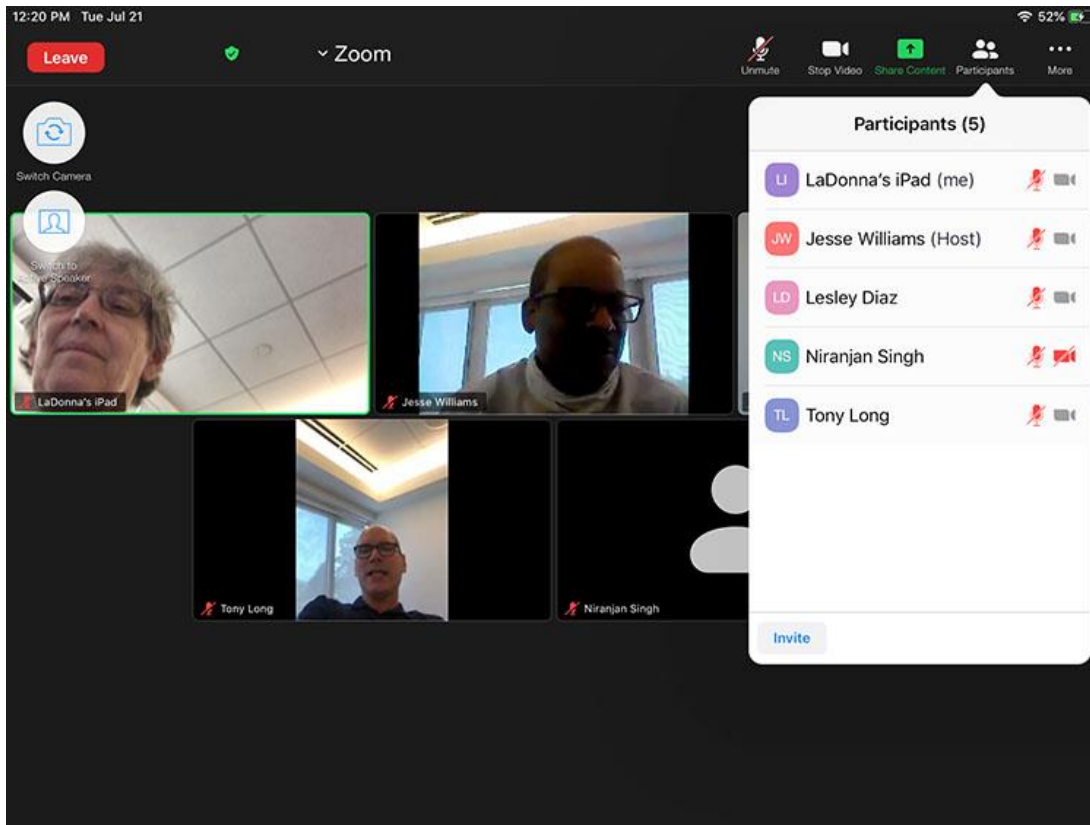
Speaker View See only the person speaking.
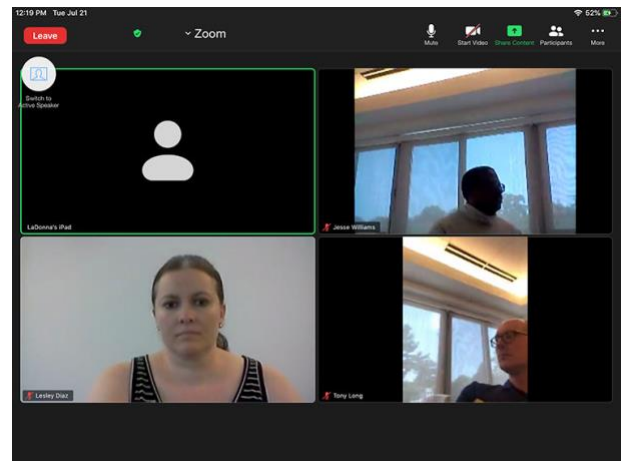
Gallery View See up to 9 people at at time. Swipe left to see others in the meeting.
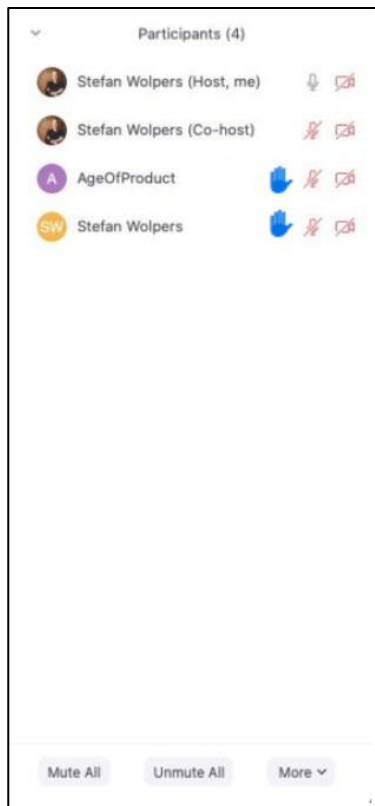
Participants Panel

Clicking on the Participants Panel will display a list of all of the participants. In the Participants Panel, you can rename yourself, turn on/off your microphone and video, and raise your hand virtually.

How SGLs Will Manage Questions and Answers in Class

OLLI classes vary greatly both in format—discussion, lecture only, lecture and discussion—and size—from 10-15 participants to up to 300 in a Zoom class. The format and size affect the way the Study Group Leader may address questions in class. This is determined in part by the Study Group Leader's preference and, in part, by limitations in Zoom.

There are three options for how an SGL may address questions:

1. In a small class, the SGL may ask members to raise their hand on screen.

2. In a larger class, the SGL may ask members to use the Raise Hand. This function will display a blue hand in the participant's window. It also will move all of the raised hands to the top of the list in the Participants' Panel so the SGL or Co-Host can call on the members in the order in which they were raised.

    To **Raise Hand**, click on the Participants' panel in the controls, click on your name, then scroll to the bottom of the Participants Panel, and click on "raise hand."

3. Alternately, the SGL may ask members to type their questions into the **Chat** box. Then, when the SGL wants to answer questions, whether at set breaks during the class or at the end, the SGL or Co-Host can read the questions and reply.

    To submit a question through the Chat panel, click on More at the top right of the screen, select Chat, type your question, and hit Enter or Return.