

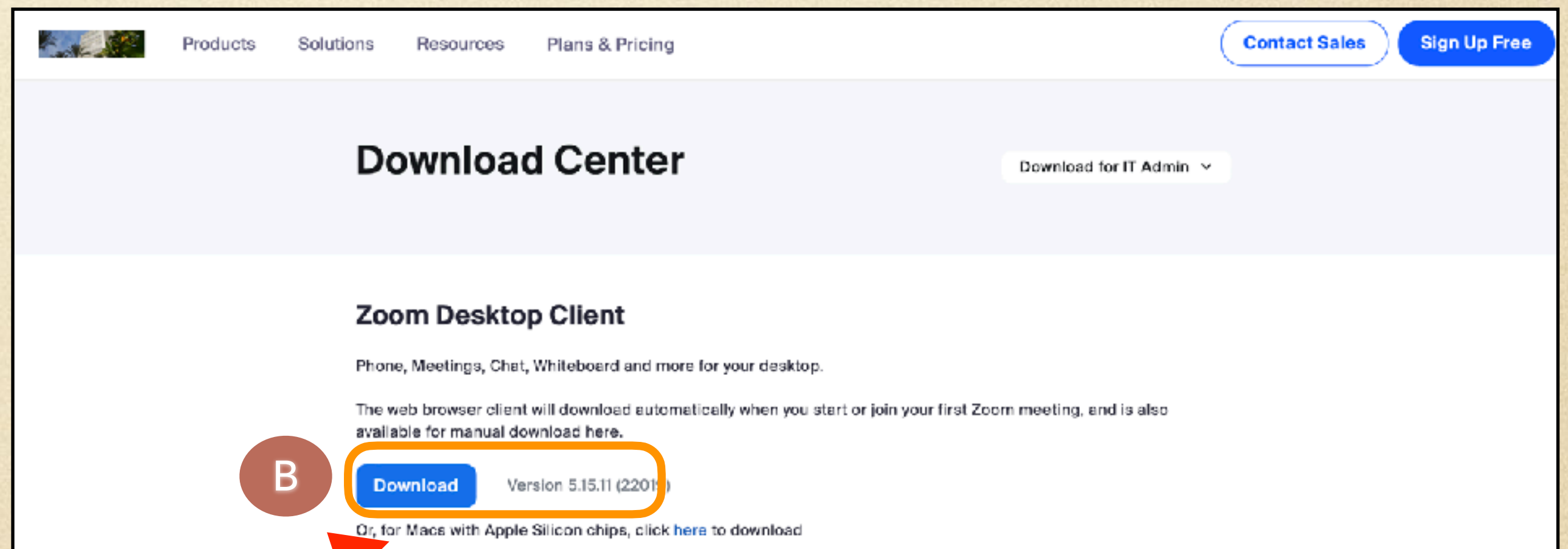
Zoom is a computer program used to hold online virtual meetings. You can use Zoom on a smartphone, a tablet, a laptop, or a desktop computer (as long as you have a camera, speakers, and a microphone).



Zoom Communications at OLLI Quick Start Guide


Download and Install Zoom - For A Computer

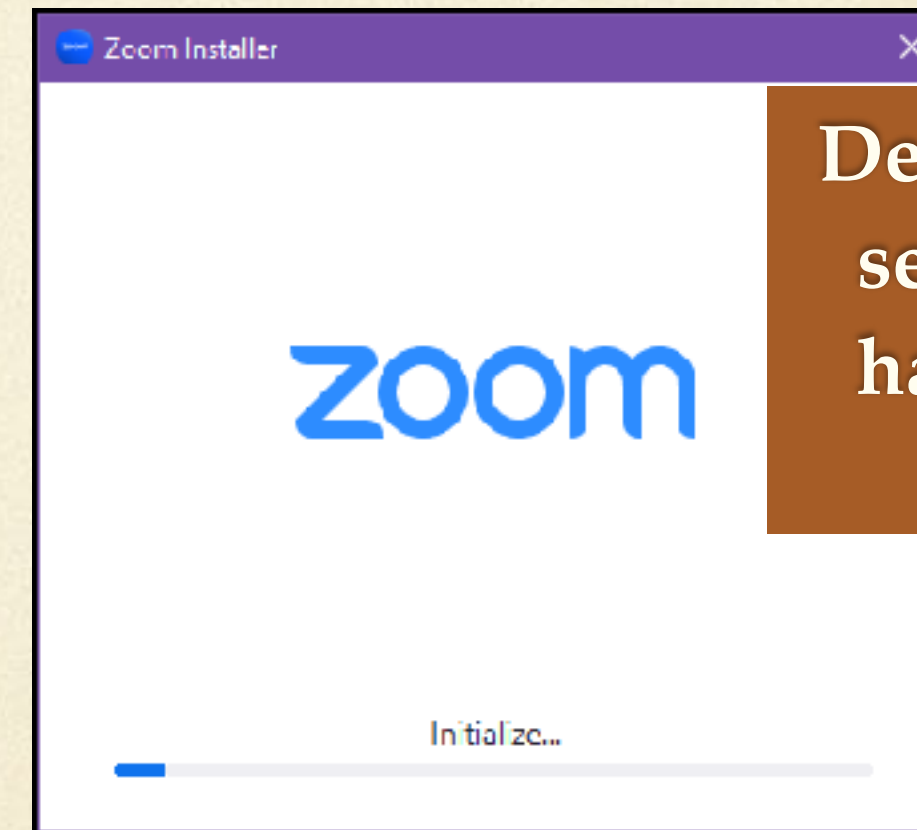
- As a member of OLLI, CSUF provides access to a “licensed” version of Zoom free of charge
- From your computer, type `fullerton.zoom.us/download` in your browser address bar **A**
- “Download Center” page is displayed
- Under “Zoom Desktop Client”, select “Download” **B**
- Zoom should correctly identify the type of desktop client you need (PC, Mac, 32-bit, 64-bit)



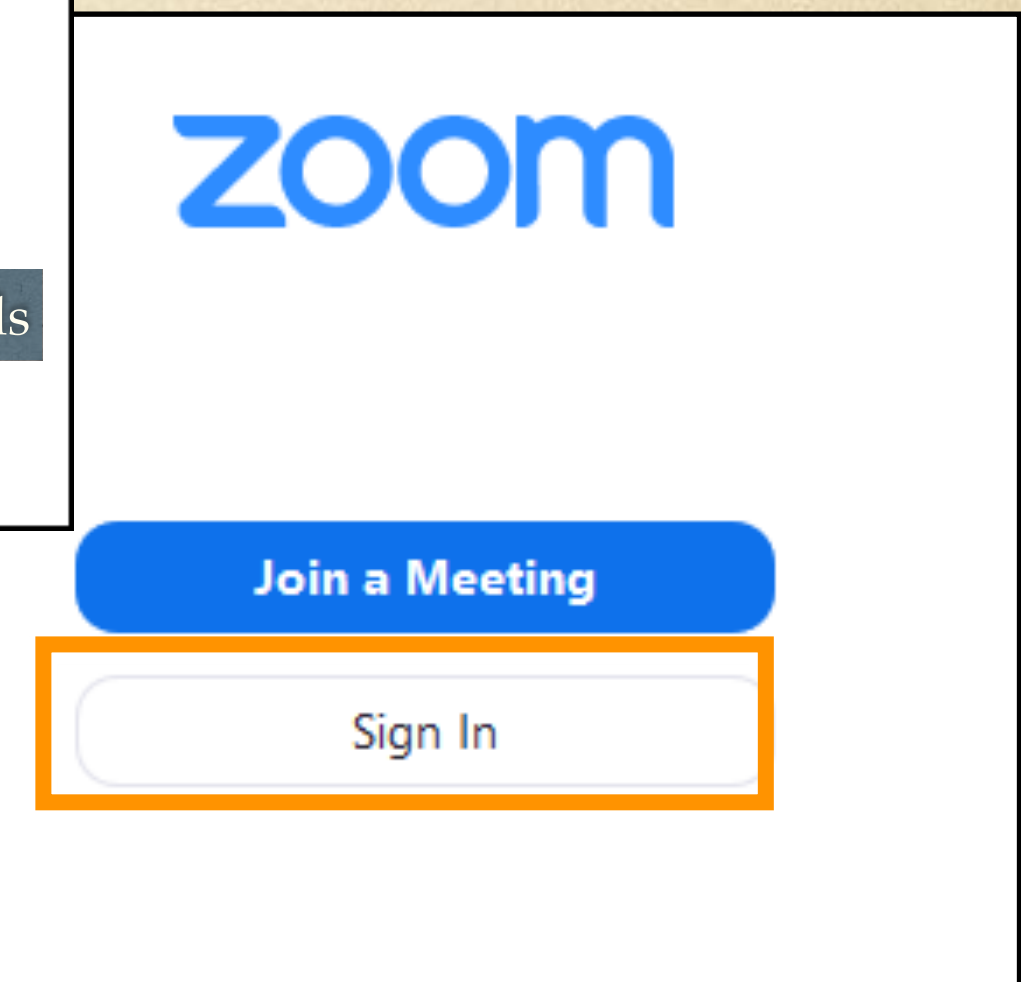
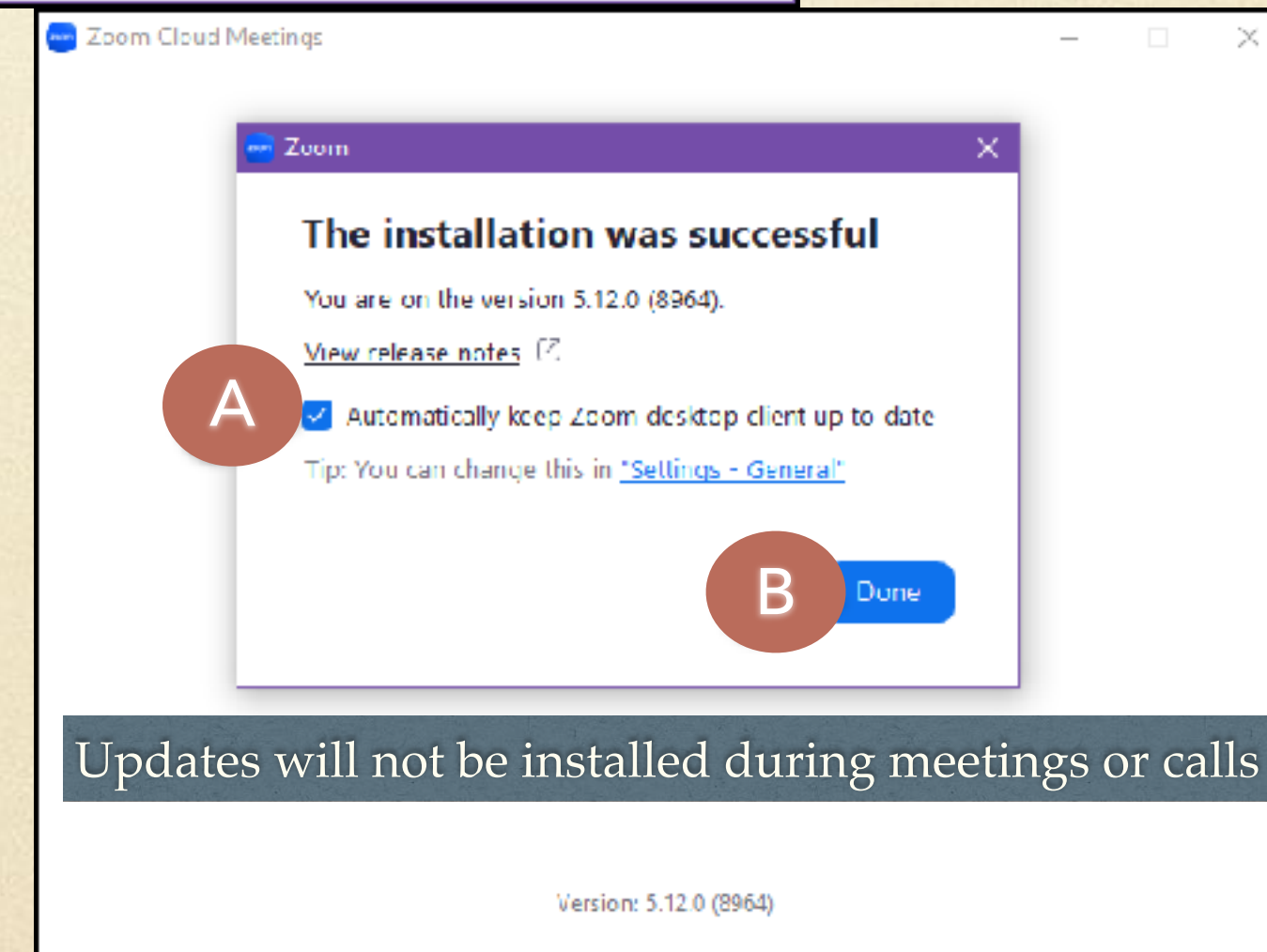
If you have a Mac with Apple's latest "M" chip, click here

Download and Install Zoom - For Computer

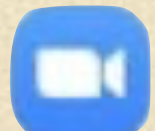

- Once the download is complete, proceed with the installation of Zoom
 - * For Apple computers (iMac or MacBook), double click the file "Zoom.pkg", typically saved in the Downloads folder...the installer opens, follow the instructions
 - * For PC computers, double click the file called "ZoomInstaller.exe", typically saved in the Downloads folder...the installer opens, follow the instructions
- After the installation is complete, choose if you want the Zoom app to be automatically updated, then click 'Done' **A** **B**
- Upon completion of the installation, Zoom should launch automatically, if not click the Zoom icon 
- From the Start screen, you will Sign In

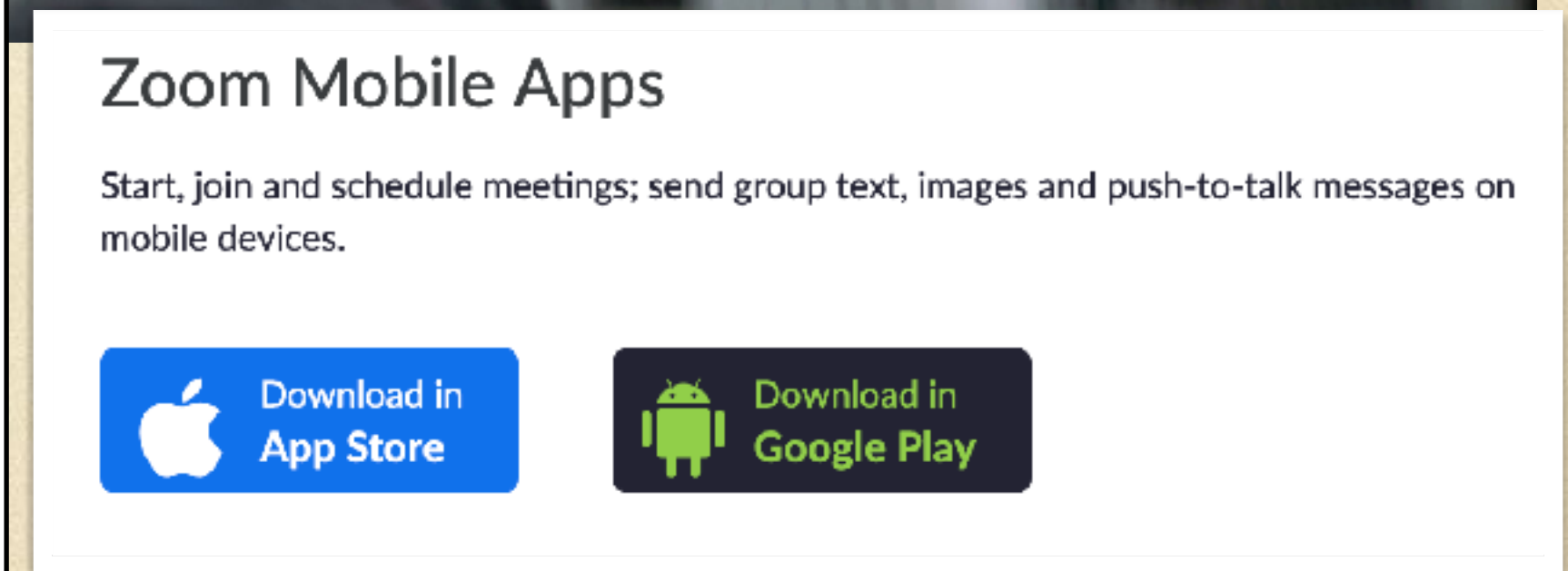
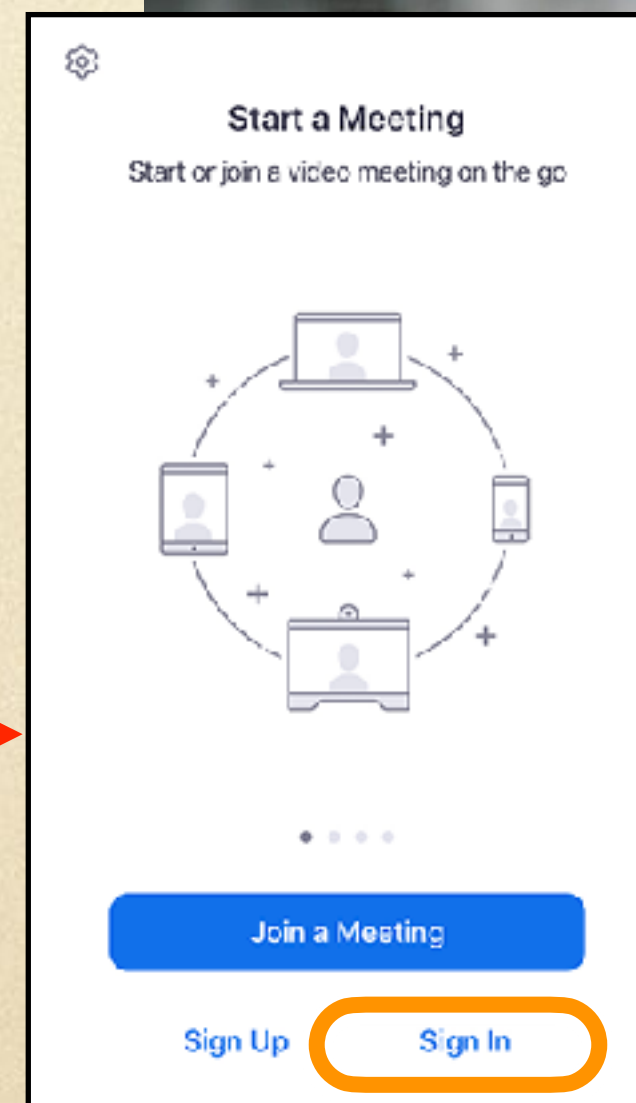
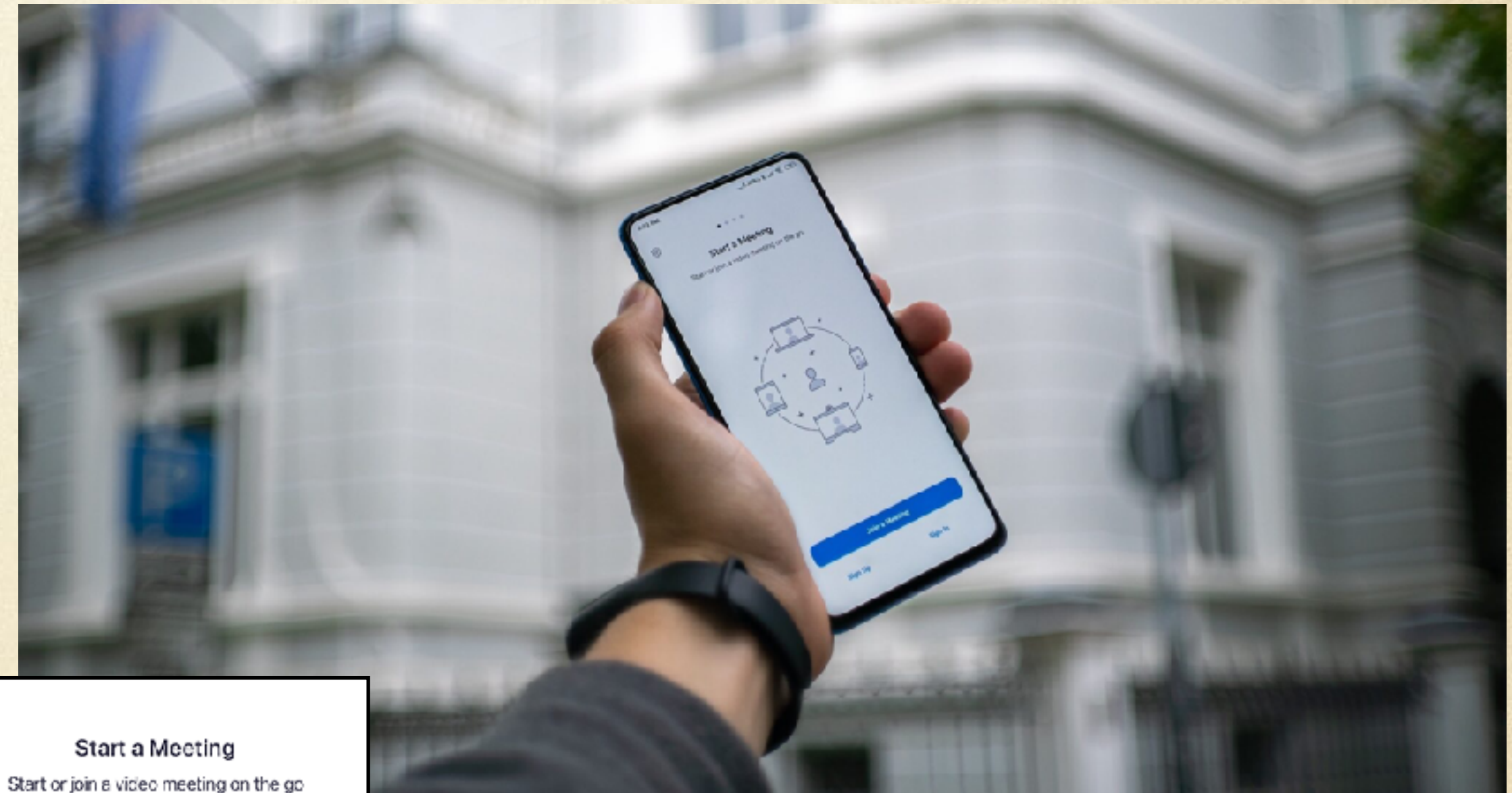


Depending on your device's security settings, you may have to allow the installer app to run



Download and Install Zoom - For Mobile Device

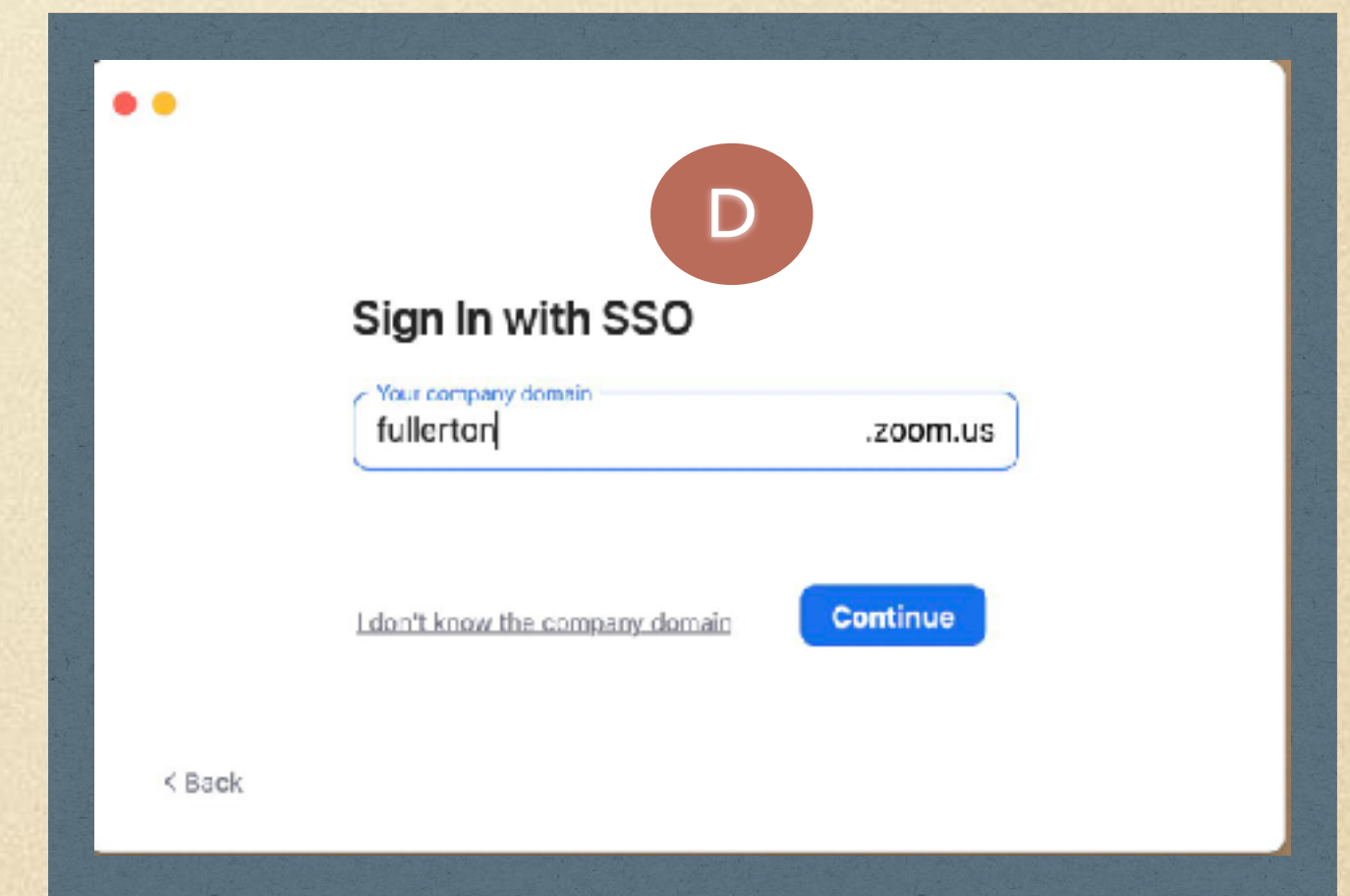
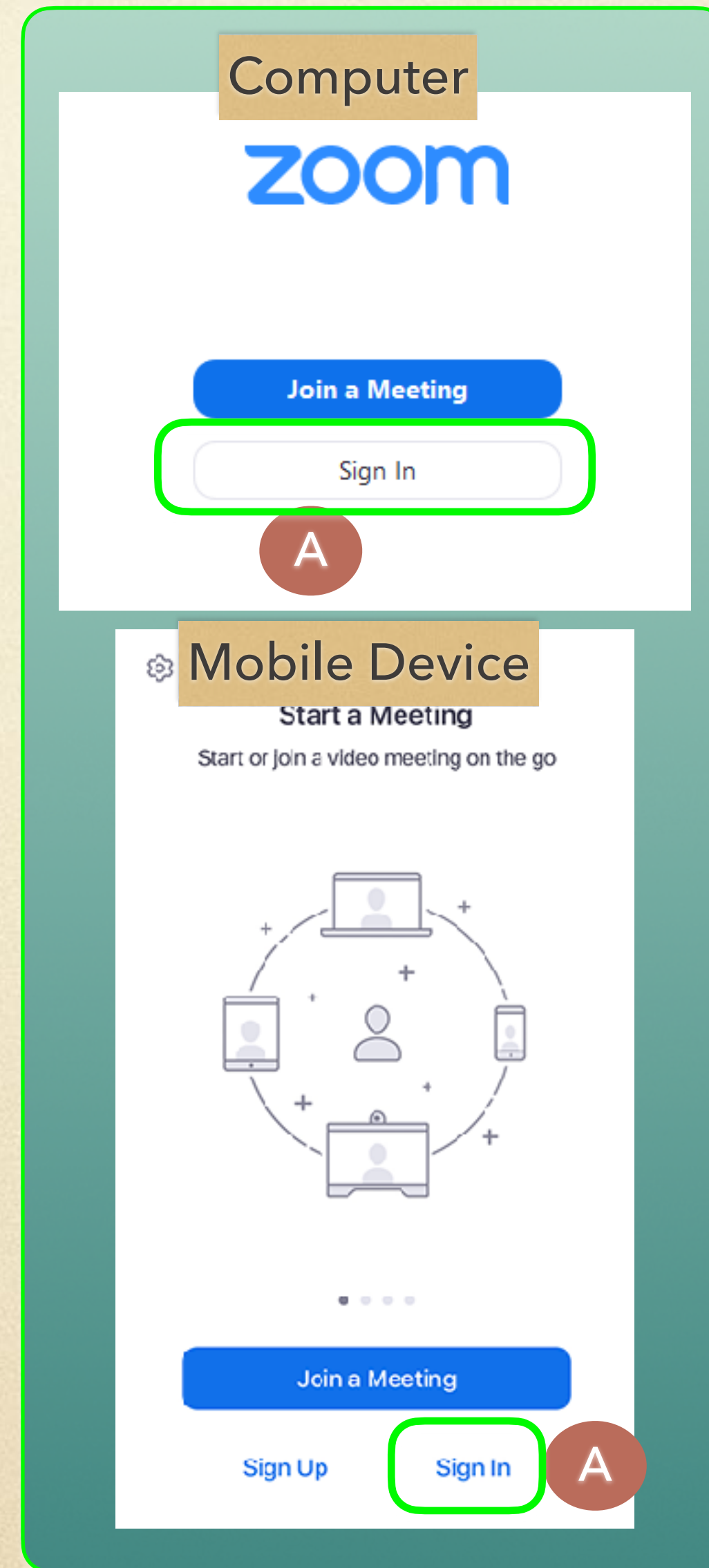
- To use Zoom on a mobile phone or tablet device, you must download the app from either the Apple Store or Google Play
 - * You can find the app by typing “Zoom Cloud Meetings” into the Search box.
- Once the download is complete, note the Zoom icon
 - * Select the Zoom icon 
 - * The Start screen is displayed 
 - * From this screen, you will Sign In



Getting Started - Sign In

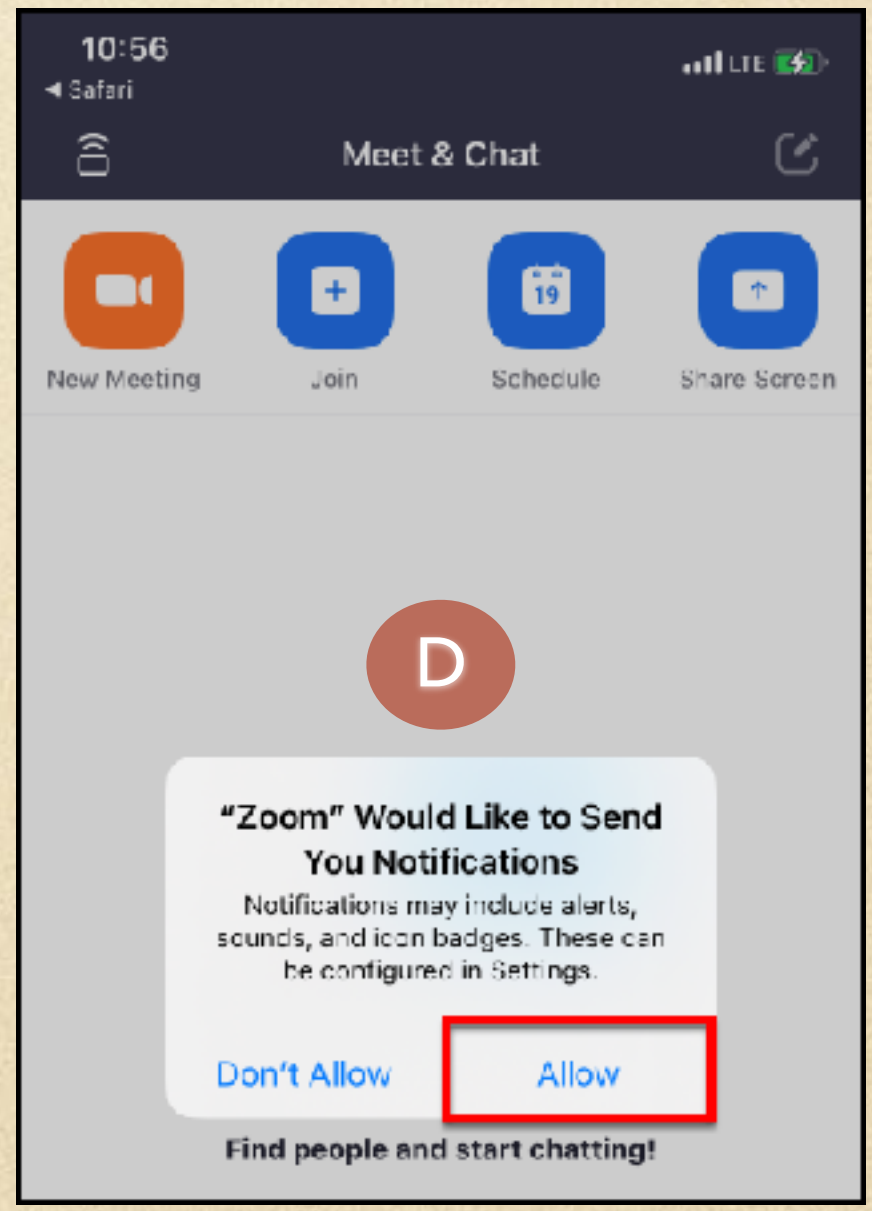
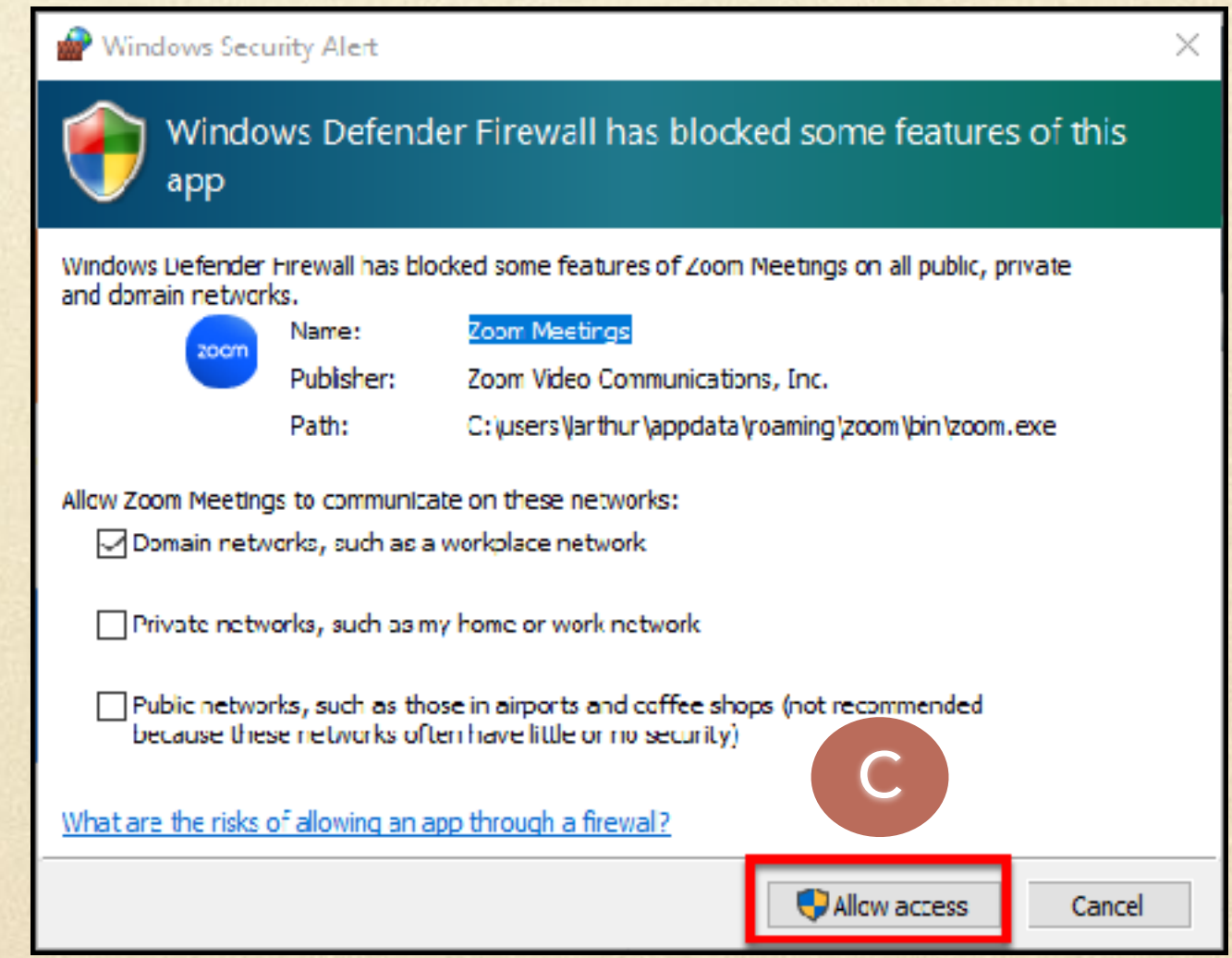
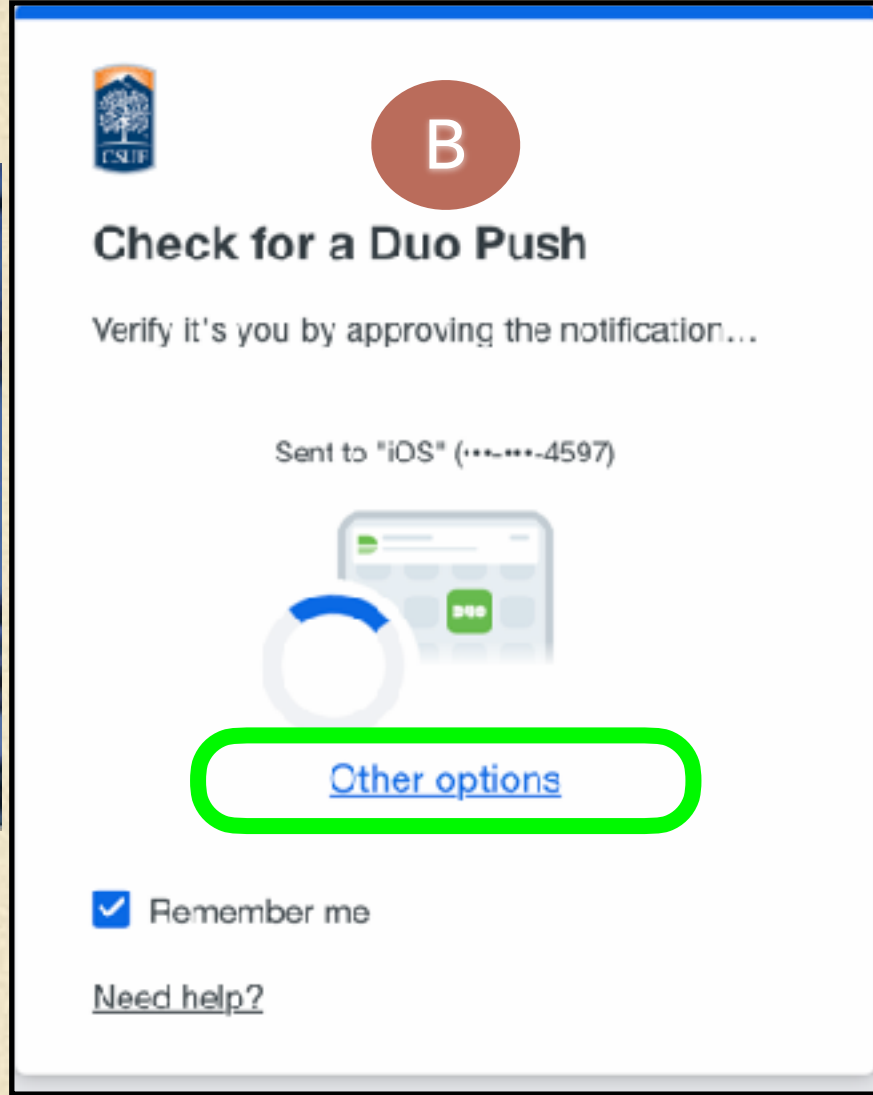
- After launching Zoom, select “Sign In” **A**
- Select the checkbox “Keep me signed in” **B**
- Select “Sign in with SSO” - **C**
NOTE
- Enter “fullerton” for company domain, then click ‘Continue’ **D**

NOTE - Single sign-on (SSO) is a user authentication tool that enables users to securely access multiple applications (e.g. Gmail, Office 365) and services using just one set of credentials



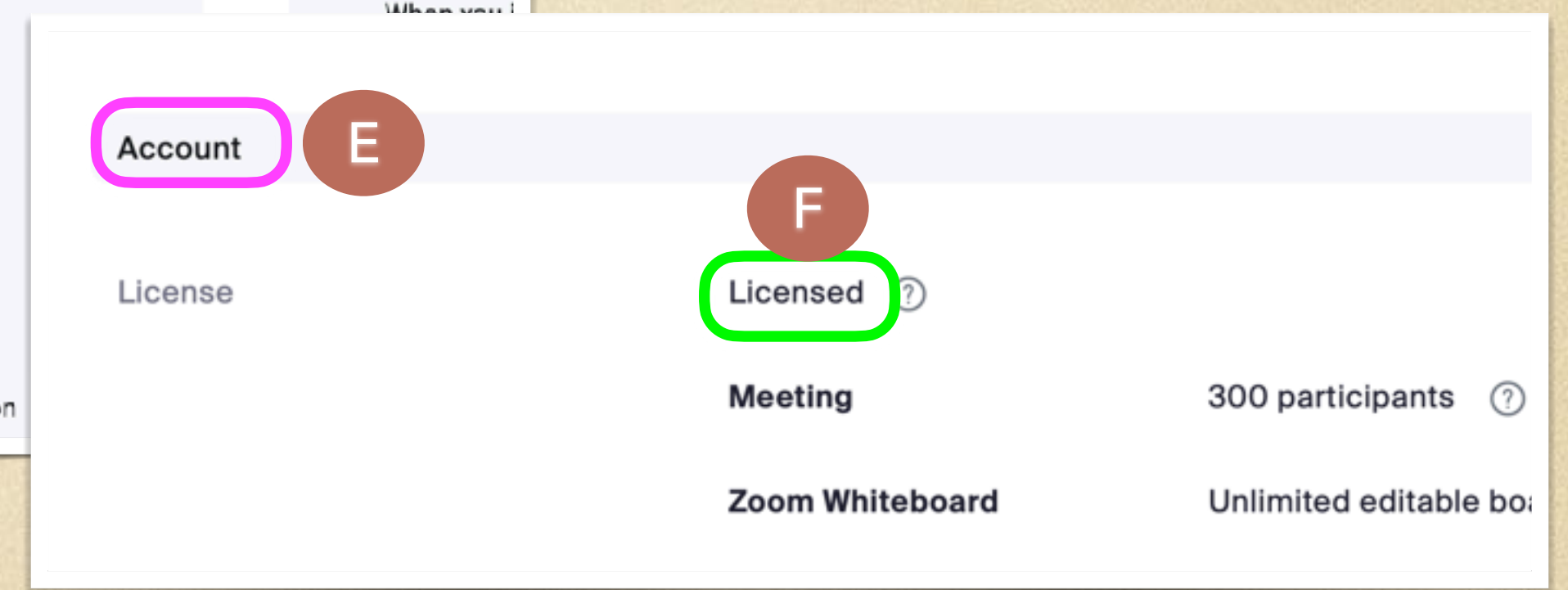
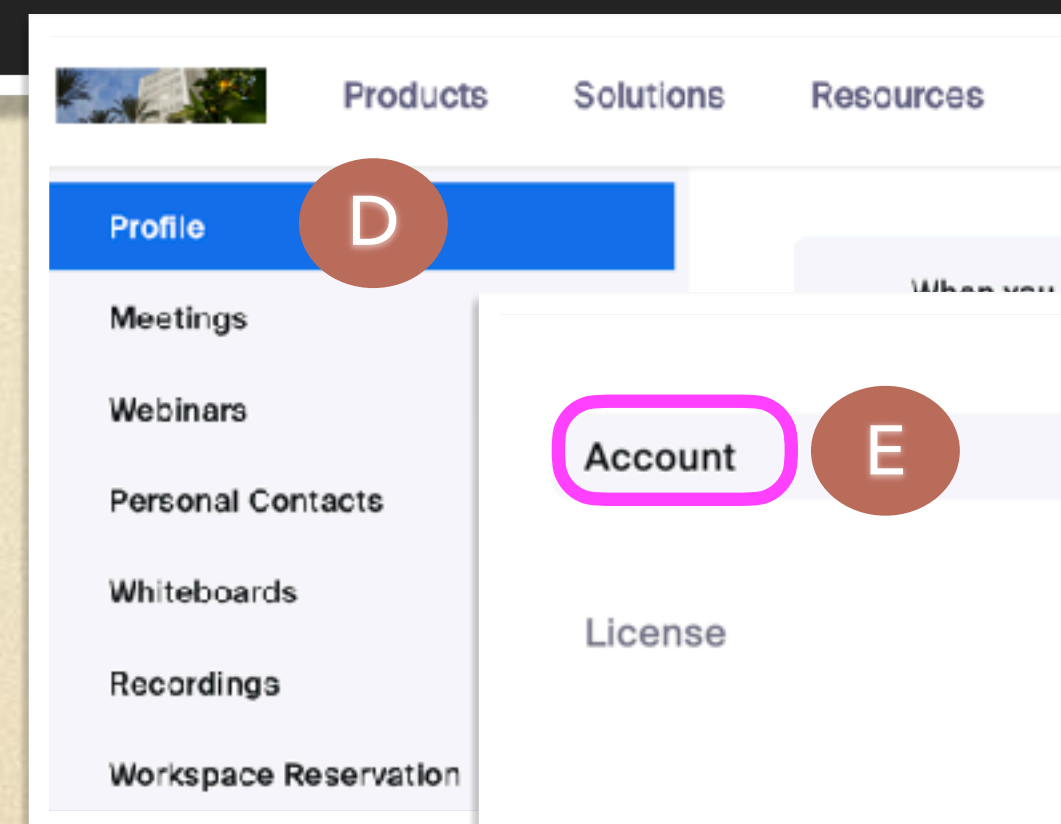
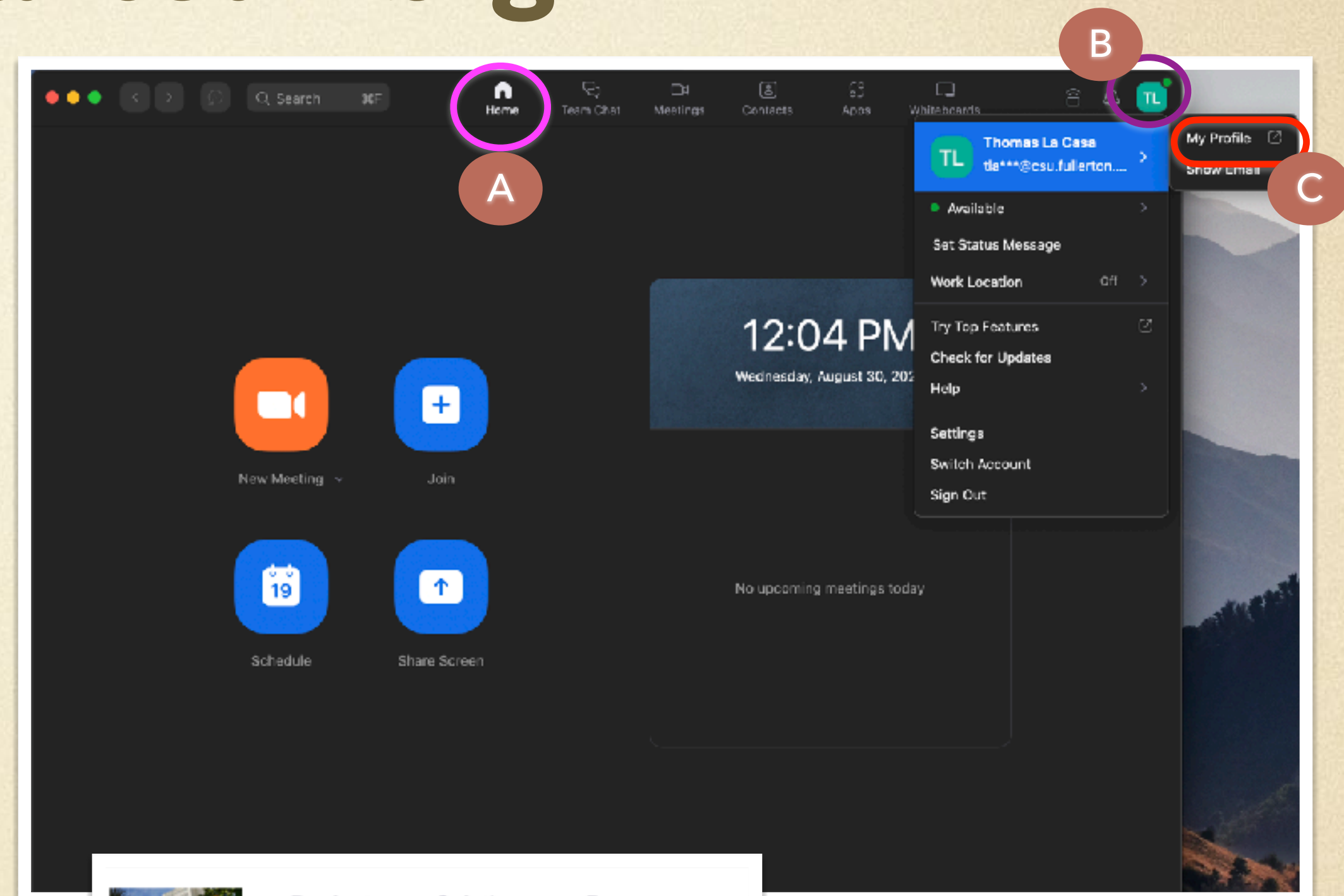
Getting Started - Sign In

- Enter your campus username and password...select "Login" **A**
- Request for 2FA authentication will appear...complete the request with your appropriate authentication option **B**
- In some web browsers, you may need to allow the site to open the Zoom app; either click 'Open' or 'Allow'
- **NOTE:** On Windows PC, click 'Allow access' if Windows Defender Firewall indicates it is blocking some features of the app **C**
- For the Mobile app, you may see several prompts asking to you to allow Zoom to send notifications, access your camera, and access your microphone. It's highly recommended that you allow Zoom to access all of those (although accessing contacts is not necessary) **D**
- The Zoom client/mobile app will sign you in and the Zoom Home Tab will be displayed (see next slide)... you're ready to go!



Getting Started - Sign In

- Upon completion of sign in, you will see the Zoom Home Tab **A**
- Check to ensure you are in your CSUF Zoom licensed account
 - For a computer, select in the upper right corner... your initials are displayed **B**
 - A drop down list of various options appears
 - At the top, select your name; select 'My Profile' **C**
- If prompted, login to your campus account; Zoom Web application page is displayed
 - Click on 'Profile' **D**
 - Scroll down to 'Account' **E**
 - Note the 'License' status as "Licensed" - NOTE **F**

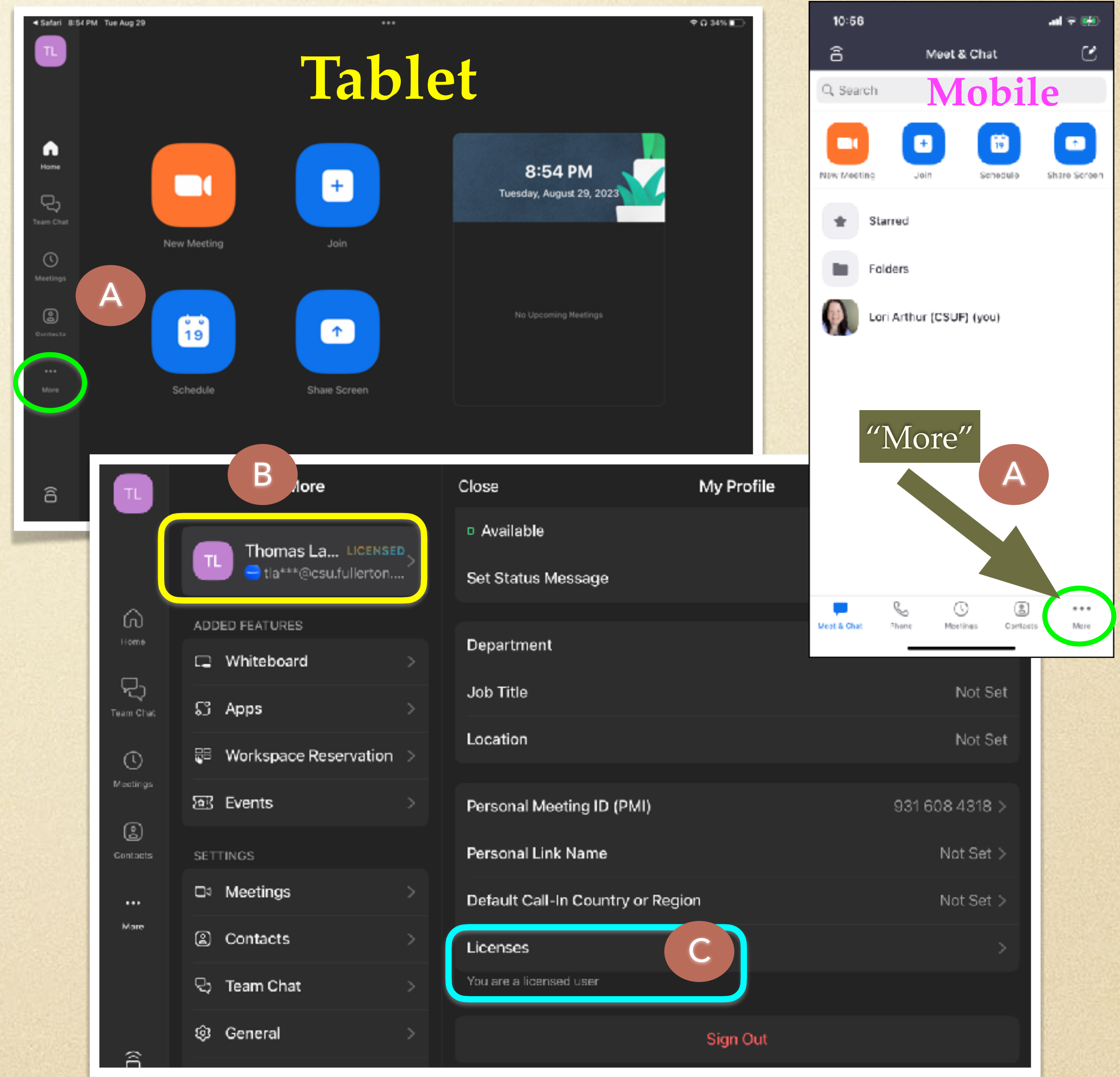


NOTE: If this ever says "Basic" then you will need to Sign Out and then Sign In and follow the previous sign in steps. Be sure to confirm you are "Licensed"

Getting Started - Sign In

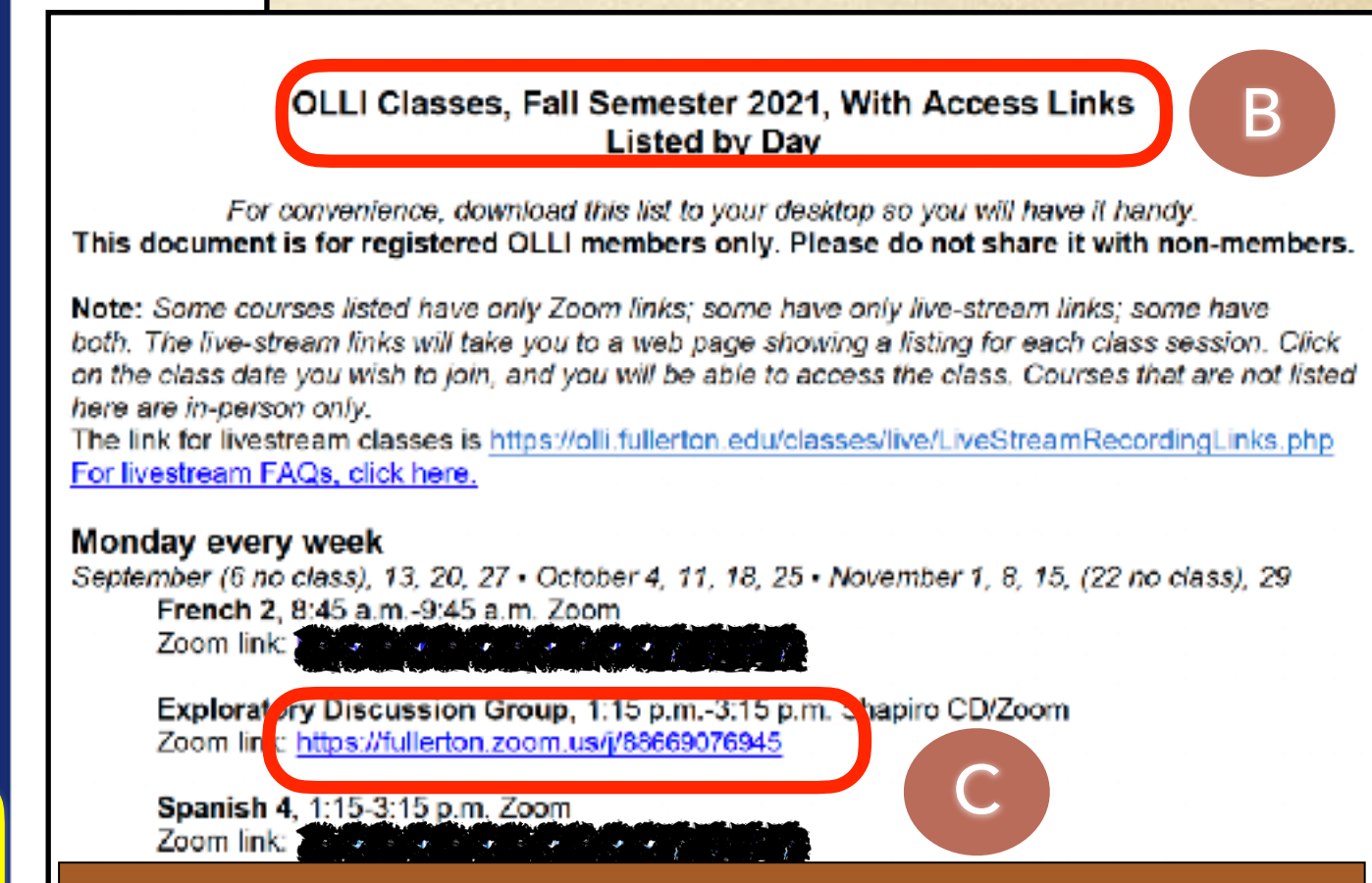
- For tablets and smartphones, from the Home tab, select 'More' **A**
- Select your name at the top of the list of options...it should say **B**
"Licensed" - NOTE
- In the right side pane, scroll down to 'Licenses' and ensure you're a licensed user **C**

NOTE: If this ever says "Basic" then you will need to Sign Out and then Sign In and follow the previous sign in steps. Be sure to confirm you are "Licensed"



Selecting an OLLI Class - OLLI Newsbytes Email

- The simplest method is to access the class Zoom Links from the weekend email sent by olinewsbytes...however, the most current data will be via the OLLI Calendar
- The email is delivered directly to your personal email account. Simply select the link titled “Click here for a list of [current semester] class and access links” **A**
- After selection of this link, a .pdf file opens listing each class offering by the week day; you will need the Adobe Reader application (free to download) **B**
- Along with the class day and meeting time is a Zoom link...you simply select the link and your Zoom desktop/mobile application will open and take you to the meeting **C**



Tip: If you are not receiving emails from “OLLI CSUF”, please check your Spam Folder. Be careful NOT TO unsubscribe from the OLLI newsletter because it unsubscribes you from ALL emails sent from OLLI.

Selecting an OLLI Class - OLLI Web Site

- You can also retrieve the class Zoom links from the OLLI web site
 - Select the link titled “Zoom Course IDs/Links” **A**
 - Or, select the large button “Access Links for OLLI Members” **B**
- After selection of a link, you will be directed to login to your campus account and complete Duo 2FA authentication
- See next slide for additional steps

The screenshot shows the OLLI website interface. At the top, there is a navigation bar with the OLLI logo and a 'Virtual Town Hall' announcement for Tuesday, August 31st. A 'Click to Learn More' button is visible. On the right, a 'MORE INFORMATION' sidebar lists various links. A red circle labeled 'A' highlights the 'ZOOM COURSE IDs / LINKS' link in the sidebar. Below the main content, there is a grid of six tiles: 'Welcome to OLLI', 'FALL 2023 COURSES & EVENTS', 'Returning to Campus Safely', 'In-Person Attendance Guidelines', 'OLLI-CSUF Collaboration', and 'TRANSITIONS IN RETIREMENT'. A green circle labeled 'B' highlights the 'ACCESS LINKS for OLLI MEMBERS' tile, which contains icons for Zoom, Vimeo, and a 'CLICK HERE' button.

Selecting an OLLI Class - OLLI Web Site

- After selection of “Zoom Course IDs/Links” or the large button (“Access Links for OLLI Members”), and successful login, a listing of classes with their Zoom links is displayed **A**
- You can either click the class name (in **Blue**) or use the “ID: [Number]” to join the Zoom class **B**

CALIFORNIA STATE UNIVERSITY, FULLERTON

Osher Lifelong Learning Institute

ABOUT OLLI-CSUF CLASSES/ACTIVITIES CALENDARS DONATE VOLUNTEER CONTACT US JOIN/RENEW

Fall 2021 Semester Zoom Course Links **A**

Click here to see our Zoom links sorted by date and time.

Click here for help with using these links with Zoom.

Click here to download a list of the Fall 2021 session Zoom links and have them available so you don't need to search for them.

Note: Some courses are available both by Zoom and Live Streaming.

Please click on the course name, which is a link to the class meeting or use the Zoom ID.

A Course in Miracles, [REDACTED]

Art House Cinema, ID: 878 6030 0037 **B**

Artsy: A History of Impressionism, [REDACTED]

Welcome to OLLI

FALL 2023 COURSES & EVENTS

Returning to Campus Safely

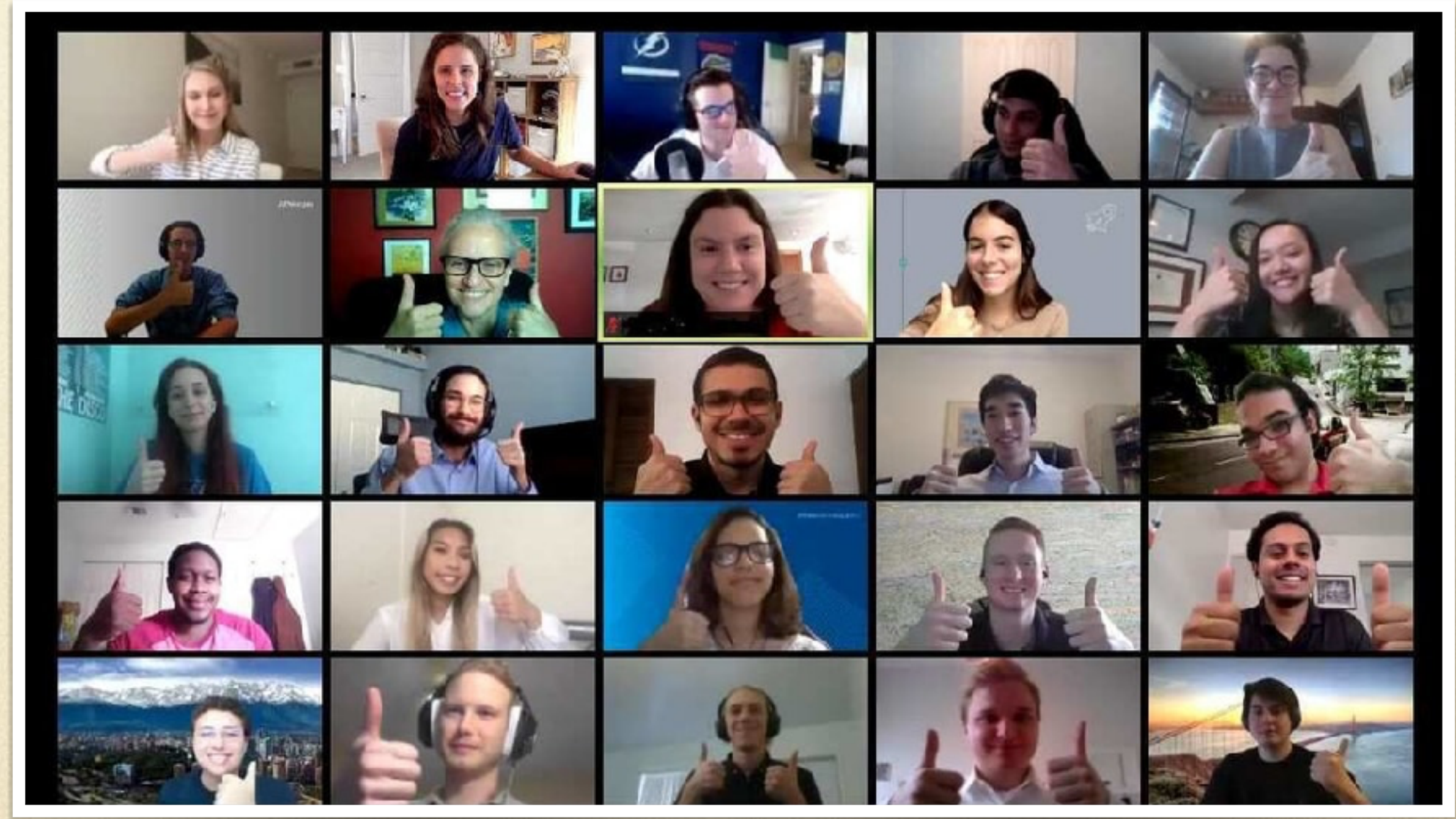
OLLI-CSUF Collaboration

TRANSITIONS IN RETIREMENT

ACCESS LINKS for OLLI MEMBERS

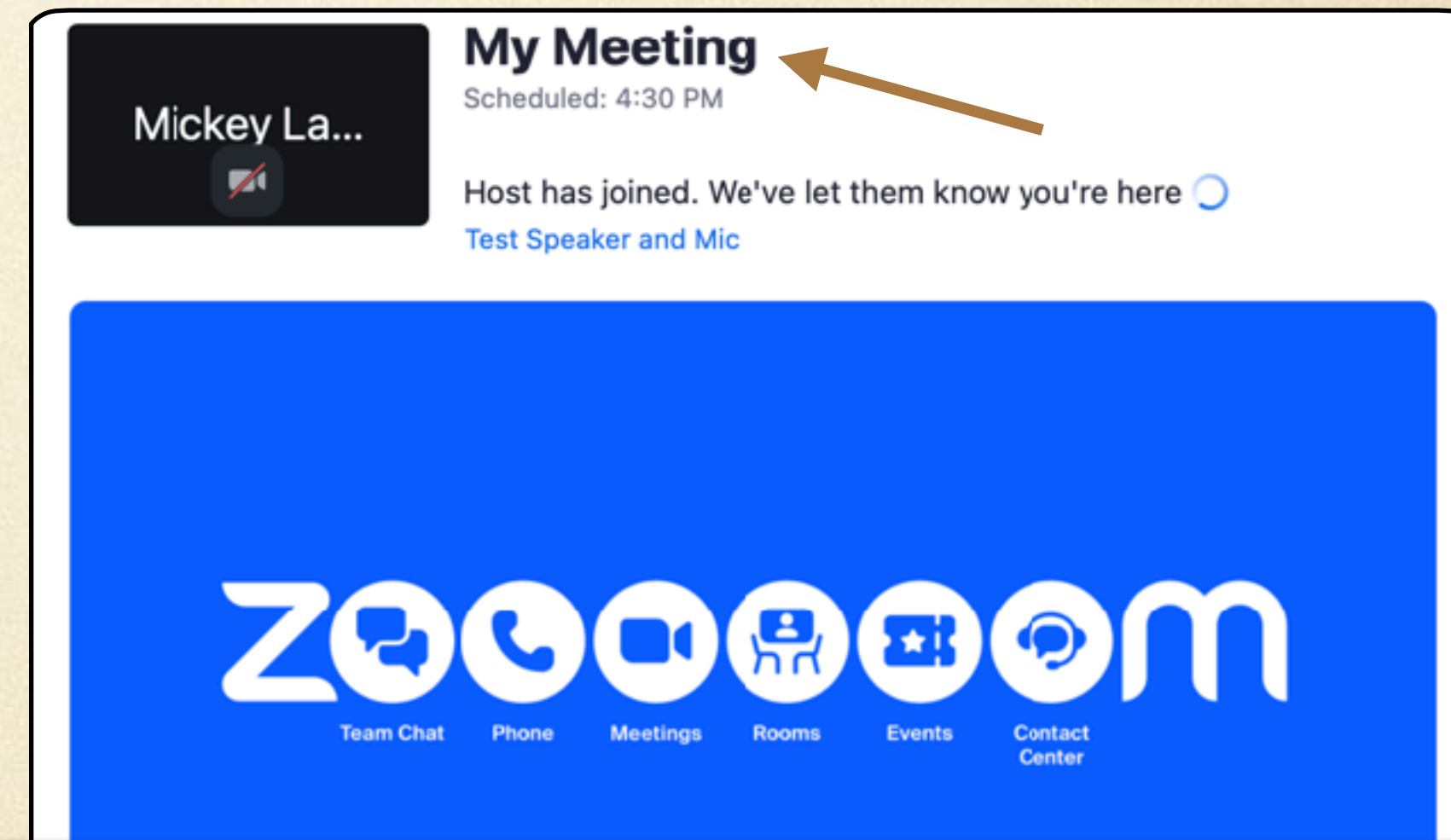
A

**LET'S JOIN A
MEETING
Participation in a
Zoom Meeting**



Join a Meeting - Waiting Room

- For you to join a meeting in Zoom, a “Host” will first have to setup the meeting...date, time, and other pertinent meeting information
 - At OLLI, our class instructors are the “Host” for their classes
 - These Zoom links are then posted on the OLLI web site as well as contained in a file which is accessible via email sent each week...earlier slides covered how to access these links
- Once the Host starts the class session, the “Participants” can join
- When the Host starts the meeting, for security purposes, OLLI requires that all class meetings have Participants initially enter via a “Waiting Room”



Notice that a Waiting Room can be customized. Usually, an OLLI class will display the class title. This lets you know you have joined the correct class.

How to Join a Meeting

- Every Zoom meeting has a link and a meeting ID that is used to enter a Zoom meeting
- In addition to being available on the OLLI website, all OLLI class Zoom links are contained in a file sent over the weekend via an email from OLLI CSUF (ollinewsbytes@hotmail.com)
- Simply open this file, find your class, and select the Zoom link
- The Zoom application will launch and the Zoom Home Tab will be displayed
- You may be prompted to choose an audio option
 - Click Join with Computer Audio to use your computer's audio (e.g., headphones, built-in microphone/speaker)
 - Click Phone Call to get phone numbers and instructions on how to use your phone for audio
 - Select 'Automatically join audio by computer when joining a meeting' to bypass this option for future classes
- You're now in the Zoom meeting; you may enter the class Waiting Room

A OLLI Classes, Fall Semester 2020, With Zoom Links Listed by Day

For convenience, download this list to your desktop so you will have it handy.

Monday, Every Week
September (7 no class), 14, 21, 28 • October 5, 12, 19, 26 • November 2, 9, 16, 23, 30

French 2, 8:45 a.m.-9:45 a.m. (NOTE: Added to Fall BB)
Zoom link: <https://fullerton.zoom.us/j/93075327437>

Spanish 4, 1:15 p.m.-3:15 p.m.
Zoom link: <https://fullerton.zoom.us/j/97644131845>

Exploratory Discussion Group, 1:15 p.m.-3:15 p.m.
Zoom link: <https://fullerton.zoom.us/j/99791828118>

Meditation for Everyday Life, 3:15 p.m.-4:30 p.m.
Zoom link: <https://fullerton.zoom.us/j/91349198366>

B Select the listed Zoom link

C Home

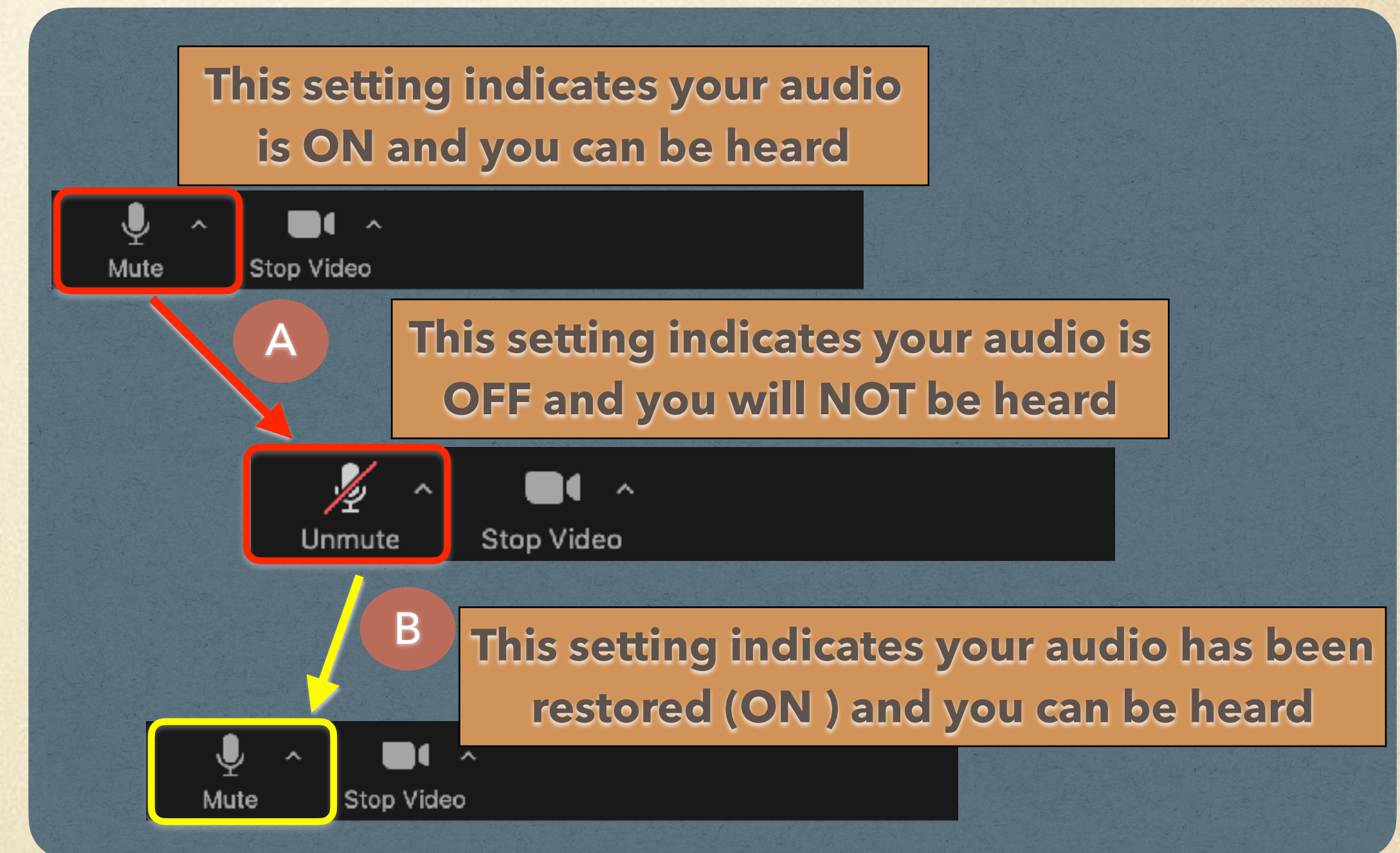
D Join with Computer Audio

E Phone Call

F Automatically join audio by computer when joining a meeting

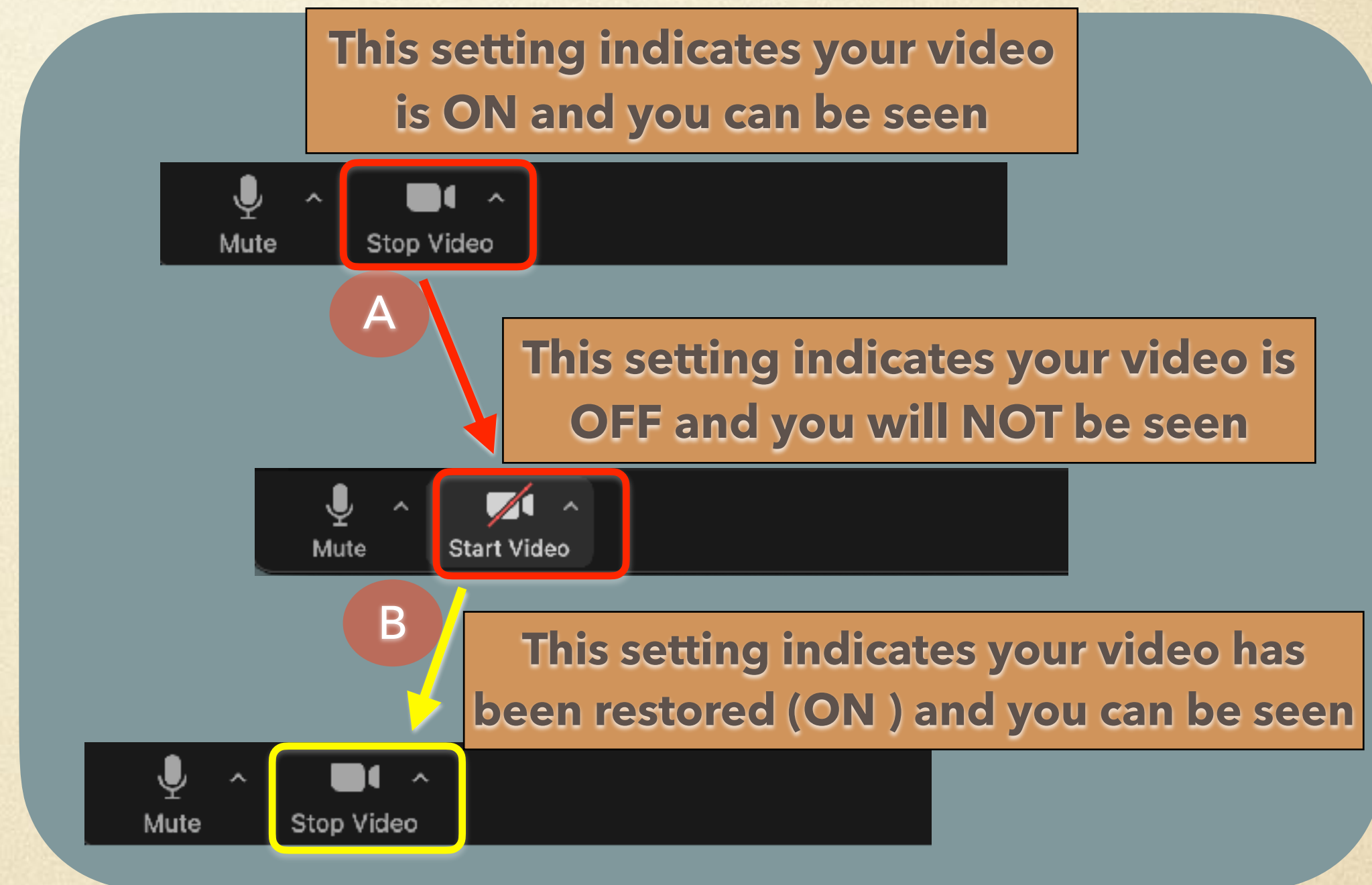
Participating in a Zoom Meeting - Audio

- Using audio in a Zoom meeting requires access to either a microphone through your computer or a telephone
 - A host can control participant audio during the meeting
 - This means the host can mute and unmute you at any time
- Check the icons in the menu bar to determine your current audio setting...be courteous to others and ensure your audio doesn't disturb the meeting
- Control of your audio is very simple
 - To mute yourself, select the "Mute" button (microphone); a red slash will appear over the microphone icon indicating that your audio is now OFF...the icon changes to "Unmute" **A**
 - To unmute yourself and begin talking, select the "Unmute" button (microphone); the red slash will disappear over the microphone icon indicating that your audio is now ON...the icon changes to "Mute" **B**



Participating in a Zoom Meeting - Video

- Using video in a Zoom meeting requires access to either a camera built-in your computer or a separate web camera... a host can control participant video during the meeting
- Check the icons in the menu bar to determine your current video setting...be courteous to others and ensure your video doesn't disturb the meeting
- Control of your video is very simple
 - Select the "Stop Video" button to stop sharing your video stream; a red slash will appear over the camera icon indicating that your video is now OFF...the icon changes to "Start Video" **A**
 - To begin your video stream and be seen, select the "Start Video" button; the red slash will disappear over the camera icon indicating that your video is now ON...the icon changes to "Stop Video" **B**



Participating in a Zoom Meeting - Participants List

- Wanna know who else is participating in your Zoom session...simply select the “Participants” icon **A**
- The Participants Tab opens **B**
- As a Participant, you can Rename yourself...required, if your name is not properly displayed
- Simply roll your cursor over your name, the More option appears with a list of options **C**



“Guest” indicates the participant is NOT using their CSUF License account

Changing Your Name - Rename

- OLLI classes are required to complete an attendance log; it is important that each participant be correctly accounted for...no "iPad 2" or "Tom's PC"
- You can rename yourself using the Zoom client (the app on your device) and/or in your CSUF Zoom account profile....First Name and Last Name
- There are different ways to rename yourself...
 - Change your name on the CSUF Zoom portal in your Zoom account profile; requires sign in to CSUF Zoom portal... <https://fullerton.zoom.us/>
 - Change your name using the Zoom client (i.e. the app) **A**
 - Change your name on Zoom when joining a meeting **B**
 - Change your name on Zoom during a meeting (slide 17)
- This link to Zoom Support provides instructions on each of the ways to Rename on various devices... <https://support.zoom.us/hc/en-us/articles/8715431556621-Changing-your-name-on-Zoom>

Change - Zoom Client

Open Zoom>click **Settings**

Settings

Click **Profile**>click **Edit My Profile** - may need to log into your Zoom account

Change - Joining Meeting

Join Meeting

Meeting ID or Personal Link Name

Thomas La Casa

Don't connect to audio

Turn off my video

Cancel Join

First Name Last Name

Thomas La Casa

Display Name

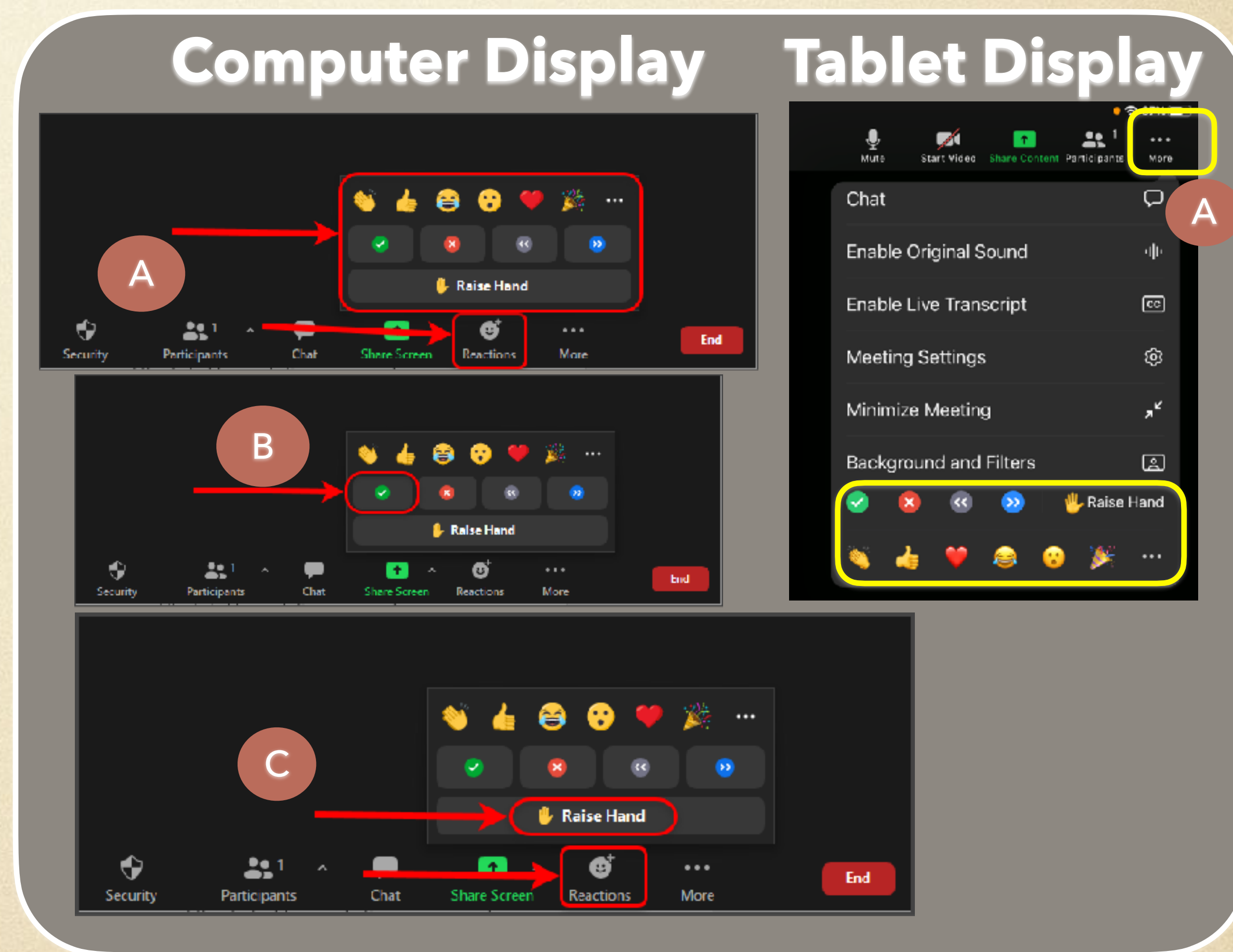
Thomas La Casa

Enter a name (e.g. your first name, full name, or nickname) that will be shown to others on Zoom

Scroll down and Save Changes

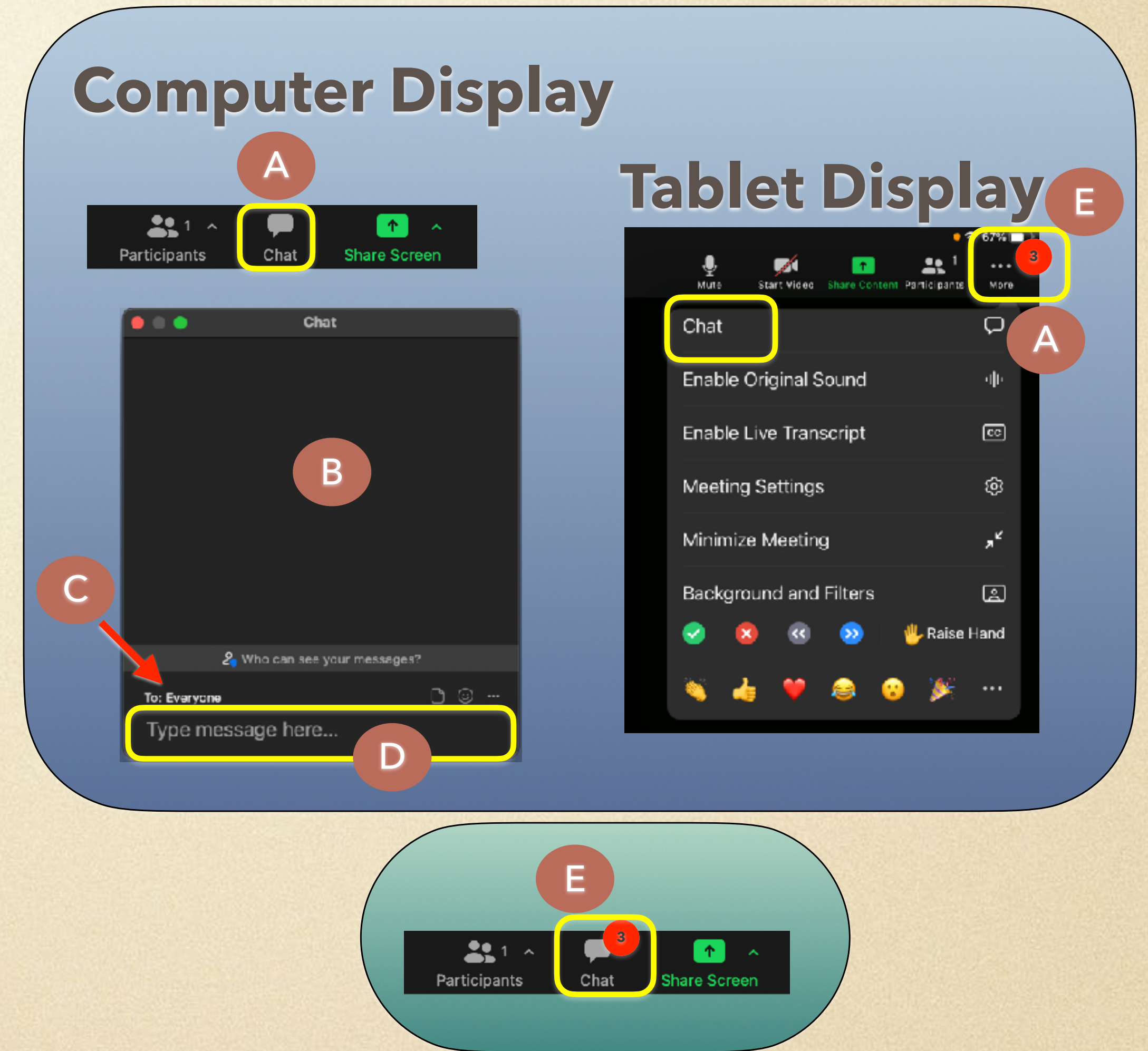
Participating in a Zoom meeting - Reactions

- Reactions can be used as an active learning tool within Zoom for participants to efficiently provide non-verbal feedback to a question posed by their host or to draw the host attention to possible verbal feedback
- Select the “Reactions” button (on a tablet, select “... More”) **A**
- Participants can react to indicate their response to a particular question, statement or topic a host may pose, you select a reaction (eg. yes, the green check mark) to apply it **B**
- As part of Zoom etiquette at OLLI, Participants are encouraged to use the “Raise Hand” reaction to indicate when they would like to speak anytime throughout a Zoom meeting **C**
 - A raised hand icon will appear next to the participant’s name in the Participants List
 - Wait till the host/co-host acknowledges you, then the participant can unmute their own microphone and ask their question or provide feedback



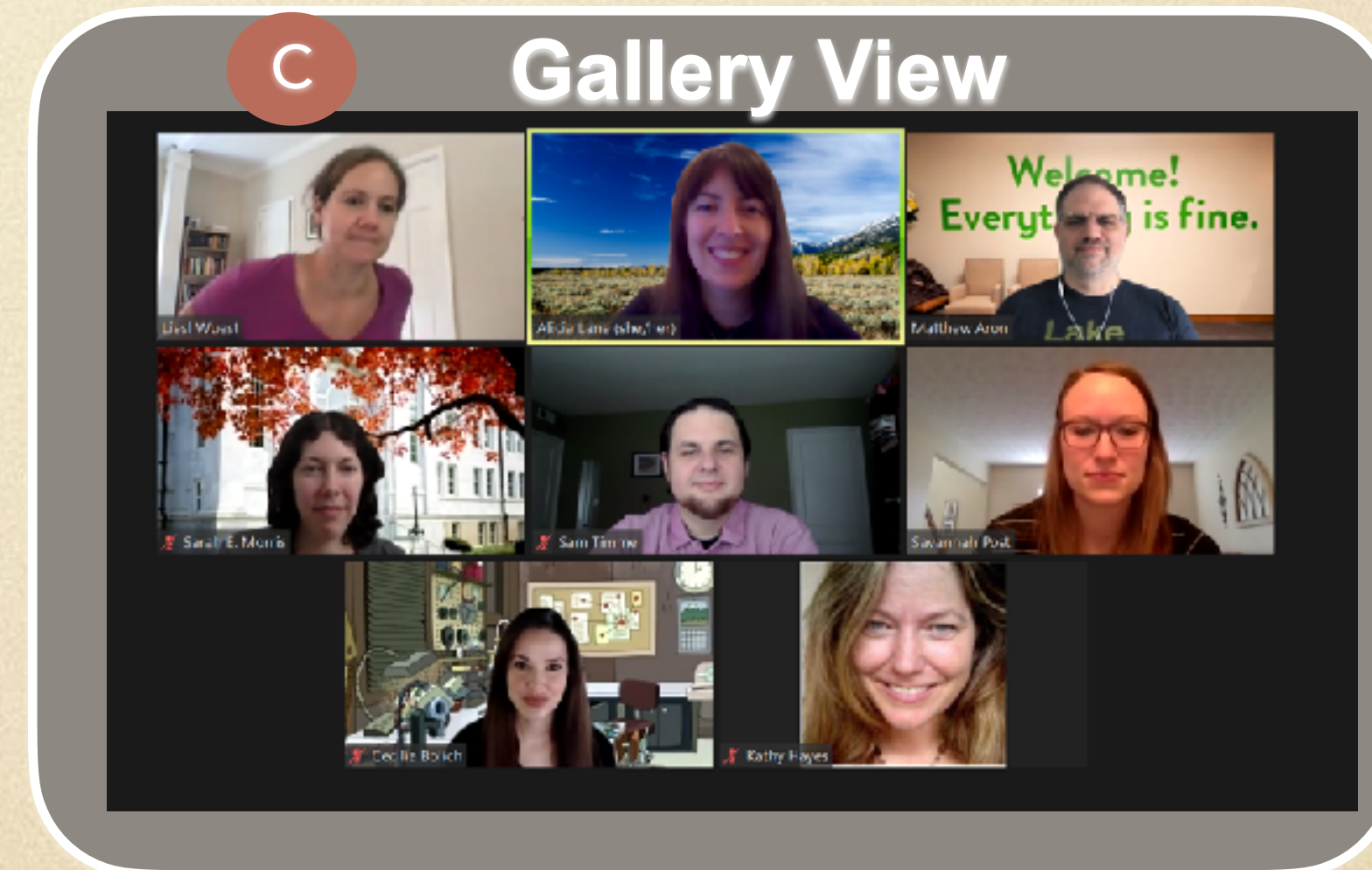
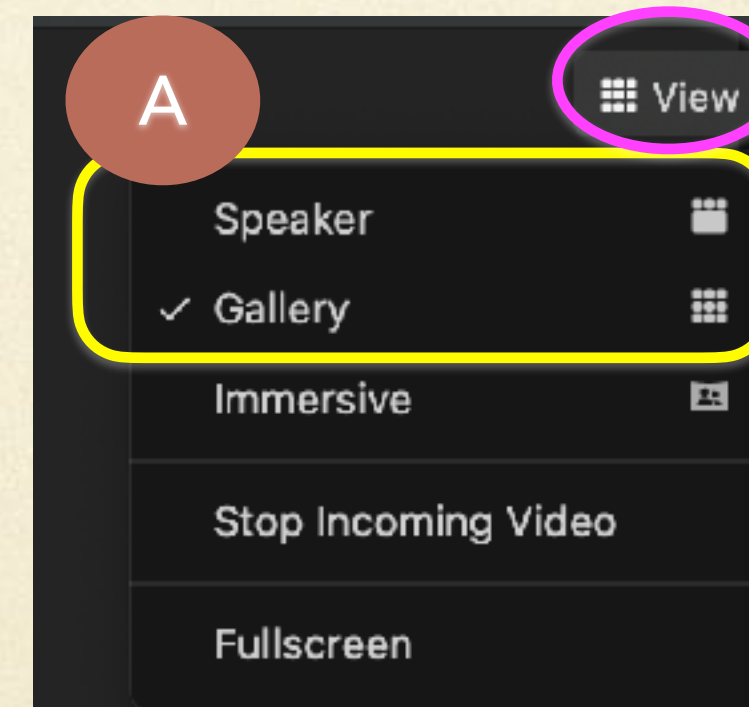
Participating in a Zoom meeting - Chat

- The in-meeting Zoom Chat feature allows you to send instant messages to other participants within a meeting or a private message to an individual participant
- While in a meeting, select “Chat” in the meeting controls (on a tablet, select “...More”) **A**
- This will open the Chat box **B**
 - To send your message to everyone, select Everyone from the drop-down list **C**
 - Or, use the drop-down and choose a participant to send a private message to
 - Type a message into the “Type message here...” box **D**
 - Press the Enter or Return key to send your chat
- The Chat icon displays a badge indicating the number of unread chats (on a tablet, the “...More icon” displays a badge indicating the number of unread chats) **E**



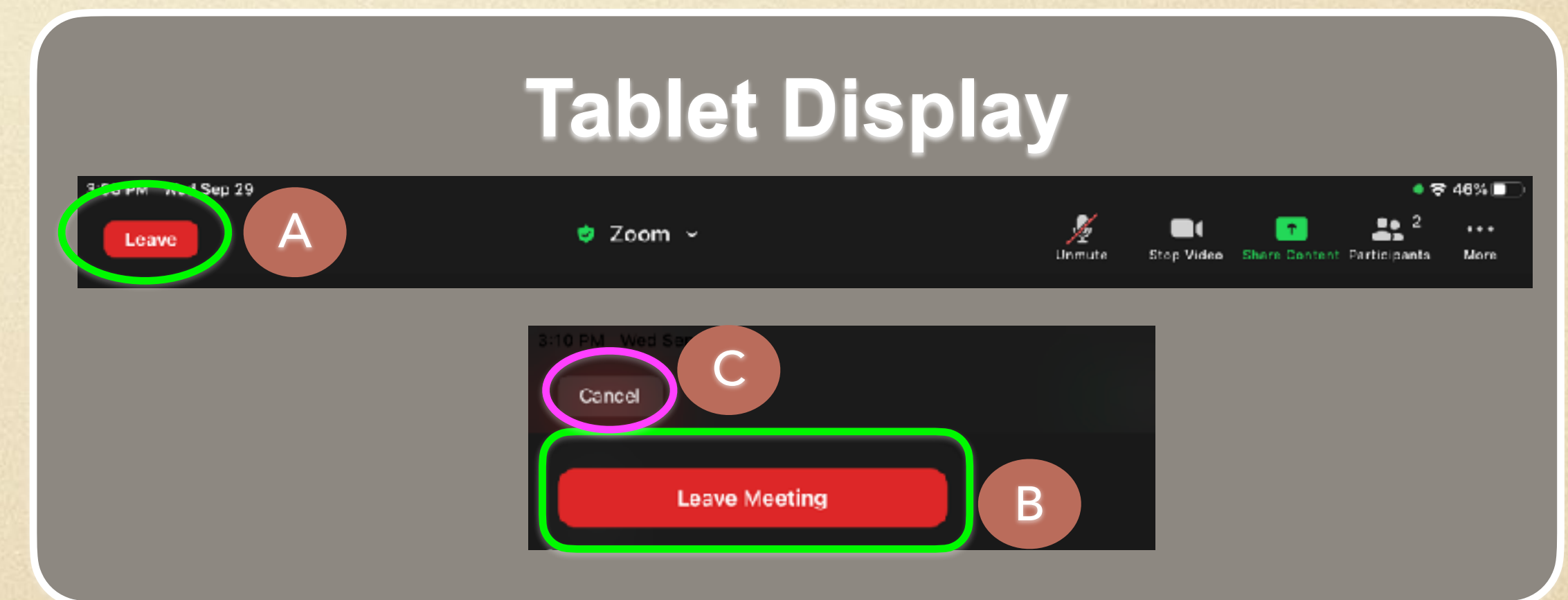
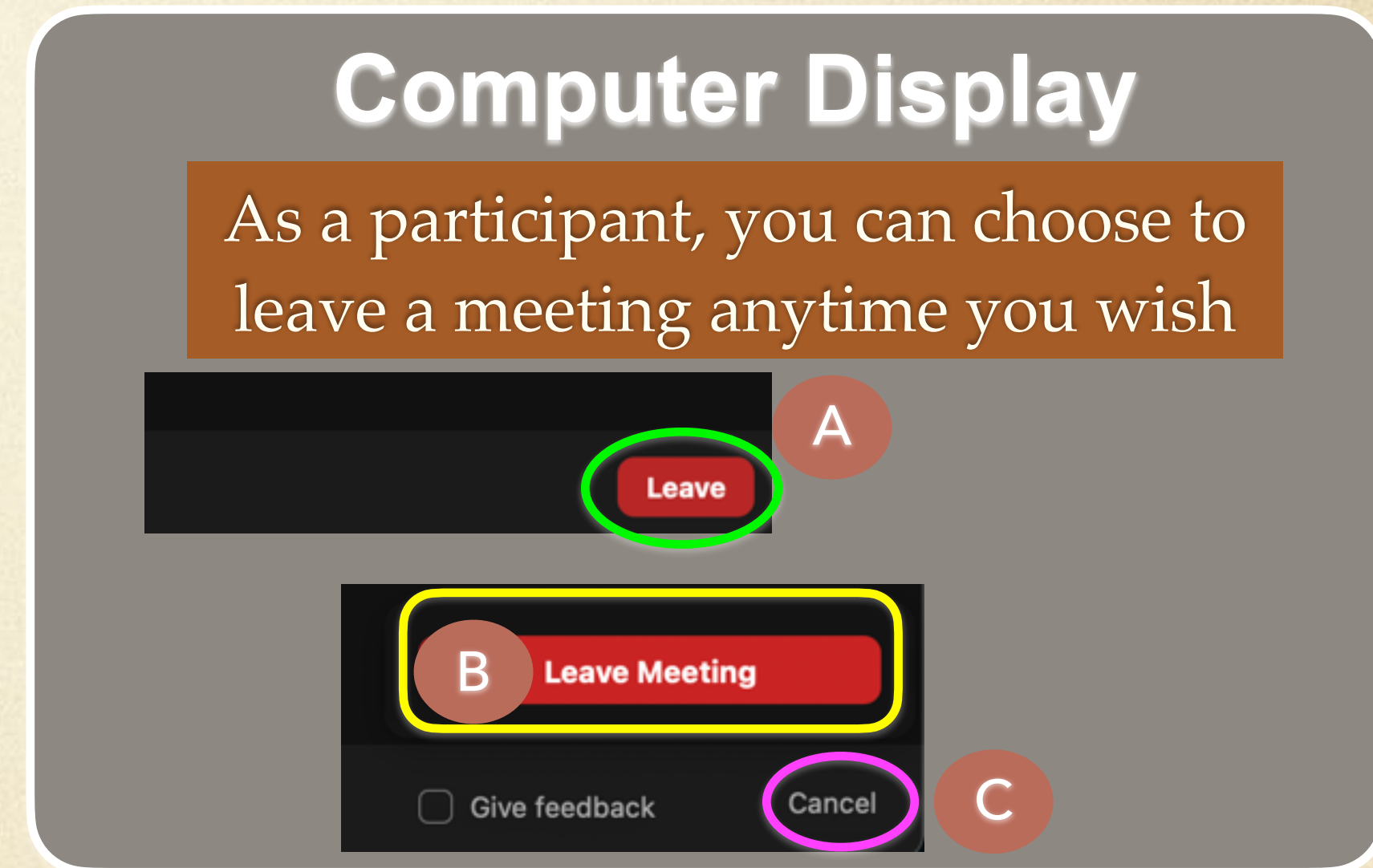
Participating in a Zoom Meeting - View

- Each participant on a Zoom meeting has the ability to change their video layout; select the “View” control
- There are two main options... **A**
 - Gallery View
 - Active Speaker View
- Active Speaker View will automatically put the video of the participant who is speaking in a large video window, with other participant videos arranged in smaller windows at the top of the screen. Use the right/left arrows at the top of the window to scroll through and see other participant videos **B**
- In Gallery View, the video panels for all participants of the Zoom meeting will be the same size and distributed through the Zoom window. Depending on how many participants are in the meeting, there may be multiple pages that you can scroll through (using the left/right arrows) to see all the participants' videos. Gallery View is useful when you want to see as many participant videos and/or reactions as possible **C**



Participating in a Zoom Meeting - Leave

- Once in a meeting, you may need to leave the meeting before it is over
- To leave a meeting, select “Leave” **A**
- You will be asked for confirmation...select “Leave Meeting” **B**
- If you decide to remain in the meeting, simply select “Cancel” **C**



**YOU ARE READY TO
ZOOM
Find a Class and Get to
Zooming**

