OLLI - Accessing Zoom for Participants

Easiest Option, For Macs, PCs, tablets, and smartphones
(Even if you don't have your CSUF username and password)

Requirements (if you don't have #1 and #2, consider phone dial in)

1. Computer/laptop with internet connection, also smartphone or tablet
2. Microphone (headset with boom mic works well), also laptop built in microphone, or cellphone earbuds with microphone
3. Optional, but preferred: Web camera (built in or external)

## For Computers, Tablets, and Smartphones: (One time task on that device)

1. Download the Zoom App
   a. Tablets and Smartphones: From the Google Play store or the Apple App store, download "Zoom Cloud Meetings", a white videocam on a sky blue icon.
   b. Computers: download and install the Zoom program from the Download Center at Fullerton.Zoom

Join a Meeting

1. Click the meeting link from the OLLI Newsbytes email or the OLLI web class list here: Online Class Links. An OLLI username and password is required for the web site
2. Select Open Zoom if a permission box opens.
   For tablets and smartphones, select use the App.
3. **If everything worked you are in the meeting**, but we're not quite done

Using your Meeting Participation Controls

1. When you join the meeting, your name will be at the center of the screen, and your controls are at the bottom of the screen.
   iPhones and iPads the Zoom controls may be at the top.
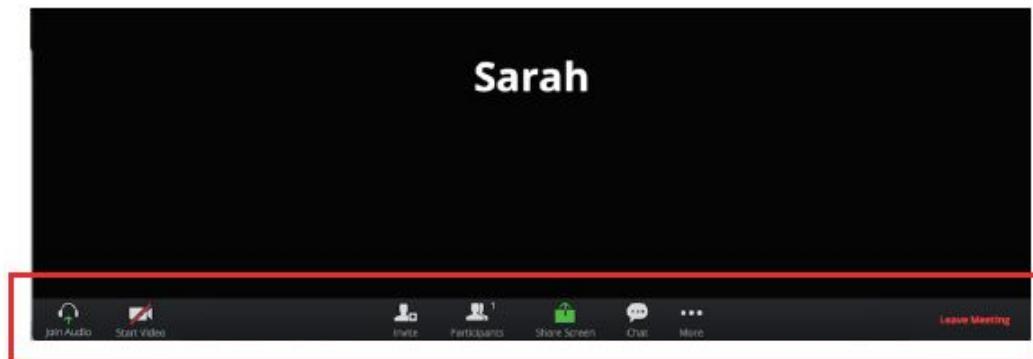
2. Audio control

 Click on this icon to select the source audio for the call: phone or computer.

- **Computer audio**: if you want to use your computer audio, click **Join Audio by Computer**.
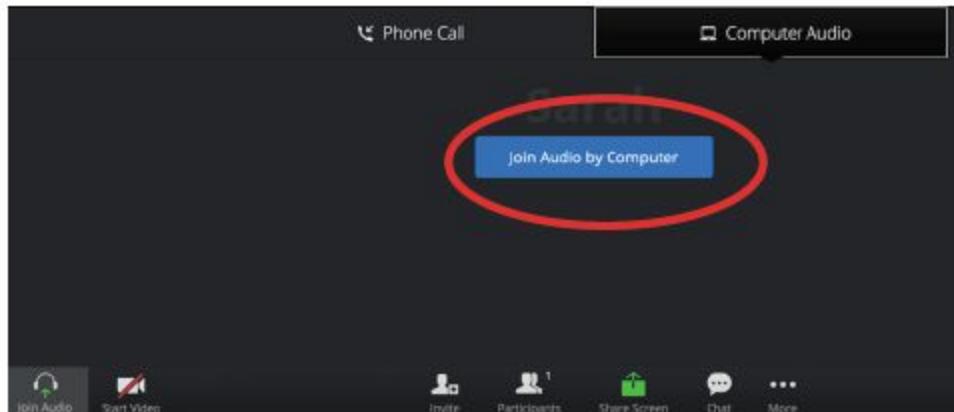
- **Phone call**: If you select **Phone Call,** you'll be provided with a phone number, a conference ID, and a participant ID.

 Once your audio is working, you'll see a different icon: a microphone. You can click on this icon to **Mute** and **Unmute** your microphone.

3. Video Control
   This is fully under your control, If you don't want to be seen leave this OFF.

   Click on this icon to start your video. If this is the first time you're using Zoom, you'll be asked to allow Zoom to use your camera. Click **Allow**.

   zoom.us wants to

   Use your camera

   Block   Allow

   ×
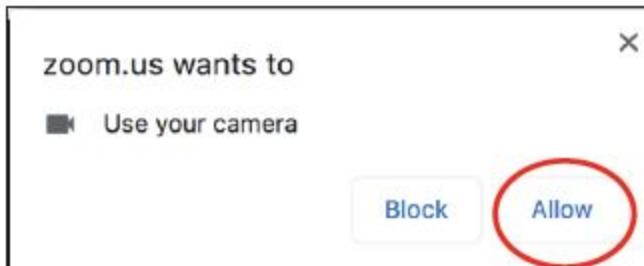
   Click **Stop Video** to turn your camera off.

4. More controls; Participants:
   Important: Click on the Participant tab to show a list of participants, **AND find the Raise Your Hand button** to be recognized.

   This icon tells you how many people are currently in the meeting.

5. Chat and More…
   If your screen is too narrow, some of the controls may be accessed from the MORE button.
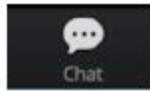
   Click on this icon to access the chat window and chat with other participants. You can send a message to the entire group or to an individual user.
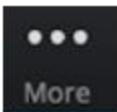
   Click here for more options, like disabling video recording.

6. When you are done:
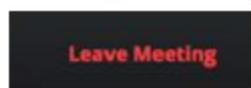
   Click here to leave the meeting when it's over. You can also leave the meeting, while it continues for the other participants. Confirm on the next screen that you want to leave.

   Leave Meeting