

Online Learning with Zoom

An OLLI-USF Member Beginner's Guide

What is Zoom?

Zoom is a video conferencing platform that provides video and telephone conferencing. OLLI-USF is using Zoom for communication, collaboration and online classes.

How do I join a class in Zoom?

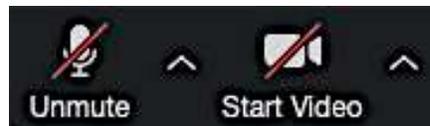
- After registering for an online class, you will receive an email with a link to the online class. Save the link (to your online calendar if possible) so you can locate it each time your class meets.
- 10-15 minutes before class, click on the link to join.

A Zoom account isn't required to attend a class session. Attend the class session using a desktop or laptop computer (Windows or Mac), a tablet or a smartphone (Apple or Android).

- If you will be using a laptop or desktop, the first time you go to Zoom.us by clicking the class link, it will download a free and secure program to your computer. This takes only a few seconds.
- If you will be using a tablet or smartphone, you will need to download the free and secure Zoom app from the appropriate app store before clicking on the class link.

After joining a class, you will need to **unmute your sound and start your video** to see and hear other participants.

- On a computer, click on **Unmute** and **Start Video**



on the *lower left corner* of the screen.

- On a tablet (iPad), click on **Unmute** and **Start Video** on the *upper right*.

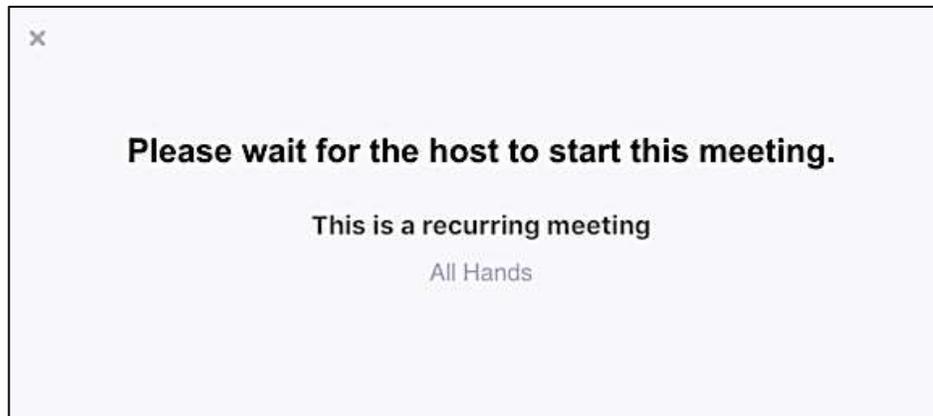


- On a smartphone, tap on the bottom of the screen to display the tabs at right. Tap Join audio. The video will already be active. If it is not, tap **Start Video**.



During a Zoom meeting, you can stop your video feed by tapping on **Stop Video** anytime during the class. You can also mute yourself by tapping or clicking **Mute**.

- If the instructor has not started the meeting, you will see the screenshot



below. Just wait for the meeting to begin.

What equipment do I need to get started?

All you need to use Zoom is a telephone, such as a smartphone or landline. However, with an internet connection, a computer or a mobile device you can access all Zoom's capabilities.

- Computer with built-in camera and speaker. You are all set and ready for class! If your speaker is not great, use the headphones you use with your smartphone by plugging them in to your computer.
- Computer with no camera. A camera connects you with your instructor and your peers by allowing you to see each other face-to-face. No web camera? You will still be able to see the instructor and others in class.
- Tablet. Tablets have both built in cameras and speakers. If your speaker is not great, use the headphones you use with your smartphone.
- Smartphone. You should be good to go with your smartphone. Connect your headphones to better see, speak, and hear. Good idea to have some type of holder during class so you don't have to hold your phone (or tablet)
- Headset with a microphone. Optional. This will allow you to hear and be heard more clearly. You can use your smartphone's headphones.
- Charger. Charging your device during class will ensure that you do not have a power outage during class.

[Click here for a one-minute video to help you test your equipment.](#)

Check your audio and video before class starts.

Here are the top three challenges of using Zoom and how you can avoid them before they happen.

I can't see!

[Click here for Zoom's step-by-step instructions for *Testing Your Video*](#)

I can't hear!

[Click here for Zoom's step-by-step instructions for *Testing Your Audio*](#)

There's background noise or feedback!

[Click here for Zoom's step-by-step instructions for *Solutions for Audio Echo*](#)

I still need help!

We've assembled a team of volunteers to help. Email Jeanne Dyer at dyer1@usf.edu or leave her a message at 813-974-8037. She'll arrange to connect you with a volunteer who will help diagnose the issue and suggest fixes.