Zoom is a newly popular videoconferencing tool and is having a "Facebook moment" in which all of its flaws—real and imagined—ae being highlighted and discussed. Here are some tips for using it sensibly as the Host of a Zoom class or meeting.

In Global Settings turn "Record to Cloud" off

In Global Settings, turn Audio and Video of persons entering the session OFF.

Set the Chime to announce arrivals to ON for you—as Host--only

- When a participant first enters your Zoom room, you can greet them by name (which is automatically visible on their individual blackened video screen). If a problem situation occurs, be familiar with your host dropdown controls for the "remove" button. That immediately causes the person to disappear and not be able to enter the session again. If you recognize the name, click the host control, greet them and ask them to "turn on their video" which they can do on their own device. Then ask them to turn on their audio and adjust for quality. Make the entrance of each participant a big welcoming event, just like you do in the classroom.

Large-scale Zoom events are a problem because there are so many video screens to check for the uninvited interloper. That's something a second host (aka Moderator) which can be set up ahead of time would focus on.

As host, pay attention to the lighting around you in your host seat. A combination of overhead lighting and lighting coming towards your face is flattering to older adults.

Be wary of participants who show up with lighting at their back and a darkened aspect. Ask them to readjust their location if they can or leave the meeting, reposition themselves, and return to the meeting so everyone can see them clearly.

- Be aware of people who say they don't want to turn on their video, they just want to use the audio. Remember the old term on list serves called "lurking"? Realistically, this is not likely to be an issue in an OLLI class.
- However, you *may* well encounter students whose Webcam is broken or nonexistent. "OLLI Member" and "Cutting edge technology" do not always go together.

You can shut off the chat feature (Text messages within the Zoom meeting) in Settings and the "share screen" if you're worried about people writing obscene words or diagrams.   Again, probably not a big worry in an OLLI class.

Enjoy your session with everyone. These are creative times and Zoom is a big part of it. Imagine what life would be like if we had no Internet or electricity for that matter.

[Adapted with permission and gratitude from recommendations by Liesse Schable]