

First Steps for Every OLLI Class

Update your Zoom Client App. (Instructions [here](#))

Start the class early. I recommend 30 minutes before its official beginning. Once your Zoom session opens, do these things.

Click on the green shield in the upper left corner of your Zoom screen to be sure you are in the right meeting.

Unmute

Test your speaker and microphone. Adjust if necessary

Start your video. “Frame” yourself properly. Adjust your lighting and background.

Use the top row of **Video Filters** to fine tune your lighting. “Cinnamon” is usually your best choice.

If you are using Windows, make sure you are **not** in Full Screen

Open **Participants**

Check and—if necessary--adjust the “Permissions” in “...”

Open **Chat**

Check and—if necessary--adjust the “Permissions” in “...”

Open **Security**

Check and—if necessary--adjust “Permissions”

Open “...More” and choose **Live Transcript**”

Click “Enable Auto-Transcription”

If you will be sharing a PowerPoint presentation or any other document...

- Click **Share Screen** and make sure the document is available and opens the way you want it to.
- Click “Share sound” and “Optimize for video clip” boxes as appropriate
- Advance PowerPoint slides to be sure they work
- Stop sharing

Relax and prepare to greet your students.