

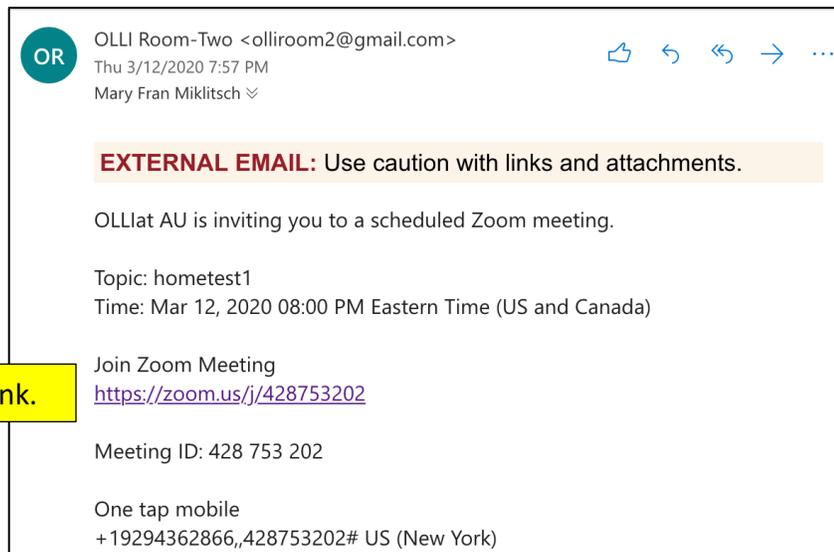
## Zoom Basics for OLLI at AU Members (Spring 2020)

Zoom is a web-based video conferencing tool that can be used on a desktop computer, laptop, tablet, or smartphone. For OLLI at American University, we will use Zoom to continue to offer some of our Spring study groups online using audio and video. The OLLI office will send you an email with a link to a Zoom meeting to be held at the usual class meeting time, for example, Tuesday at 9:45 AM.

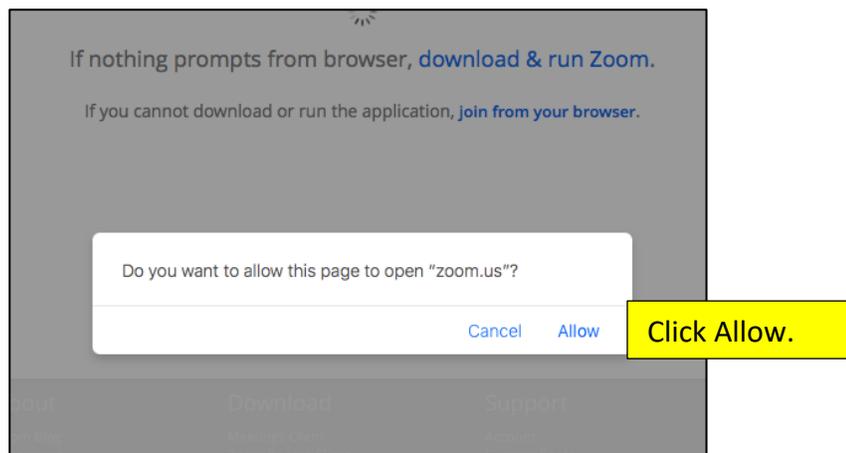
### How to Join a Meeting

*It will be helpful to join at least your first meeting 5 to 10 minutes before it begins to give yourself time to test your audio and to familiarize yourself with the Zoom screen.*

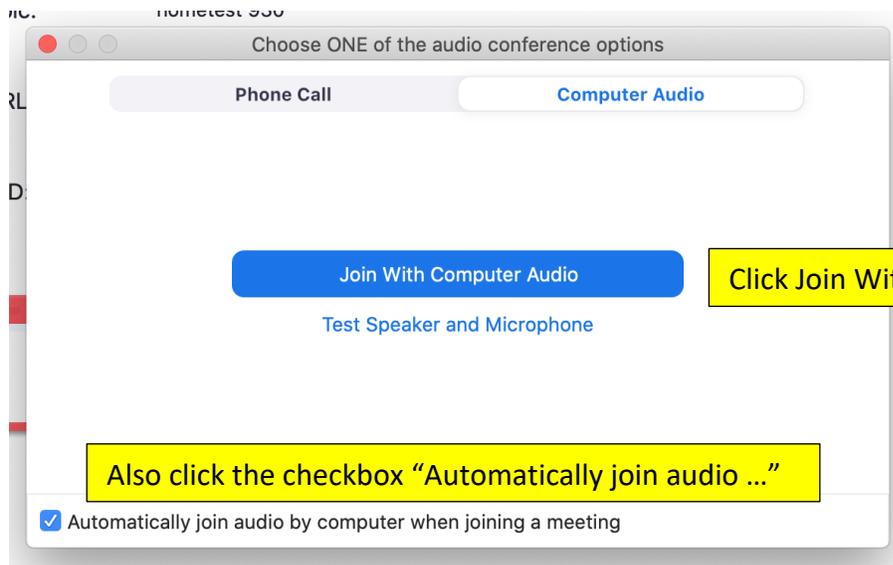
1. Look for a Zoom meeting invitation in your email. You will receive one for each of your classes being held online. The invitation will look like this. Click on the link under “Join Zoom Meeting.”



2. A question about allowing Zoom to open will appear. The wording is slightly different on Macs, but the gist is the same. Click “Allow” (Windows) or “Open Link” (Mac).



3. The box below will appear. Click on “Join with Computer Audio” AND click on the checkbox “Automatically join audio by computer when joining a meeting” Then you won’t have to make this selection at the beginning of each class.



4. The class will start and you will see the Zoom screen (but, unfortunately, I won’t be in it). Please be conscious that if you are not muted, everyone can hear anything you say or any noise in the background. The same is true for video.

