

ZOOM MEETING

FOR PARTICIPANTS

WHAT TO EXPECT IN THE ZOOM MEETING FORMAT –
AND WHAT YOU CAN DO TO OPTIMIZE THE EXPERIENCE

In the Zoom Meeting format, all participants will be seen on video and will have control over their microphones.

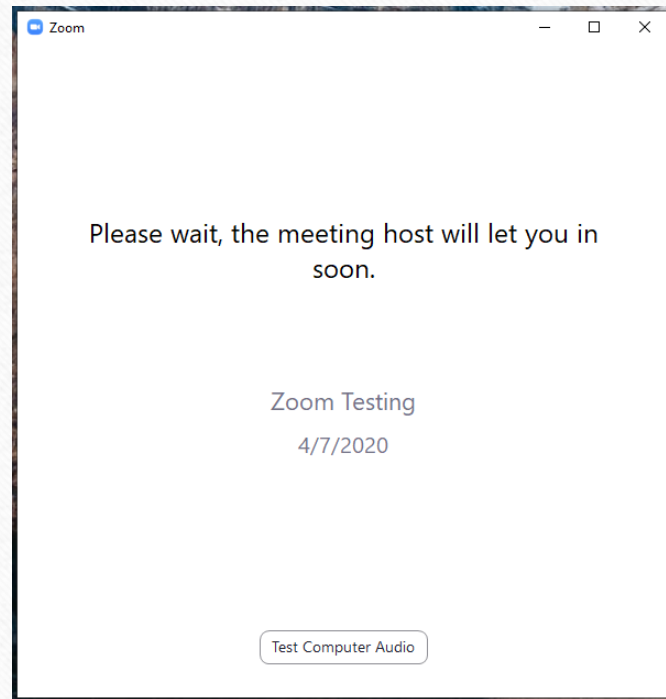


AN OLLI STAFF MEMBER
WILL OPEN AND CLOSE
THE MEETING.

Start and end times of all study group sessions will be firmly observed.

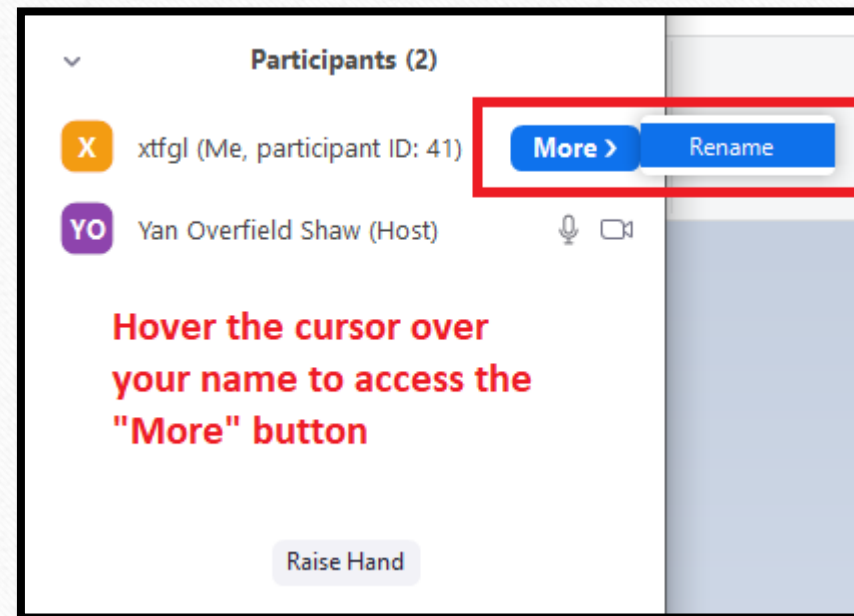
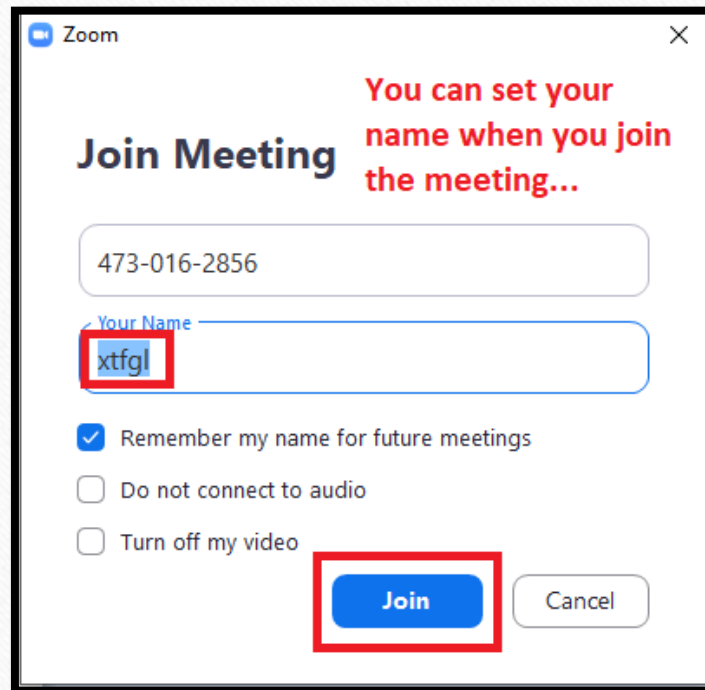
- Each meeting will open 10 minutes before the official start time.
- We recommend that you sign in to the meeting a few minutes before the start, to give you time to adjust your audio and video controls – and to chat informally with others before the study group begins.

At the start of the meeting, all participants will enter the “Waiting Room” (and see a message that looks like this) – and the facilitator(s) will admit participants to the meeting.



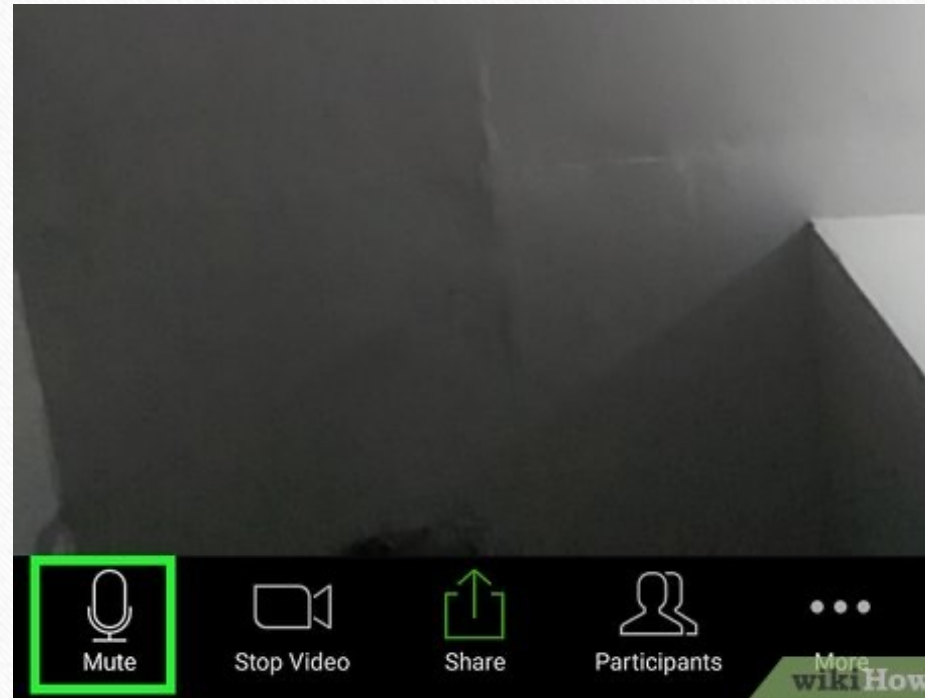
Two Ways to Change Your Display Name in Zoom Settings (optional)

- to use if your computer's name or full name are not how you would like to be identified by the other participants in the meeting



Everyone is muted automatically upon entry.

It is good practice to **stay muted** as your default setting throughout the meeting.





Identifying and Using the Microphone and Camera

- It is especially important to know how to MUTE and UNMUTE yourself (by clicking on microphone icon), to avoid any accidental disruptions during the event.

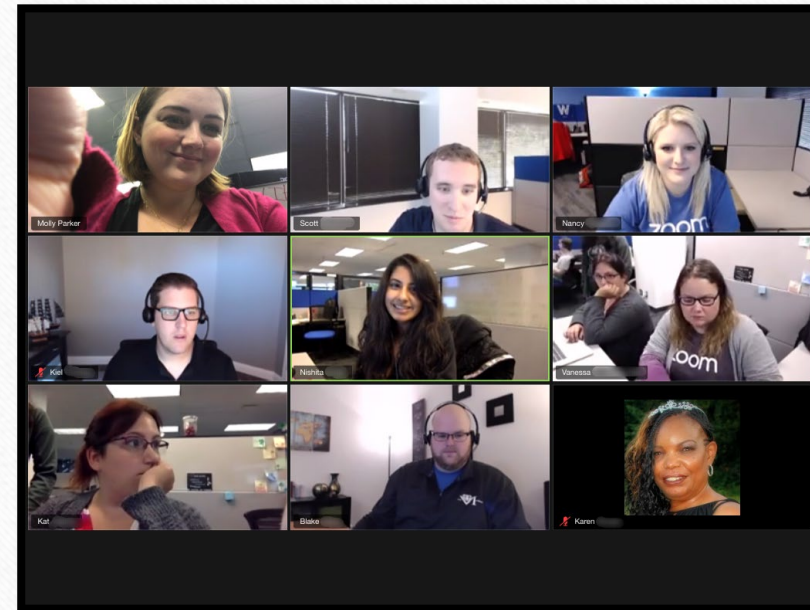
Choose the Screen Layout You Prefer

(appearance of screen will differ by device – see “View” for options)

SPEAKER VIEW



GALLERY VIEW



How to See More People on Your Screen

- This feature can be customized on YOUR SCREEN ONLY – but everyone can do this for the best experience.
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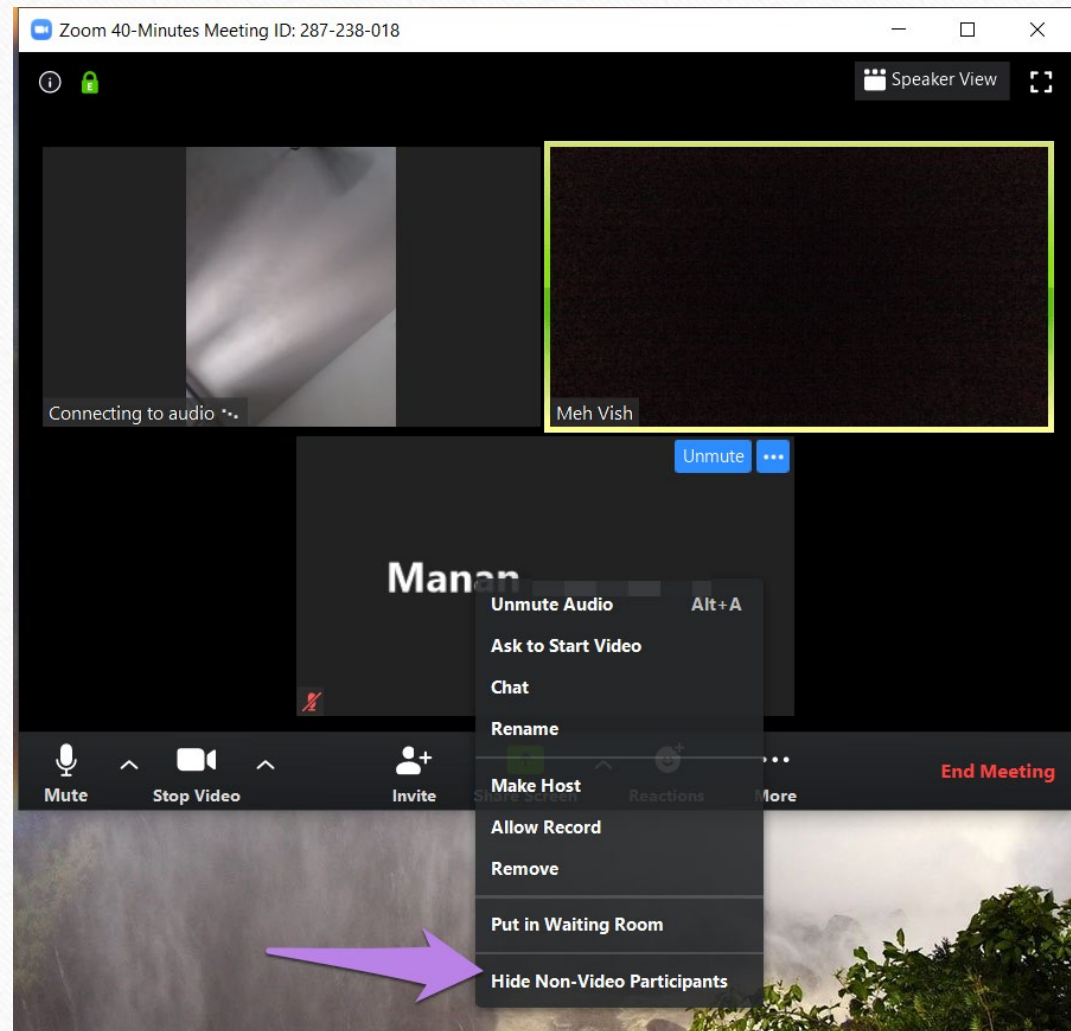
- If someone in the meeting is screen-sharing – there is a small vertical slider to the right of the shared screen; hover your mouse over this to highlight it, and you can then drag it to adjust the proportions of your display. (*works on desktop and laptop computers only*)
- If no one is screen-sharing – Under “View” (in the upper right or left on most devices), select Gallery View.

Please note that the location of controls, and the options available to you, will differ by device. Desktops and laptops have more options than tablets or phones, for example.

Another option to see more people on a single screen:

The facilitator/co-host can hide all participants who do not have an active webcam – so you won't see the black boxes on your main screen, and **ONLY** those people whose webcams are turned on will be visible.

This feature may be activated by the facilitator in a meeting.



The easiest way to ask a question in Meeting is to raise your hand and wait for the facilitator to call on you.

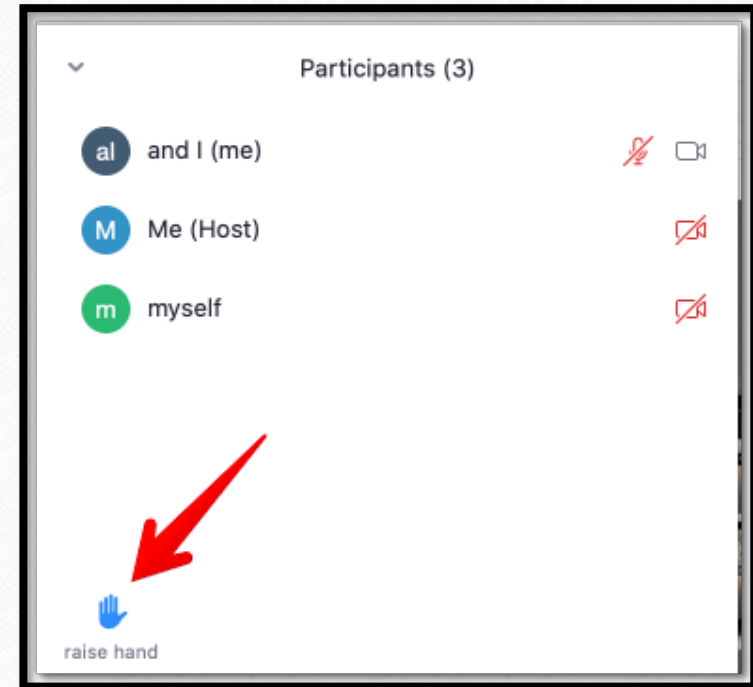
Each study group will designate one person in the group to be an extra set of eyes, to recognize those with raised hands.



Raising Your (Digital) Hand

- If you do not have a webcam

- Click on “Participants”
- In that window, on the lower right side, is the button marked “Raise Hand”
- The facilitator will send you a pop-up message to unmute your microphone when it is your turn to ask a question



Good luck! A little patience and experimentation will help to make this experience a successful one for everyone.
