

# OLLI at UCLA

## Preparing for Your OLLI Zoom Course

UCLA Extension

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**In order to access your Zoom course, you will need to download the Zoom software onto your computer or tablet.** To download the free Zoom software to your computer, visit: <https://zoom.us/download> and download the first option, "Zoom Client for Meetings."

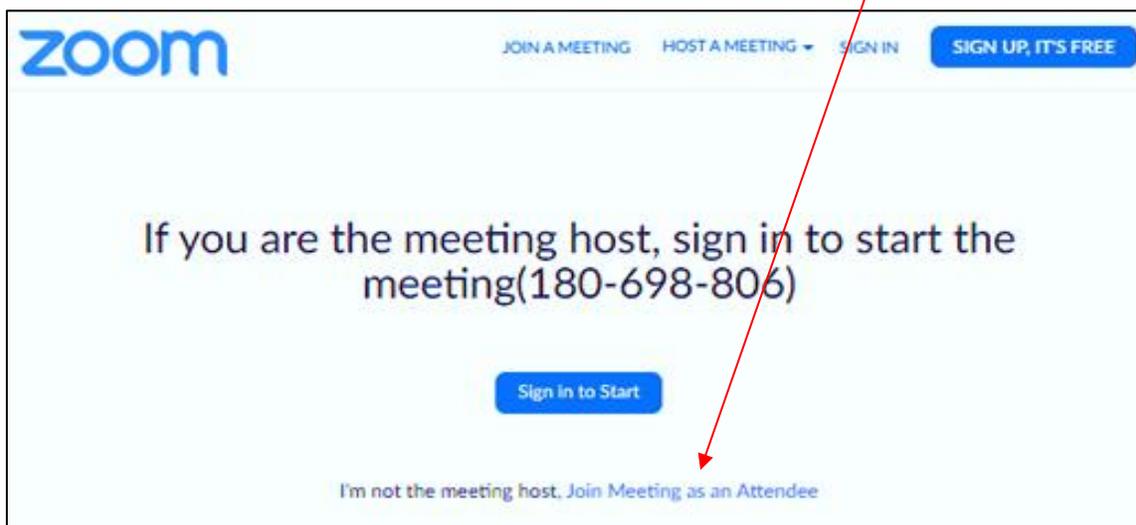
### Entering Your Zoom Course

Two days before your course begins, you will be sent an email from OLLI containing the Zoom information for your course. You will be provided with a unique Zoom link for your course. You can enter the course by clicking directly on this link. You will also be provided with the course Meeting ID and password. You can enter the course by using this information too.

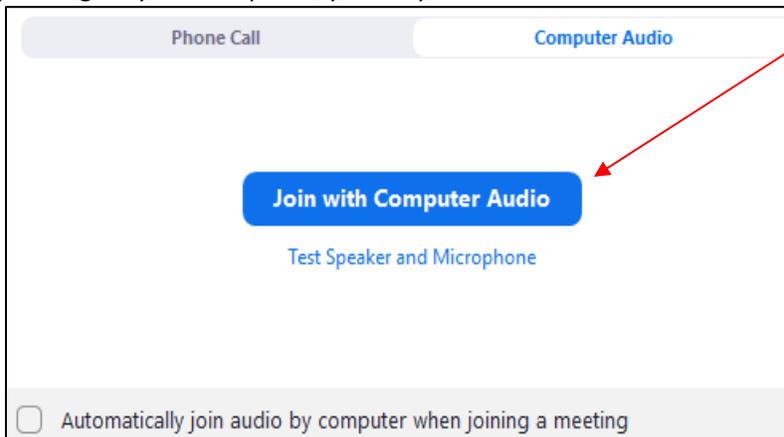
When you click on the Zoom link, a new window should open.

If you see the screen below, do **not** click on "Sign In".

Instead, click on the smaller text underneath that says, "Join Meeting as Attendee."



Allow Zoom to open. If you see the pop-up window below, click, "Join with Computer Audio." Or depending on your computer, you may click on "Dial in with Internet Audio."

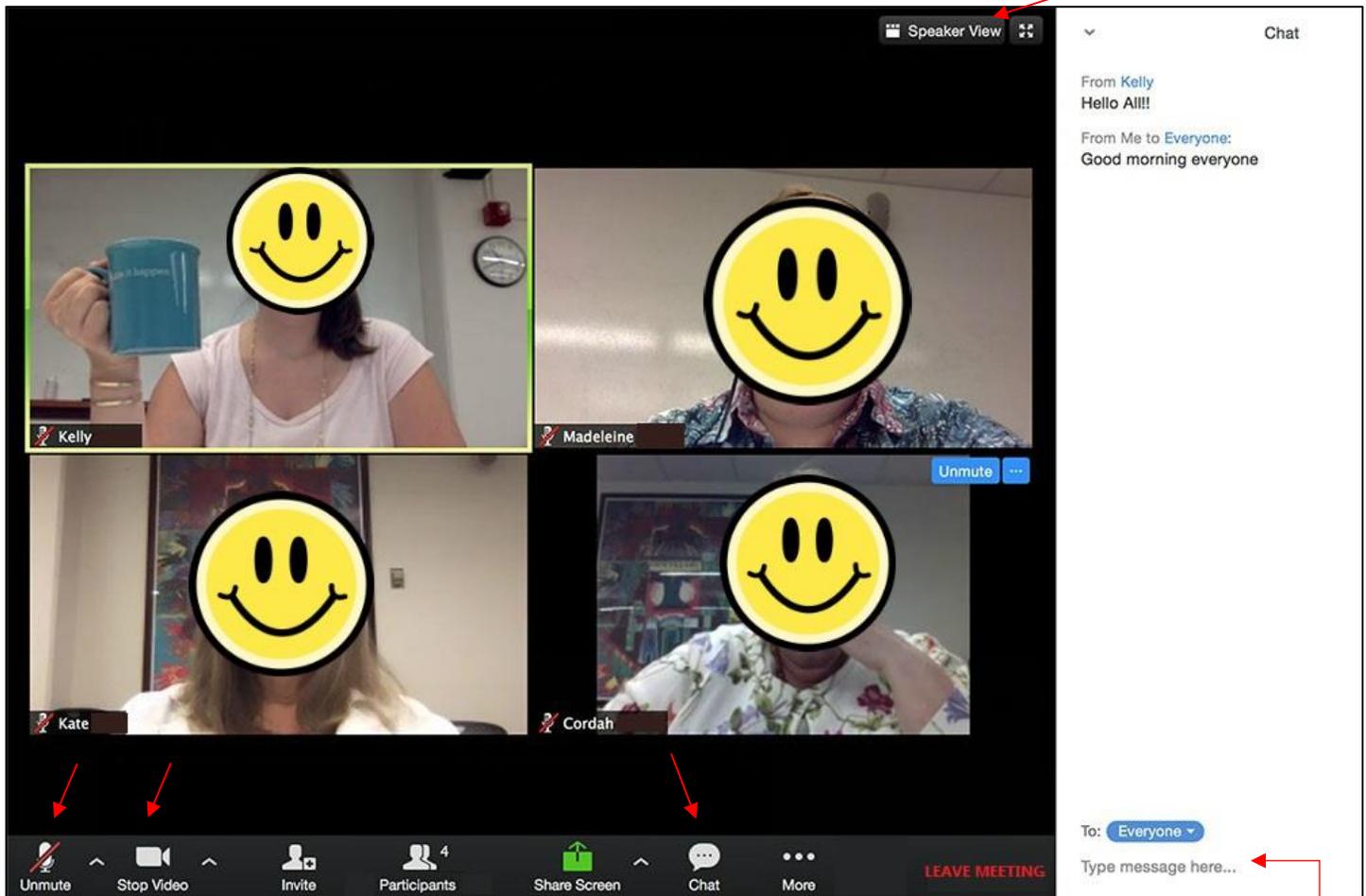


You should now be able to see and hear your Zoom meeting. If you cannot hear anyone, turn up your computer volume.

Below is a picture of an example Zoom meeting with four people.

This is the standard appearance of Zoom. It may look slightly different depending on your computer system.

This view is called “Gallery View” and allows you to see everyone equally. You can also switch to “Speaker View” which makes whoever is talking take up the full window. The button that toggles between “Gallery View” and “Speaker View” can be found in the top right.



If you move your mouse to the bottom of the Zoom window, you will see a bar of options at the bottom. There are three icons you need to be familiar with – Mute, Video, and Chat. Each icon in Zoom is turned on/off by clicking on the icon once.

**Microphone (Mute/Unmute)** - Click on the microphone icon to mute/unmute yourself. A red line means you are muted. Please keep your microphones off unless it is your turn to speak.

**Video (Start/Stop)** - Click on the camera icon to start or stop your video. A red line means your camera is off. When your camera is on, everyone can see you.

**Chat** - Click on the chat icon and the white chat window will appear to the right of your Zoom screen. You can type a message in the bottom of the chat window and press “enter” on your keyboard to send. To close the chat window, click on the chat icon again.

Depending on your instructor, they may prefer to take questions via chat or by letting students take turns speaking. Please note instructors cannot always see chat while sharing a presentation and may do Q&A only at breaks.