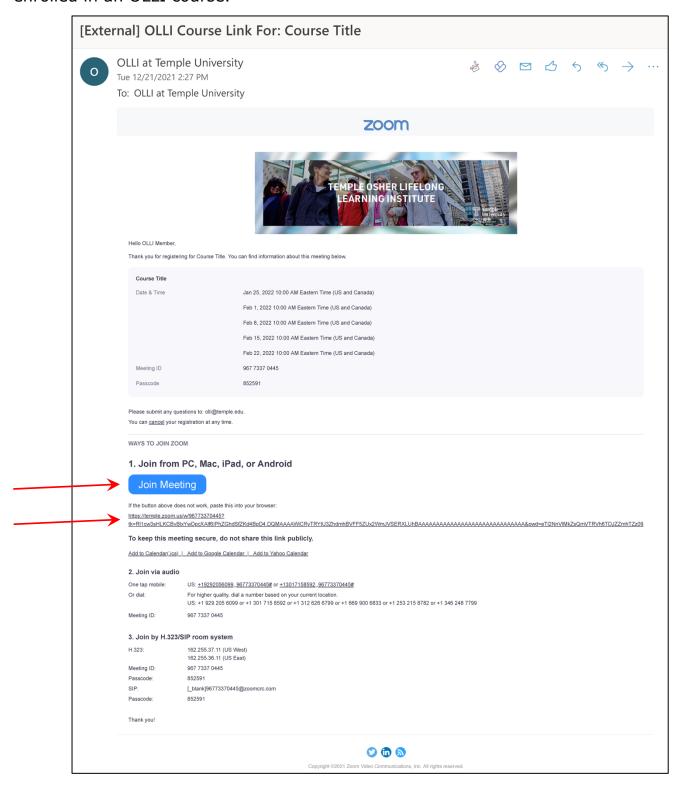# ZOOM ESSENTIALS
What Does the Invite to an OLLI course on Zoom Look Like?

Below is a typical Zoom meeting invite that will arrive in your email inbox, after you've enrolled in an OLLI course.

[External] OLLI Course Link For: Course Title

O OLLI at Temple University
Tue 12/21/2021 2:27 PM
To: OLLI at Temple University

zoom

TEMPLE OSHER LIFELONG LEARNING INSTITUTE

Hello OLLI Member,

Thank you for registering for Course Title. You can find information about this meeting below.

Course Title

Date & Time	Jan 25, 2022 10:00 AM Eastern Time (US and Canada)
	Feb 1, 2022 10:00 AM Eastern Time (US and Canada)
	Feb 8, 2022 10:00 AM Eastern Time (US and Canada)
	Feb 15, 2022 10:00 AM Eastern Time (US and Canada)
	Feb 22, 2022 10:00 AM Eastern Time (US and Canada)
Meeting ID	967 7337 0445
Passcode	852591

Please submit any questions to: olli@temple.edu.
You can cancel your registration at any time.

WAYS TO JOIN ZOOM

1. Join from PC, Mac, iPad, or Android

[Join Meeting]

If the button above does not work, paste this into your browser:
https://temple.zoom.us/w/96773370445?
tk=Rl1cw3sHLKCBvBlxYwDpcXAlf6lPhZGhdSfZKd4BpD4.DQMAAAAWiCRyTRYtU3ZhdmhBVFF5ZUx2WmJVSERXLUhBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=eTI2NnVlMkZsQmVTRVh6TDJZZmhTZz09

To keep this meeting secure, do not share this link publicly.

Add to Calendar(.ics) | Add to Google Calendar | Add to Yahoo Calendar

2. Join via audio

One tap mobile: US: +19292056099,,96773370445# or +13017158592,,96773370445#
Or dial: For higher quality, dial a number based on your current location.
US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799
Meeting ID: 967 7337 0445

3. Join by H.323/SIP room system

H.323: 162.255.37.11 (US West)
162.255.36.11 (US East)
Meeting ID: 967 7337 0445
Passcode: 852591
SIP: [_blank]96773370445@zoomcrc.com
Passcode: 852591

Thank you!

How Do I Join the Class?

In the invite above, we have added red arrows pointing to the blue button that says Join Meeting and to the actual link URL that you can copy and paste into your browser. This link is unique to you and does not change throughout the semester. If you cannot find an email with your course link, please first check your Junk/Spam folder. If you still cannot find it, please email olli@temple.edu and we will resend it right away. Because we keep track of attendance, please do not share your link, or use someone else's.

Please plan to arrive 5 or 10 minutes before the class is scheduled to begin. You will arrive in the Waiting Room and the instructor will let you in as soon as they are ready to start the class. If you arrive way before the class is scheduled to start, you will be taken to the Zoom website, but will see a message that says the meeting has not started.

The first time you enter a Zoom meeting, you will be prompted to download the Zoom software, which is necessary to have on your computer, in order to participate. Therefore, we recommend that you join your first Zoom meeting 10 minutes early, to give your computer a few minutes to download the Zoom software. Don't worry. It's safe. Probably 75% of Americans now have this software on their computer, either for school or work.

How Do I Install and Upgrade My Zoom Client?

Go to: https://zoom.us/downloads, download *Zoom Client for Meetings* for your Mac or PC. (Please be aware that, depending on your computer's security settings, you may be prompted to enter your computer's password to authorize the download or install.) To install the app on your mobile device, you can find a link to the App Store & Google Play store halfway down the page.

Zoom regularly provides new versions to release new features and fix bugs. We recommend upgrading to the latest version when it is available to receive the best video and audio experience. The easiest way to update is to download and install the latest version of Zoom.

Please visit https://support.zoom.us/hc/en-us/articles/201362233-Upgrading-Zoom-to-the-latest-version to learn how to upgrade Zoom to the latest version.

Zoom Best Practices

- Find a quiet, well-lit room
- Turn on your device and make sure you are connected to the Internet before joining
- Sign on to the class 5-10 minutes before class starts to make sure everything is working. Since Zoom upgrades its service frequently, you may be prompted to upgrade your Zoom client. See directions above on Upgrading Your Zoom Client.
- Mute when not speaking. Background noise can be disruptive. Also, sometimes when you unmute yourself, it can create an echo for other participants, because they are hearing the instructor directly from Zoom as well as from your computer.
- Do not use multiple devices to access Zoom in the same area. This could also create an echo effect for other participants.
- Turn off video if you are not attentive or there are distractions (pets, etc.) **Remember:** When your video is on, everyone can see you. However, please share your video otherwise. Why? Instructors rely on non-verbal feedback to gauge how they are doing, how engaged you are. Sharing your video also promotes interaction – when the instructor sees your face, they are more likely to ask questions to get your input.
- Keep all the links and passwords for your courses organized and readily accessible. Remember, the link for each specific course does not change from week to week. If you save the link from week 1, it will work for each time the same course meets. Having the links and passwords available, makes getting into your class easier and reentering your class quicker if you get bumped off.
- Zoom links are sent out via email, the morning each class is held.
- Use PC, Mac, laptop, or tablet if possible. Smartphones may not provide the best experience.
- Test audio and video ahead of time, one option is: https://zoom.us/test