

How to Join Your Online Zoom Class

You do not need a Zoom account to participate in LLI classes.

Prior to the class, you will receive an email reminder with an “invitation” to join the class. The invitation contains a link that looks something like this sample link:

<https://us04web.zoom.us/j/194758985?pwd=NIByeERxM25GdVVI0Gp5VnBjWGH3UT1Q>

Follow the steps below:

- Shortly before the scheduled class start, **click the link** or copy it into your browser and press “Return.”
- You will be taken to a page that has a dialog box that says “**Open Zoom.US**”. Click the box that says “Open Zoom.US.” (Note: First time users of Zoom may be asked to download and install the Zoom Launcher. This does not create a Zoom account, but rather facilitates joining a Zoom meeting.)
- Next you will see a box that says you are waiting for the host to start the meeting. This “**waiting room**” is a security measure to prevent unauthorized users from joining.
- In the same box, you will see a box that says, “**Test Computer Audio.**” If you are a first-time user, click that box. (If you have previously confirmed your audio and video operate properly, you do not need to repeat this process.)
 - You will be taken to a page labeled “**Settings**” and will be on the “Audio” test page. At the top right is a box that says, “**Test Speaker.**” Click that box and you should hear sounds. If not, make sure the Output Volume slider is showing a volume above 50% and confirm the correct speaker is identified in the selection box to the right of the “Test Speaker” button. If you still don’t have sound, try a different speaker selection and make sure you have not muted the speaker on your computer.
 - After you have verified the speaker, confirm your mic is working using the same process for the “**Test Mic**” button a little farther down the page.
- Now **select “Video”** on the left side of the screen just above “Audio.” Check that the proper camera is selected and operating.
- When you are satisfied with the settings, click the arrow in the upper left corner to **return to the waiting room**. When the host admits you, you will join the meeting with your audio muted and video may or may not show, depending on the host’s settings. If the host allows video and audio, you can turn your audio on and off by clicking the mic in the lower left corner of the screen. You can turn video on and off by clicking the camera icon that is next to the mic, also in the lower left corner of the screen.

Note: you can also check audio and video settings while in zoom by clicking the up carats to the right of the mic and video icons, respectively.

If you would like a more complete explanation, visit Zoom.US (<https://zoom.us/>) and click “Resources”, then “Video Tutorials” and select whatever topic is of interest to you.

See you in class!