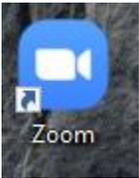


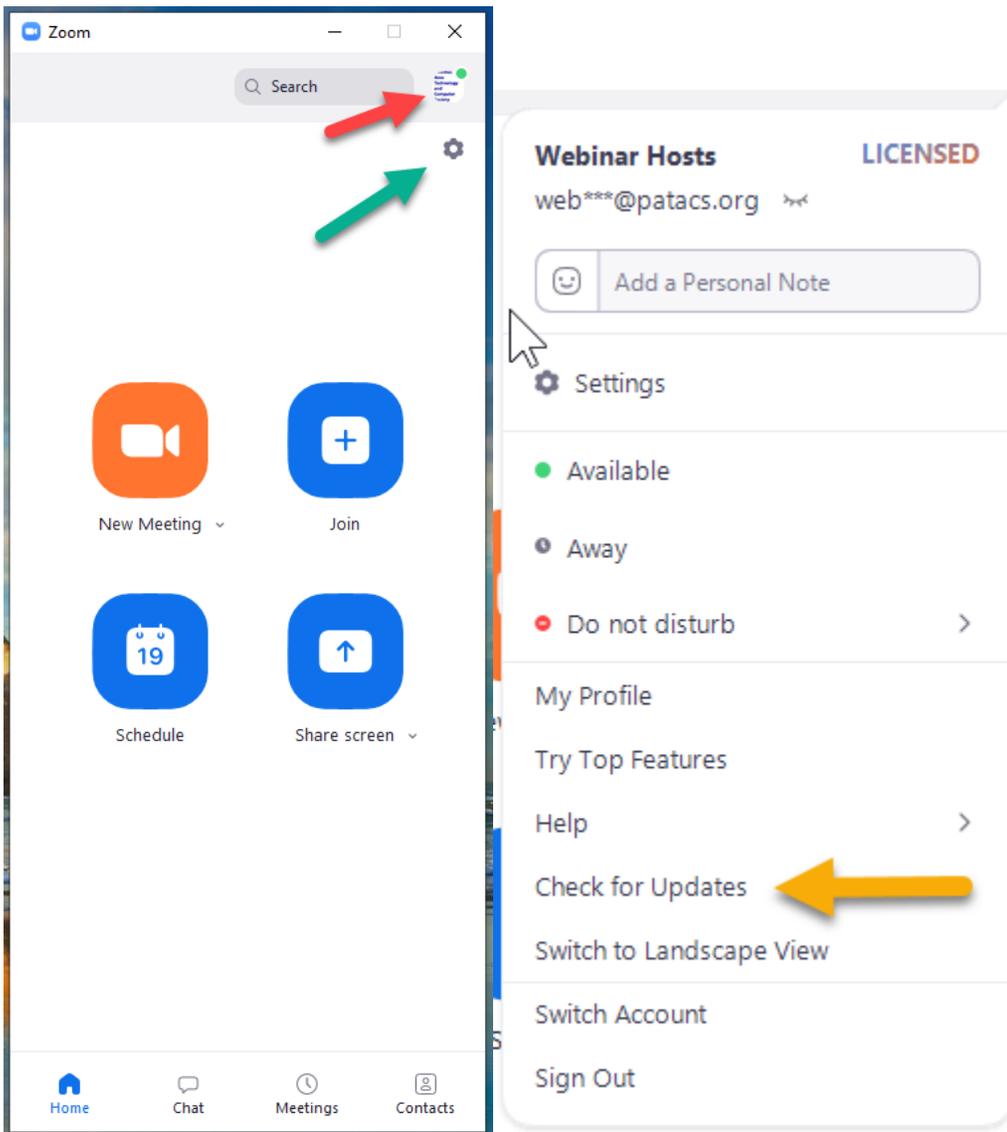
OLLI – GMU
Suggestions for Using Zoom Effectively – **Windows Computers**
Updating Software & Joining Meetings and Webinars

Does your desktop or task bar have the Zoom icon (shown below) on it? If not, use this reference to get it there -

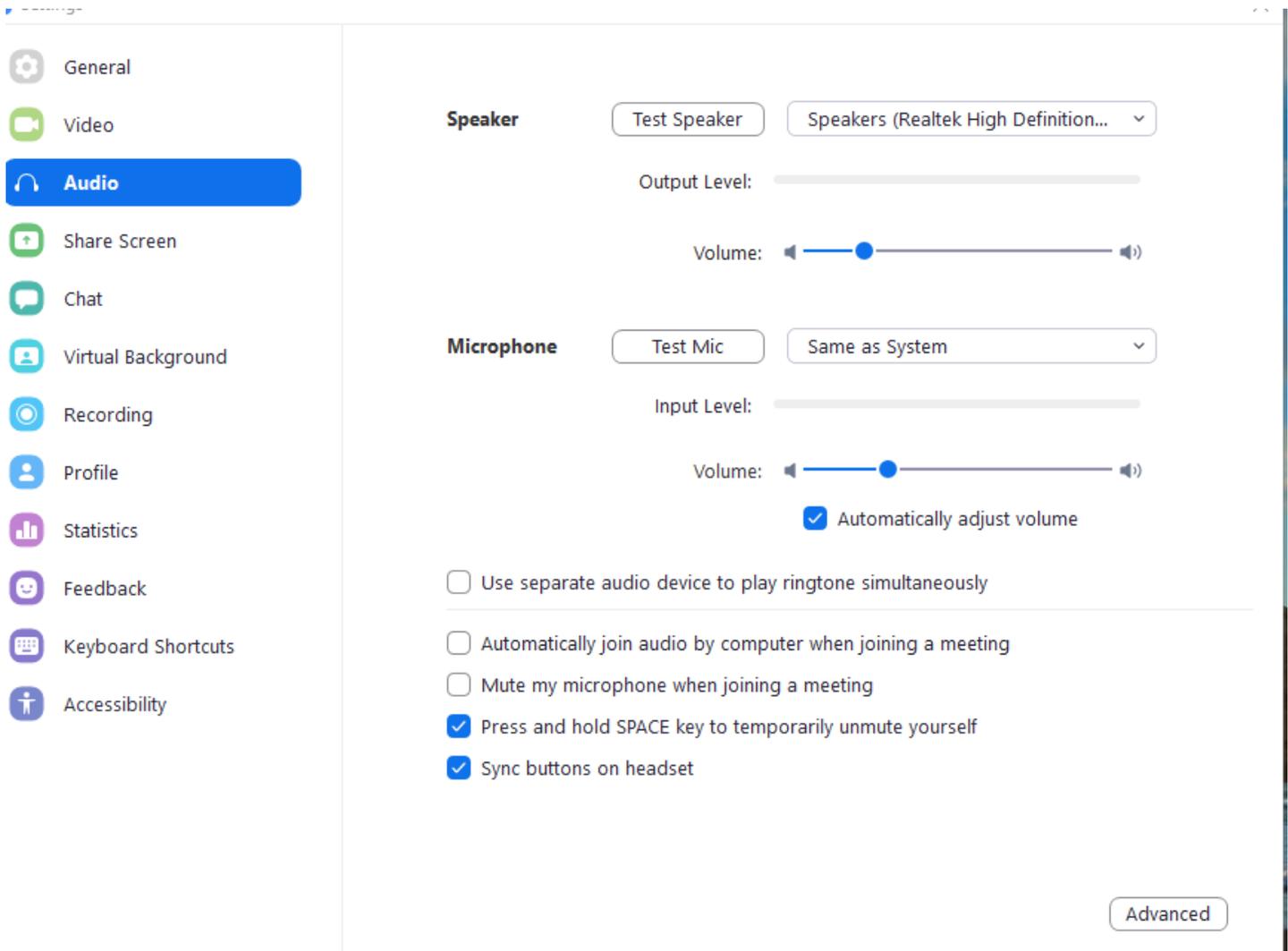
<https://www.patacs.org/zoom/easy%20access%20to%20zoom%20for%20windows%20v1.pdf>



Clicking the Zoom 'start' Icon will bring up this window, and clicking the circle (red arrow) gets the 2nd window to pop up where the orange arrow will indicate where to click for the update checker to start – do this every session to acquire the latest software:



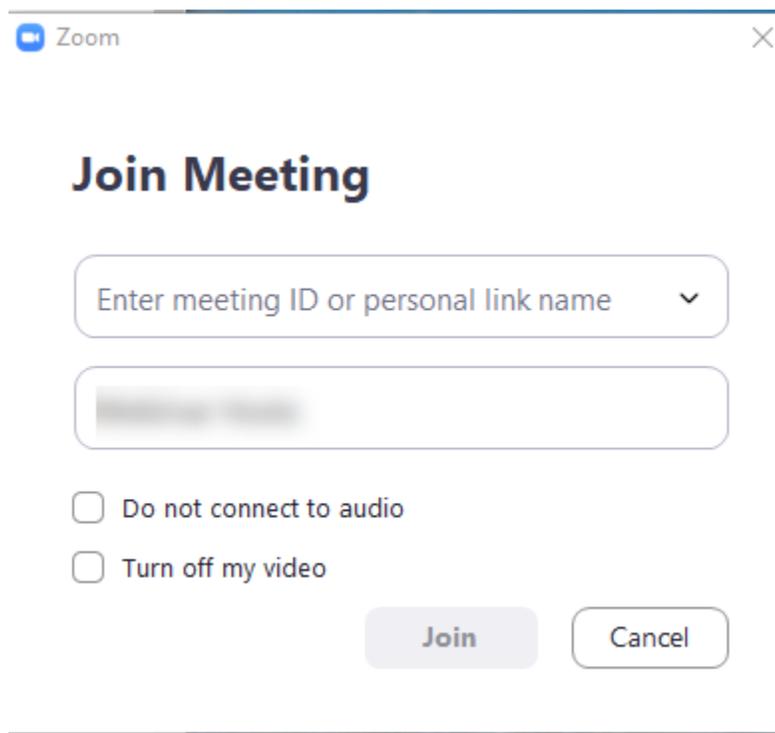
Clicking the 'gear' icon – green arrow (or in the pop-out window) will bring up the window below, where you should test your speaker and microphone before joining a session by clicking the 'audio' option. Clicking 'video' will also let you see and adjust your camera for meeting sessions where you'll be on camera:



After checking for updates, testing sound and video, click the Blue 'Join' button on the first window, and enter meeting / webinar number and your name. Another window will open if a password must also be entered. Entering via the 'Join' button is more reliable than clicking on the link code via browser – some browsers remember the links from prior sessions and send you to expired or otherwise inactive meetings / webinars.

Enter meeting number and name. Then click 'Join'

When another window pops up, be sure to select 'Join with computer audio.'



The image shows a screenshot of the Zoom 'Join Meeting' dialog box. At the top, there is a title bar with the Zoom logo and a close button (X). Below the title bar, the text 'Join Meeting' is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text 'Enter meeting ID or personal link name' and a dropdown arrow on the right. Below this is another text input field, which is currently empty. There are two checkboxes: 'Do not connect to audio' and 'Turn off my video', both of which are unchecked. At the bottom, there are two buttons: 'Join' and 'Cancel'.

For more information on effectively using Zoom, see the reference materials on this webpage: <https://www.patacs.org/zoom.html>

Paul Howard
For the OLLI-GMU Investment Forum
6/1/2020