

A Beginner's Guide to Zoom

If you haven't joined a Zoom meeting before, you may find this simple guide helpful.

The basics

Zoom classes are held in your own home – there is no need to come to the U3AC premises. You will need:

- a computer, tablet, smartphone, iPad or similar device with a camera and a microphone
- a good internet connection.

Before your first Zoom session

It's best to familiarise yourself with Zoom before your first class. You will need to know:

- How to mute/unmute yourself (click on the microphone symbol). Note: To quickly unmute yourself on a PC/Mac, press and hold down the spacebar; releasing the spacebar mutes you again.
- How to change the name that appears under your picture. (On a PC or Mac, when you hover your mouse over your image, a blue 3 dot icon (...) appears. Click on this to see a range of options, including 'Name'. Click on 'Name' to change the name displayed on the screen.)

If you need help with this, contact the Office before your class starts. Only limited support will be available once the class has started.

Accessing a Zoom class

- For each course in which you have been allocated a place you will be sent a link by email. This might be as late as the day before the course starts. Keep this link somewhere safe as we will only send it once and you will need it for each session. (Each class has a different link.)
- Click on the link to join the class. You may need to wait for the previous class to finish but you will be able to join at least 5 minutes before the class starts.
- Most classes are 'hosted' by the U3AC Office, in which case the email with the link will be sent from U3AC. A small number of classes are 'hosted' by the tutor, who may send the link out each week.

Class etiquette

In many ways, Zoom classes are the same as classes held in a classroom.

- Send apologies to the Office if you cannot attend the class. The tutor or U3AC will take the register in the usual way.
- Join the class promptly.
- Before joining the class, check that there is nothing behind you that you don't want others to see.
- Make sure you are suitably attired.
- Do not sit too close to your screen.
- Ensure your face is in the centre of your screen.
- Place your iPad/tablet/phone on a stable surface.
- Mute your sound (turn off the microphone) when you are not talking to prevent background interference.
- Raise your hand if you want to speak, and wait for the tutor to ask for your contribution. Be patient – your turn will come!
- Only unmute your sound when the tutor invites you to speak.
- Don't eat during a class.

For further information you may find the Zoom cribsheet for tutors, on our website, useful:

http://u3ac.org.uk/wp-content/uploads/2020/07/Zoom_Cribsheet_for_tutors.pdf