

Basic Login Instructions for Zoom Meetings

- You will receive a separate email/Zoom class invitation for each class session.

Zoom can be used on your personal PC/Mac, mobile phone or a tablet.

- If you're using your phone or a tablet, you will need to download the free Zoom app from the App Store. First time users on a PC or Mac will be asked to download the program once they click on Join Meeting.
- **It is strongly suggested that members create a Unique Password just for use with their ZOOM Account.**
- After installation, you can join the Zoom meeting at the required time by clicking on **JOIN ZOOM MEETING** which is part of the emailed class invitation you received.
- In your invitation you will find the **PASSWORD/PASSCODE** required to join the class.
- Make sure you have your video capability enabled on your phone/tablet. This function will automatically be on if you're using a desktop PC/Mac.

For added security, the class will be closed to new participants after 10 minutes. Please do not share this invitation with anyone.

This is how to start video on Zoom:

<https://www.youtube.com/watch?v=9isp3qPeQ0E>

Procedures for LLI Hosted ZOOM Classes/Events.

1. Program Committee will provide a list of Classes/ Events and Coordinators/Facilitators to Tech/Media Committee. All Classes and Events will be listed on the LLI WebSite, in multiple locations, for each Semester.
2. Tech/Media Host will arrange classes/events, and either the Host or Class Coordinator will provide log-in credentials, and e-mail registered attendees a specific invitation to each class.
3. Once a member signs in to class, they will be in a Waiting Room. T/M Host will invite them into the class. Members should have their audio off when they sign in. Prior to class/event beginning the Host or Class Coordinator will describe how members may interact during each session.
4. During sessions Host privileges may be passed or shared to the person(s) conducting the class, generally the Host will manage the various administrative duties that might occur (Screen sharing, using various media (i.e. DVD'), muting, etc.) and will assist the presenter with their class materials as necessary.