

# Osher Lifelong Learning Institute at the University of Dayton, UDOLLI Zoom Help Website

Due to the COVID-19 pandemic, UDOLLI Fall 2020 and Winter 2021 Program seminars will be offered completely online via Zoom. Below, you'll find instructions for getting started and the answers to some frequently asked questions.

## What technology do I need?

To attend the virtual Zoom seminars, suggested equipment includes:

- Personal computer, laptop, or mobile device
- Stable Internet connection
- Webcam
- Microphone

If you don't have a webcam or a microphone, you'll still be able to watch and listen to the seminar, but your participation will be limited to typing text into the chat box. [Learn more about the system requirements for running Zoom.](#)

## How can I ensure my technology works?

Please complete the following steps prior to the first seminar.

### [Step 1 - Download and install the Zoom client.](#)

Navigating to this page will download the appropriate Zoom client file to your computer or mobile device so that you can run the installer.

### [Step 2 - Launch the Zoom Test Meeting.](#)

This gives you the ability to test your webcam and microphone. Click the "Join" button. If this is the first time you're using zoom, click the "Join with Computer Audio" button after ensuring your microphone and speakers are working.

## How do I access the seminar?

Upon registering for a seminar, you'll receive an email from the Executive Director that contains the seminar dates and times, Zoom link, and passcode for your virtual seminar. Click on the meeting link in the email to join the session. If you're prompted for a password, please enter the join password. Feel free to join the meeting 30 minutes early to test out your technology and for casual conversation.

If your seminar meets multiple times, you will use the same meeting link every time the seminar is facilitated.

[Watch a video about basic Zoom features](#)

### What are some best practices for using Zoom?

- Ensure your device is fully charged or plugged in to a power outlet
- Keep your microphone muted unless you're speaking
- Share your video during the session, but turn off the video if you leave the room or if there are distractions present
- Use the [Zoom test room](#) to ensure your technology is working properly
- Join the seminar early to connect with others and ensure your technology is functional □  
Use the Chat box to ask questions
- Become familiar with [Zoom's attendee controls](#)
  - Mute - mute your microphone or unmute your microphone to speak
  - Video - turn your video on or off
  - Participants - see the names of moderators and other attendees in the meeting
  - Chat - ask questions by typing into the text box
  - Reactions - raise hand, lower hand, respond with yes or no, give applause, etc.