

# Using Zoom for Emeriti Club Programs

## What is Zoom?

Zoom is a video conferencing platform that provides high definition, interactive collaboration tools, and telephone conferencing to use for communication and collaboration.

## How do I join a program in Zoom?

Either in the paper newsletter or in a special email to those who receive email newsletter will be links to the meeting for a variety of devices.

A Zoom account isn't required to attend a program. Anyone can attend a program using their laptop or desktop (Windows or Mac), tablet, smartphone (iPhone or Android) smartphone.

- If you haven't used Zoom before, give yourself about 5 minutes to set it up before your first use.
- If you are planning on using a **laptop or desktop**, the first time you click on a link it will download a free and secure program to your computer.
- If you are planning on using a **tablet or smartphone**, you'll want to download the free and secure Zoom application from your application store.

[Click here](#) for a 4 ½ minute introductory video on joining a Zoom meeting

[Click here](#) for a 1-minute video about joining Zoom.

## What equipment do I need to get started?

At the most basic level, all you need to use Zoom is a telephone, such as a smartphone or landline. However, if you have access to a computer or mobile device you can use the full capabilities of Zoom.

The following equipment will enhance your experience but is **not** necessary:

1. **Web camera:** A camera will increase your connection with your instructor and your peers by allowing you to see each other face-to-face. If you do not have access to a web camera, you will still be able to see the instructor.
2. **Headset with a microphone:** This will let you hear and be heard more clearly. This does not need to be fancy equipment; it can be the same as the headphones you might use with your phone.
3. **Charger:** Before the program begins, make sure your device is fully charged so that you do not have an unexpected power outage interrupting the program.

[Click here](#) for a 1-minute video about testing your equipment.

## **Check your audio and video before the program starts**

Here are the top three challenges of using Zoom, and how you can address them before they happen:

- **I can't see:** [Click here step-by-step instructions for "Testing Your Video"](#)
- **I can't hear:** [Click here for step-by-step instructions for "Testing Your Audio"](#)
- **There's background noise or feedback:** [Click here for "Solutions for Audio Echo"](#)

## **What if I'm joining on my cell phone or tablet/iPad?**

Zoom can be joined on iPhone or Android.

- Download the Zoom App via [Google Play](#) or your [Apple App Store](#)
- Open the Zoom App
- Go to your email from the Emeriti Club and click on the appropriate program link or enter the appropriate Emeriti Club program link from the paper newsletter. Your Zoom App will open, and you will be able to join the program.
- Select if you would like to connect audio and/or video and select join

[Click here to read Frequently Asked Questions about Zoom](#)

## **How do I listen to the program (audio only) on my cell phone or landline phone?**

- You will need the phone number to call and the meeting ID #
- After you dial the phone number, you will be given instructions on how to proceed.

**Many thanks to the Osher Institute for generously allowing us to edit and distribute their  
Zoom Instruction sheet**