

Zoom Room Participant Recommended Settings

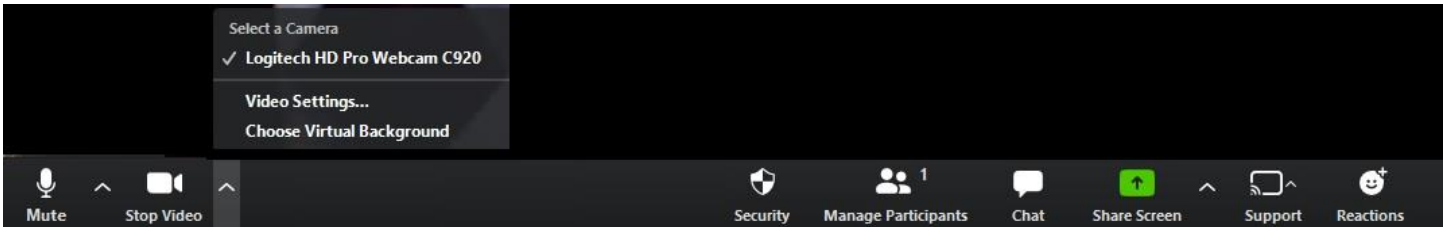
In this document we provide the recommended Zoom settings for class participants (OLLI members) who will be joining a Zoom Room for any of their OLLI on-line classes. After you are comfortable with Zoom and how it works or if you are an experienced Zoom user, you may find other settings that work better for your personal on-line device or situation. These settings represent our opinion of what we feel works best for most people just starting with Zoom.

Once you've joined your class, you can access the settings, by clicking on the ^ button just to the right of the Stop/Start Video button on the Zoom menu bar. On PCs and Mac's the menu bar is typically at the bottom of your screen and looks like this:

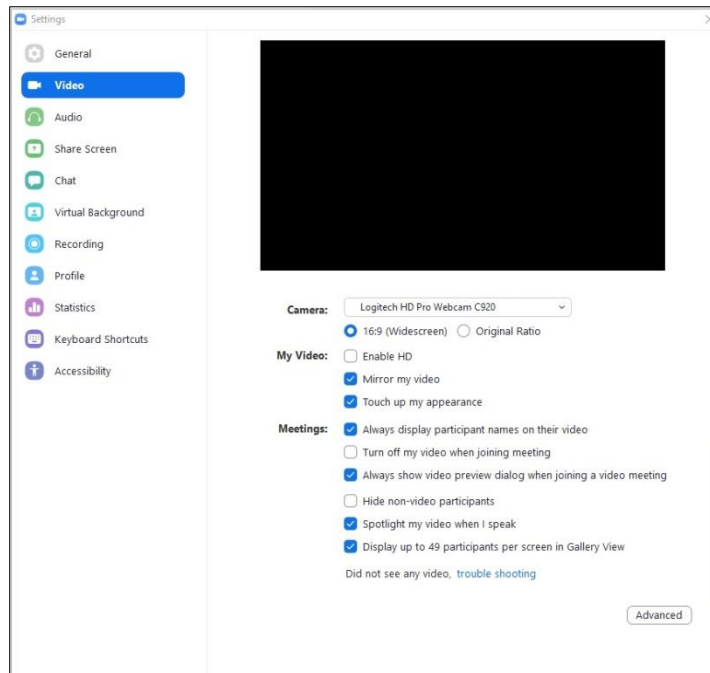


The ^ button mentioned above is right here.

After you've clicked on the ^ button, you will see a short menu that looks something like this:



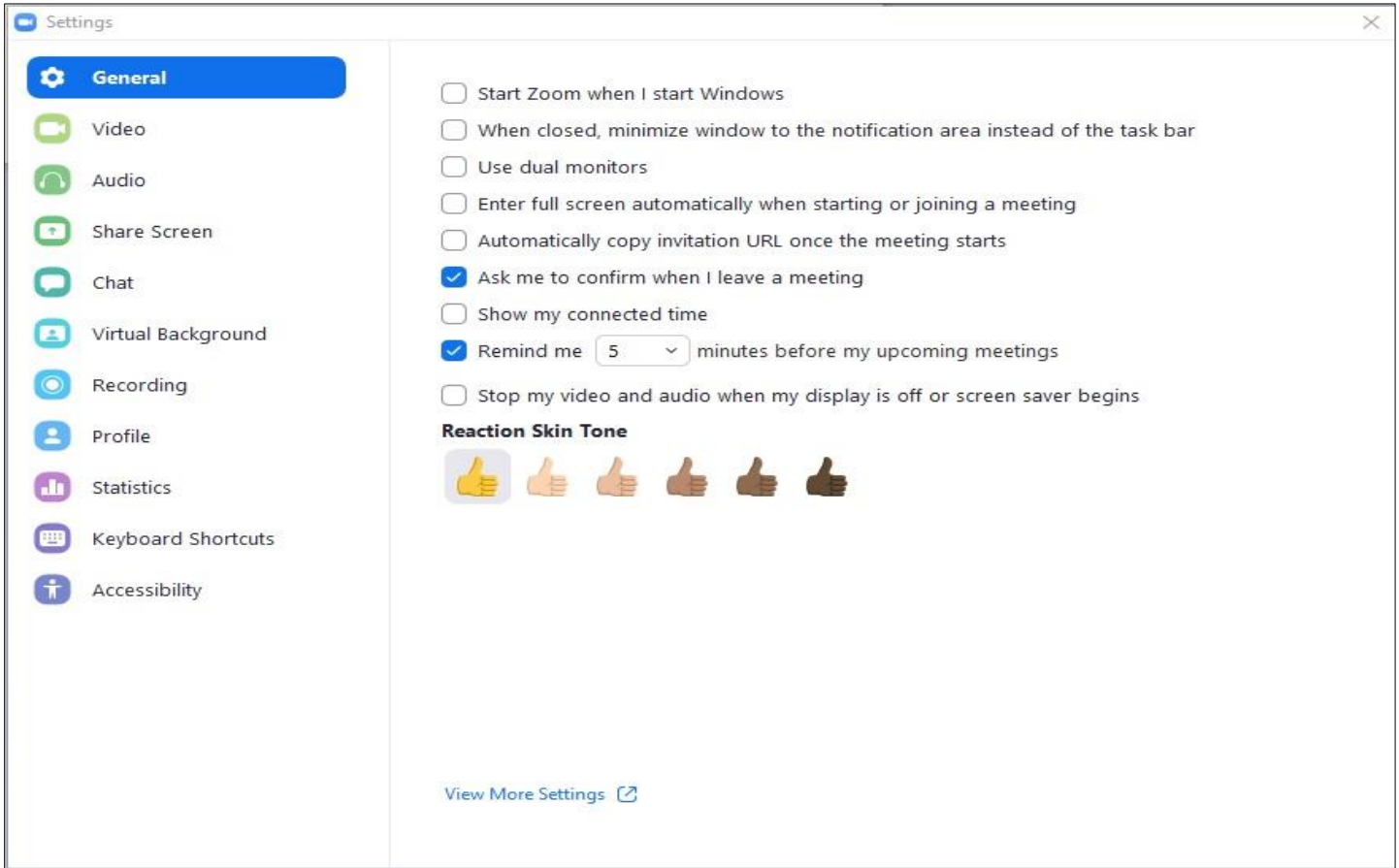
Click on Video Settings... You'll then see a screen that looks like this:



This is the video options screen, which we'll get to shortly, but first, on the left hand side menu click on 'General' at the top.

Zoom Room Participant Recommended Settings

After you've clicked on 'General' the following screen will appear:



General Settings

On the General Settings screen, the following options should be checked :

Ask me to confirm when I leave a meeting

When this option is checked, if you click on the **Leave Meeting** button on the Zoom Menu Bar, you will get a confirmation message asking "Do you want to leave this meeting?" To leave the meeting you must confirm by clicking on the **Leave Meeting** button. To remain in the meeting press the Cancel button.

If this option is not checked, if you click on the **Leave Meeting** button on the Zoom Menu Bar, you will leave the meeting immediately.

Remind me 5 minutes before my upcoming meetings

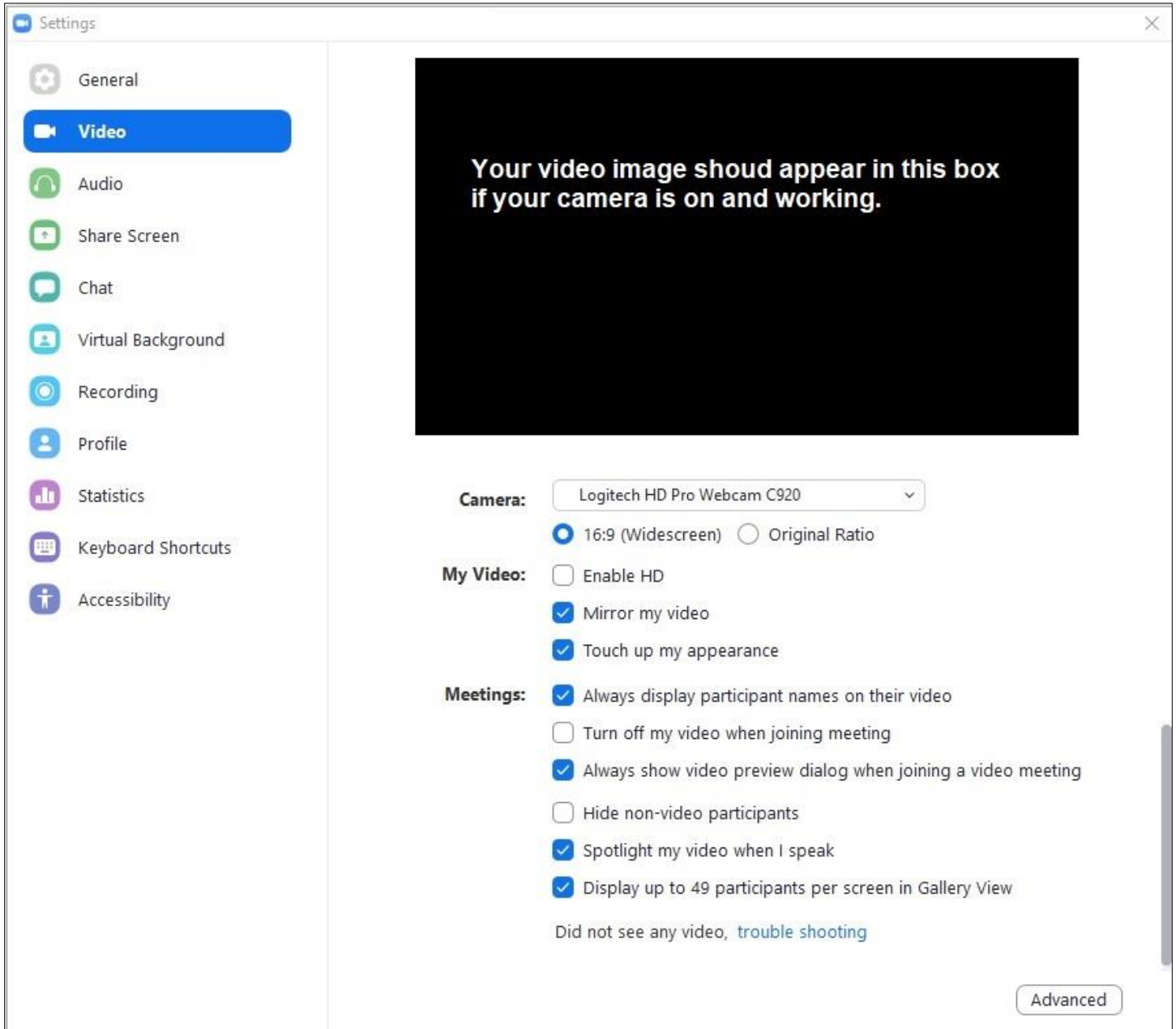
If this option is checked, you will get a notification of your next scheduled Zoom meeting 5 minutes before the start of the meeting. You can adjust the minutes to 10 or 15.

We recommend using only these two checked options initially for the General Settings.

Zoom Room Participant Recommended Settings

To access the Video Settings, click on 'Video' on the left hand side of the screen (just below General).

After you've clicked on 'Video', the following Screen will appear:



Video Basic Settings

On the Video Settings screen, your video image should be displayed in the black box as shown above. Your camera name should be displayed properly in the selection box next to the **Camera:** label shown just below the black box and 16:9 (Widescreen) should be selected as the screen ratio. The following **My Video** settings should be checked :

Zoom Room Participant Recommended Settings

You may need to scroll down to see all of the Video Basic Options.

Mirror my video

When this option is checked, your video image is displayed as if you were looking into a mirror.

Touch up my appearance

When this option is checked, it retouches your video display with a soft focus. This can help smooth out the skin tone on your face, to present a more polished looking appearance when you display your video to others.

The following **Meetings** settings should be checked  :

Always display participant names on their video

When this option is checked, the other class participants' names will be displayed and overlaid on their video image.

Always show video preview dialog when joining a video meeting

When this option is checked, users will now be shown their video preview and given the options to join with or without video. They can also check to always join with video without displaying the preview first. We suggest keeping this option checked, that way you'll always have a preview of what you'll look like on camera, before joining a class.

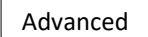
Spotlight my video when I speak

When this option is checked, it places your video as the primary active speaker on your own screen when you speak.

Display up to 49 participants per screen in Gallery View

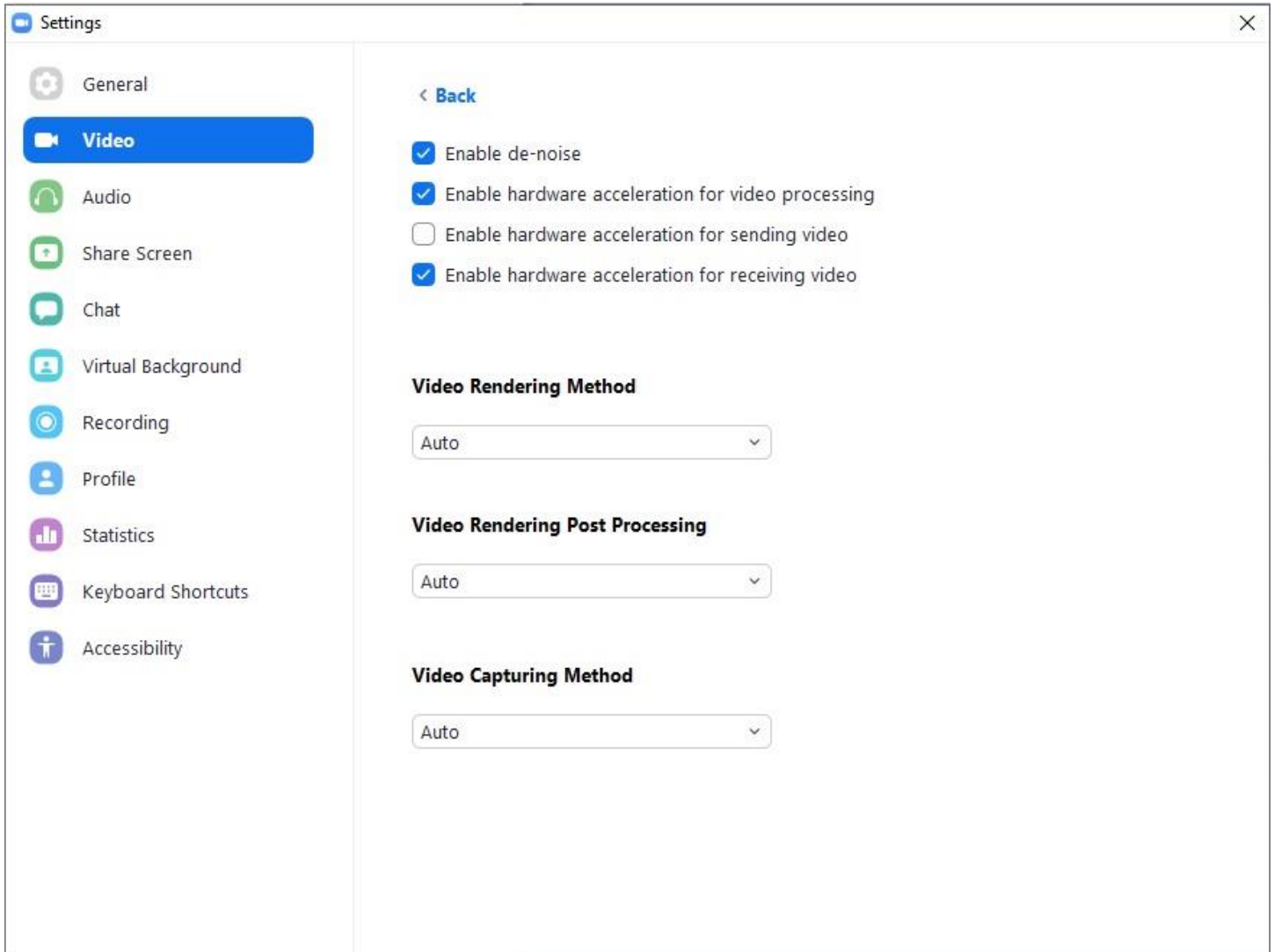
When this option is checked, Gallery View lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting. Depending on your CPU, you can display up to 49 participants in a single screen of the gallery view. If more than 49 attendees are in the meeting, 49 thumbnails are displayed on each page. view up to 1,000 thumbnails by clicking the right or left arrows in gallery view to display the next 49 participants. Many laptop screens or iPad screens will not support this feature. In those cases, the option will be unchecked and grayed out (not accessible) and the number of displayable thumbnails will be reduced corresponding to what can be displayed on your particular screen. Paging through participant works the same way regardless of the number of participants shown on the screen. Use the right or left arrows.

We recommend using only the above checked options initially for the Video Basic Settings.

To access Advanced video settings, click on the  button in the lower right hand corner of the screen.

Zoom Room Participant Recommended Settings

After you've clicked on Advanced the following Screen will appear:



Advanced Video Settings

The following settings should be checked :

Enable de-noise

When this option is checked, the feature will help to reduce the grainy appearance (noise) of video

Enable hardware acceleration for video processing

When this option is checked, your computer's hardware will be used to improve the video performance of Zoom.

Enable hardware acceleration for receiving video

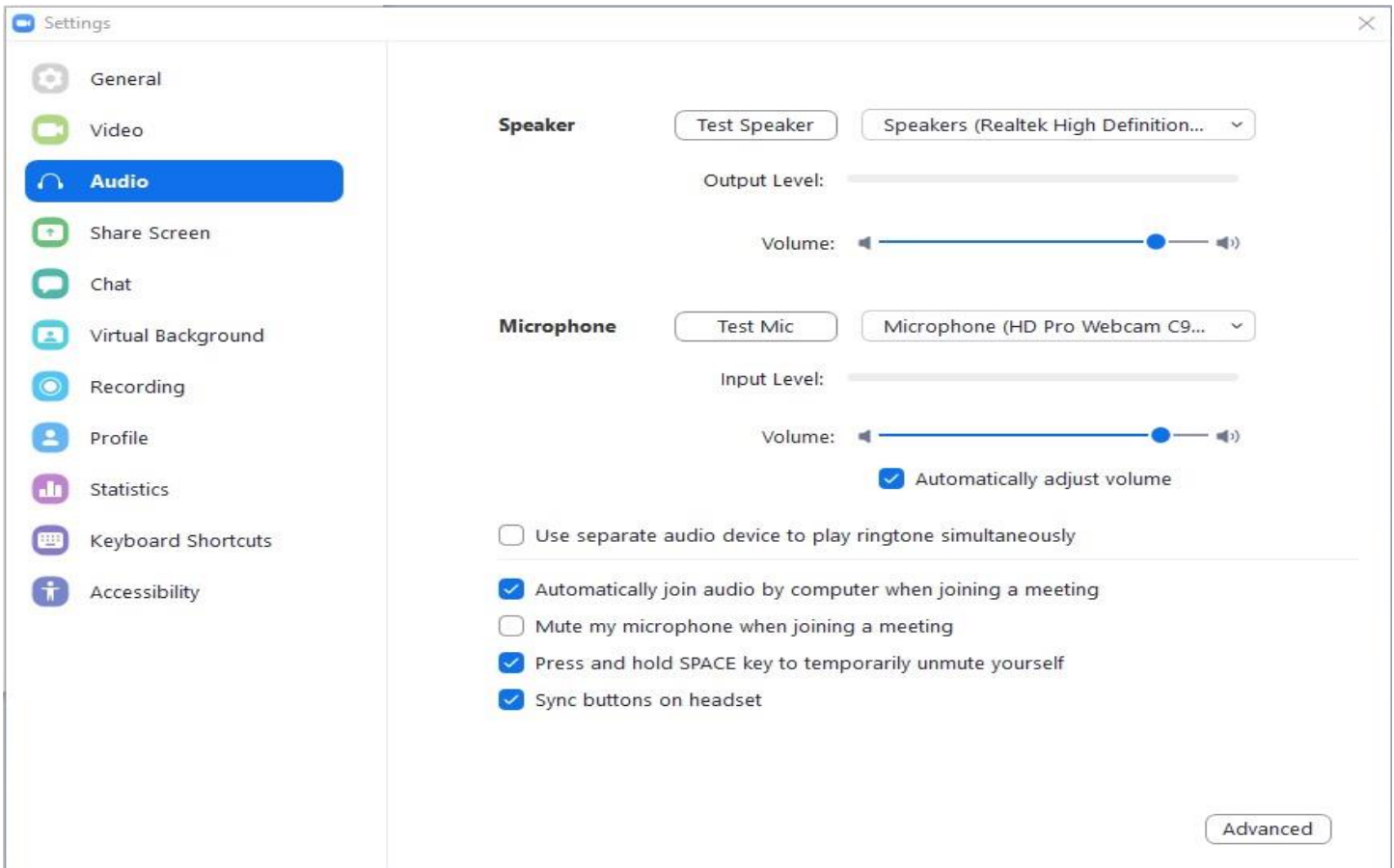
When this option is checked, your computer's hardware will be used to improve the video performance shared by another participant or host.

We recommend using only the above checked options initially for the Video Advanced Options.

Zoom Room Participant Recommended Settings

To access the Audio Settings, click on Audio on the left hand side of the screen (just below Video).

After you've clicked on Audio, the following Screen will appear:



Audio Basic Settings

The following settings should be checked :

Automatically join audio by computer when joining a meeting

When this option is checked, you will automatically join meetings with computer audio, instead of displaying a prompt to join.

Press and hold SPACE key to temporarily unmute yourself

When this option is checked, you can press the space bar on your keyboard to unmute yourself temporarily when you have muted your audio.

Sync buttons on headset

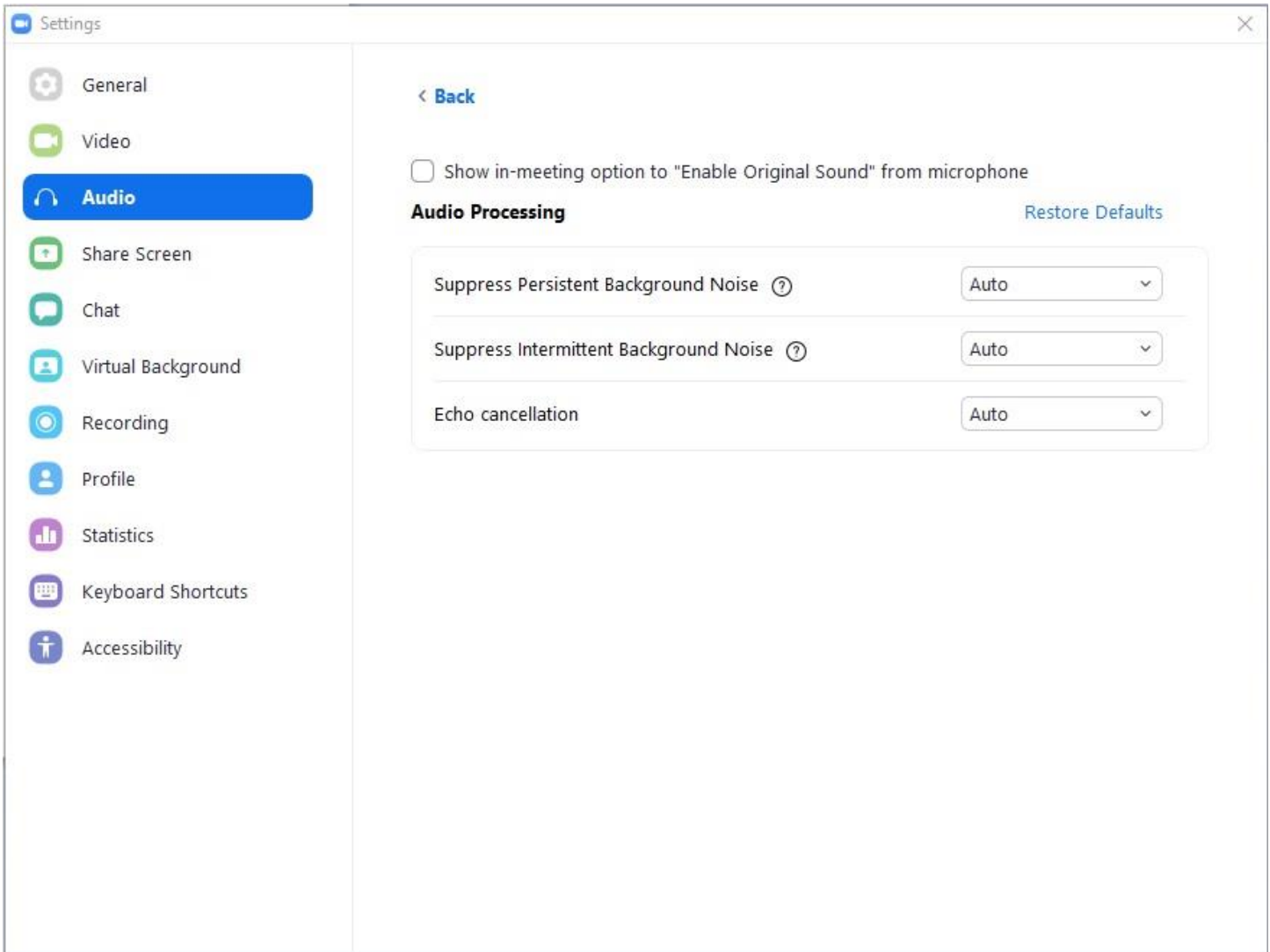
When this option is checked, it allows the mute/unmute function to be synced from your audio device to the Zoom desktop client. In other words, if you mute or unmute using a button on your audio device, the Zoom client will show your mic is muted or unmuted.

We recommend using only the above checked options initially for the Audio Basic Settings.

Zoom Room Participant Recommended Settings

To access Advanced audio settings, click on the **Advanced** button in the lower right hand corner of the screen.

After you've clicked on **Advanced** the following Screen will appear:



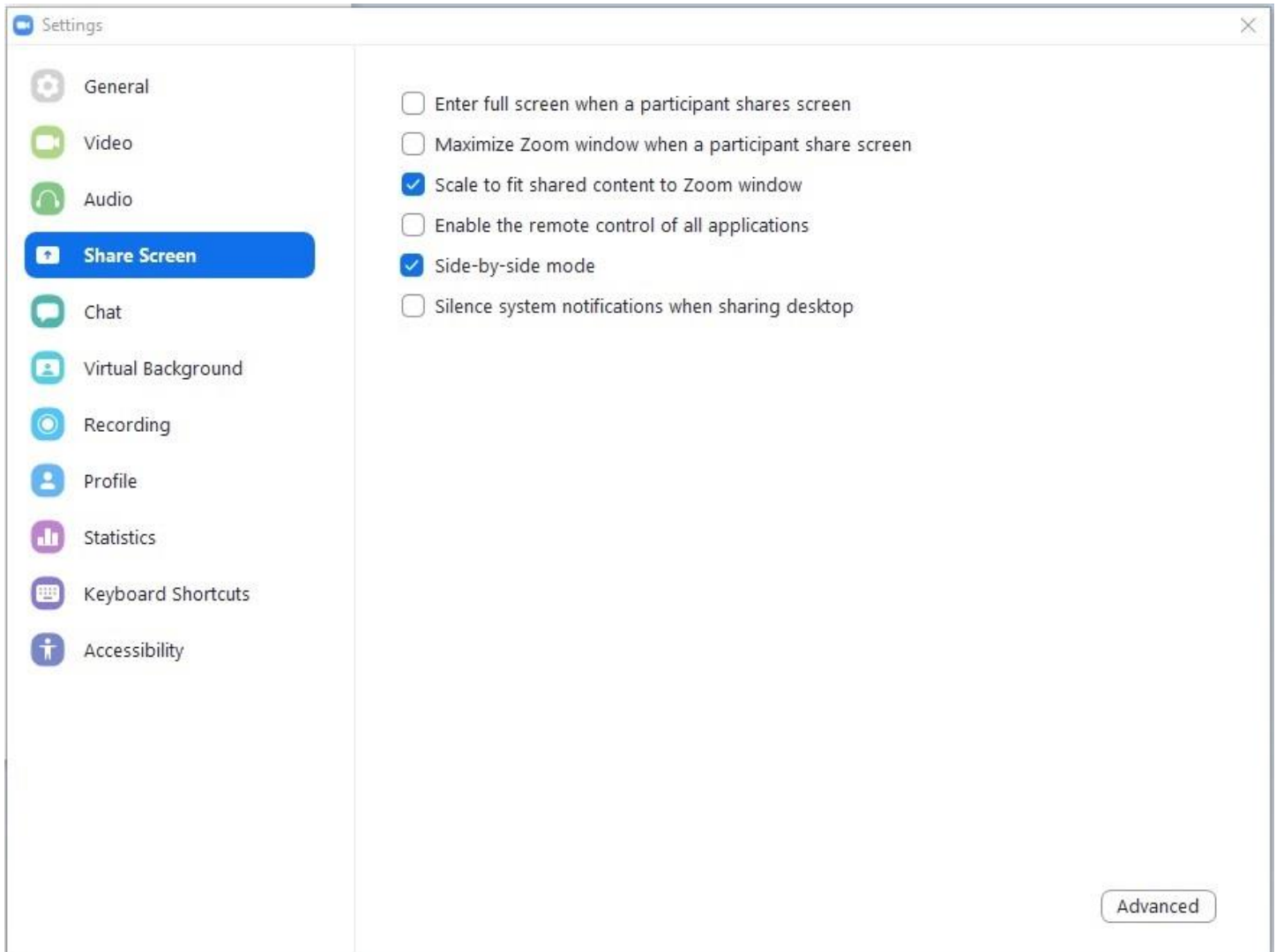
Audio Advanced Settings

No options should be checked on this screen. **Audio Processing** options should all be set to 'Auto'.

To access Share Screen settings, click on 'Share Screen' on the left hand side of the screen (just below Audio).

Zoom Room Participant Recommended Settings

After you've clicked on 'Share Screen', the following Screen will appear:



Share Screen Basic Settings

The following settings should be checked :

Scale to fit shared content to Zoom window

When this option is checked, the feature will automatically scale the shared screen to fit the size of the Zoom window.

Side-by-Side mode

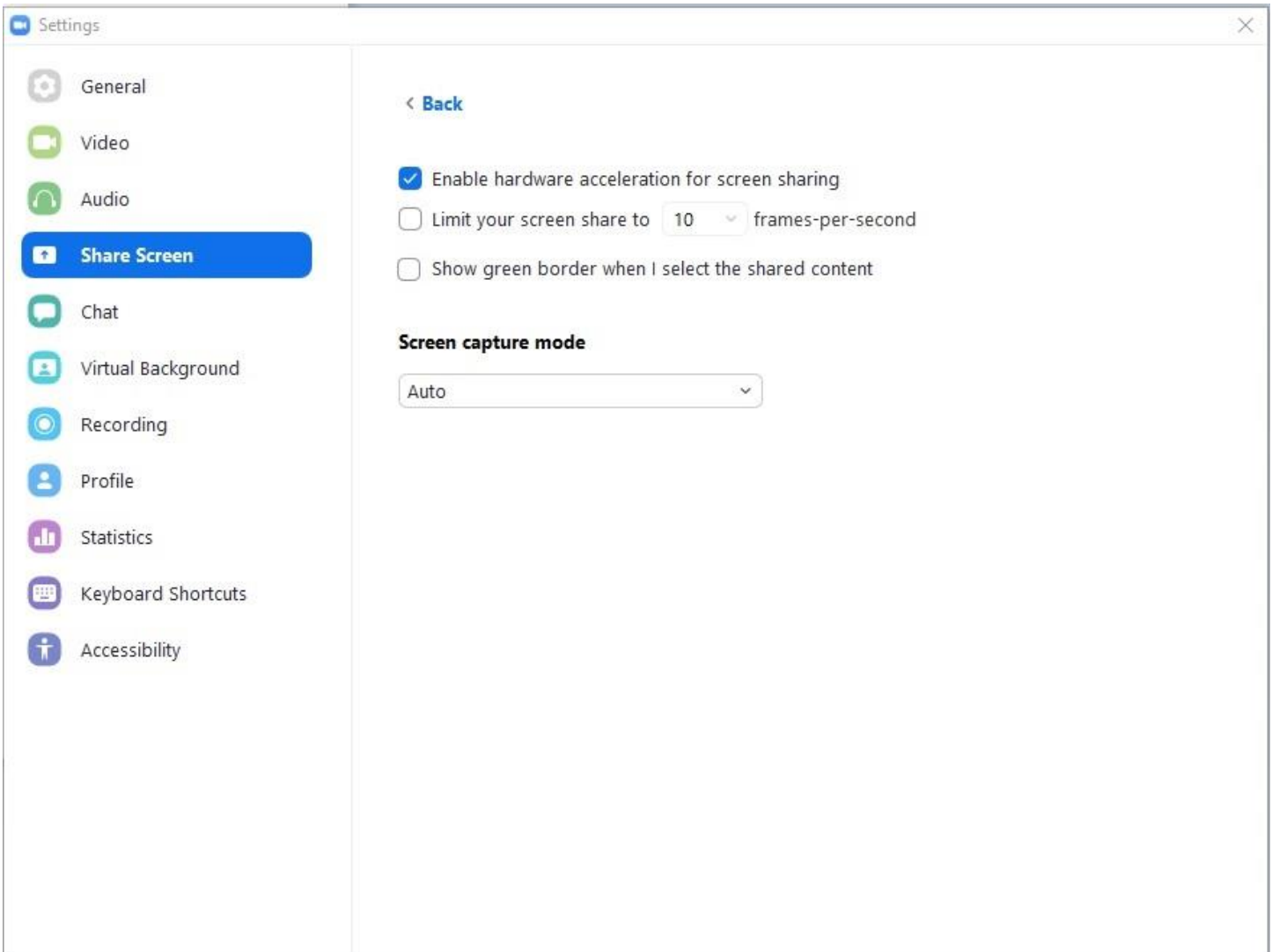
When this option is checked, this feature will display the shared screen and participants' video side by side. To learn more about how Side-by-Side mode works, see the following link: <https://support.zoom.us/hc/en-us/articles/115004802843-Side-by-Side-Mode-for-Screen-Sharing>

To access Advanced Share screen settings, click on the button in the lower right hand corner of the screen.

We recommend using only the above checked options initially for the Share Screen Basic Settings.

Zoom Room Participant Recommended Settings

After you've clicked on Advanced the following Screen will appear:



Share Screen Advanced Settings

The following settings should be checked :

Enable hardware acceleration for screen sharing

When this option is checked, your computer's hardware will be used to improve the screen sharing performance of Zoom.

We recommend using only the above checked options initially for the Share Screen Advanced Settings.

Zoom Room Participant Recommended Settings

These are the only settings which we are recommending for OLLI On-line classes on the Zoom platform. Other settings for Chat, Virtual Background, Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility are less relevant to your on-line experience of Zoom Room Classes.

Regarding Recordings of classes, be advised that no recordings of OLLI on-line classes are permitted. OLLI Administrators have not had time to appropriately establish the legalities regarding intellectual property requirements for recorded classroom presentations. All recording options will be restricted by the Zoom Room Host.

You are welcome to adjust **Chat** options to your liking. Similarly, **Accessibility** settings may also be adjusted to your liking, however, with respect to **Accessibility** settings, no Closed Captioning of facilitator presentations are provided by OLLI, with the possible exception of movie or video presentations where the facilitator has specifically enabled that video feature through their media player. This exception would be independent of Zoom **Accessibility** settings.

Virtual Background settings can be adjusted to your liking if your computer is able to support them. If your internet bandwidth is marginal, we would advise against using this feature.

Profile settings are more relevant for Zoom users with a registered Zoom account.

Statistics are informational and not really settings.

Keyboard Shortcuts are primarily informational any which have the Global option check should likely remain that way. Unless you are an experienced Zoom user, we do not recommend enabling global for any keyboard options which are not set that way by default.