



Senior Immigrant Settlement Services

How to use Zoom for Online Classes:

1. Receive Class Invitation:

- Program Coordinator will send you a meeting invitation link via email.

2. Join the meeting:

- Click the invitation link.
- If prompted, enter the Meeting ID and Passcode provided by Program Coordinator in invitation email
- Click "Join" and wait for the host to admit you into the meeting.

3. Audio and Video Setup:

- Click the microphone icon to mute/unmute your audio
- Click the camera icon to start/stop your video

4. Participate Actively:

- Use the "Raise Hand" feature to indicate you want to speak.
- Use the chat box to type questions or comments.

- Mute your microphone when not speaking to reduce background noise.

5. Breakout rooms:

- Your instructor might use breakout rooms for small group discussions
- Accept the prompt to join the breakout room and participate in group activities.

6. Stable Internet Connection:

- Ensure you have a reliable internet connection to avoid disruptions.

7. Headphones and Microphone:

- Use headphones with a built-in microphone to improve audio quality.

8. Quiet Environment:

- Choose a quiet place for attending classes to minimize distractions.

IMPORTANT REMINDERS ABOUT USING ZOOM:

- If your classmate or anyone asks for the classroom information, **do not share your Zoom link, Meeting ID and Password. Please tell them to contact Program Coordinator**
- Your password protects you from hackers, pranks or more serious harm. **Do not share your Zoom link, Meeting ID and password with anyone.**

- If the password is not working, please check and enter the correct password (numbers) carefully.
- For additional resources and help on how to use Zoom, please visit [Zoom Support](#).