

Important tips for Zoom classes

Members participating in Zoom classes should first read and follow these instructions:

1. **Read** the Preparing to take part in a Zoom Session on the U3A Central Coast website.
2. **Find the email** sent to the class that includes the Zoom session link.
 - You can find the email in your Inbox by searching for **auto@myu3a.net**. All class emails come from this address.
 - Take a note of the date of this email so that you can find it again.
 - Perhaps move it to a new folder for easy reference (if you know how to do this).
3. You should **not** try to join a Zoom meeting by entering the meeting ID into the Zoom app. This requires a password and we are not issuing passwords for security reasons. **Always use the link** provided in the email.
4. If you **arrive at your class late** you may not be admitted. Tutors are busy presenting and running the class and may lock admissions after 10 minutes.
5. You should **mute your microphone** to avoid any background noise causing a disturbance. Only turn it on when you wish to speak, and then turn it off again.