

# A FAQ Sheet on Zoom

We have selected Zoom as our video conferencing platform of choice this summer at TOALC. We will be using Zoom for all classes and presentations organized by the TOALC Programming Committee. However, individual TOALC class leaders are free to select a different choice if they wish or not to use video conferencing at all.

## Why Zoom?

Zoom is a full-featured but easy to use video conferencing tool. People can attend Zoom meetings from desktop PCs and MACs, laptops and tablets, Android devices, iPhones and iPads – almost any computing device you can think of. Access by traditional telephone will be available on some of our meetings as well.

Its versatility and ease of use have made Zoom the hands-down choice for companies and individuals in these days of stay-at-home and work-from-home. We think TOALC members will take to Zoom quickly.

## Attending a Zoom Meeting

You do not need a Zoom account to attend. If you join a Zoom meeting on Android or iOS devices, you'll be prompted to download the "Zoom Cloud Meeting" app from Google Play or the app store first. Attendees on Windows machines will be able to connect to the meeting without downloading any software at all.

Zoom gives meeting attendees the ability to adjust the sound and picture, even hide their faces if desired. Participants can raise their hands to speak or send questions and comments to everyone or privately to the host or other attendees.

For more on attending Zoom meetings and using meeting controls, see the following YouTube videos:

Join a Zoom Meeting – Watch first part about joining from an email invitation:  
<https://www.youtube.com/watch?v=hIkCmbvAHQQ>

These videos provide more details for specific types of devices:

Using Zoom on a desktop

<https://www.youtube.com/watch?v=4PGVSOSPzNY>

Using Zoom on your iPhone or iPad

<https://www.youtube.com/watch?v=TmZVN98TmkA>

Zoom on Smartphone

<https://www.youtube.com/watch?v=GEQLjLYhuJQ>

We'll offer Zoom orientations as part of our introductory "Friday Happy Hour" video conferences during the month of May. We'll also have a "Zooming with TOALC" class for Zoom hosts and attendees during the summer session. Check the Course Book for details.

When attending a Zoom meeting, please join at least five minutes ahead in order to deal with any last-minute snafus. Test your setup ahead of time by going to <https://zoom.us/test> . If you encounter issues that cannot be resolved by the Zoom help documents, please contact TOALC at [info@theoalc.org](mailto:info@theoalc.org) and describe the problem in as much detail as possible. We will get back to you.

If you are unable to resolve a connection problem before the Friday "Happy Hour" meeting you planned to join, check the meeting confirmation you received for local access phone numbers you can use to join the meeting by phone.

### Is Zoom Safe?

Zoom's popularity has attracted interest from the usual cast of Internet troublemakers. The result has been a lot of scary news stories in the public media. Zoom has gone all out to patch any vulnerabilities and made the safer meeting settings the default. Tech writers have reviewed the dangers and the great majority still recommend Zoom as the best meeting platform available.

Here's what Dr. Jim Vagliardo, a key member of TOALC's Program Committee has to say about it:

*The short answer is yes, it is safe. TOALC has been using ZOOM every weekday for meetings for a month without problem. I personally have used ZOOM safely for all*

*kinds of “virtual” connection with friends and loved ones around the world. No problem.*

*You should also know that TOALC’s tech support committee has addressed security of our courses with at least three layers of procedural protection.*

*I think we will be fine. Of course, if you feel you would rather not participate, I completely understand.*

**Jim is a professor of Mathematics/Computer Science; an educational consultant, writer, and researcher.**

### Keeping Zoom Safe

Zoom meeting hosts can prevent intruders from entering a meeting or can eject them if they do get in, disguised as a friendly. But to make the host’s job easier, we need to keep meeting access links confidential. Please do not post meeting information on the open Internet.

In addition, meeting leaders need to know whom to expect as attendees. Therefore, do not share confidential meeting information with friends and neighbors. If someone you know wants to attend a class, have that person contact TOALC directly to sign up. Attendance is free and open to all.