

Creating Zoom Links for Your OLLI Class

Overview

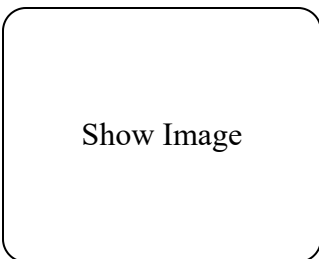
This guide will help you create a Zoom link for your 5-week OLLI class. You'll create **one recurring meeting** that your students can use for all 5 sessions.

Step-by-Step Instructions

1. Log into Zoom via myPitt

- Go to **my.pitt.edu**
- Sign in with your Pitt credentials
- Look for the Zoom icon or search for "Zoom" in the myPitt portal
- Click to launch Zoom

⚠ IMPORTANT: When you see the University of Pittsburgh Video Conferencing screen:



You'll see three yellow buttons: **Join**, **Host**, and **Sign in**

✓ ALWAYS click "Sign in" (the bottom button)

- This logs you into your Pitt Zoom account
- This is where you can schedule meetings

✗ DO NOT click "Join" or "Host"

- "Join" is only for joining someone else's meeting
- "Host" is for starting a meeting you've already created
- These buttons won't let you schedule new meetings

2. Schedule a New Meeting

Once you're in Zoom:

- Click the "**Schedule a Meeting**" button (usually in the top right)
- You'll see a form to fill out

3. Fill Out the Meeting Details

Topic: Give your meeting a clear name

- Example: "OLLI - Introduction to Art History with Prof. Smith"

When: Choose the date and time of your **first class**

- Select the day of the week
- Set the start time
- Set duration to **90 minutes** (1.5 hours)

Recurring Meeting: ☒ **Check this box!** This is important.

- After checking, you'll see more options
- Select "**Recurrence: Weekly**"
- Set "**Repeat every: 1 week**"
- Set "**End after: 5 occurrences**" (for your 5 classes)

4. Recommended Settings

Video:

- Host: On
- Participants: On

Meeting Options (scroll down to find these): ☒ Enable waiting room (recommended for security) ☒ Mute participants upon entry (helps reduce background noise)

Meeting Password:

- Zoom will automatically create a password - keep this enabled for security

5. Save and Get Your Link

- Click "**Save**" at the bottom
- You'll see your meeting details
- Copy the "**Join URL**" - this is the link you'll share with students
- Also note the **Meeting ID** and **Password**

Sharing Your Zoom Link with Students

What to Include in Your Email:

Subject: Zoom Link for [Your Class Name]

Body:

Dear Students,

Here is the Zoom link for all 5 sessions of our class:

Zoom Link: [paste your link here]

Meeting ID: [your meeting ID]

Password: [your password]

This same link will work for all 5 weeks. Please save it for easy access.

We meet every [day of week] at [time] for 90 minutes.

See you in class!

Tips for Success

Before Your First Class:

- Test your link by clicking it to make sure it works
- Start your Zoom meeting 5-10 minutes early
- Admit students from the waiting room as they arrive

During Class:

- Keep the same link for all 5 weeks - don't create new ones
- If students lose the link, just resend your original email

Need Help?

- Contact OLLI staff at [contact info]
- Pitt IT Help Desk: 412-624-HELP (4357)

Quick Troubleshooting

"I can't find the Schedule button"

- Make sure you're logged into Zoom through myPitt, not a personal Zoom account

"My link isn't working"

- Check that you copied the entire link
- Make sure your meeting hasn't been accidentally deleted

"Students say they can't get in"

- You need to start the meeting first as the host
- If using a waiting room, you need to admit them

This link will automatically work for all 5 scheduled sessions - no need to create a new one each week!