



Zoom Instructions for Online Classes

(version 20211030)

Setting up your device/screen/camera

I recommend using a device with the largest screen possible. You could also consider connecting your laptop to a TV for a better view. Place your device with camera at a distance, angle and height so that I can see most of you and your mat.

Download Zoom

Your web browser will download Zoom automatically when you join your first Zoom meeting, but it's also available for [manual download](#) if you want to install it before the meeting starts.

Connect to the live-stream class

- Click on the Zoom meeting link you have received in the class reservation email.
- You may be prompted to open zoom.us.app, click on allow.
- If you miss that prompt, click on the blue Launch Meeting button.
- Please sign in with your own name so I can recognise you.

You will automatically be taken to the waiting room of the meeting/online class. I will let you in when I'm ready to start. Once I do, you should see me on your screen. Smile and wave!

Zoom settings

- Camera/Video on
- Audio on but mic muted
- Speaker View with minimised video panel
- Full screen

Audio Set Up

If you join the meeting with your computer:

1. Choose **Join with Computer Audio (& Computer Video too)**

If you join the meeting using your phone/tablet:

1. Allow access to your microphone.
2. Choose **Call using Internet Audio or Device Audio**. This will activate your device's speaker and microphone.
3. You can connect headphones or external speakers by Bluetooth or cable as you normally would.

Video Set Up

When you join a Zoom meeting and you get the option to **Join with Video**, click yes. It should be in **Active Speaker View** by default. The screen of whoever is speaking or spotlighted (should be me!) is shown full screen, with the other participants in smaller screens. On your computer, you can hide all other participants by clicking on the first or second of the Active Speaker Panel icons:



This is the setting I recommend. On phone/tablet, I believe other participants are hidden by default.

To go to Speaker View

On your computer: click **Speaker View** in the top right corner of your screen

On your tablet: tap the **Active Speaker Button**

On your phone: **swipe** left if you were in Gallery View or right if you were in Safe Drive mode



Go Full Screen

On your computer: click on the **icon with four arrows** in the top right corner of your screen
On your tablet/phone: It's in full screen by default.

When I let you in, we can have a little chat and then I'll mute you so I can welcome other students. Once the class starts, I will mute all participants. If you are late, I will let you in as soon as I have an opportunity to go to my laptop but won't interrupt the class to say hi to you. At the end of the class, you can unmute again so we can say goodbye or you can just leave at your convenience.

I will Spotlight my screen so you should always see my screen in the larger window and yourself (and others if you choose) in smaller windows. I recommend you have your video on so I can see how you are doing during the practice. If you really prefer to not be seen, you can of course turn it off.

Chat Function

If I can't hear you or you want to tell me something in private, you can send me a **chat message**.

On your computer:

1. Move your mouse to bring up the option tools.
2. Click on the chat icon. This will open the chat on the right.
3. Choose who you want to send your message to, just me (host), all or another participant.
4. Type a message into the chat box and press enter to send. If class has started already, it's unlikely I'll be able to answer you but I'll probably read it and try to address it if it doesn't interrupt the class.

On your phone/tablet:

1. Tap your screen to bring up the option tools.
2. Click on Participants
3. Click on Chats at the bottom of your screen
4. Choose who you want to send your message to, just me (host), all or another participant.
5. Type a message into the chat box and press enter to send. If class has started already, it's unlikely I'll be able to answer you but I'll probably read it and try to address it if it doesn't interrupt the class.

Troubleshooting Audio

On your computer, you are in the meeting already and audio doesn't seem to work:

1. Make sure your volume is up
2. Move your mouse to bring up the option tools
3. Click on **Join Audio** in the bottom left corner of your screen
4. Choose **Join with Computer Audio**.
5. The Join Audio icon should now transform into a Mic icon that you can mute/unmute
6. If it still doesn't work, click **the arrow next to the Mic icon** and choose the correct mic and speaker settings.

On your phone/tablet, you are in the meeting and you can't hear me:

1. Make sure your volume is up
2. Tap your screen to bring up the option tools.
3. Select the **Join Audio/Audio** icon option.
4. Choose **Call using Internet Audio** or **Call Via Device Audio**.
5. The Join Audio icon should now transform into a Mic icon that you can mute/unmute.

Troubleshooting Video

On your computer, if you don't see yourself on the screen, it means I don't see you either:

1. Move your mouse to bring up the option tools
2. Click on **Start Video** in the bottom left corner of your screen
3. If it still doesn't work, click on **the arrow next to the Video icon** and choose the correct camera

On your phone/tablet, if you don't see yourself on the screen, it means I don't see you either:

1. Tap your screen to bring up the option tools.
2. Click on **Start Video**

I hope this helps ~ Looking forward to seeing you on my screen soon!