A SIMPLE GUIDE TO ATTENDING CLASSES VIA ZOOM LIVE-STREAM

You will be sent a ZOOM access link for your class if you have not already — just click the link and follow the instructions that pop up on your computer screen.

Here are some step-by-step instructions for features within ZOOM.

ZOOM INSTRUCTIONS

We've chosen the ZOOM video-conferencing platform for its ease of use and generally consistent quality of connection. It is recommended that you <u>download the Zoom app</u>, although this is not required to participate. If you already have the Zoom app you may be in need of an upgraded version in order to make things run as smoothly as possible.
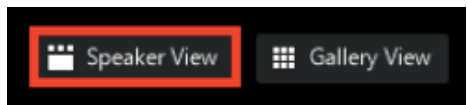
<u>About Zoom</u>
<u>How do I join a ZOOM meeting?</u>
<u>Updating my Zoom app</u>

VIEWING OPTIONS

1. Look at top right of the ZOOM window. You will see an icon representing one of two view options: *Gallery View* or *Speaker View.* Click the icon to switch views.

- **Gallery View** lets you see small video thumbnails of all participants.
- **Speaker View** lets you see the Active Speaker (the person speaking at any given time).

We recommend that you keep your screen on Speaker View as that will keep your focus on the presenter and help you remain more connected to the information being shared.

2. On the bottom of your screen, in the bottom left corner of the toolbar, which you may have to scroll over to see, there are controls for your microphone and video camera. This is where you can both electively mute and unmute your microphone as well as start and stop the video image of yourself.
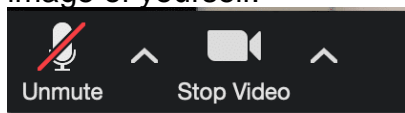
Although muted audio is the default setting for most classes, be sure to mute your mic (lower-left corner of your screen) as soon as you sign on and whenever you are *not* speaking. This is important to avoid background noise and distractions for others.

If you click on Stop Video, real time video of you will be replaced by a simple solid screen with your name on it. You will still able to see others who have their own video playing. When you want to return to using video so that you can be seen by the whole group, just click on Start Video. Consider stopping your video if you are eating, talking with someone else in the room, or doing anything else that might be distracting to others.

3. You have the option of making the Zoom screen bigger or smaller using the button in the top right-hand corner.

4. Use the side-by-side feature (located at the top of your screen) to view PowerPoint slides or other material shared by the presenter without obstruction.

5. Move your mouse to activate the Zoom functions on your screen when it goes to sleep.

6. Remember to sign out or "leave the meeting" when the session is finished.

Things to think about for the audio and video live-stream experience:

- Are you in a comfortable spot for the duration of the time on video?
- How's the lighting? Can people see you clearly?
- A reminder to make sure that your audio/microphone is muted while the presenter is speaking as your background sound will be broadcast and interfere with others' ability to hear. You will, of course, want to turn your microphone on when you are sharing your questions or comments with the group.

CHAT WINDOW

On the bottom of the ZOOM window there is a control bar – first icon to the left of "Leave Meeting" is the **Chat Button**. This is a convenient way to communicate with your online hosts and with other participants or send a message to the instructor. Messages can be sent publicly, to "Everyone" or privately, to particular individuals.
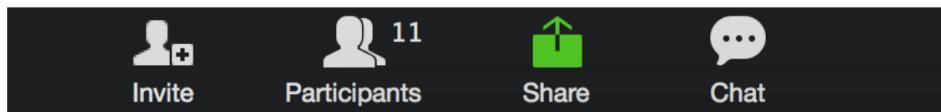
To open your chat window: Press the *Chat* button in the control bar. The *Chat* window opens. Once it is open – on the top left of the *Chat* window there is a little downward pointing arrow. Click on it and select *Pop Out*. The *Chat* window will detach from the viewing window and you are now able to drag it to a suitable place on your desktop.

RAISING YOUR HAND

There will be opportunities during the course of the event to both ask questions and offer comments. At these times a request will be made for online participants to "raise their hand."

To raise your hand, click on the "Participants" icon on the bottom control bar. This will open up a right sidebar in which you will see a list of all online participants. On the bottom of this sidebar is an icon of a hand. Click on this hand and the ZOOM Host will see that you've raised your hand and you will enter a queue to ask your question or offer your comment.

ONLINE BREAKOUT GROUPS

There may be a time during some classes when you will be invited to move into a virtual breakout "room" to engage in some discussion, activity, and/or exercise with a smaller group of people.

How does it work? When it is time for a breakout session, as cued by the presenter, a dialog window will appear on your screen. If you are not transferred automatically, please click ***Join Breakout*** as soon as the dialog window appears.

Once you are in a breakout:
Please be sure that your *Chat* window is open. The *Chat* window will have the **breakout topic**, **instructions,** and **timing notifications** for each section.

A **Blue Highlighted Note** will also appear at the top of the Breakout Screen with instructions and timing notes.

ADDITIONAL ZOOM RESOURCES

How Do I Join or Test My Computer/Device Audio?

My Video/Camera Isn't Working

How to Add a Profile Picture