



Zoom Tips for Online Classes

Zoom is free for you to use; you don't need a Zoom account to join a "meeting". The teacher is the "host" and can send you a link to join them online.

Mobile phone and Apple device users will have to download Zoom from the App Store. I recommend you do this in advance (please don't wait until 5 minutes before the class!).

Desktop (PC/MAC) - <https://zoom.us/download>

Android - <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

iOS - <https://itunes.apple.com/us/app/id546505307>

Depending on whether you are using a laptop or mobile phone and whether it is Apple or Android, the Zoom layout may vary, so don't worry if things don't work exactly as explained below.

Instructions to join a "meeting":

I will be online about 10 minutes before the yoga class starts to allow everyone time to register, sort out the technicalities and say hi to each other. Please be signed in early, ready for the class to start on time.

1) Click on the Zoom link in the confirmation email you received from Bookwhen, or go to <https://zoom.us/join>, add the meeting ID in the box and follow the on screen instructions.

2) If you are using your phone to join Zoom, please put it on Do Not Disturb (with wi-fi enabled).

3) When prompted select "Open Zoom Meetings" and "Join with Audio". It is very **important that you join the meeting WITH AUDIO** so that you can hear me. It will take a few seconds for your audio to connect (during which time I will not be able to hear you). If you accidentally join without audio, just leave the meeting and re-join selecting "Join with Audio".

4) **Your video and microphone might automatically be off when you first join a meeting.** It would be lovely if you unmute your mic and turn on your video so that you can say hello to everyone and feel part of the group. I will try and speak to everyone as you join. I would ask that you please keep your camera on during the class so that I know you are ok. Once the class starts properly, I will put everyone on 'mute' to avoid audio chaos. 😊. You can unmute yourself again at the end of the class.

5) During a "meeting", you have a choice of layouts (or "views"). To change whether you see other participants or just the teacher, you can click on "Speaker View" or "Gallery View" at the top right of the screen (if you are on a computer) or swipe left and right if you are on a mobile phone. **For the main part of the class I suggest you use "Speaker view"** so that you can see me clearly, but **it is nice to select "Gallery View" at the beginning and end of the session** so that you can see everyone.

If you get completely lost, here is a link to Zoom's instructions and help about setting up: <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>