



Zoom Instructions for Yoga Here & There Online Yoga Classes (and possibly other online meetings/classes too)

(version 20200330)

Your web browser will download Zoom automatically when you join your first Zoom meeting, but it's also available for manual download here: <https://zoom.us/download> if you want install it before the meeting starts.

- Click on the Zoom meeting link you have received in the class reservation email.
- You may be prompted to open zoom.us, click on allow.
- 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 manually after checking your payment. Once I do, you should see me on your screen. Smile and wave!

The best set up for the class is:

- **Camera/Video on so I can see you**
- **Mic muted so nobody can hear you, but you can hear me**
- **Speaker View with minimised video panel so it hides all the other participants from your screen**
- **Full screen**

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, so you will still hear me but nobody will hear you.

At the end of the class, I will unmute everybody again so we can say goodbye.

I will Spotlight my screen which means you will always see my screen in the larger window, and yourself (and other participants if you choose) in smaller windows.

I strongly recommend you have your video on so I can see how you are doing during the practice. I really don't mind pets, partners and kids running in circles around your mat, as long as I can see that you are safe. If you really prefer to not be seen, you can of course turn off your video.

Place your device/camera at an angle and height so that I can see most of you and your mat.

Audio Set Up

If you join the meeting for the first time with your computer:

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

If you join the Zoom meeting using your phone/tablet for the first time:

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, if you have any.

Troubleshooting Audio

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

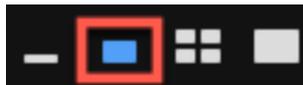
1. Make sure your volume is up
2. Move your mouse to bring up the option tools
3. Click on **Join Audio** in the bottom left corner of your screen
4. Choose **Join with Computer Audio**.
5. The Join Audio icon should now transform into a Mic icon that you can mute/unmute
6. If it still doesn't work,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

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.

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 they 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: I think it's in full screen by default.

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** in the drop down of your settings.

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**

Chat Function

If I can't hear you but you want to tell me something, 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) or all, or another participant.
4. Type a message into the chat box and press enter to send. If class has started already, it's very unlikely I'll be able to answer you but at least I'll know you are alive.

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) or all, or another participant.
5. Type a message into the chat box and press enter to send. If class has started already, it's very unlikely I'll be able to answer you but at least I'll know you are alive.

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