

## INSTRUCTIONS ON HOW TO USE ZOOM (PARTICIPANTS)

- Zoom works on both PCs and Apple products so that is one hurdle solved.
- It allows you to see and hear the instructor live.
- You need to have speakers on your device to hear the instructor.
- Speakers may be integrated as they are in a laptop or tablet or on the monitor with a desktop or separate as an accessory.
- You have the option of letting other participants see and hear you.
  - You need a camera on your device if you choose to let people see you.
  - You need a microphone on your device if you choose to let people hear you.
- You need to be able to see the screen easily so you can follow the Tutor.

### How to access the classes:

1. You will be sent a link (via email) to the Zoom class **2 hours before the class is due to commence**.
2. When the class is due to commence click on the Link.
3. Click “OK” to download [zoom.us](https://zoom.us).

Open zoom.us?

https://zoom.us wants to open this application.

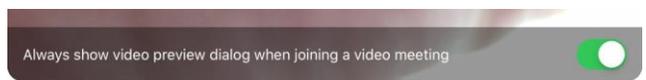
Cancel

Open zoom.us

4. Allow Video (if you wish to be seen)
5. Allow Audio (if you wish you wish to be heard) – (**allowing audio and video will make the experience more social**).

### Computer and Tablet

**Join with Video** (*if you wish to be seen*) - you can change this by clicking on the video camera.



Join without Video

Join with Video

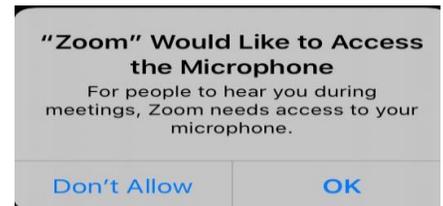
6. **Computer: Join with Computer Audio** (*if you wish to be heard and hear others*) - you can change this by clicking on the headphones).

Join With Computer Audio

Test Speaker and Microphone

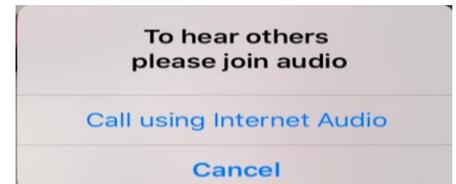
7. **Tablet**

To be heard by others Click “**OK**” to Access the Microphone.



8. **Tablet**

To hear others Click “**Call using internet audio**”.



9. Screen View - Gallery or Active Speaker



Screen Configuration - Option 1

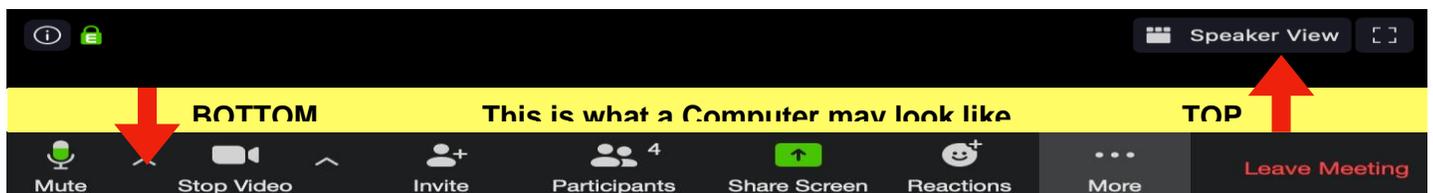
Speaker View - the instructor has the main portion with participants along the top.



Screen Configuration - Option 2

Gallery View - looks like the Brady Bunch with everyone having equal space.

10. Sometimes your instructor will determine the screen configuration and may mute you if they want to give clear instructions.



**Internet lag:** You may experience an internet lag, please just be patient and hang in there.

We hope this information is useful. If you need more assistance, please send Marie an email to [rosannacommunityhouse@gmail.com](mailto:rosannacommunityhouse@gmail.com) and we will try to help where we can.

Thank you and we know this is new to all of us and there may be some teething issues along the way but we will get there and the main thing is that we can continue where possible to bring you the activities you enjoy attending at the House as well as maintaining the socialisation and bringing people together online.



Here's hoping for success and we look forward to seeing you online.

