



## **Using Zoom**

We are using Zoom to stream our workshop. Zoom can be accessed via a web browser, phone, or iPad.

Prior to your workshop, download the Zoom app.

Create a Zoom account. (If you already have an account simply 'Sign In.')

You can test out Zoom by clicking here (<https://zoom.us/test>) to make sure that your audio and visual are working. Checking your setup before class is highly advised.

## **For the best streaming experience...**

For the best experience, you'll want to join from a device with a microphone and a video camera.

Once the class begins, the teacher will automatically mute everyone to ensure that the video footage stays on the teacher. It is helpful if you can double-check this by looking in the lower left-hand corner of your screen. You can unmute yourself if the teacher initiates conversation. Otherwise, all communications should come via the 'chat' feature during class. Please mute yourself when you are not talking.

Keeping the video of yourself streaming demands more of your WiFi. If you are finding that things are lagging or getting fuzzy, we recommend turning off the video feed. When you do so, your name will still appear and you will still be able to be a participant in the class.

If other students become the main image you see, click on your teacher's image and select 'Pin Video.'

The lecture and presentation sections of the workshop are being recorded for marketing and educational purposes. If any of your questions, comments, and stories that you might add to the workshop end up in the recording, they will not be saved for any purpose. However, your conversations in the break out rooms are never recorded, to allow you to have a rich and engaging conversation with your cohorts without concern for the recording.

Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, you will be backlit.

Zoom has tools that will help you stay engaged, allowing you to raise your hand to add to the conversation or send out a thumbs up when you hear something you like.