Zoom Instructions
Yoga Harp Alignment Online Classes

Zoom Application Download

https://zoom.us/download

Zoom Room Open and Start Times

Please arrive by 7.10pm to allow class to start at 7.15pm.

Zoom Menu

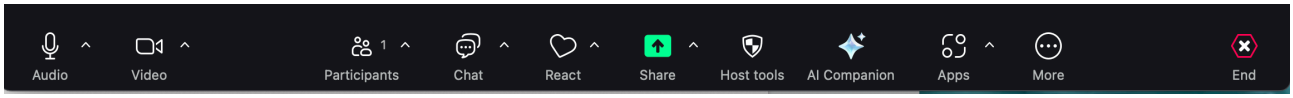
Zoom menus appear on your screen when you move your mouse and disappear when you haven't moved your mouse for a few seconds.

Top Menu + Screen Menu:



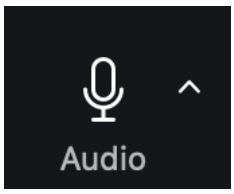
Note that the computer screen menu is above the Zoom window menu.

Bottom Menu:

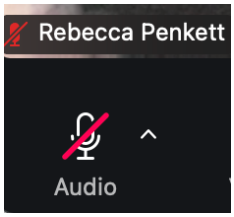


Muting / Unmuting Microphone

When we start, I will mute everyone's microphones to prevent anyone from accidentally becoming the main 'speaker' on view. (This can happen if you have any background sound, e.g. dog barking.)



You can mute /unmute your microphone before 7.15pm and after 8.15pm by clicking on the 'Audio' button at the bottom left of your screen.

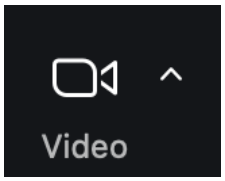


Your mouse will need to be over the image (and not the upward arrow) to mute / unmute.

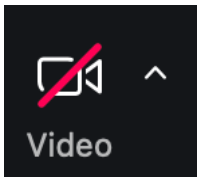
When muted, it will appear like this image (left).

Pressing the upward arrow on the 'Audio' button allows you to select your microphone (e.g. headphones).

Video On / Off



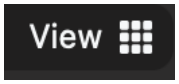
Roll your mouse over the 'Video' button at the bottom left (not the upward arrow) to switch your video image on or off.



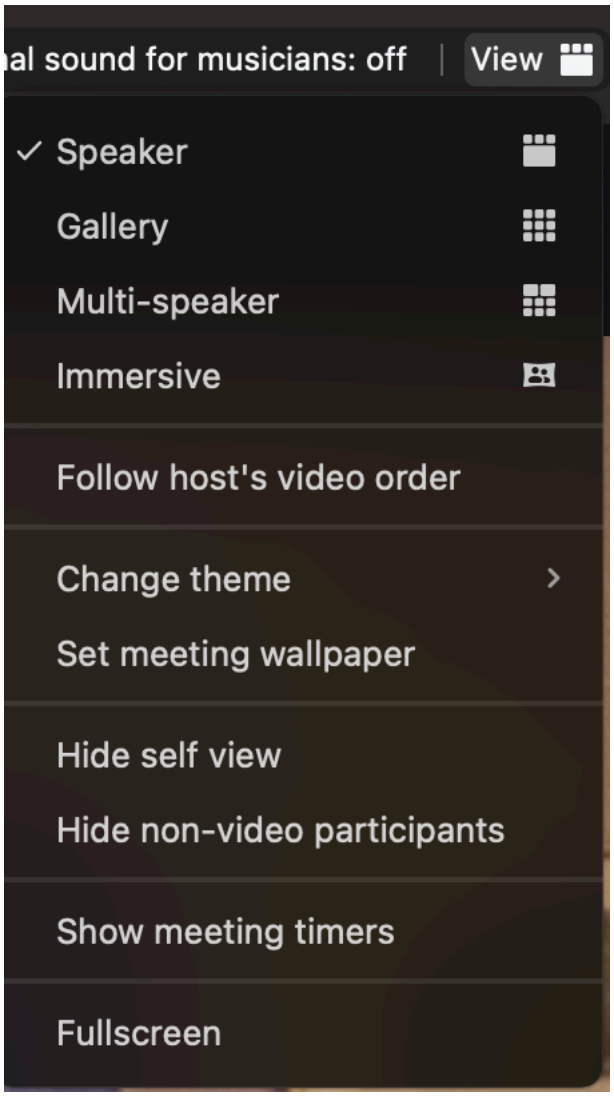
When your video is switched off, it will appear like this image (left).

Pressing the upward arrow gives options to change your background (e.g. blurring).

View Options



'View' options are on the top right of the Zoom window (not the 'View' from your computer screen) and will appear when you move your mouse.



Clicking the 'View' option opens a drop-down menu (left).

During class time, it is best to have the view set to 'Speaker'.

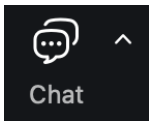
After selecting 'Speaker', you could select 'Full Screen' - which is the largest image option.

To exit 'Full Screen', press 'esc' on your keyboard, or double-click your mouse.

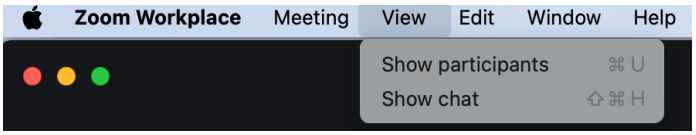
During social time (before 7.15pm and after 8.15pm), it is best to have the view set to 'Gallery' to see others in class.

Chat and Show Participants

‘Chat’ can be accessed in two ways:

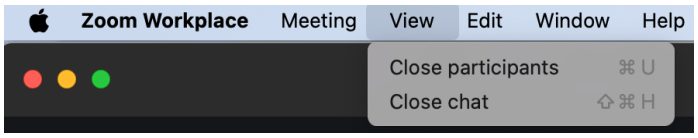


1) At the bottom middle of the Zoom window when the mouse is moved.

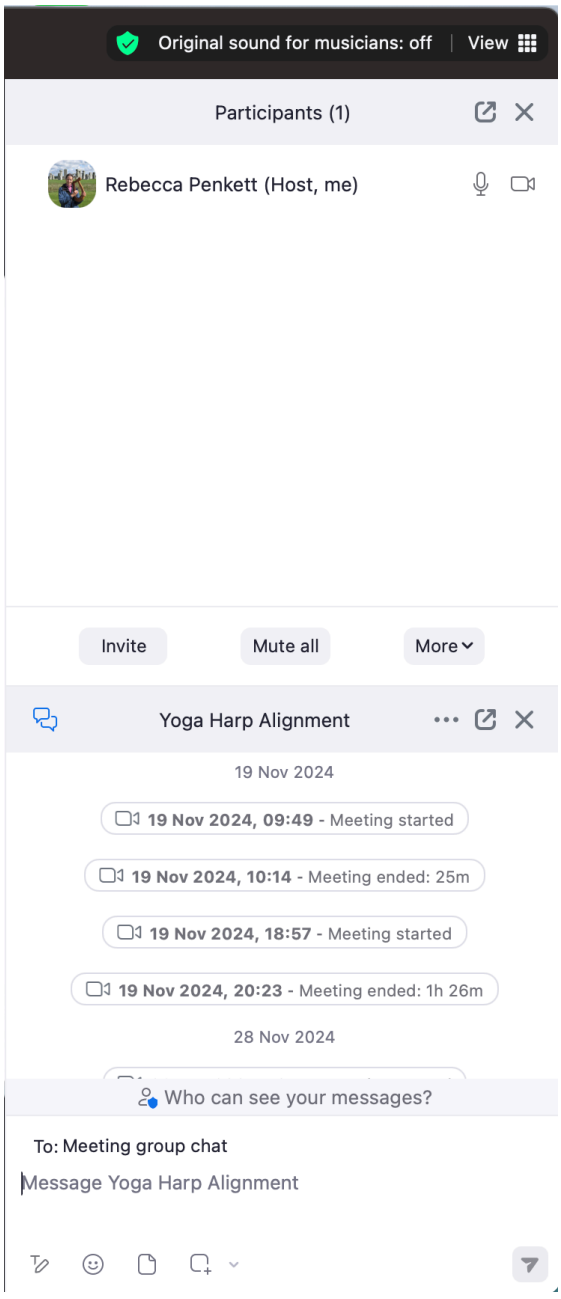


2) When not in ‘Fullscreen’, you can access ‘Chat’ by clicking ‘View’ on your computer menu - top left of computer screen. Select ‘Show chat’, which opens a window on the right.

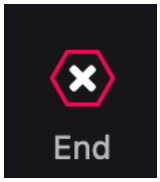
‘Show participants’ from ‘View’ menu, opens a window on the right to allow you to see everyone in class. This window is shared with ‘Chat’ if you have both open.



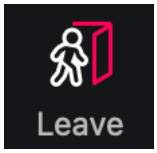
To close ‘Chat’ and ‘Participants’ windows, click ‘View’ menu, select ‘Close chat’ and ‘Close participants’.



Exiting / Leaving Class



To leave the class, click on ‘End’ at the bottom right of the Zoom window (when your mouse moves to allow the menu to appear).



Your version of Zoom might have the new ‘Leave’ icon, also on bottom right.