



## ZOOM MADE EASY FOR TAI CHI

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This guide is for anyone who is new to our Zoom classes, or those of you who would like to be able to navigate Zoom better during the **Summer Online Intensive**. Please take the time to read through all of the guidelines and helpful hints.

### ZOOM SUMMER ONLINE INTENSIVE (SOI)

With your Registration, you will be receive:

- You receive **a confirmation email with a link** to join the class within 24 hours of the first class.
- The confirmation email will come from Steve Shulman, look for **an email from shulman.steve36@gmail.com**.
- **Save the Join Link email** for your weekend experience. This will be the same Join Link for your Zoom classes for that particular weekend and only that weekend.

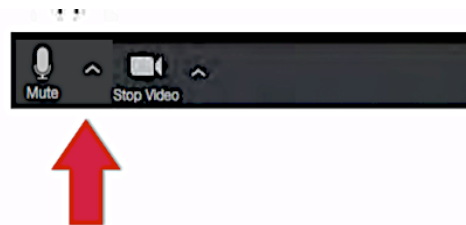
### BEFORE THE 1st CLASS

- **IMPORTANT:** To check for updates, launch the Zoom app, click on your user icon in the top right corner, and from the drop down menu click 'Check for Updates. '
- If new updates are available, a message will appear that says 'Update Available'. Click on 'Update' to install.
- Use a computer or a tablet, a Smart Phone is not recommended for this Online Training. You will have a difficult time viewing and fully participating.

- Log out of any applications you have open on your desktop. Ideally, restart your computer prior to class to ensure everything is fresh and operational.
- Turn off all notifications that might distract you, i.e. silence your phone.

## JOIN THE CLASS EARLY

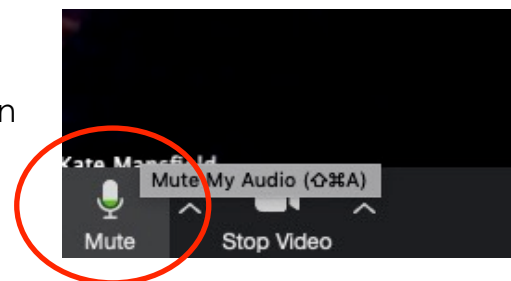
- We ask you to join up to 15 minutes before the class start time.
- Be prepared with your email Join Link, and join early.
- You can always connect your device, test audio + video and then step away again until the class starts.
- For the computer these icons are located in the lower left corner. For tablets, these icons are located in the upper right corner.



These are the audio & video icons, which have very important roles!

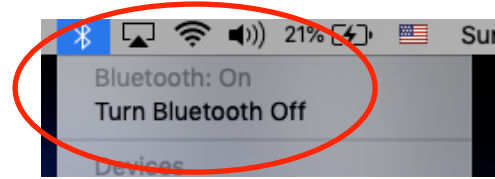
## SOUND CHECK 101

- When you join the meeting your sound may be automatically muted, but you should be able to hear the teacher.
- If **prompted on your tablet**, you want to join with the first selection "Call using Internet Audio."
- If you are not muted, you can mute yourself by clicking on the mute button in the bottom left of the screen.
- If you can't hear the teacher, **make sure the volume on your computer is turned up**, using the volume buttons on your keyboard / device.



## TROUBLESHOOTING SOUND

If you still can't hear:



- Make sure Bluetooth is turned off; and/or
- Go to the sound settings in your system preferences, and select 'Internal Speakers' for output, and 'Internal Microphone' for input.
- The teacher will mute everyone when they are ready to start to prevent background noise. When you are invited to interact, you may need to unmute yourself before talking.

## VIDEO CHECK 101

- When you join the meeting your video should automatically start, and you should be able to both see the class and be seen.
- If you need or want to stop the video, (like muting your sound) press the video icon on your screen, a red line will appear on the icon and your video will stop.
- If your video does not automatically come on, **make sure there is not a red line through the Video Icon**. If so, merely press the video icon on your screen to start your video now.

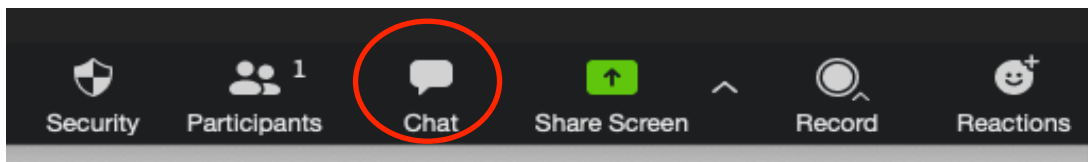


Click the icon again when you want to start showing your video.

- We recommend you have your video turned on. This helps the teacher observe how you are moving.

## PARTICIPATING IN CLASS

- Please ensure you first and last name are correct for your screen display name. This will help the teachers and other participants.
- **To change your name**, click on the "Participants" icon on the screen. Put your cursor over your name in the list and then the "mute" and "more" buttons will show up. Click "more" and you will see the "Rename" button. Click that and enter the correct screen display name. Enter the correct screen display name.
- You can **mute / unmute** your volume from the Volume Icon on the bottom left of your screen (computer), or top right of your screen (tablet).
- To post a question in chat, click on the chat icon at the bottom of your screen for the Computer (view below). Or by pressing More Icon on the Tablet. A chat window will appear and you type your question here.



- Chat is distracting, so we recommend you stay focused on the teacher until invited to interact. Keep questions short and to the point.
- If you have a technical issue, you can use chat to get support from the technical support team..
- For Group Discussion, we will use the "**Raise Hand**" function. To get the attention of the instructor or leader:
  - Computer Users: Click on the icon labeled "**Participants**" at the bottom center of your computer. At the bottom of the window on the right side of the screen, click the button labeled "**Raise Hand.**" Your digital hand is now raised.

- Tablet Users: Select **the More option** in the upper right corner; that will display the option to **raise** and lower **your hand**. Your digital hand is now raised.

## OPTIMIZING CLASS VIEWING

- Zoom has two view options. Speaker View – this makes the teacher large. Gallery View – shows thumbnail videos of all participants with their video on



Speaker View



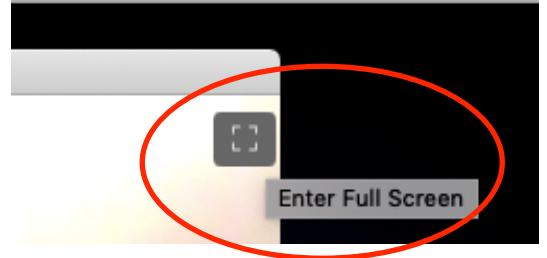
Gallery View

- **During the class, choose Speaker View** from the top right corner of your screen.
- During interactions, you can switch to Gallery View, to see your classmates. Increase the number of thumbnails you can see on your screen in Settings / Video.

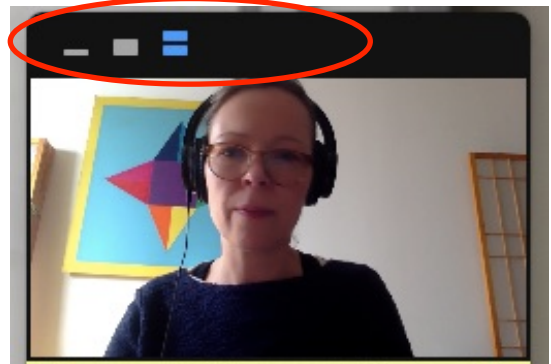
## How to maximize view of teacher

- You may find that when trying to follow the teacher, the view is partially obscured by the participant thumbnails. You can maximize the screen view of your teacher by following the tips below.

- In the top right corner of the Zoom window, please choose **Enter Full Screen**. (Computer Only Option). Participant video thumbnails will appear on the right. If video thumbnails are across the top of the screen you are not in Full Screen mode.



- You can hide thumbnails when in speaker view by selecting the single thin bar on left at the top of the participant thumbnails. (Computer Only Option). To show thumbnails again, select the two bars on the right (shown blue).



If you have any questions about using Zoom for our weekend Summer Online Intensive classes ,please email [Kate](#) or [Anna](#).

Compiled by Kate Mansfield and Anna Teeples, June, 2020.