



## A guide to ZOOM for class participants

### Registering for our ZOOM classes

You must register in order to take part in a ZOOM class. To do this, please ring or email the course instructor using the details on the leaflet.

The instructor will send you a registration email with a link you can use to join the ZOOM session.

There will be a separate link for each class you have requested, e.g., you'll have one link for Tai Chi and a different link for bellydance.

You'll need the link every time you participate in your chosen class(es) so keep hold of the email(s) which contain them. You **do not** need a new link each time you participate.

### Logging into ZOOM

You can use a smart phone, tablet, laptop or PC to access your ZOOM classes. Things to consider:

- Smart phones and tablets are more portable and easier to move/adjust to ensure you can see and be seen during your class
- Laptops and PC's are less portable but have bigger screens

You can download the ZOOM app to your smart phone or tablet or do an internet search for 'ZOOM' and open the webpage.

**Join your ZOOM class a few minutes before the class begins. There are two ways to do this:**

**Click on the link in the email you have been sent**

**OR**

**Open ZOOM and select 'Join a Meeting' then enter the meeting code and password which is also included in the email.**

- If prompted, select 'Join with Audio'
- In both cases you will be directed to a 'waiting room' screen.
- A message will state that 'The meeting host will let you in soon'.
- When the class begins you will see a screen similar to this:



You should be able to see the instructor on the main screen and yourself and all other participants in smaller screens.

The smaller screens will probably 'scroll' so that only a few are visible at once.

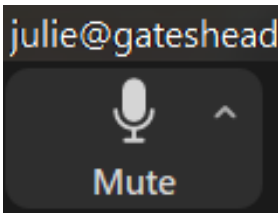
GOPA staff will make sure that the instructor is the biggest 'window'.

If everything is set up correctly you should be able to:

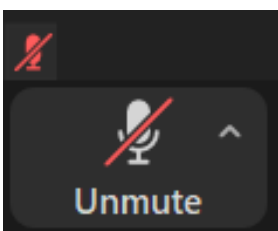
- See the instructor
- See yourself in one of the smaller boxes
- Hear the instructor and other participants
- Be heard by everyone else

### **Making sure you can hear the instructor and they can hear you**

In the bottom left corner of your screen there will be an icon like this:



If it looks like this, your audio is 'on'  
You should be able to hear people and be heard

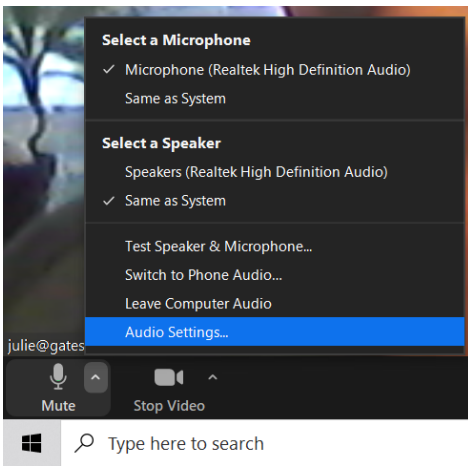


If it looks like this, your audio is 'off'.  
No one will be able to hear you and you might not be able to hear anyone else.  
Click on the icon to unmute yourself

If you have 'unmuted' yourself and you still cannot hear or be heard, it may be because your microphone and/or speaker is turned down on your device.

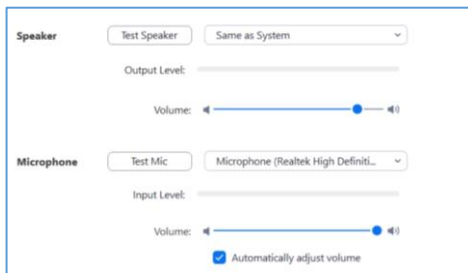
Make sure the volume on your device is turned up using the buttons or keys you would use to turn up the volume normally. This will turn up your speaker.

You can also adjust the volume like this...



Click on the ^ arrow on the microphone icon. This will open a list

Select Audio Settings



Selecting Audio Settings will take you to this screen.

Make sure your microphone and Speaker volumes are turned up. To do this:

Drag the blue circles all the way to the right hand side of the lines.

- Turning up the speaker adjusts how well you can hear other people
- Turning up the microphone adjusts how well other people can hear you

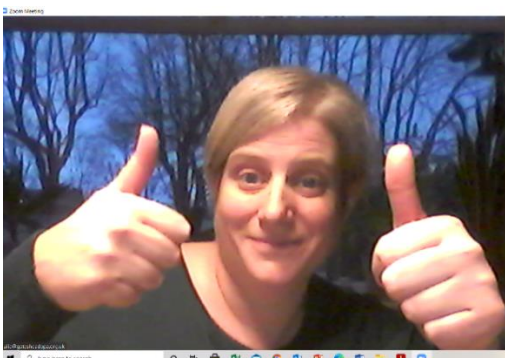
For exercise classes, once the class begins, all participants will be automatically muted by GOPA staff so only the instructor can be heard to avoid any background noise.

### **Making sure you can see the instructor and they can see you**

For the exercise classes, your camera **MUST** be turned on so the instructor can see you throughout the session.

Make sure your device is positioned so that you can see yourself clearly in your 'window'. This is the view that the instructor has of you and they need to be able to see you are ok throughout the class. This is also the view everyone else has of you.

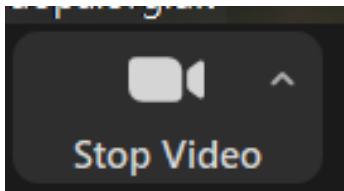
You may be asked by the instructor to adjust the position of your device, especially if moving from standing to floor based exercise for example.



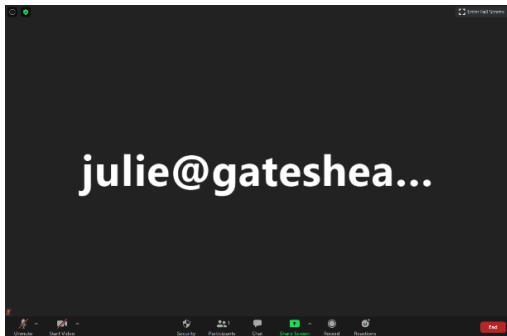
If you can see yourself on the screen, your camera is on 😊

This means the instructor can see you.

Remember, you will be in one of the smaller screens rather than the full screen.



If your camera is on the video icon in the bottom left of your screen will look like this.



If your little screen looks like this and is black with just your name or email, your camera is off ☹️

This means the instructor can't see you and you need to turn your camera on.



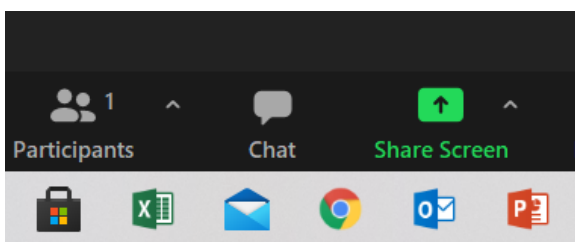
If your camera is off the video icon in the bottom left of your screen will look like this.

If your video icon has a red line through it, click on it to **'Start Video'**. This will turn on your camera and a message should appear in the top left of your screen saying 'Camera On'.

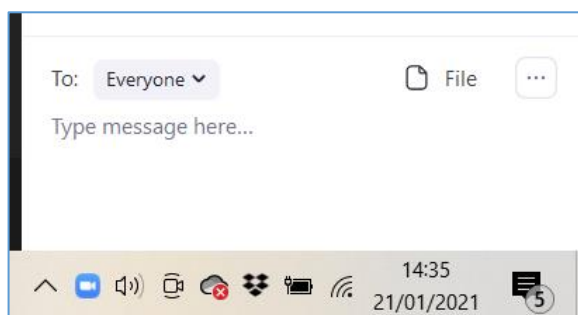
The icon will no longer have a red line through it and you should now be able to see yourself in your little box.

## Chat function

ZOOM has a 'Chat' function which allows participants to send messages to each other.



The Chat function is the speech bubble icon at the bottom of your screen in the middle



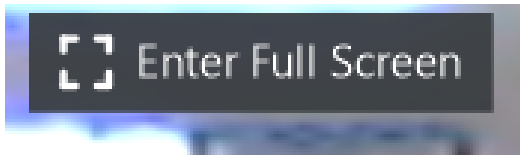
When you click on the icon a message box will appear at the bottom right of your screen.

Type your message in the box and select if you want it to go to 'Everyone' or a specific person using the drop down box.

The chat function is useful if you are having problems with your audio and either can't hear or can't be heard as the instructor or GOPA staff can message you to help you out.

## Full screen mode

When ZOOM opens up it might not be taking up your full screen.



To switch to full screen mode click the 'Enter Full Screen' icon in the top right corner of the ZOOM window.



To exit full screen mode, click the 'Exit Full Screen' icon in the top right corner.

## Leaving meeting

When the ZOOM class is over, or if you have to leave early for any reason, you can end your ZOOM class by clicking 'END' in the bottom right corner of your screen.

This ends the session for yourself only.

## Test meeting with GOPA staff

If you would like more support to get started with ZOOM, we are very happy to talk you through everything over the phone and have a practice ZOOM meeting with you so you can practice using it and ask any questions ahead of your first class.

If you would like more support, just email us at: [getinvolved@gateheadopa.org.uk](mailto:getinvolved@gateheadopa.org.uk)