

How to Setup for Zoom Meetings.

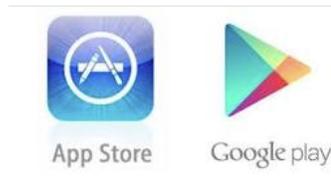
Once you set this up the rest is easy. Just take it one step at a time and breathe. **You can always call Janet, 480-656-0791 for additional help. Please do not call on Monday-Thursday between 1:45 and 3:15 Arizona time. I won't be able to help you during those times.**

I love to do a test run before your first class.

- I am excited to have you in my live-stream classes. Thank you for joining. Please see and read the entirety of this email and follow the instructions carefully. After you have set this up once, it will be easy to sign into class.
- In order to provide you with the best possible experience of the class I request that you take time at least the day before class to set up Zoom if you have not used it before.
- This is a different environment and way of working and there are some technical aspects of live streaming that you will need to know to ensure you have the best experience and to allow me to offer you my best guidance along the way.
- *Always sign into class 10 minutes before the class starts.*

1. How to get on Zoom from a tablet or phone – not needed for a computer go to step 2.

- a) Go to the App store if you have an Ipad (IOS) or Google play if you have an PC or Android tablet or phone. This is what it looks like.

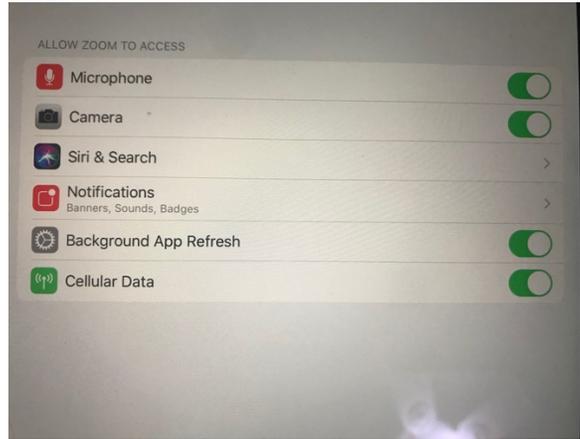


- b) Search, usually that is a magnifying glass, for Zoom.
c) **Select Zoom meeting** or something close to that for Google play.
d) The app is free. Click on that and it will download to your device. You may have to click twice.
e) You should see something like this on your tablet or phone at the end of your app list.



- f) Go to your *Settings* button on the phone or tablet: scroll down and select *Privacy*, under that select *Microphone*. Make sure Zoom button is slid to the right and green shows.

- g) Go to repeat same process and turn the camera on, Settings> Privacy>Camera> Make sure Zoom button is slid to the right and green shows.



2. Set up your Zoom account

1. Set up a zoom account here - <http://bit.ly/39igzyY>, select Zoom meetings and the free account. If you are on your phone or tablet then make sure you have downloaded the zoom meetings app for meetings after your account is set up.
2. Add your photo and your name to the profile section. This is important because it makes it easier for us to recognize you when you join the live-stream class. We can then check you into class as arrived. You will be in the waiting room and I will let you in. Photo is very helpful, but not essential.
3. Set your sound - Please know how to mute and unmute yourself. This is a microphone icon on the bottom left of zoom. A red line through it means that it is off. I can mute you all when it's appropriate, but at the beginning of class it's good to be able to hear each other and say hello. Please make sure the environment around you is peaceful if you are off mute and respect the other students.

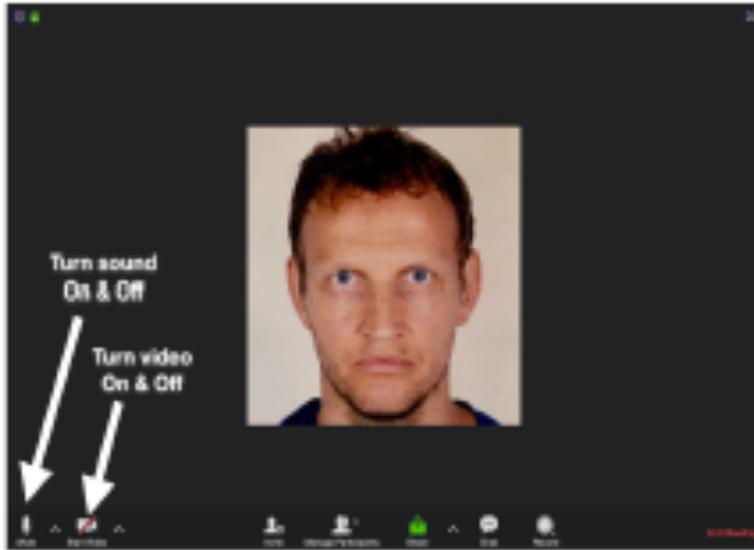


Audio Line means microphone is off.

3. Turn your video on/off – You can turn your video on and off yourself. This is an icon on the bottom left of zoom which is illustrated below.



No line means camera is on.



3. Set up your device so that light is behind it or to the side and light is shining on your face and body.



We will not do this pose.

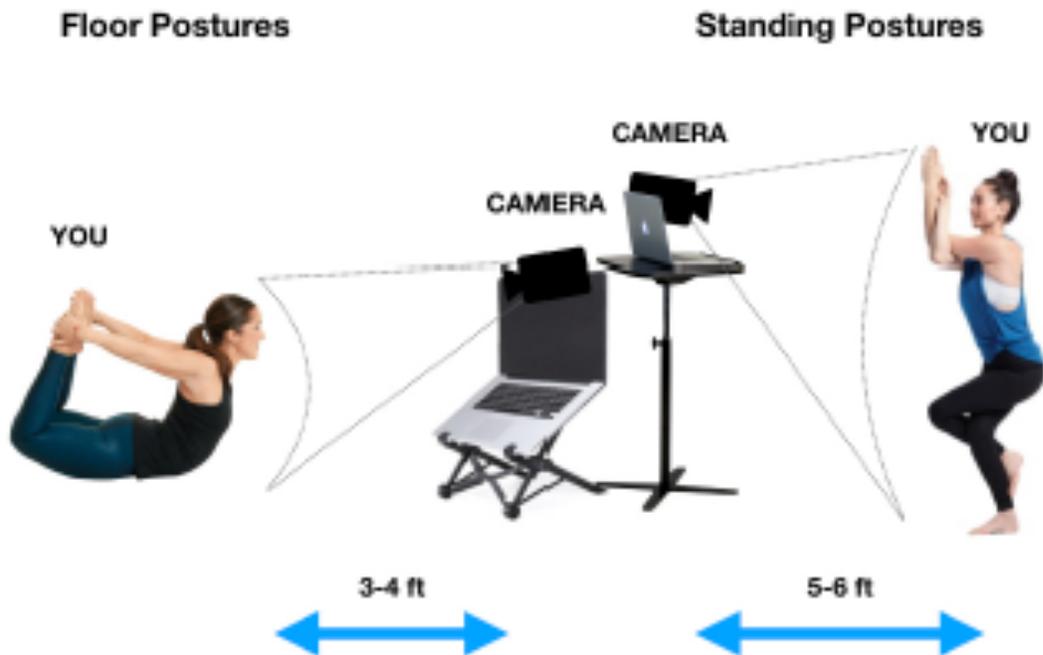
4. Set up your camera so you can see your entire body.

WHAT YOUR CAMERA CAN SEE



We will not do poses in these illustrations in the way shown.

CAMERA POSITIONS



5. Preparing before class.

- It is well worth taking the time to prepare for class in order to give you the best experience, so we encourage you to be sure you can get on Zoom the day before class. Call Janet for help: 480-656-0791.
- You will receive an email between 1 hour before class with the link to the class. Always have a yoga block and strap. I will send a separate email if you need anything else. Also have a chair without arms available.
- Please let me know before the class starts if you are having discomfort in any part of your body.
- Come to the class well hydrated, with your camera set up and your mat on the floor and your chair on the mat if you are in a chair class – I'll take care of the rest. **Be sure to log in 10 mins before class.**
- Be sure to email or call me should you have any questions:
Janet@AgeWithoutLimits.net or 480-656-0791.

Here are Best Practices to Avoid Tech Troubles: - You may want to write this down and keep it.

Before you sign into Zoom.

1. *Restart your computer or tablet*
2. *Restart your router by unplugging it and replugging it in one minute later.*
3. *Clear your cache and cookies in your web browser. See attached documents*
4. *Turn on "Do not Disturb"*
5. *Quit all unnecessary apps and close the windows*
6. *Turn wifi off on as many other devices in your home as you can. Your phone, Fitbit, Alexa, etc.*

I have specific instructions for both PC and Apple. Please email to get those detailed instructions and mention which set you need.

Best wishes and see you in class on Zoom!

Janet Rae Humphrey, C-IAYT

Call me if you have problems. 480-656-0791

Janet@AgeWithoutLimits.net