Virtual Class Etiquette and Zoom instructions

Etiquette Expectations

1. Set up zoom in advance and place your device in a suitable spot to see and hear clearly
2. Make sure your first name is only visible, to protect your privacy.
3. Sign in to your Zoom class 5 minutes ahead of time to ensure the class can begin on time.
4. Please be sure to turn off your microphone to mute yourself through the duration of the class to reduce background noise.
5. Put yourself on “speaker view” to provide best visibility of the facilitator.
6. Be respectful to your facilitator and other attendees.
7. Please dress appropriately.
8. Please be aware of your background (e.g. posters/wall hangings) and ensure they are appropriate.
9. Please save all questions for the end if possible, otherwise send in the question or comment via the chatbox feature at the bottom of the screen.

ZOOM

When it is time to join the class, you can do it in three different ways based on your preference and what you have available.

Computer with a camera and microphone:
In order to see/hear the group facilitators, click on the invitation link that will open a separate window where you will be asked to download the Zoom software. This is the best quality meeting. Downloading the software will make joining meetings in the future faster and improve the quality of the video/audio. Downloading the software is completely free and once you have created an account, the software will automatically open the next time you are sent a meeting request and click the yellow link to join. You will be asked to grant Zoom access to your camera and microphone.

Alternately, if you don’t want to download the software, you can still open the meeting in a new window.

Computer without a camera and microphone:
If you are using a computer without a camera or microphone, you can still join by following the steps above, and will be able to see/hear the meeting.

Mobile phone or tablet:
To see the group download the Zoom app on your mobile phone or tablet from the App Store for free. You will be asked to grant Zoom access to your camera and microphone. Once you do this, you will go right into the group.

If you prefer to listen/participate audibly and are on your mobile device, click the number in the group session and it will bring you directly into the meeting (without downloading the app).

Landline:
If you want to listen/participate audibly (without seeing the group) from a land line, please dial one of the numbers before the group begins and when prompted enter the meeting ID.

647-374-4685 Canada
647-558-0588
Canada Meeting ID: XXX XXX XXX
Password: XXX XXX XXX

Landline and computer:
If you want to call into the group using a landline (calling in with one of the phone numbers above) but also see the facilitators, you can call in using one of the phone numbers listed in the session details and also log in using one of the above meeting ID.