

Zoom “How-To” Guide for Wellness Members

Getting started:

We encourage all participants to watch a short video, “How to join a Zoom meeting.” This can be accessed by going to

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

You can also watch more detailed videos on:

- How to download and use Zoom from a mobile device:
<https://www.youtube.com/watch?v=V8JaUEORjSo>
- How to use Zoom from a desktop computer/laptop:
<https://www.youtube.com/watch?v=fMUxzrgZvZQ>

Important things to note about Zoom:

- You **do not** need to set up your own Zoom account to participate in Wellness Zoom classes.
- You **do not** need a computer or a mobile device to log into Zoom. Everyone has the ability to call into a Zoom meeting via telephone; details on the phone number and password will be provided to you and is specific to the meeting you are attending.

How to prepare your device for Zoom Video Conferencing

(This allows you to join the Zoom meeting via a tablet, smartphone, computer, or laptop):

- Zoom Video Conferencing requires an internet connection.
- You can use a computer, tablet, or smartphone device.
- For tablets and smartphones:
 - First, please download the Zoom app called “ZOOM Cloud Meetings” from the Apple App Store (iPhone or iPad) or Google Play Store (Android).
- For desktop computers or laptops:
 - First, please download the Zoom app:
Go to <https://zoom.us/download> and from the Download Center, click on the Download button under “Zoom Client For Meetings.” Once the download is complete, proceed with installing the Zoom application onto your computer.
 - When accessing the Zoom link provided to you when you sign up for a virtual fitness class, you will automatically receive a "Launch application" message. To proceed, click on the link provided.
- You don't need a camera for Zoom.

- When using a computer: If you can't download the Zoom app, you can "join from the browser." Zoom will work from a Google Chrome browser. It doesn't work from Microsoft Edge, Internet Explorer, or Safari browser.

2) How to join your virtual fitness class (please join at least 10 minutes prior):

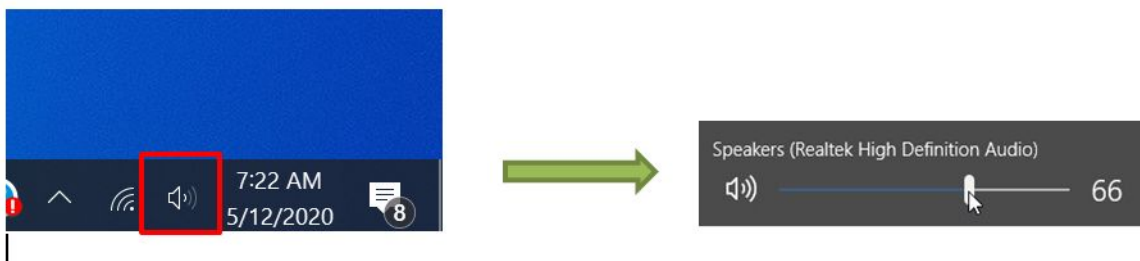
- If you are using your smartphone, tablet, or computer, please click on the Zoom link provided to you when you signed up for the virtual fitness class.
 - Reply "yes" when asked to "open Zoom"
 - If asked for a Meeting ID and Password - please put in the details provided to you.
 - You will be asked to allow access to your microphone, click "yes."
 - Select "join with audio."
- If you are not using a smartphone, tablet, or computer, you can dial-in to the session by using the toll free number provided to you.

How to make the most of participating in each session:

- Find a quiet space without interruptions/background noise.
- If you get a message that your internet is unstable, turn off your video.
- If your screen freezes up, leave the session and rejoin.
- Before the start of the meeting, please check how to adjust the **sound volume** on your computer/device.
- Please charge your device during the meeting

Adjusting your computer volume:

If you are using a Window based computer: click the little speaker icon by your clock (in the right bottom corner of your screen) and move the sliding control to adjust your PC's volume.

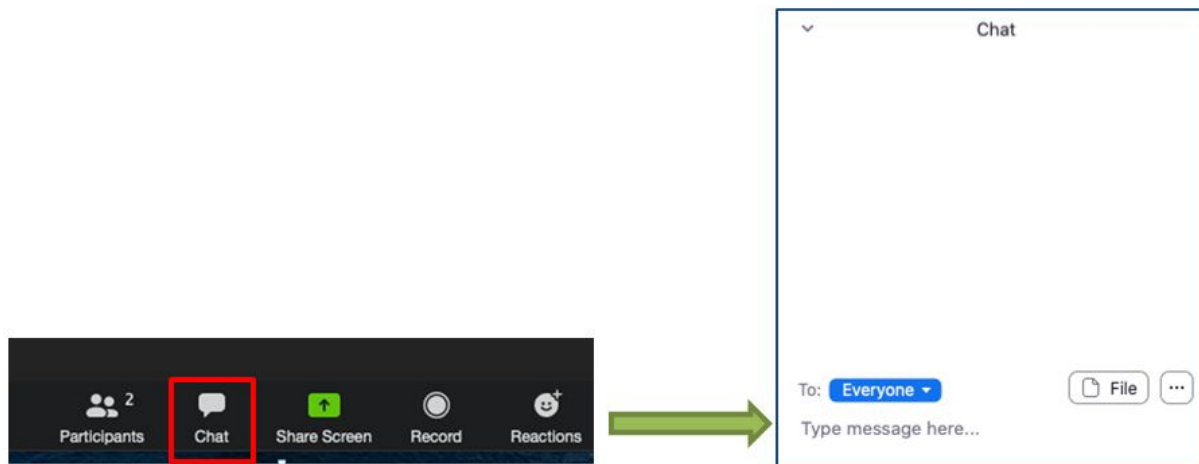


Making a Comment or Asking a Question:

If you would like to ask a question or make a comment, please use the **Chat** or **Raise Hand** function.

Chat from a computer/laptop:

Click **Chat** in the meeting controls (a bar in the bottom of the Zoom meeting window). This will open the chat on the right. Type a message into the chat box and click enter on your keyboard.



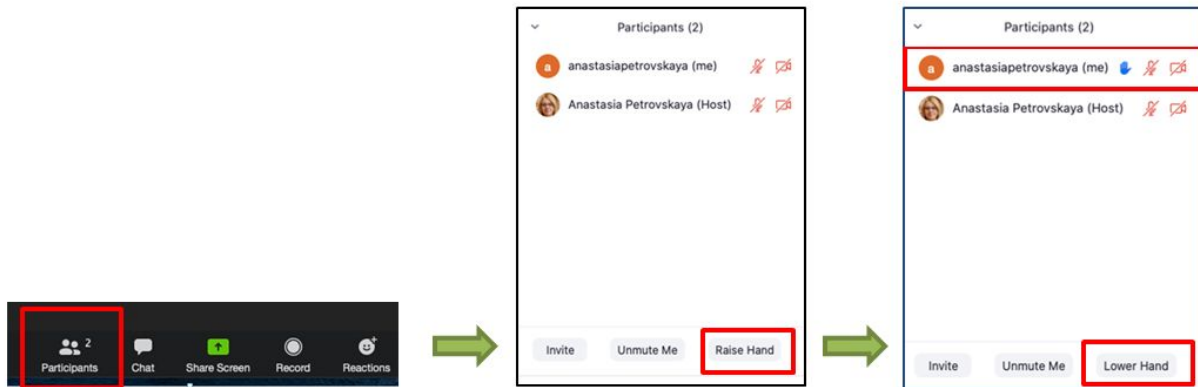
Chat from a mobile device:

Click on **More** panel (located either on top or on the bottom of the Zoom Meeting window). A menu will open. Click on **Chat**. A chat window will open. Type your message and click **Send**.



Raise Hand from a computer/laptop:

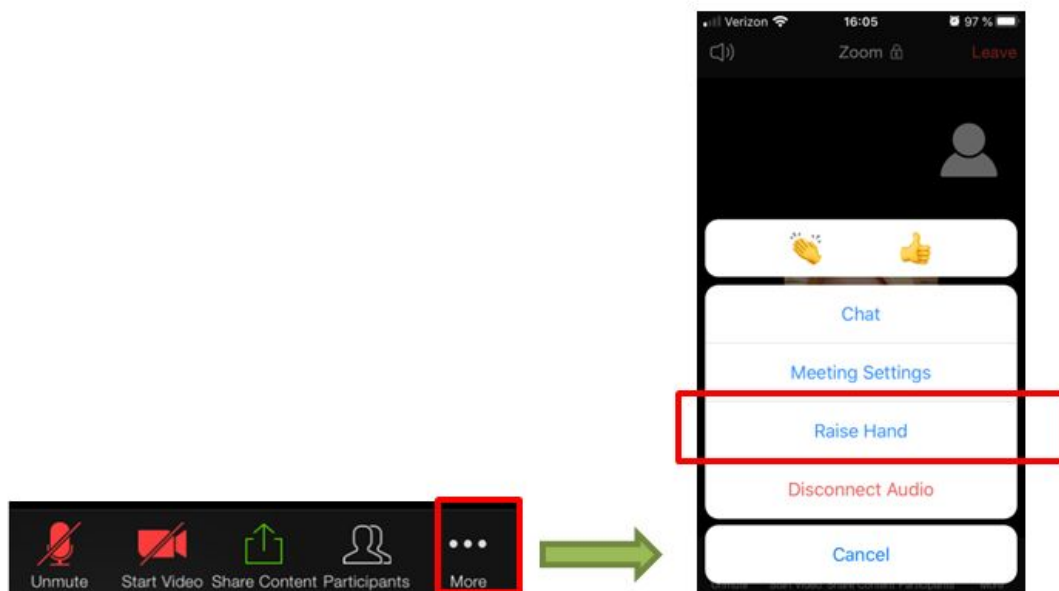
Click **Participants** in the meeting controls (a bar in the bottom of the Zoom meeting window). This will open the list of participants on the right. Click on **Raise Hand** in the right bottom corner of that box. An icon with the blue hand next to your name will show in the list of participants. The host will see that you have a question and will unmute your microphone.



When you no longer want to raise your hand, click on **Lower Hand**.

Raise Hand from a mobile device:

Click on **More** in the right bottom corner of the Zoom Meeting window. A menu will open. Click on **Raise Hand**.



When you no longer want to raise your hand, click on **Lower Hand**.