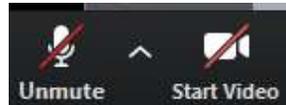
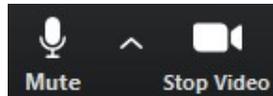


Zoom instructions for Yolanda Soryl Webinars

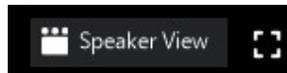
1. Turn your video and audio off when we are in the main session. Look for the icons in the lower left corner of the screen.



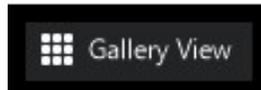
Turn them on when you are in a break out room.



2. Click 'Speaker view' in the top right hand side of the screen.



FYI when you click 'Speaker view' it will then say 'Gallery View'.

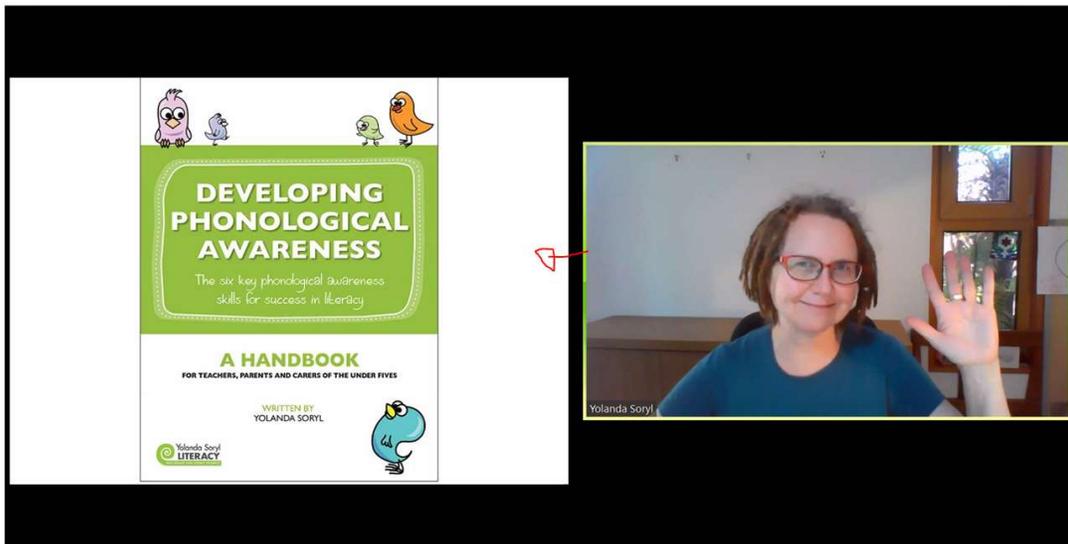


IT SHOULD SAY GALLERY VIEW THROUGHOUT THE TRAINING.

3. When in the main session, half the screen should be the slide and half should be the video of the speaker.
 - Click on 'View Options' (top of the screen)
 - Select 'Side by side mode'



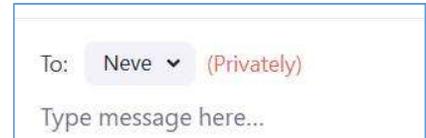
- Now drag the edge of the speaker's screen over to the left to enlarge it. Have the slide at about 60% and the speaker at 40% so it looks like this:



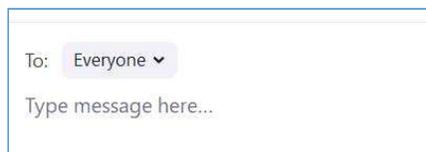
4. Open the chat room if you want to communicate about an issue or if you have a question. Click the Chat icon on your Zoom screen.



- You can private message the webinar co-hosts Neve or Cath if you are having any problems. Select their name from the Chat option box.



- You can send your course questions through to 'Everyone' at any time. These will either be answered during the course or at the end in the Q&A slot. If you send it to 'Everyone', others can see your question and then they know they don't have to also ask it.



5. To get better connectivity when using Zoom (helps with freezing video or poor audio):

- Turn off/Quit all other apps your device might be running such as Facebook or Stuff: This will help your device's CPU deal with the loads imposed by video-conferencing software such as Zoom
- If you can, use an Ethernet connection directly into your modem/router: Using an Ethernet cable plug your PC/laptop directly into your modem/router, rather than using a WiFi connection. This will maximise your available internet bandwidth by avoiding losses over WiFi connections.
- If you are using WiFi and experiencing poor video/audio try turning off non-necessary devices using your WiFi: Sometimes the oldest/slowest device on your network may be slowing down everything else