

## A Guide to participating in a Zoom Meeting with Hepworth Studios

### Getting Started

1. In order to participate you need to have an account with Zoom. It is free and you can create the account at [www.zoom.us](http://www.zoom.us)
2. I will schedule a meeting and that meeting will have a meeting ID which I will email you as a link.
3. When you are ready to join you just need to click on the link, and you will be brought into the virtual waiting room – Then I will invite you in. ( these are new zoom security measures to prevent others from crashing our party!)
4. Meetings work best with video so we can see facial expressions, but for whatever reason you do not want to do that or cannot do that then try to upload a profile picture to your account so that when you are talking we can see who it is.
5. Check your sound and video settings and also your camera angle so that we can see your face clearly. It may be easier to hear through earphones so try that out.
6. Zoom works best with a plain background behind you and good light on your face.

### On the Day

1. Please enter the meeting in your calendar and be ready.
2. Set yourself up so that you can see your device as well as access your work area and materials. We will have a short break between tasks so you can move things around.
3. Try to join the meeting at least 10 minutes before the official start time which allows time for everyone to join and iron out any technical issues.
4. I will open the meeting a little early if you want to join and chat to each other. But once the meeting starts we need to not all talk as much as we normally would in a physical class.
5. Please put yourself on mute unless you are talking. I can Mute all and Unmute all if needed.
6. Turn your mobile phone to silent (just like ordinary class)
7. If you need to take a call please mute yourself and move away from your computer.
8. Please tell others in the house that you are meeting to minimize noise. I know that this is sometimes hard to do if there are children around they have a habit of bursting in half-dressed urgently needing something at an inappropriate time.
9. The same class etiquette applies to a physical class. Don't talk over others, keep the language clean, avoid being overly distracted with other things such as checking your phone, emails, wandering away.
10. I will discuss recording on the first lesson. If everyone is happy with that then I can record the sessions and send to you if people are absent.
11. The recordings are available for a short time only.
12. Please do not distribute the recording anywhere or share content from the meeting or PowerPoints without consent.
13. There is a Chat function. You can ask questions to the group or to individuals through the chat box.

### Images for Feedback

1. One of the good things about a live class is that I am able to provide feedback and answer questions as you go. If you would like to send in imagery for feedback from the previous class please do so at least the day before so I have time to download and organize files as this takes a significant amount of time.
2. Make images as good quality as you can and include detail shots. The better quality the file the better we can all see and clear feedback can be given.