ZOOM CLASSES AT FILMN°RTH

Zoom meetings can be launched through a web browser or a mobile app. However, we STRONGLY encourage you to install the Zoom software for the best experience.

To get the most out of the class, we recommend your computer have a working web cam and microphone; however, it is not required. Most modern laptops have both built in, and cell phone earbuds can also be used as a microphone.

- Download and install Zoom before your first class session. You can find installers for both Mac and PC here: https://www.zoom.us/DOWNLOAD
- Launch Zoom at least once before your first class to make sure it works properly, and you have allowed it to access your computer microphone and camera.
- You may also be prompted to create a Zoom account where you can select a display name and save settings.
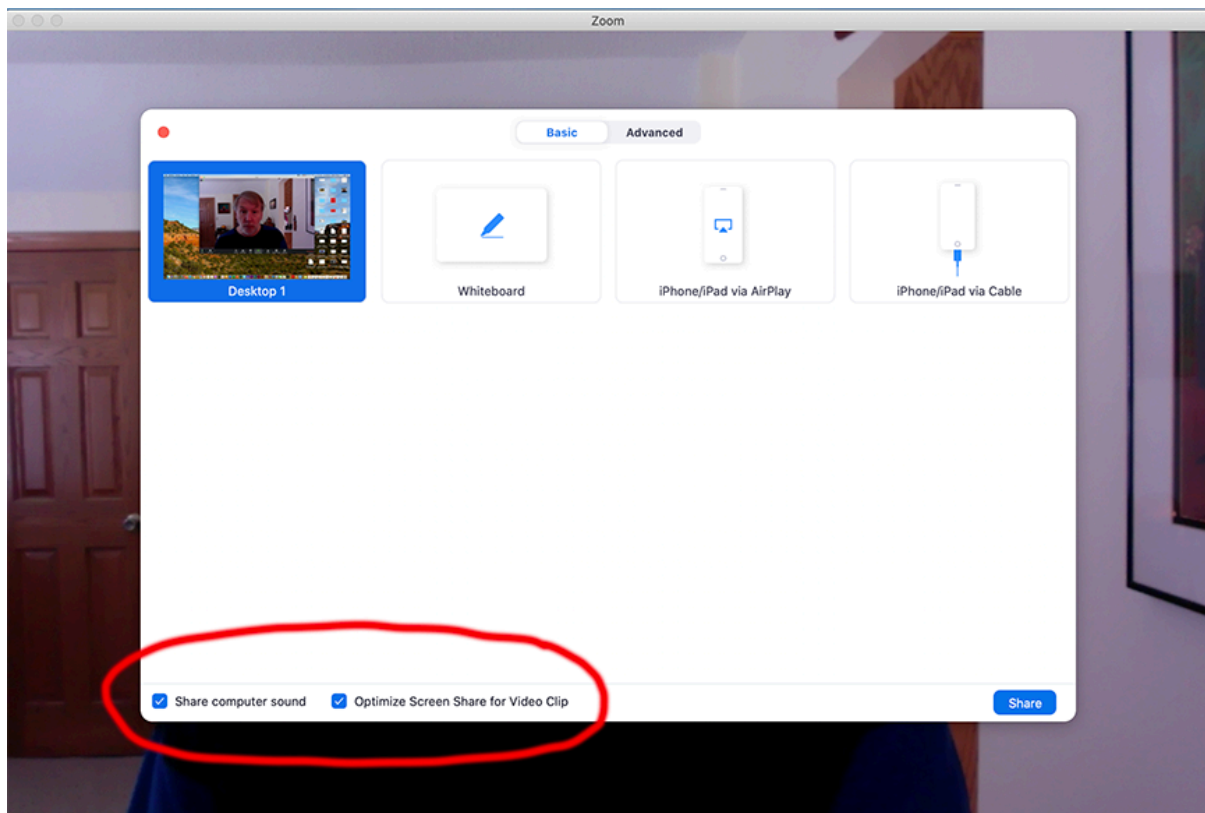
A few days prior to your first class session, you'll receive an email reminder from FilmNorth with a link to the scheduled Zoom class meeting(s), including an access code and password. **Please retain this email!** You'll use this one link to launch every meeting session. Clicking on the link will automatically launch the Zoom software on your computer and will join the meeting. **It's recommended that you add all class sessions and Zoom access codes to your personal calendar for easy access. The Zoom info provided in your reminder will include a separate link to enable you to add class sessions to your personal calendar.**

- When entering a meeting, you may select if you want your webcam and microphone to be active. By default, these will always be off when you join. **FilmNorth classes are designed to be interactive. As a courtesy to your instructor and classmates, please activate your video once class begins.** We realize that not all computers have web cams; please inform your instructor if this is the case.
- **It's highly recommended that you MUTE YOURSELF at all times—except when speaking or during group discussion—to minimize any room or other ambient sound from being picked up by your mic.**
- If you lose connection with the meeting for any reason, simply click on the meeting link in your email again and it should reconnect.
- Once in a meeting, you will have a toolbar at the bottom of your screen where you can mute and unmute yourself, turn your webcam on and off, access different ways to share your screen or other applications, and use the text chat sidebar.
- Use the buttons at the top right of your Zoom meeting to change how the meeting is configured. For example, you can choose if you want to see all the users in a grid, or if you want to only see who is currently speaking.
- When your class session is over, simply click on "End Meeting," or close Zoom.

PROPER SCREEN SHARE SETTINGS FOR SHARING A VIDEO CLIP
Always check the boxes Share Computer Sound and Optimize Screen Share for Video Clip (see below).

For more info:
https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting