



Zoom instructions

What kind of device do I need?

All you need to get started is a computer, tablet or mobile device with audio and video capabilities. We recommend using a laptop or tablet.

How do I get Zoom?

You do not need a Zoom account but you will need to download the Zoom application to your device from here. Zoom is FREE: <https://zoom.us/download>

Remember to keep your login information handy: user name and password

Now What?

I've downloaded Zoom, now what? The link to log into the meeting will be emailed to you when you confirm you will be attending the meeting. Please retain this to use on the meeting date - this is your invitation to attend. The receptionist will acknowledge you when you sign in. Take your time as many may be signing in at once.

When should I click on zoom link? Please join the meeting 5-10 mins prior to the meeting so we can start the meeting on time.

What kind of Zoom Etiquette should I keep in mind?

During the meeting, the receptionist will be in control of muting and unmuting your microphone. This is to prevent audio feedback and ensure that you can hear what is being said. Your video will be on during the meeting, so if you have a question, you can use the wave your hand button, or use the chat function to ask a question. Be aware of your surroundings and their impact on the class. If possible, set up your device in a quiet and private space, away from barking dogs, TV, radio or music. Do not take phone calls, look at emails or texts, or browse other websites during your meeting. Don't have any other websites open. Be patient. We are all adapting to a new way of communicating, and there may be a few hiccups along the way. All meetings will be password protected.

Once you have notified Kathy Holmes at info@ladysmithwaterfrontgallery.com no later than June 24th you will be sent your invitation.

Need Help - let Kathy know before June 20th and we can get you on Zoom.