



## What is Zoom?

Zoom is a software platform and is used for teleconferencing, telecommuting, distance education, and social relations. In this case, the GVJCI will be using Zoom for distance education purposes.

## How to Join a GVJCI Online Zoom Class

### **First things first. Where Should I Set Up My Computer?**

1. Glad you asked. Set up your computer in a clear space with bright or natural lighting, preferably. We want your teacher and fellow students to be able to see you!
2. Make sure you are in an area with strong Wi-fi connectivity. You don't want to be accidentally dropped from the class! Also, make sure you have enough battery on your device.
3. Anything you prefer now to show to the whole class, (i.e. a messy room, embarrassing photos on the wall) we advise you to take your computer or device to a different location.
4. Whenever possible, avoid areas with loud external noises or distractions. Just a friendly reminder that the teacher has the right to mute students for such reasons.
5. If you are participating in an exercise class where you will need plenty of room to move around, find a location with plenty of open space while also maintaining a strong Wi-Fi connection.

### **Okay, your space is all set up. Now let's talk about...**

#### **Joining by Computer**

1. Please allow yourself extra time to get online and enter the class on time. GVJCI online TNK classes are on a very strict Zoom schedule, and your teacher must start class on time. Late comers will NOT be admitted. NO EXCEPTIONS. This means if your class begins at 9:45am, the latest you can be admitted is 9:44am. The teacher will not admit any more students from 9:45am onward.
2. Close any program on your computer that uses your camera, for instance Skype.
3. [Download the FREE Zoom application](#) for either your cell phone, ipad or PC (desktop/laptop).
4. Click the link provided to you via email from GVJCI Programs staff in order to enter your online class.
5. Once Zoom has launched, a screen should pop up asking for your name. This will identify you during the meeting.
6. When prompted, provide the Zoom password and meeting ID.
7. Your teacher will then admit you into the class.



8. You should now be in the meeting. Click the green button that says “Join Audio By Computer”.

### Joining By Tablet or Smartphone

- If you choose to use your tablet or smartphone, be sure to [download the Zoom app](#) ahead of time.
  - You will scroll down to “Zoom Mobile Apple”
    - If you have an iPhone, click the “download in Apple Store” button
    - If you have a Android phone, click the “download in Google Play” button
- Once you have downloaded the Zoom app, follow the “Joining by computer” instructions above.

## Troubleshooting

Your ability to connect to your Zoom meeting depends on...

1. Wi-Fi/Internet Connection Strength
  - a. Purchasing an extender for your Wi-Fi can help strengthen your internet connection to other parts of your home with poor signal
  - b. Using an ethernet cable may result in a weaker internet connection and therefore an unstable video connection
2. Application
  - a. Connecting through the Zoom app rather than your internet browser (i.e. Google Chrome, Safari, Internet Explorer, etc.) is always best
  - b. ALWAYS make sure your Zoom app is updated to the latest version
3. Hardware
  - a. If your device or hardware is older (10 years or older), an unstable connection may result
4. Please note: Usually, if someone is having an unstable internet connection, Zoom will warn the user that they have a poor connection and turning their video off will help.

**If you have issues with audio connection:**

1. Try leaving the meeting and re-enter.
2. If that doesn't work, call in to the meeting with your phone but leave your video on.

### Zoom Support

The Zoom website has a very comprehensive Help Center. For help with getting set up to use Zoom and with any issues you may encounter, please [visit their Help Center](#).