

Sung Ming Shu Virtual Classes – via Zoom Meetings

Zoom is a virtual meeting/chat tool that is used in a lot of different settings. It works in a web browser on a PC or Laptop as well as on almost all mobile devices.

How to Get/Use Zoom*

- On a PC/Laptop:
 - Go to zoom.us
 - Click the blue ‘Sign up, it’s free’ button
 - Enter your email address
 - Click ‘Sign Up’
 - Check your email, and confirm your account by Clicking the blue ‘Activate your account’ button
 - This should redirect you back to Zoom so that you can set up a password
 - It’ll ask you to invite friends, or you can Skip that step
 - You’re set!

- On Mobile Devices
 - Check your respective App Store/Play Store for the ZOOM Cloud Meetings app (blue square with white camera icon) and install
 - For detailed instructions on how to get/setup the account, see the Zoom support page here:
 - <https://support.zoom.us/hc/en-us/categories/200101697>
 - [iOS devices](#)
 - [Android](#)
 - Follow the instructions on your device to create an account (it’s similar to the process above) or sign in with the account you created above

*NOTE: Technically you don’t need to create an account to join a meeting, but it does make some of the process easier to join/interact with classes

How to Join a Meeting

- We’ll send out an invite for our Adult and Kids Classes. There will be a separate invite for Saturday kids classes since they occur at a different time.
- In the invite you’ll see a link – the meeting link for each class (Adult, Kids TR, and Kids Sat) should be consistent from week to week, so you can use the same link for every class
- If for any reason the link isn’t working, we’ll also send you the meeting ID, a 9 digit number like 123-456-789 – you can click join a meeting from the Zoom homepage (zoom.us) or your mobile application and enter the meeting number there.
- When you join, you’ll be prompted whether you want your video on and how you want to connect with audio (via phone, device, or computer audio – however you connect, please make sure to keep yourself muted (see below)

Audio and Video and Sharing

- When you join a meeting your video will be disabled and audio will be muted by default, and we will not be allowing you to unmute yourselves so that your device doesn't steal video focus from the class
- If for some reason you are not muted, to mute yourself or turn off your video, click the video or microphone icon in the bottom toolbar of the meeting
- Please don't share your screen as you will steal focus from the host/instructor

How to Interact with the class

- Each Sensei will have an assistant to help with video setup.
- The assistant will also monitor for chat questions, so if you have a question or want to provide some feedback, click on the chat icon in the bottom toolbar (you may need to press the 3 dots to see all the options)
- You can send a chat message/question to Everyone (default) or privately to other participants – make sure you're sending it to Everyone if you want the Sensei/Assistant to respond.

Where'd my toolbar go? Where do I access in-meeting functions like chat?

- To keep as much of the video visible, your toolbar will automatically hide itself after a few seconds. To see it again:
 - On a PC/Laptop – hover your mouse over the bottom of the meeting
 - On a mobile device – tap the screen

I can't make the class right on time/I missed a class/etc...

- Don't worry – we're recording the classes and will make them available on our YouTube channel shortly after each class session. Feel free to repeat classes whenever you want!