

HOW TO USE ZOOM

FOR BACCA'S ONLINE CLASSES & WORKSHOPS



WHAT TO EXPECT

Zoom is a **FREE** web-based video conferencing tool that may be used to meet with others virtually. When you take an online class or workshop with BACCA, your instructor will be able to see and hear you so that they are able to instruct you, and you will be able to see and hear your instructor's demonstrations and guidance. You may choose to mute your microphone or turn off your camera at any time throughout the class, but the instructor will not be able to respond to you individually.

Using Zoom for the First Time

- **You may use a computer, smart phone or tablet.** For the best experience, we recommend using a computer with a camera and microphone if one is available to you.
- **You will need to download the Zoom client to the device you would like to use for the class *prior to the class time*.** Download the latest version here by clicking the blue button under the heading that says "Zoom Client for Meetings": <https://zoom.us/download>
- **We recommend signing into your first Zoom class 15 minutes ahead** of the class start time to allow for setup.
- **Here is a link to a video tutorial explaining how to join a Zoom meeting for the first time:** <https://youtu.be/vFhAEoCF7jg>

Registering for an Online Class

- **You may register for an online class at this link:** <https://www.babylonarts.org/book-online>
- **Once you register, you will receive a confirmation email.** Please refer to the information on this email for class times and dates.
- **After your registration is approved, you will receive the link to your Zoom meeting.**
- **Once you have received your meeting link, you will use that same link to attend each meeting if your class or workshop has more than one session.** You only need to register once! Please save your unique link for future reference.

Additional Information

- **If you have completed your installation and have registered successfully, but your camera or audio is not working, please visit this page for instruction:** <https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working>
- **If you would like assistance learning your in-meeting features and functions, please visit this link for a demonstration video:** https://youtu.be/ygZ96J_z4AY
- **All additional Zoom resources may be found here:** <https://zoom.us/resources>

|| If you would like to request a special accommodation for accessibility, or if you need additional assistance, please email info@babylonarts.org