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# Zoom Set-Up Guide

If you've never used Zoom before, it's pretty straight forward, but we've put together this step by step set-up guide to make sure you have the most successful virtual dance class experience.

1. Download the App to your Device -
  - a. Click the link to download [“Zoom Client for Meetings”](#).
  - b. It is free to set up an account if you don't already have one.
2. Familiarize yourself with some of the features: [A Beginners Guide to Using Zoom](#)
3. Before your class starts, restart your device as well as your router/modem. This will help with connectivity issues.
  - a. Being closer to the router is better if you are wireless.
  - b. Plugging directly into the router with an ethernet cable will ensure the best connection.
4. It's important for the teacher to be able to see the student's whole body during class. Ideally your device would be up high and pointed down towards you - or on the floor and pointed up. There are also simple clip-on wide angle lenses available for purchase on Amazon that fit onto your existing device camera and help create a wider viewing angle for smaller spaces. If the teacher needs a different angle, they may ask the student to move the camera.
5. Make sure there is light in front of you and not coming in from behind you. Sunlight or other lights behind you will make you appear as a shadow on the screen.
6. When you join the class via the link provided - you may be placed in a waiting room until the teacher has arrived - they will let you in as soon as it's time to start
7. The default name on your picture thumbnail will be the account name - once in the class, you can change it to the student's name
  - a. On a computer: Click the three dots in the top right corner of your thumbnail image, then click “rename”
  - b. On a iPad/iPhone: Click participants, then select yourself, then “rename”
  - c. You can also change the default account name in your zoom settings before joining
8. Use the microphone button on the bottom left of your screen to mute/unmute yourself. The teacher may mute the whole class when explaining something new. Make sure the student knows how to unmute themselves if asked.
9. During class, you'll want to put the screen on “Speaker View” (vs Gallery View). The host will spotlight the teacher so that only the teacher comes up on the larger screen.
10. You can click the “Chat” button at the bottom of the screen to message the whole group or an individual person



Zoom works on all devices - computers, smart phones, tablets, etc. For dance classes, we recommend whatever has the biggest screen available, so students can see their instructor from farther away.

You can also connect your devices to your TV. You can hardwire via an HDMI cable (they make adapters for various computers/tablets). Or, if you have a smart tv (or roku/firestick/apple tv), you can also screen mirror by installing an app on the device and the tv. It's best to google which one to download based on your devices. If you will be connecting to your TV, we recommend working through that set up at least a couple hours before class starts.

For new Zoom users and/or for younger students, it helps to do a class "rehearsal" prior to your first class. Set up your devices and then have someone call you from another room or another house. For the younger ones, role playing during this "rehearsal" and taking turns being the teacher/student can really help them understand this dynamic.

If you ever have any questions or concerns, please don't hesitate to reach out to Cassie at [newheightsdancetampa@gmail.com](mailto:newheightsdancetampa@gmail.com) or 813-522-8221.