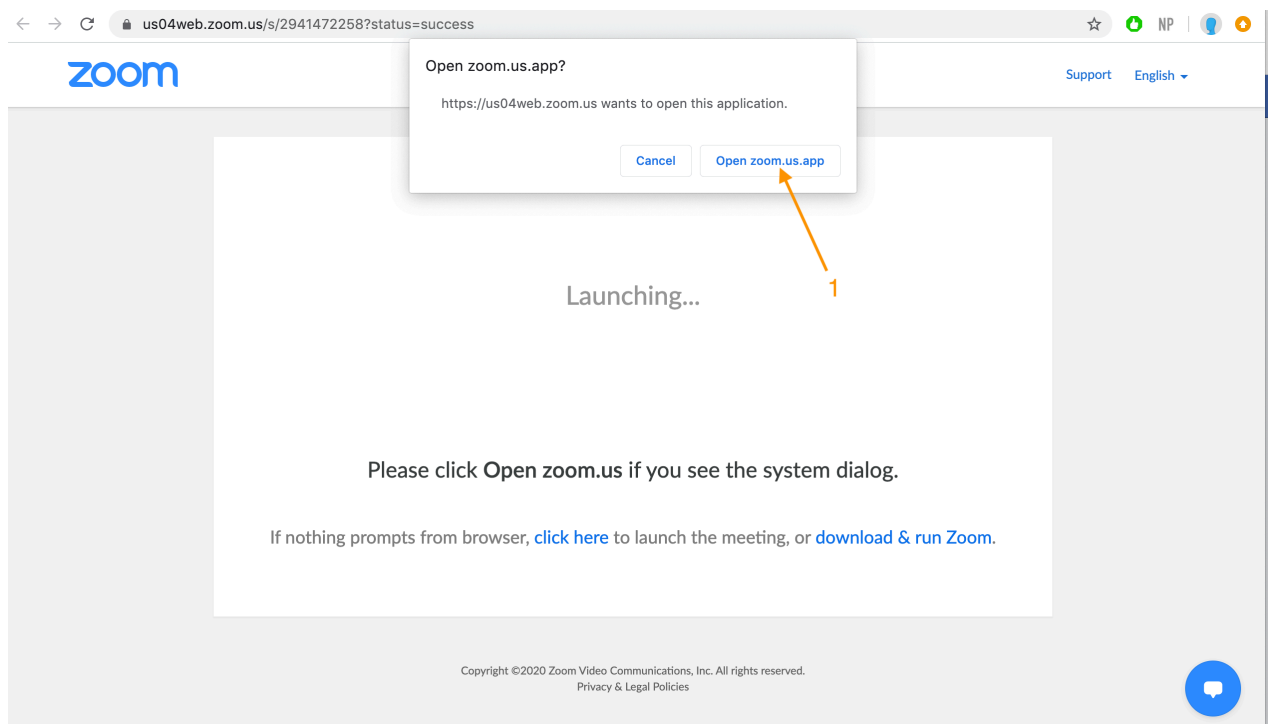


## Instructions for setting up Zoom

### How to join a Zoom meeting.

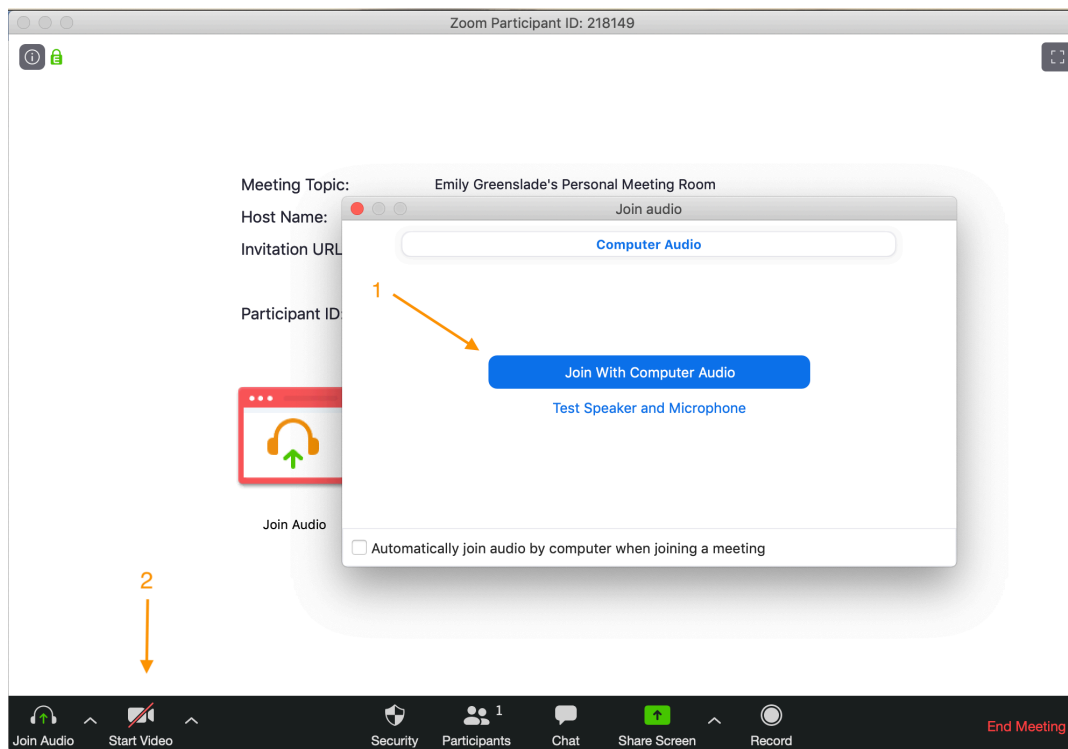
Step 1: Open the Zoom app on your computer, or download it [here](#).

Step 2: Click on the Zoom invitation link you have been sent by your partner. It will look something like this - "<https://us04web.zoom.us/j/2941472258>"



Step 3: Zoom will ask you to "Join with computer audio", click this. Then in the bottom left hand corner, click "Start video".

You should be able to see your partner on the screen. If you are unsure if your microphone and speakers are working, you may want to click "Test Speaker and Microphone" and follow the instructions. Once you've done your test, Zoom will ask you to "Join with computer audio" again.



#### Notes:

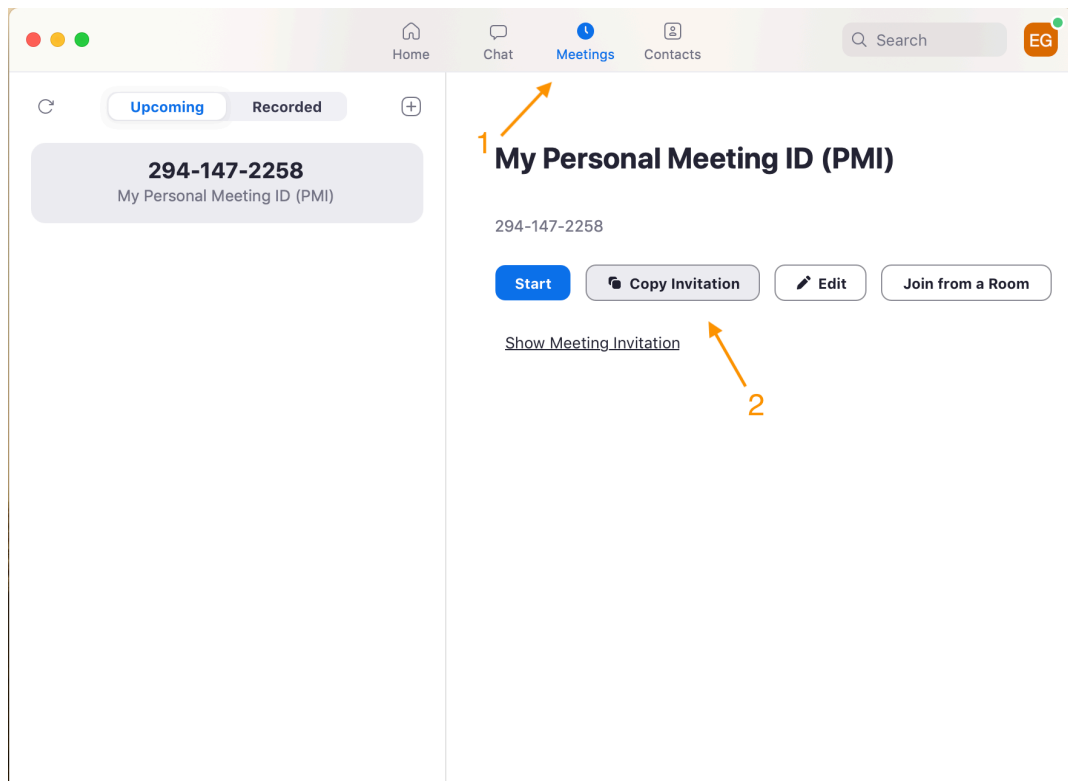
- You can change your viewing mode by clicking 'Speaker view' or 'Gallery view' on the top right of your screen. This will change the layout of your screen. We would suggest 'Gallery view' for this workshop.
- You may want to move your Zoom app to one side of your computer screen, so you can see the workshop plan and your partner at the same time. Click and drag at the top of your zoom app, to do this.

### How to host a Zoom meeting.

#### *Before your workshop*

Step 1: Open the Zoom app on your computer, or download it [here](#). You'll have to sign in or create an account if you don't already have one.

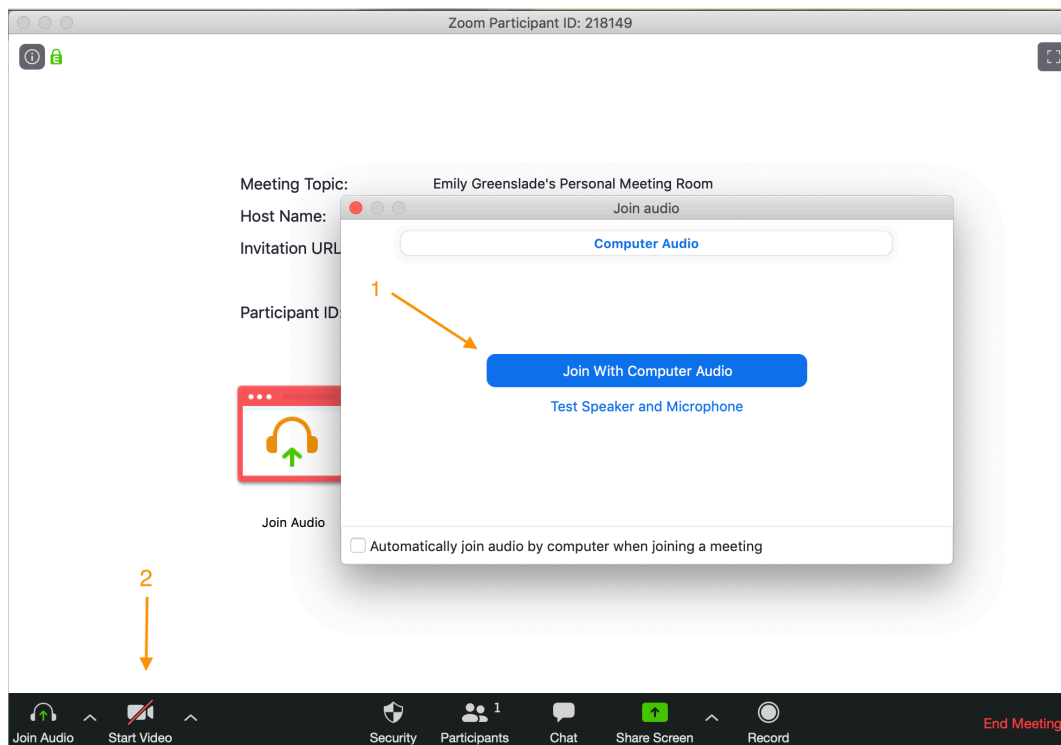
Step 2: Click 'Meetings' then click on copy invitation (see below).



Step 3: Paste your invitation link in an email and send to your workshop partner. This will give them the link to join your meeting and can be done in advance.

### *To start your workshop*

Step 4: When you're ready to start the workshop, click 'Meetings', then 'Start' (to the left of 'Copy invitation' - see above). It will ask you to 'Join with computer audio', click this. Then in the bottom left hand corner, click 'Start video'.



Step 5: Your partner should pop up on the screen, having clicked your link.

#### Notes:

- You can change your viewing mode by clicking 'Speaker view' or 'Gallery view' on the top right of your screen. This will change the layout of your screen. We would suggest 'Gallery view' for this workshop.
- You may want to move your Zoom app to one side of your computer screen, so you can see the workshop plan and your partner at the same time. Click and drag at the top of your zoom app, to do this. Or you can keep swapping between the two.

If you have any other technical questions, please email [emily@thewardrobeensemble.com](mailto:emily@thewardrobeensemble.com).