

Quick-start guide

How to join Nikki's online yoga classes

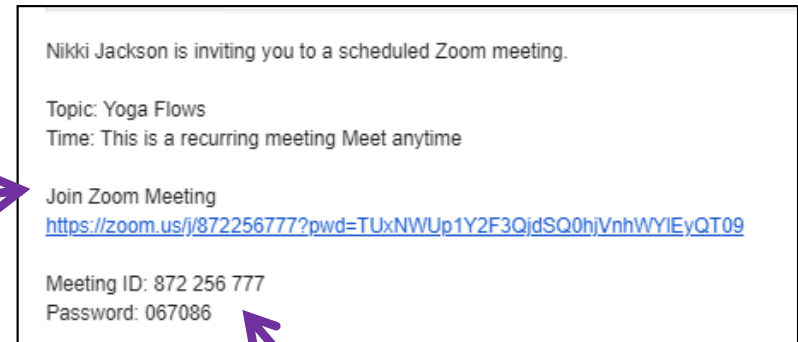


Yoga focus is using a free-to-use video conference platform -- "Zoom" -- to deliver classes right to your front room.

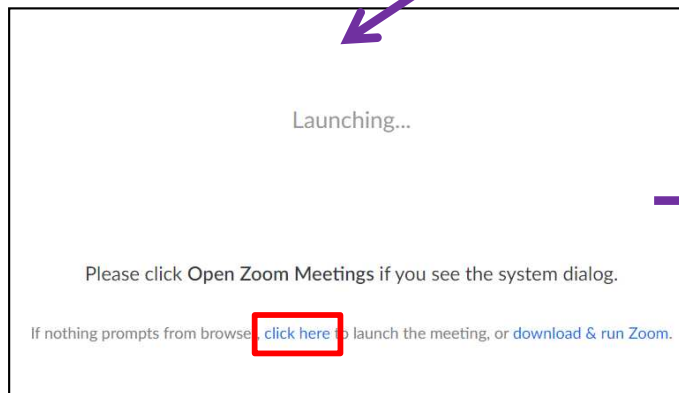
You **do not** need to have a Zoom account to access the classes, you are able to open the video connection as a guest. However, if you would prefer to create a zoom account, see 'How to create an account' help sheet below

How to access a class

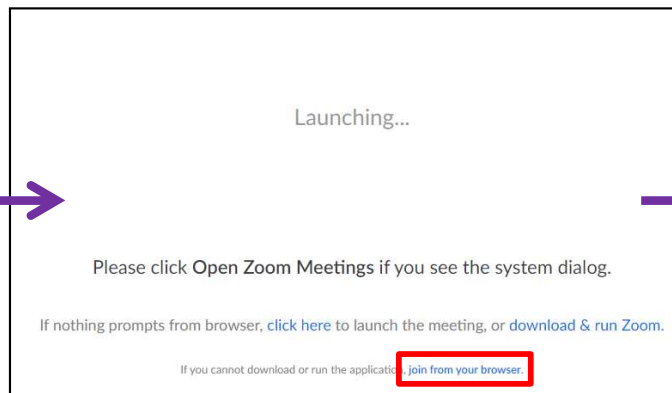
- Step 1** Go to www.yogafocus.co.uk and view the **class timetable**.
- Step 2** Email nikki@yogafocus.co.uk with details of which classes you want to join. She will then send a reply email with a **Zoom invitation** and details of **how to make a payment**.
- Step 3** Once you receive the Zoom invitation email from Nikki click on the **'Join Zoom Meeting'** link
- Step 4** A new tab will open, click the following buttons:



Note: if you are asked for a meeting ID and password at any point, these are found on the invitation email



"Click here"



"Join from your browser"



"I agree"

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Once you're in the class...

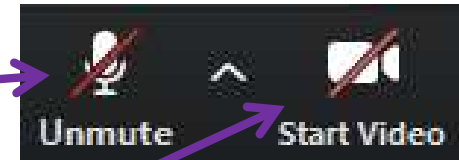
Step 1 Click **'Join with Computer Audio'** if prompted

Join with Computer Audio

Test Speaker and Microphone

Note: Nikki usually starts the meeting about 5 mins early – if a pop up appears saying the meeting has not started yet then just wait – once Nikki starts the meeting it should automatically connect you.

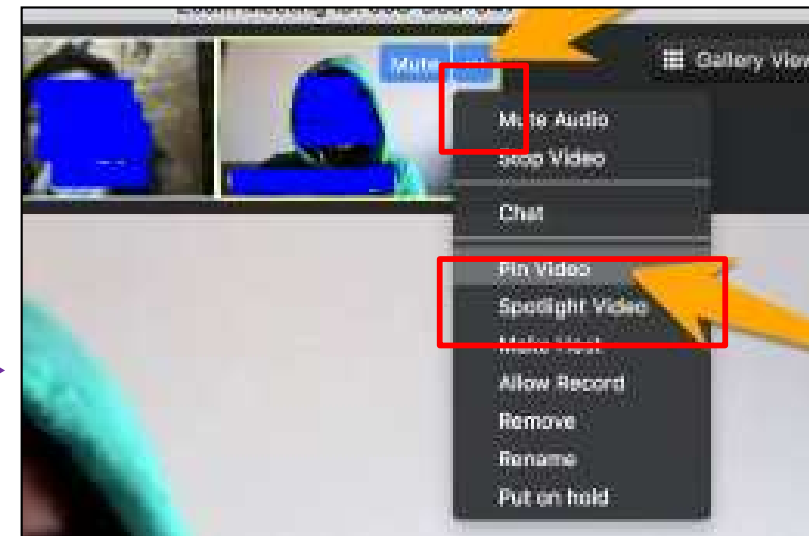
Step 2 Once in the meeting please **PUT YOUR MICROPHONE ON MUTE** – bottom left of the screen.



You can unmute it to ask any questions/say hello etc but for the majority of the class please ensure it is on mute to avoid any background noise for other participants.

You may also choose to **turn your video off** so others cannot see you, this is also in left bottom corner of the screen.

Step 3 If your screen is flicking between participants during the class then hover over Nikki's video (the small video at the top of the screen) – **click on the three little dots that appear** -top right -and click **'pin video'**. It will then stick to Nikki's video screen only.



How to create a zoom account (optional)

1. Go to site: www.zoom.us
2. Click sign up for FREE
3. Enter your email address
4. Click **'Confirm'**
5. You will be sent an email to verify your account. Go to your emails and click **'Activate Account'**
6. Fill in your personal details and click **'Continue'**
7. Prompt screen to invite your colleagues. Click **'Skip This Step'**
8. Prompt screen for a test meeting. Skip this and click **'Go to my account'**
9. Your account is set up – you can add more to your profile if wanted but not necessary
10. See help sheet 'How to Join a Meeting' for the next steps

Another way to join a meeting if you have a zoom account: on the invitation email from Nikki there is a meeting ID and password (as well as the link).

