

These instructions will guide you through the installation of Zoom to allow lessons to take place online. The process is very straightforward and intuitive, however this guide will aim to be as comprehensive as possible.

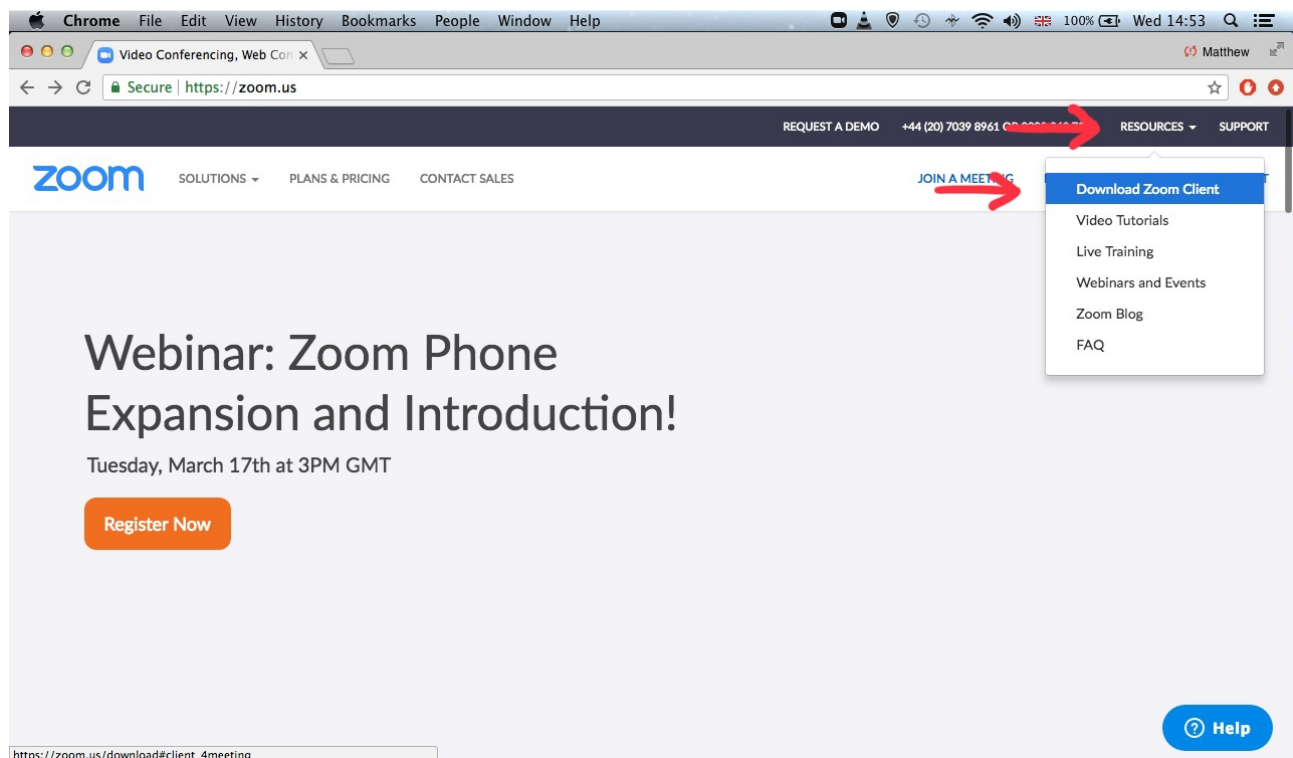
Important considerations before beginning video lessons

- A parent or carer **must be at home** during video lessons if the pupil is under 18.
- Zoom is to be used for lessons only, not for **any other contact**, eg photos or messaging.
- **Pupils must not wear excessively informal attire or present against a messy background. Bedrooms are not suitable locations for lessons.** If this happens, or the pupil behaves inappropriately, the lesson will be immediately terminated and the reason communicated afterwards to the pupil or pupil's parent or career.
- I may ask parents or carers to sit in on the lessons of younger pupils.

Please note, lessons may be recorded for study and safeguarding purposes. These recordings will only take place with prior consent, and will be treated according to my privacy policy.

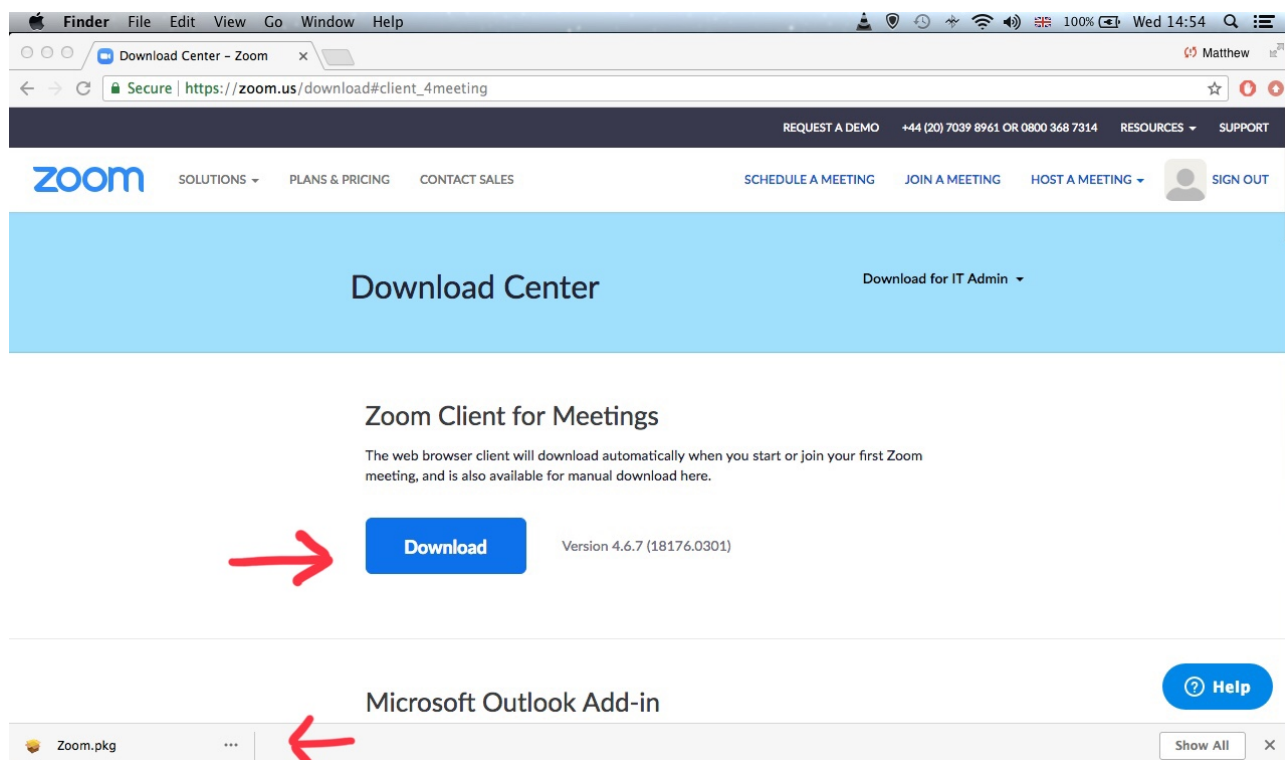
Instructions for Mac and PC

1. Visit zoom.us, click on 'resources' then 'download zoom client'

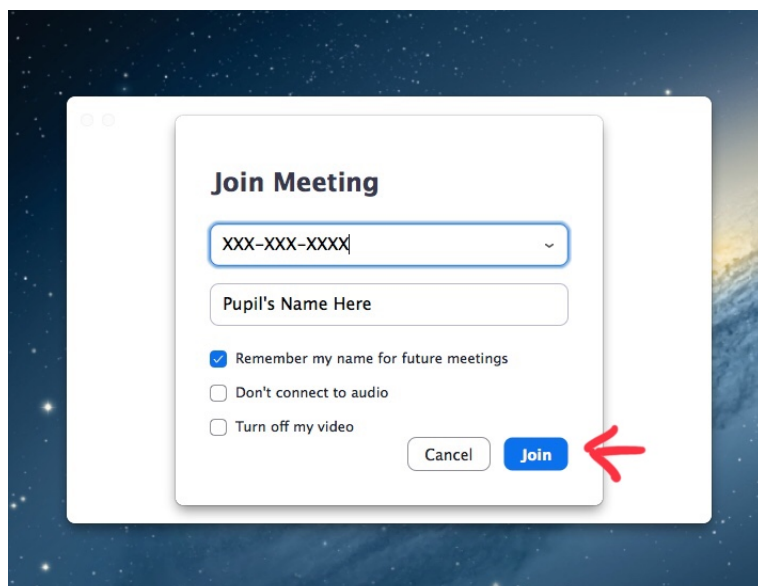
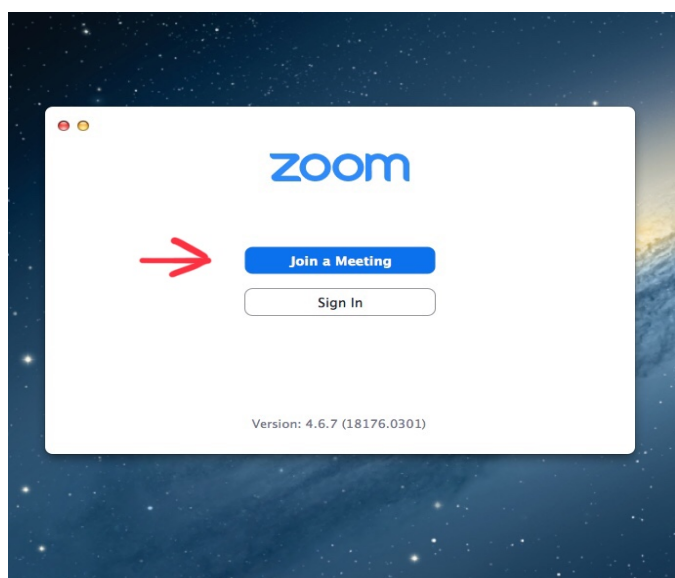


2. Press the 'Download' button under 'Zoom Client for Meetings'. Your browser should automatically download the appropriate version for your computer

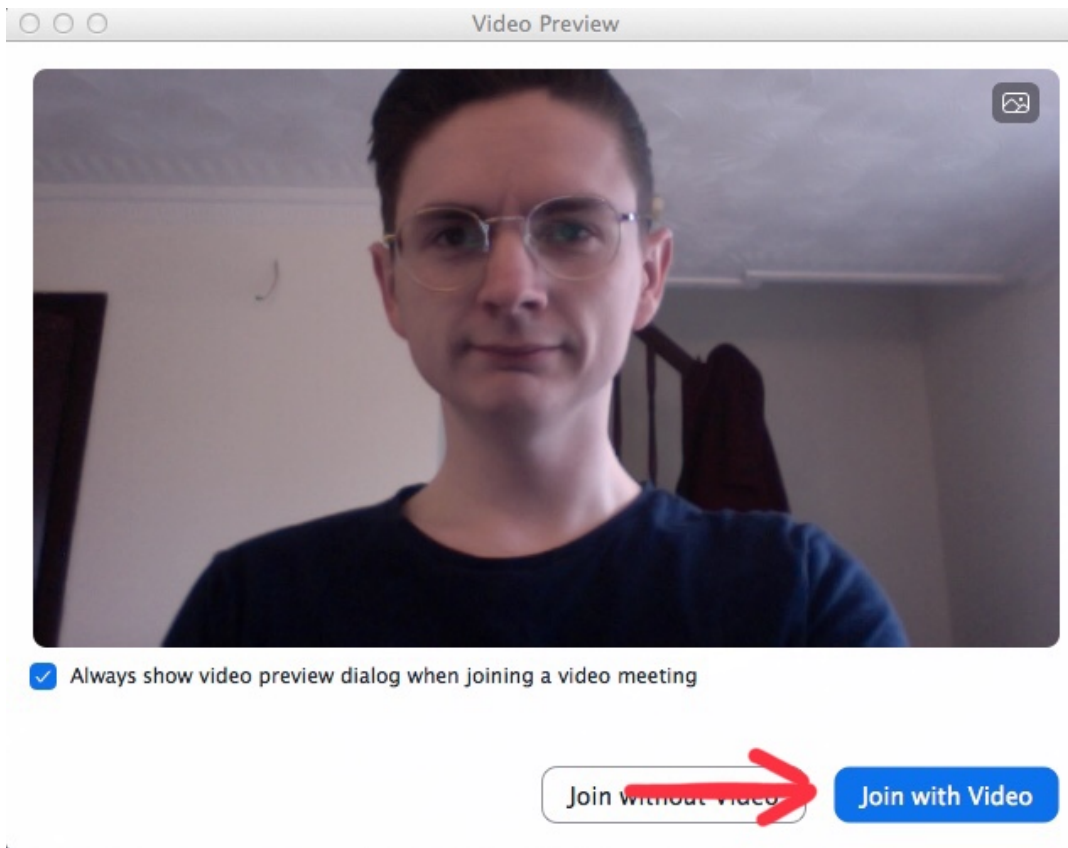
3. Run the downloaded installer and follow the instructions on screen. The file may appear in a downloads bar as in the screenshot below, otherwise this will be located in the downloads folder on your computer.



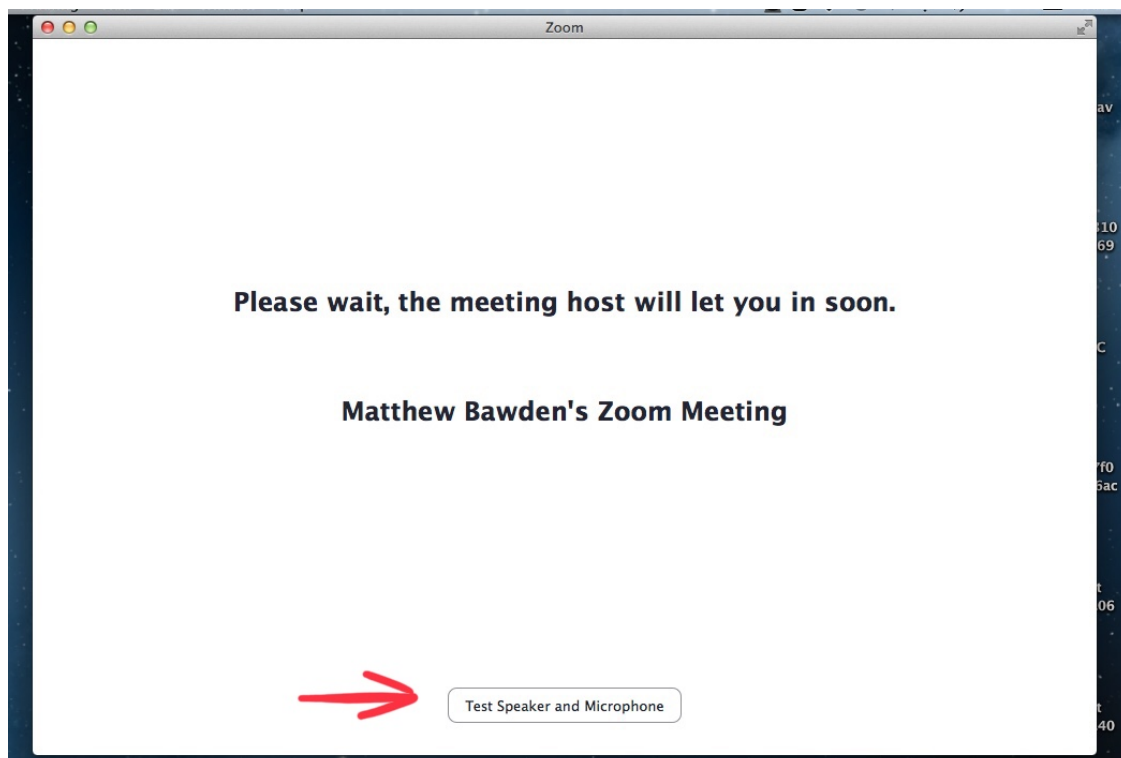
4. Once the client has installed, launch the newly installed 'Zoom' programme/app. At the scheduled time of the lesson, click 'Join a Meeting'. **You do not need to sign up for an account.** Enter your 10-digit meeting ID and the pupil's name, and click 'Join'. You will then be asked to agree to Zoom's terms of service and privacy policy. If you are unable to agree to these terms video lessons will not be able to take place.



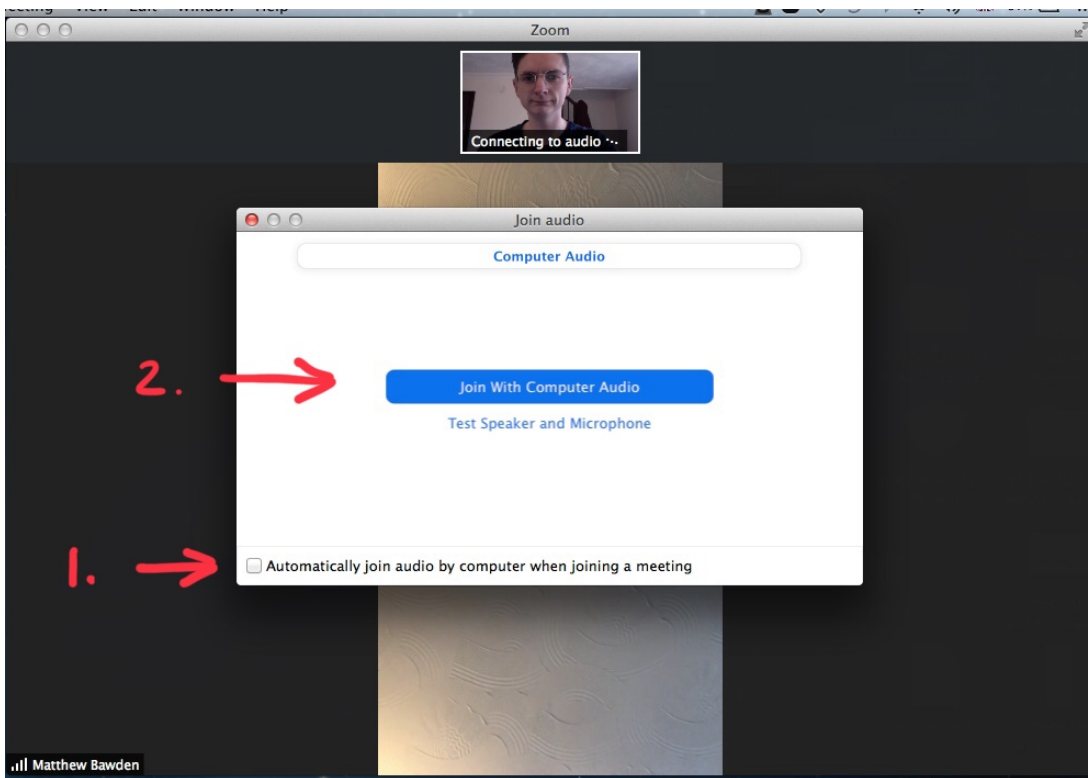
5. You will be shown a video preview, which will help you to ensure your camera is working. Select 'Join with video'.



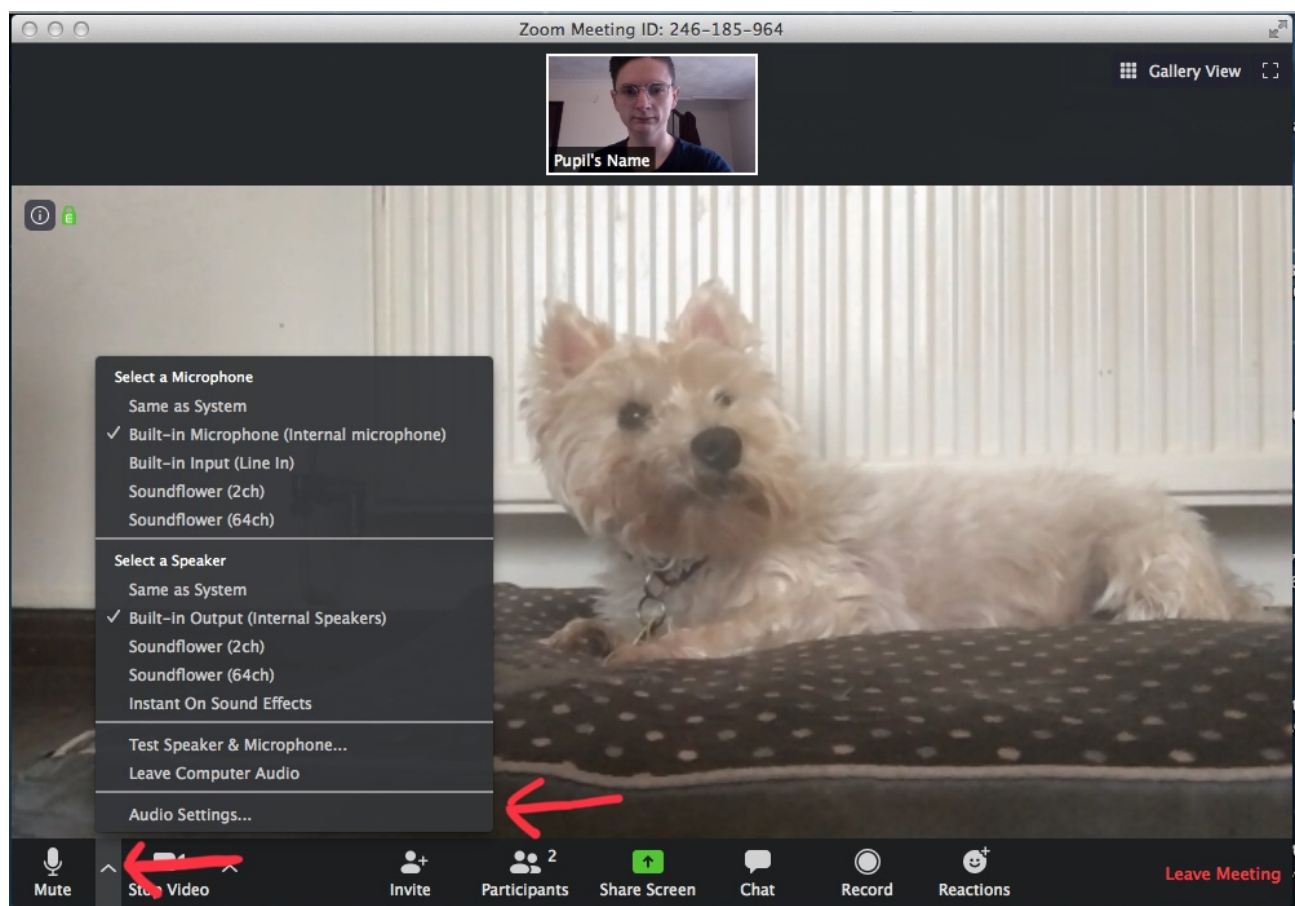
6. You will be admitted into the lesson's waiting room. This is a good opportunity to test your speakers and microphone.



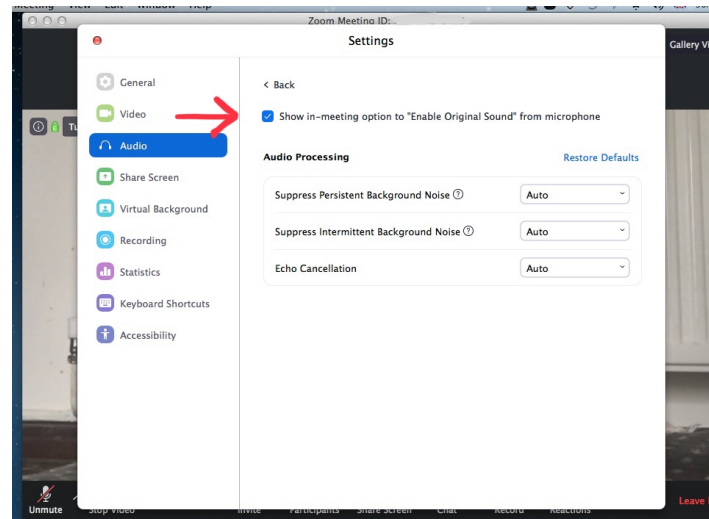
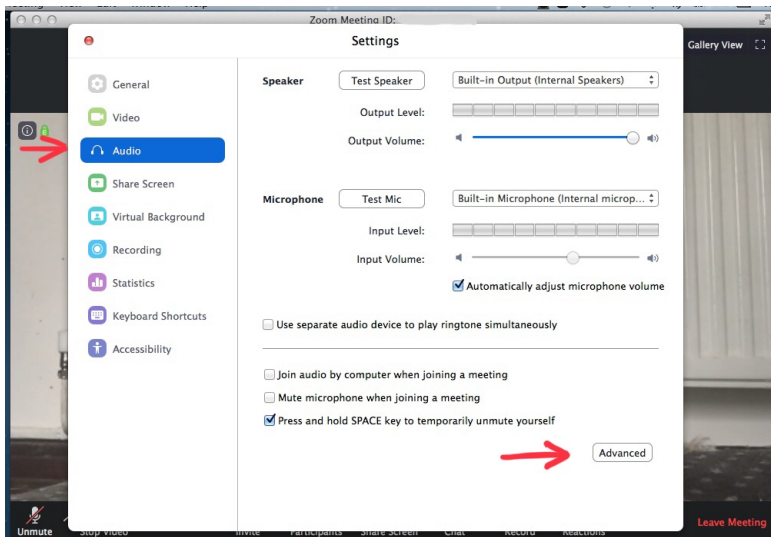
7. When admitted to the lesson, please first click "Automatically join audio by computer when joining a meeting" then 'Join with computer audio'. You should not have to repeat this step for future lessons.



8. I will guide you through this last step once the lesson has begun, however full instructions are included here for reference. Select the up arrow next to the mic icon in the bottom left of the screen, and then select 'Audio Settings'



9. Select 'Audio', then 'Advanced'. Ensure the box for 'Show in-meeting option to "Enable Original Sound" from microphone' is ticked. This will allow better audio quality during the lesson.



10. During the lesson, ensure original sound is on by checking in the top left of the screen. At the end of the lesson, click 'Leave Meeting'

