

What you'll need for your online workshop!

1. Some hardware. This can be your laptop/desktop, phone or tablet.
2. Zoom software! This can be installed by going onto the zoom website or downloading it onto your mobile device via the apple or playstore
3. Willingness to participate and/or listen!
4. A quiet environment where others involved in the workshop won't be distracted.
 - a. If this isn't possible, you can click the mute option on the zoom app others are speaking and turn it off when it's your turn for discussion!
5. Some light so we can see your lovely faces!
6. Internet Speed - you can google "speed test" to check your internet speed. An internet speed of 1.5mbs would be the most ideal!

How to use Zoom

From your desktop/laptop

1. Head to the zoom website and you can sign up with them and create an account
 - a. "Sign up" button is usually found at the top right corner of their website
<https://zoom.us/>
2. You can create an account using your email address or through your google account or facebook account
3. You will then get an email sent to you with a confirmation link
4. Click on the link and sign in using your credentials
5. For easier and faster access you can install the zoom onto your laptop

From your phone

1. Download zoom from the apple or playstore
2. Click the signup or sign in button that will show on the screen when you open the app

How to join a zoom meeting

1. You can join by clicking on a meeting link that will be sent to you by the participant
2. OR you can join by entering a meeting ID that will be sent to you by the host.
 - a. To enter the meeting ID you have to open the zoom app and click "join"
 - b. Copy and Paste the meeting ID into the space provided and add your name
 - c. Click join

***STEPS ARE THE SAME FOR MOBILE AND DESKTOP/LAPTOP

What to do if you have a slow internet connection?

1. Get closer to your modem!
2. Close any tabs that you might not need as things like social media and netflix can take up a lot of your wifi/internet connection
3. If many people are using the internet at the same time, kindly ask if they can pause what they're doing for some time
4. Deleting and reinstalling the zoom app can help!
5. Clear any cookies
 - a. How to do this might depend on what kind of browser you're using
 - b. <https://us.norton.com/internetsecurity-privacy-how-to-clear-cookies.html>
this website provides useful information on how you can do this
6. Try using zoom via your mobile device