



Welcome to your JinLi Virtual Tai Chi and/or Qigong Class

For a lot of you, this will be the first time you've negotiated Video Conferencing and the system we are using – "Zoom". So we will step you through everything here.

For those of you who are **familiar with Zoom Conferencing**, you may not want to read through all of this so please just skim through for the class protocols

1

You will need to have a **computer, laptop, tablet or smartphone with a web cam and access to the internet.**

If you aren't sure, please ask a family member or friend to help and advise you.

PLEASE NOTE: Zoom Conferencing uses a lot of power, so we strongly recommend you **connect your device to mains power or a powerpack.**



2

Find a space where you can have your class. Indoor or outdoor, it doesn't matter. The area you should try and find is approximately 2.5 metres x 1.5 metres. If you've looked at the obvious spaces in your home and are not having any luck, start looking at the driveway, your apartment building car space, the garage, a wide corridor or even a laneway. If you haven't got that much space then whatever you can find... "where there's a will there's a way!"



3

Set up your computer, laptop, tablet or smartphone in that space so that you can see it and the camera on the device can see you (not just your head but at least half of your body so that your instructor can see you and make corrections).

You might need to have a play around with it so go to the "Camera" settings on your device to work out what it's seeing and what you're seeing. Check the lighting... do you need to bring an extra lamp into the room, close curtains or wear lighter coloured clothing? Remember, the camera on your device will try to balance out the dark and light in the picture so if you are standing against a window and you're dressed in black, you will become a silhouette.



4

When you receive the invitation to attend the class make sure you keep it as you'll need the URL to get access to the class. If it's your first time to Zoom, we recommend you set up no later than **30 minutes before the class**. To set up, click on the link for "Join Zoom Meeting" so you can familiarise yourself with the system.

PLEASE NOTE: If there is no hyperlink, cut and paste this line into your web browser (where you go to use the internet).

Topic: JinLi Virtual Tai Chi Class Trial 2
Time: Mar 27, 2020 10:15 AM Canberra, Melbourne, Sydney

Join Zoom Meeting
<https://zoom.us/j/2312015205>

Meeting ID: 231 201 5205

CLICK ON THIS LINK

5

You will be asked to **download the "Zoom" Software**. This is free and it is safe, so please click on the "Download" button and follow the prompts.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Version 4.6.8 (r

CLICK ON DOWNLOAD

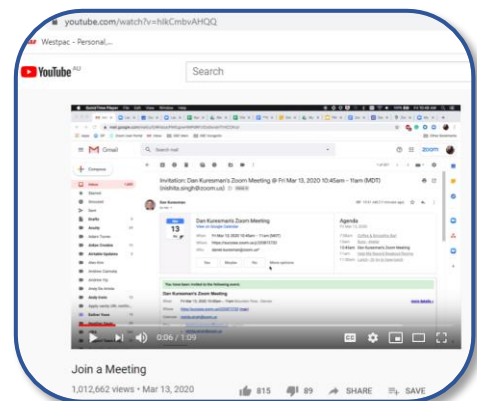
6

If you want to familiarize yourself with the Zoom Conferencing System in advance of your class you can start with the following tutorial – <https://www.youtube.com/watch?v=hIkCmbvAHQQ>

If you have other questions, there are plenty of help tips and step-by-step tutorials about Zoom available on the internet.

Just remember, this system is incredibly simple so you don't need to worry. If you get stuck with anything you can always ring your instructor on the telephone or ask other people in the class about how to do something.

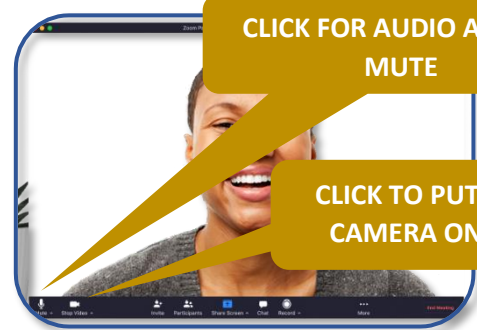
PLEASE NOTE: "Bend Like Bamboo" and "Have a Go". Nothing bad can happen if you try and it doesn't work. We can all work on this together!



7

When you "join the meeting", **please make sure your camera and audio are turned on and not "Muted"**.

All the JinLi Tai Chi and Qigong Classes will be open for you to join whenever you want. You don't need to wait until the exact class time. As other people join in you will see them appear on your screen. This is a great opportunity for you catch up with other people just like you are in class.

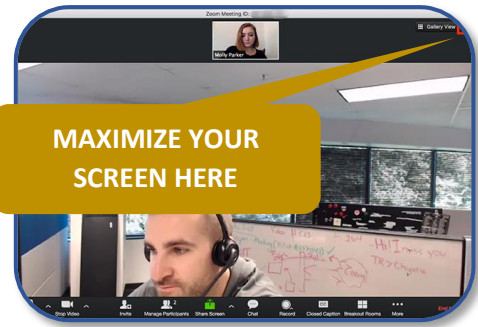


8

Make sure you have the Zoom screen maximized.

You will see four arrows at the top right side of your screen. If they are pointing inward, then click on the box to make them point outward.

Now your screen is maximized.



9

Other students will start to arrive at the session so your screen should start to look like this.

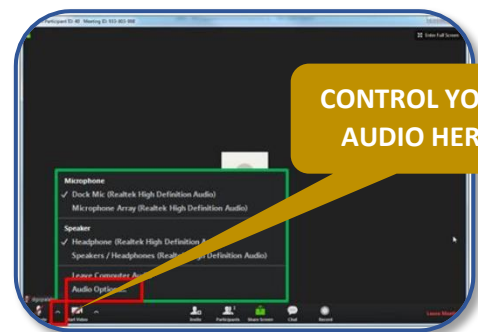
As more participants arrive, the screen will fill with more squares.

This view is called "Speaker View".



10

This is the **time to check your audio**. If you need to adjust your audio levels you can do so by clicking on the arrow next to the microphone symbol.



11

Just before the class starts, you will be asked to **change how the screen appears**, so you have your instructor as a big image and you as a small image (thumbnail).

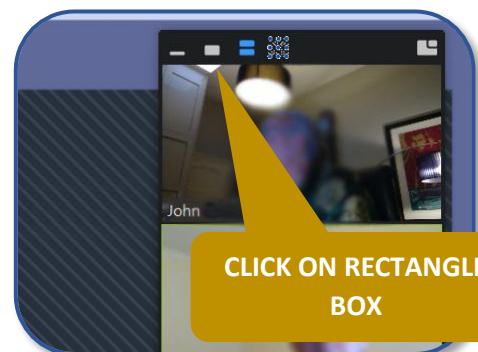
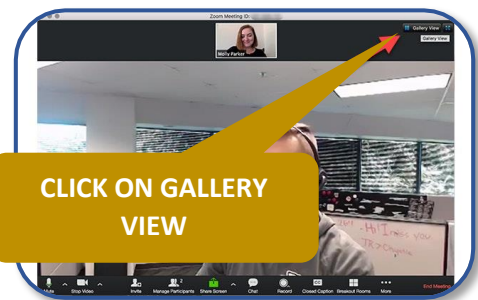
Do this by clicking on "Gallery View".

You will see a range of options:

- - Just shows you on screen
- - Show your instructor as a big image and you as a thumbnail
- = - Shows your instructor as a big image and all the other students as a row of small images
- ⋮ - Shows everyone in a grid pattern

PLEASE NOTE: If you don't see these options straight away, you may need to hover the cursor over your image. They will then show up just above your image.

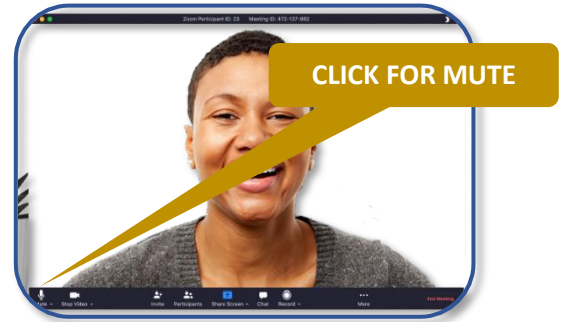
Click on ■.



12

Your instructor will also ask you to **“Mute” your microphone** so that everyone only sees the instructor.

When you click the microphone icon, a red line will appear across it.



13

Now **follow your instructor** as they take you through your first Virtual Tai Chi and/or Qigong class.

Your instructor will stop to ask if you have any questions. If you don't, just indicate with a “Thumbs Up”.

If you do have a question, make sure to **“UNMUTE”** your microphone before asking.

Your instructor will check your movements as you go through and offer some recommendations and suggestions. Unfortunately, in this forum, your instructor will need to name you individually to indicate the correction, which is not normally how we work, but I'm sure we'll all get used to it.

As with all our classes, remember to laugh loud and often.

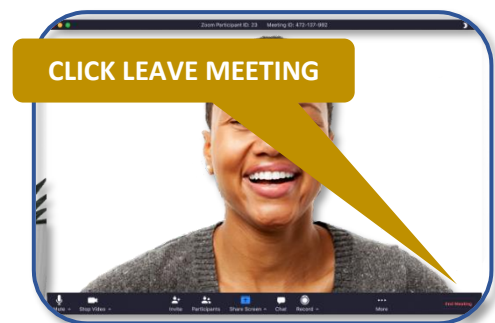


14

At the **end of the class** make sure you **“UNMUTE”** your microphone and go back to the original view, so you can see all of your classmates.

You are welcome to talk for as long as you want after class. Perhaps you might grab a coffee and all have a virtual coffee after class!

When you want to leave, simply click on **“Leave Meeting”**.



**Don't Be Afraid.
We will all help each other.
Have FUN!**