

A Guide to participating in a Zoom Meeting with Hughes Studio

Getting Started

1. In order to participate you need to have an account with Zoom. It is free and you can create the account at www.zoom.us
2. I will schedule a meeting and that meeting will have a meeting ID which I will email you as a link. There will also be a meeting password.
3. When you are ready to join you just need to click on the link, enter the password and you will be brought into the virtual waiting room – Then I will invite you in. (these are new zoom security measures to prevent others from crashing our party!)
4. Meetings work best with video so we can see facial expressions, but for whatever reason you do not want to do that or cannot do that then try to upload a profile picture to your account so that when you are talking we can see who it is.
5. Check your sound and video settings and also your camera angle so that we can see your face clearly. It may be easier to hear through earpods or earphones so try that out.
6. Zoom works best with a plain background behind you and good light on your face.

On the Day

1. Please enter the meeting in your calendar and be ready. You may like to have a note pad and pen, a glass of water or cup of tea. Make sure you have considered questions that you would like to ask me or the group about your work.
2. Try to join the meeting at least 10 minutes before the official start time which allows time for everyone to join and iron out any technical issues.
3. I will open the meeting early if you want to join and chat to each other. But once the meeting starts we need to not all talk as much as we normally would and we need to take it in turns.
4. Please put yourself on mute unless you are talking. I can Mute all and Unmute all if needed.
5. Turn your mobile phone to silent (just like ordinary class)
6. Please tell others in the house that you are meeting to minimize noise. I know that this is sometimes hard to do if there are children around and we are all inside.
7. I don't mind if you are mosaicing/ drawing/ making art while we talk as that's what we are usually doing but please avoid being overly distracted with other things such as checking your phone, emails, wandering away from the video etc.
8. I will be recording the meeting to send it to people who cannot make it.
9. I will also send you a copy of the video so you can review it or save it for future.
10. Please do not distribute the recording anywhere or share content from the meeting or PowerPoints without consent.
11. There is a Chat function. In this chat box I can send you all files which you can open and download. You can also ask questions to the group or to individuals through the chat box.

Images

1. If you need to send in imagery for discussion please do so at least the day before the class so I have time to download and upload files as this takes a significant amount of time.
2. Make images as good quality as you can and include detail shots. The better quality the file the better we can all see and clear feedback can be given.
3. Don't send too many – maybe 3 max of each work as it takes lots of data and time.
4. You can also send short videos of work which gives us a good idea of 3D pieces.