

Zoom Guide for Seminar Participants

Device Usage and downloading the Zoom application

Please sign in using **one device only**. For example, do not sign in through both your laptop AND your cell phone at the same time as there will be feedback.

Using a smart phone to attend the seminar is discouraged, due to the small screen size which makes seeing the class members difficult and due to the cell data usage. If you are planning on calling into the meeting via your smartphone, please download the Zoom app in advance from the App store.

The recommended way to join a seminar is by desktop computer or laptop. The larger the screen the more of the class you can see at one time. If you are planning on joining the meeting via your laptop or computer at home, you can simply [download Zoom to your computer](#) in advance.

Please do not use a remote connection (VPN) to sign into Zoom using your through a remote computer, as audio feedback and delays will occur. A remote access connection might be something you use to access your work network, so make sure you are accessing directly from your device to the internet. If you don't know the term VPN, you are likely not using VPN and these instructions do not apply to your situation.

If there are other people in your home using internet-connected devices at the same time as your seminar, you might find that your connection will become unstable. If at all possible, plug your device directly into your home modem with an ethernet cable to ensure you have maximum connection speed.

Meeting ID and Password

You will need to enter the Meeting ID to join your Zoom call, so make sure you have that on hand before you click to join. The Meeting ID will be found in the email invite for the specific meeting you are invited to.

Each seminar will also have a unique password. This is just one step of added security. We don't anticipate problems, but you have perhaps heard of [Zoombombing](#) in the news.

The easiest way to join the meeting is to click on the emailed link and copy paste the password, but it is good to familiarize yourself with the location of the actual Meeting ID and password in case you need to enter them manually.

Mute/Unmute

Once the seminar begins you likely will be asked to mute your device. This procedure is in no way intended to prevent you from speaking, but instead to avoid a cacophony of background noises intruding your conversation. When you want to speak, simply unmute yourself by clicking on the "unmute" button on the bottom left of your screen or click and hold the space bar, like an old CB radio! Once you release the space bar, you automatically are muted again.

Classroom specific guidelines

St. John's Classes translate remarkably well to the online environment. Our most important tasks—reading the texts, having an open mind and heart, and listening to each other—work just fine over Zoom! Perhaps it takes a bit more work to ensure that you aren't accidentally cutting someone off when he or she is trying to speak. Just look for telltale facial expressions that someone is going to speak as you yourself are preparing to say something. If you do find yourself trying to speak at the same time as someone else, offer to let that person speak first and then you can speak immediately afterwards. Graciousness in conversation is alive and well in our Zoom seminars!

Beyond those words of advice, find a quiet, comfortable corner in your home to set up your classroom. Use headphones with a microphone if there are other people around.

Keep your video screen turned on, so that people can see you and your facial expressions. It makes the conversation come alive.

And recognize that sometimes Murphy pays a visit and imposes his law temporarily! We will try our best to help rectify those situations!