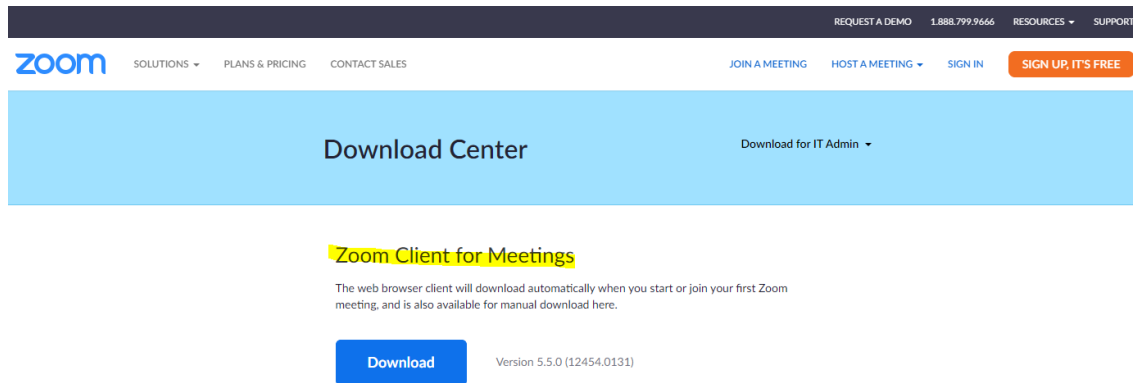


## BODYWORKS ONLINE PARTICIPANT GUIDE

All participants will receive a zoom invite and are expected to familiarize themselves with the client prior to the start of class. You can join the class through a web browser, or download the client at <https://zoom.us/download> (recommended).



The screenshot shows the Zoom website's Download Center. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a white navigation bar with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a 'SIGN UP, IT'S FREE' button. The main content area has a light blue header with 'Download Center' and a 'Download for IT Admin' link. Below this, the 'Zoom Client for Meetings' section is highlighted in yellow. It includes a description: 'The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.' A blue 'Download' button is present, along with the version information 'Version 5.5.0 (12454.0131)'.

### 1) Finding the invite

You will have received your class details and zoom link through a calendar invite or email.

#### **BodyWorks Online - Section – Class Name - Day - Time**

Join Zoom Meeting

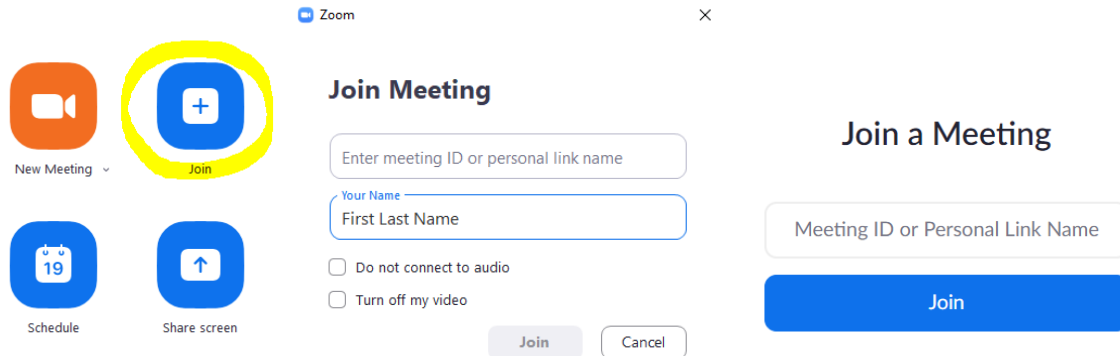
<https://ubc.zoom.us/j/MEETINGID?pwd=RANDOMPASSWORDEXAMPLE>

Meeting ID: 123 4567 8910

Passcode: 123456

## 2) Joining the class

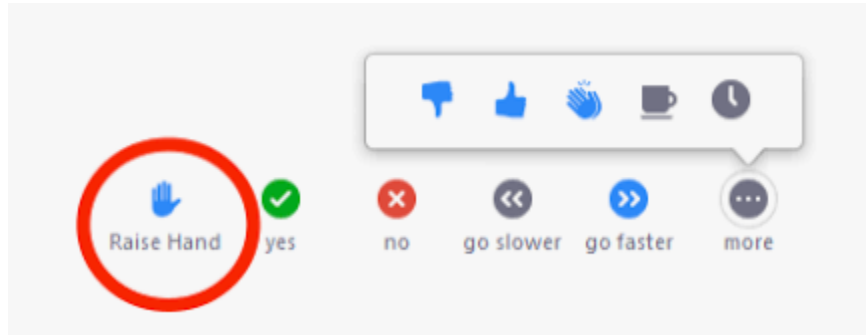
You can join the meeting automatically by clicking the Join Zoom Meeting link and using the Zoom Client (**recommended**) or a web browser. If joining manually, you can go to <https://zoom.us/join> or press “Join” on the client and input the meeting ID from the email.



Please put your **FULL NAME**

## 3) During the class

- When prompted, please type in the chat to notify that you are present
- If you have a question, please use chat or use the raise your hand function on zoom



- If you encounter a technical difficulty, please 1. wait 30 sec and 2. re-try the link that you received then 3. Email us
- If you need to leave early or leave the visible screen (water, washroom, etc.), please message the moderator in chat
- If you need help, please raise your hand or unmute yourself in an emergency