

Sharon Tenenbaum
Photographer

Getting Started with Online Conferencing

In preparation for the online workshop, I ask that you take a few minutes to prepare your computer workspace:

In large group meetings I tend to mute all the participants to eliminate any background noise. However, as we will be a small group, I prefer not to mute anyone as I like having the verbal reassurance that what I am teaching is understood. Therefore, it is very important that you prepare your computer environment to be as quiet as possible during the workshop.

- a. So, please make sure that you are in a quiet room with any background sounds (TV, radio etc. turned off). Also, please make sure to unplug any landline phones in the room.
- b. If you decide to eat or drink during the workshop, please be sure to mute yourself as even the smallest sounds gets amplified.
- c. I personally find it best to have earphones with a speaker attached. However, that is a personal preference.

Getting Started with Zoom

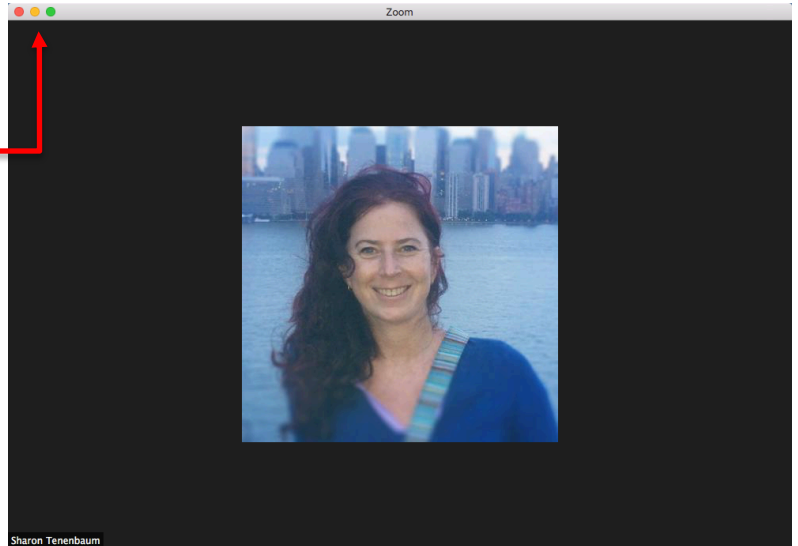
Before a session, Sharon will send you a Zoom meeting invite link (and password – optional). However, it is best you familiarize yourself with the platform ahead of time.

1. Please download the Zoom software [HERE](#). It is the first download button on the page. You do not need to pay any fees to be able to use Zoom.
2. Please check your audio/video to make sure it is working.
3. **IMPORTANT:** If you have a Mac and are running Mojave or Catalina OS, you must follow the steps [HERE](#) to allow screen sharing. Otherwise Sharon will not be able to see your screen and help you with troubleshooting. The instructions say to just reboot Zoom; I recommend rebooting your computer.
4. Please note that you will need to allow permissions twice, once for the camera access and second for accessibility if you wish to allow Sharon to see your screen for troubleshooting.

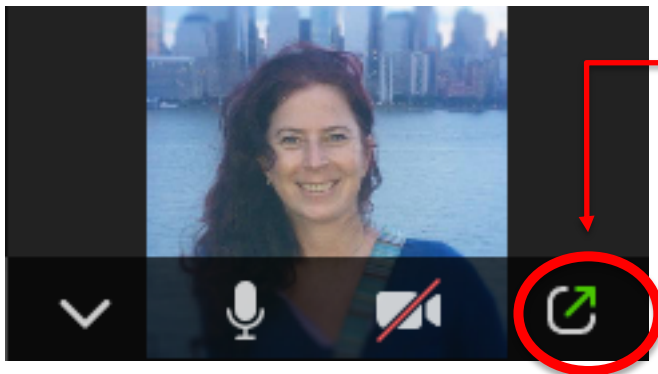
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Once active in a conference, and during the workshop, you might want to minimize the Zoom video window to access the rest of your desktop:

Click on the yellow circle to minimize



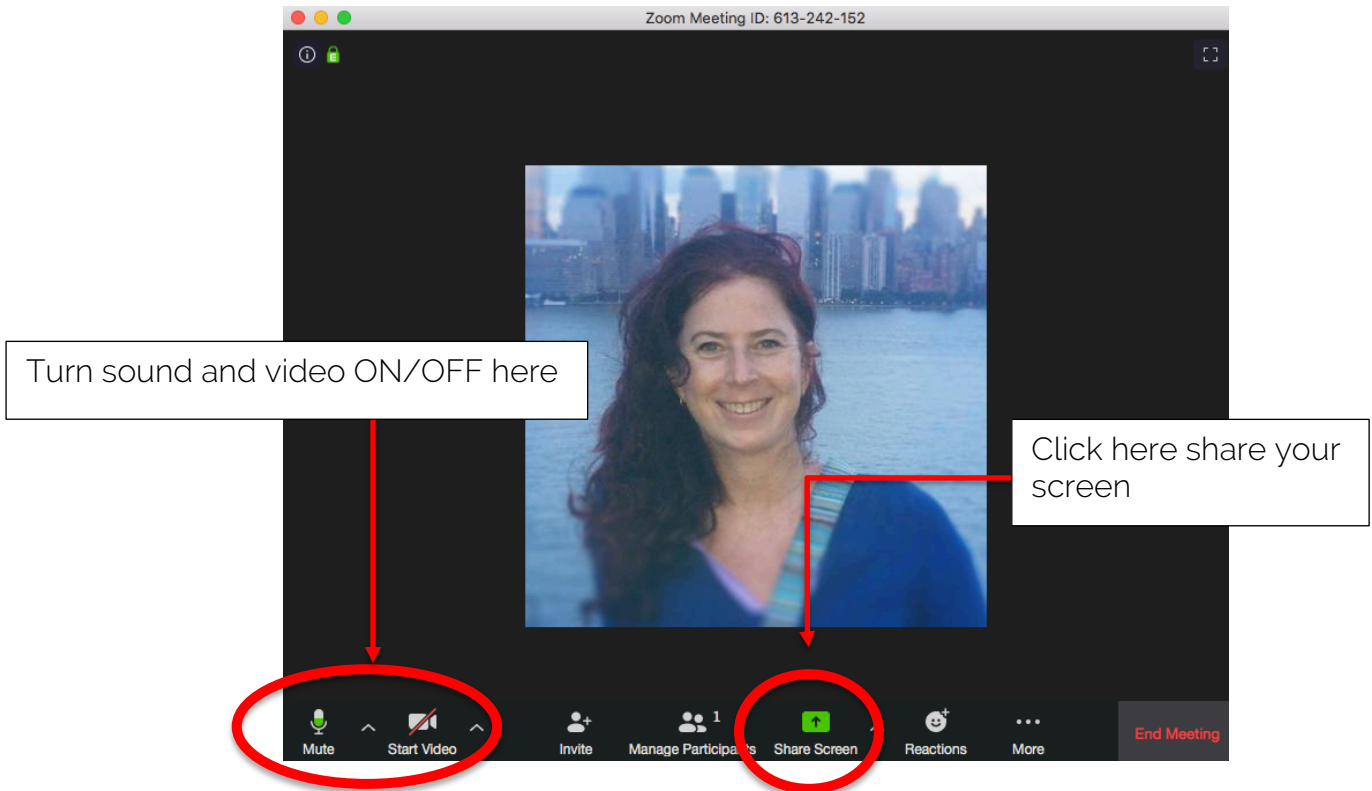
Once minimized, you will see the video window hovering on your desktop. To maximize, hover your mouse over the window, a few icons will appear on the bottom. Click on the bottom right icon to maximize the window:



Click here to maximize the window

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During the workshop Sharon might ask you to share your screen (if you have a Mac, please be sure to follow instructions in section 3). To share your screen, over the Zoom video window while it is maximized. A few icons will appear on the bottom of the window. Click on the green 'Share' button and follow the prompts.



Before the workshop, Sharon will be contacting each participant to make sure everything is up and running on your side, however, please follow the instruction in this document in preparation.

Thank you for signing up my workshop, I look forward to having you attend and sharing my passion for photography and art with you.

Kind regards,
Sharon