



## FACULTY OF ASTROLOGICAL STUDIES

### Online Foundation Course

#### *Instructions for Joining a Session*

## Online Foundation Course: Instruction for Joining a Session

The Faculty of Astrological Studies uses ZOOM as the platform for the online course.

Sessions run from 6.30-8.30pm UK local time (either Universal Time or British Summer Time, depending on the time of year). Please ensure you join a session with a little time to spare, ready to begin the session promptly at 6.30pm.

### What You Need

- Good internet access
- Webcam
- For best results on a laptop, use a high-quality headset that plugs into the microphone jack of your sound card. This usually gives better audio results than the built-in laptop mic.

You can join the course using a PC, Mac, tablet or phone but bear in mind that the tutors will show slides and charts on the screen, and the platform also shows thumbnail pictures of all the participants who log in using webcam. To see these easily you may want to consider logging in from a laptop rather than a small-screen device.

### Instructions for joining Zoom

A day or two before the session, you will be sent an eMail which will contain a link. **If you have not received this link by the morning of the session, check your spam folder first** and then please eMail [carole.taylor@astrology.org.uk](mailto:carole.taylor@astrology.org.uk). When it is time to join the seminar simply click the link contained in the eMail. The following screen fig. 1, will be displayed:

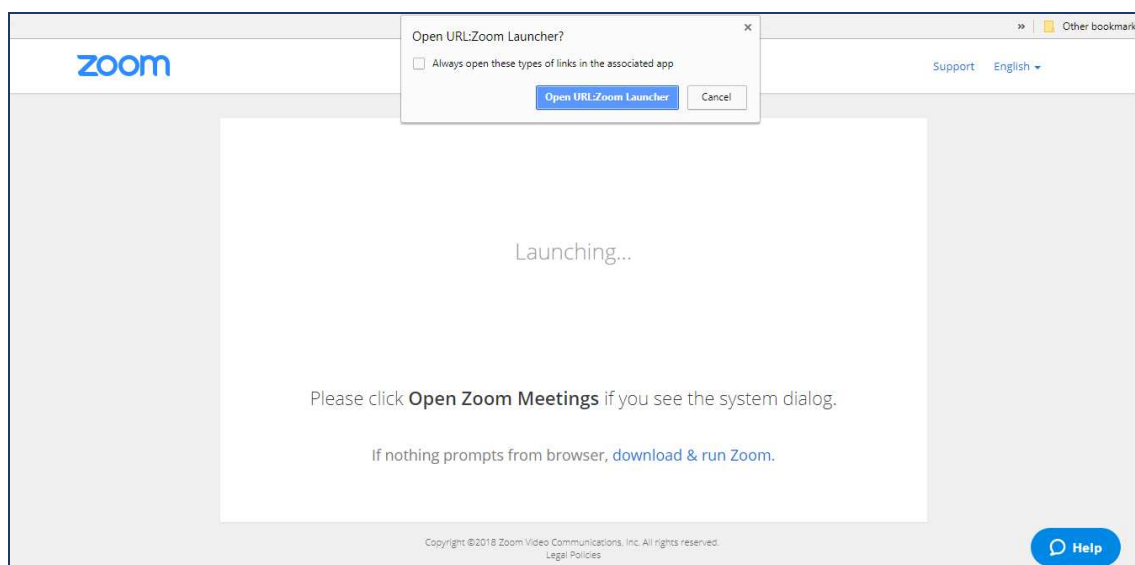


fig. 1 – Opening Zoom



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Click 'Open URL:Zoom Launcher'. This will take you to 'Join Audio Conference' – see fig. 6 below.

#### The First Time You Use Zoom

The first time you use Zoom on a computer, you will need to download and run the Zoom Launcher. To do this, click the link in the email you have received. The following screen (fig. 2) will be displayed.

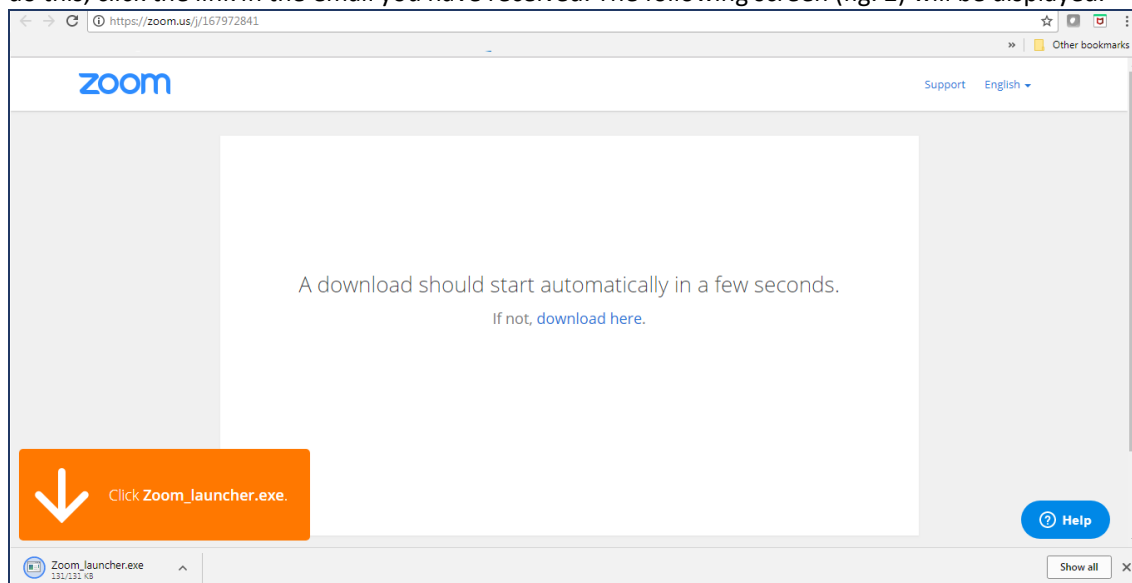


fig. 2 – Downloading the Zoom-launcher.exe

Click the Zoom\_launcher.exe in the bottom left of your screen. You will be asked if you want to run the file as in fig. 3 below.

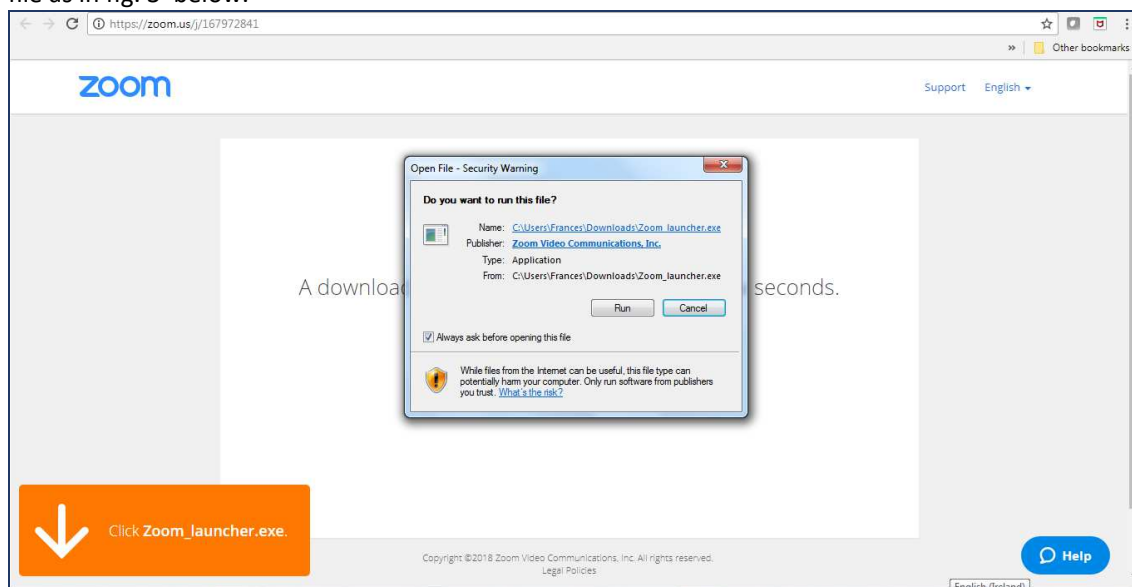


fig. 3 – Running the Zoom\_launcher



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Click 'Run' and the Zoom\_launcher will install:

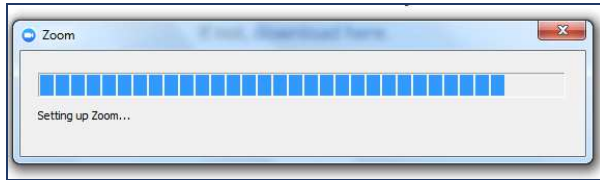


fig. 4 – Zoom prepares the settings

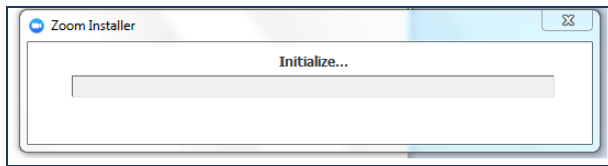


fig. 5 – Zoom installs the launcher

### Joining the Audio Conference

You will be asked to enter your name and email address in the following screen, fig. 6.

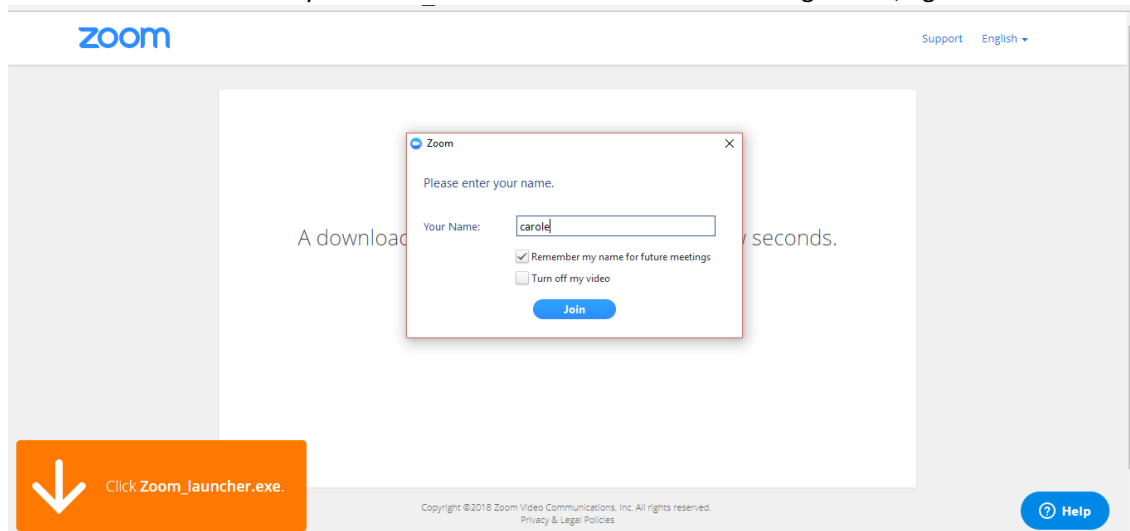


fig. 6 – Entering your name before joining the seminar

When you have entered your name and clicked 'Join', Zoom will ask you to agree to their Terms of Service and Privacy Policy. Click 'I Agree' (fig. 7):



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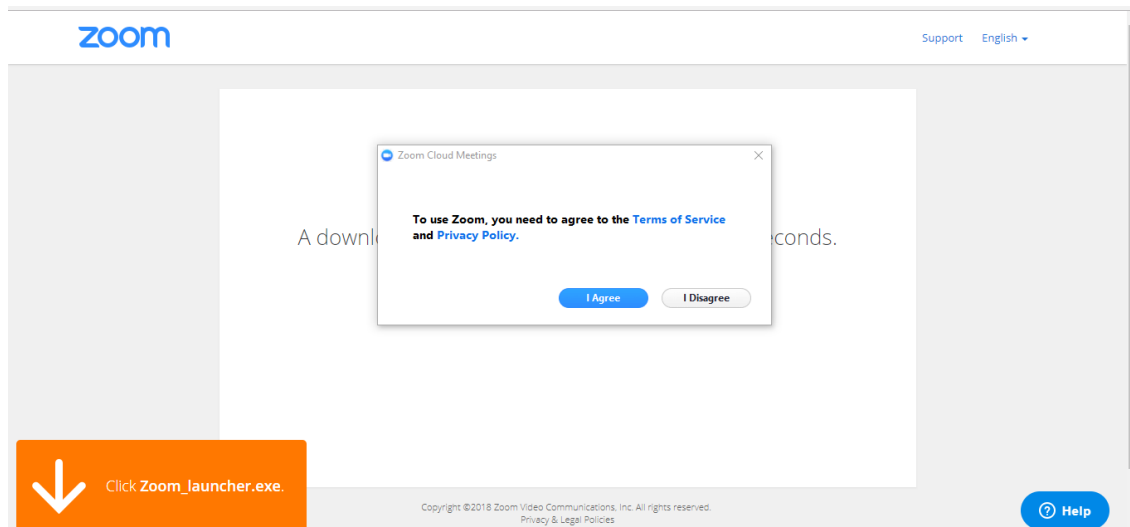


fig. 7 – Agreeing to the Zoom Terms of Service and Privacy Policy

You will then be given the option to choose if you want to join the session using a computer or a phone – fig. 8 and fig. 9.

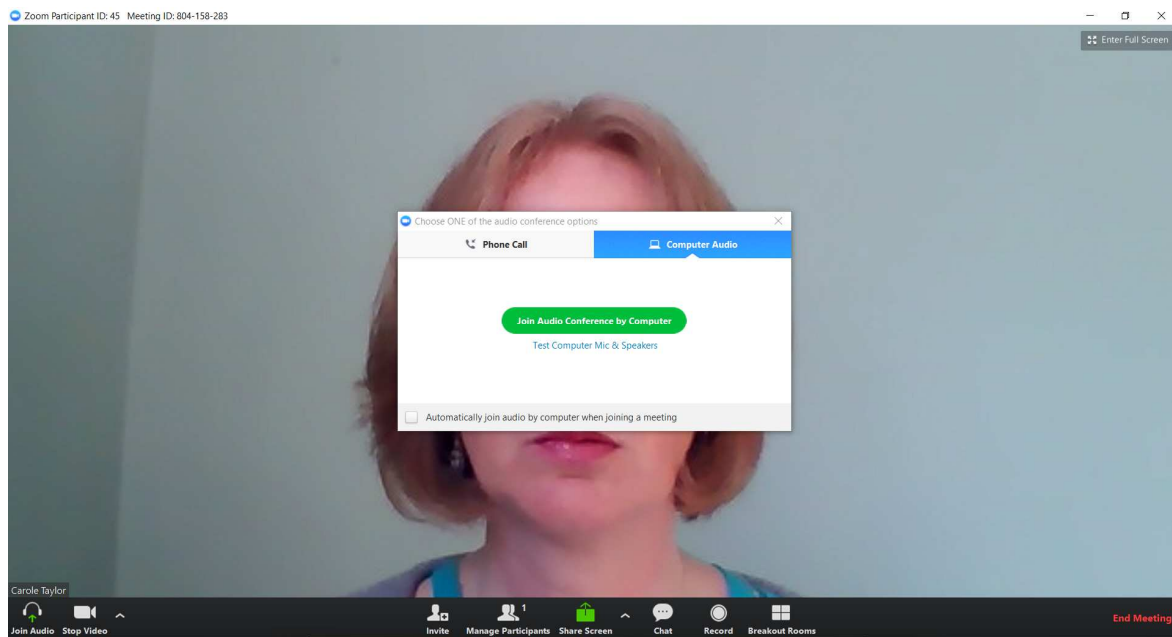


fig. 8 – Joining the Audio Conference by Computer

You can join the session by phone or computer. When the screen in fig. 8 is displayed you can select 'Phone Call' or 'Computer Audio' by clicking the relevant link at the top of the dialogue box. In fig. 8, 'Computer Audio' is selected. If you have chosen 'Computer Audio', click 'Join Audio Conference by Computer', and you will be taken into the session.



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If you have chosen 'Phone Call', the dialogue box in fig. 9 is displayed. Click 'Done', and you will be taken into the session:

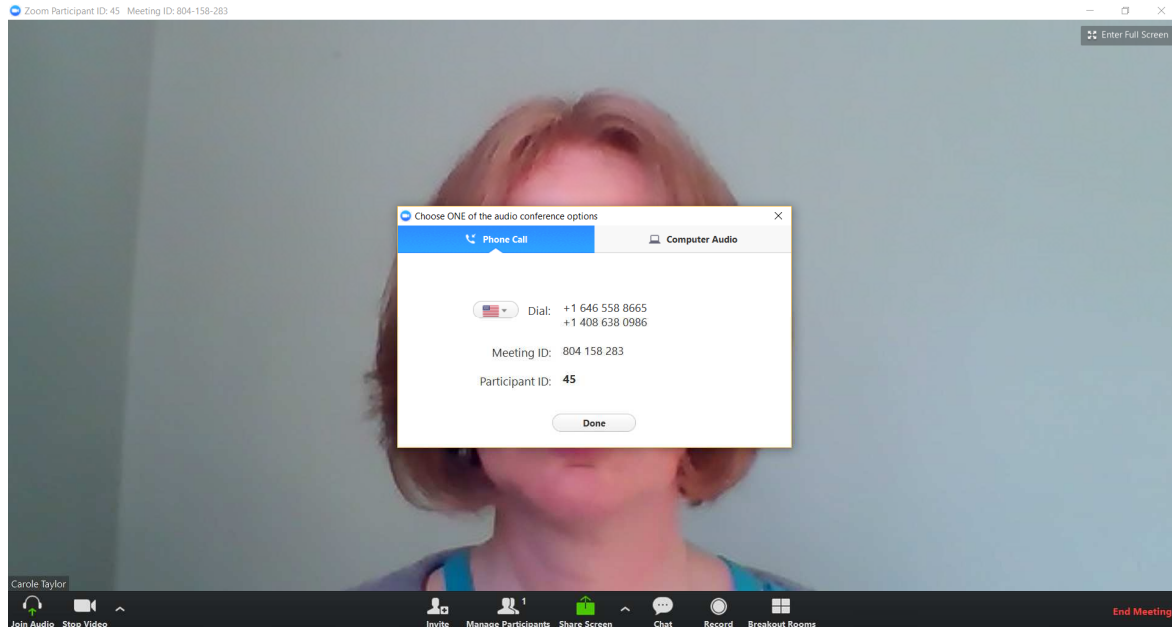


fig. 9 – Joining the Audio Conference by Phone

### When you are in the session

When you enter the session, you should see the tutor in the main part of your screen and the other participants along the top. Move your mouse over any part of the screen to reveal the Control Menu bar along the bottom (fig. 10):

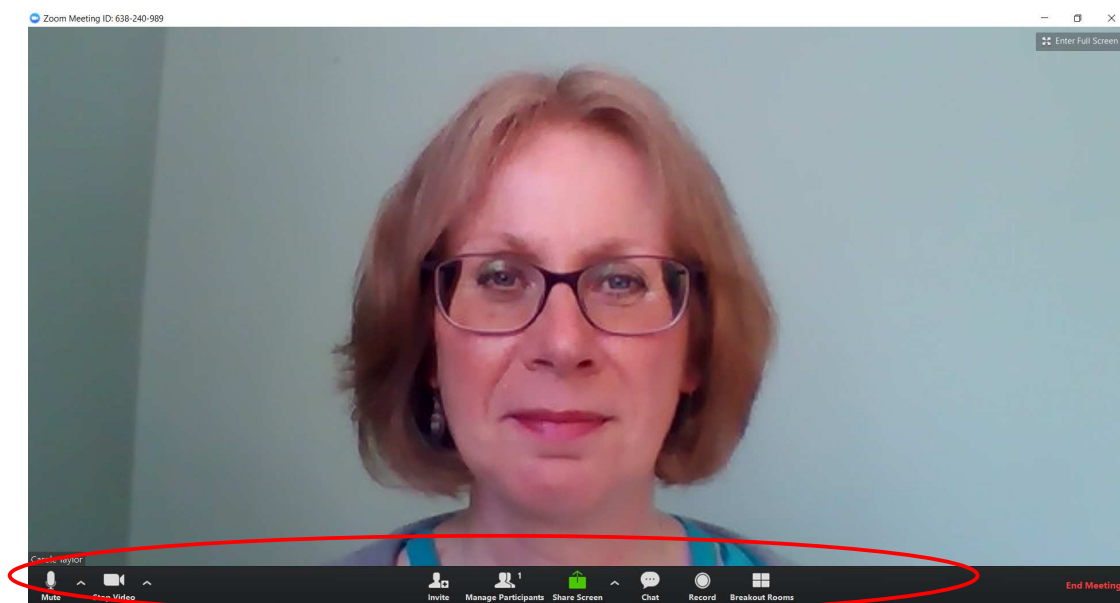


fig. 10 – Control Menu bar



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**If you need to check your audio:** If your sound is not working, it may be that Zoom has chosen an incorrect computer speaker. Click the arrow next to the **'Join Audio'** button at the far left of the control menu and then choose **'Audio Settings'** and then **'Test Speakers'**. The dialogue box in fig. 11 below is displayed. The drop-down arrow to the right of the speaker text box allows you to choose which speaker you want to use for the seminar.

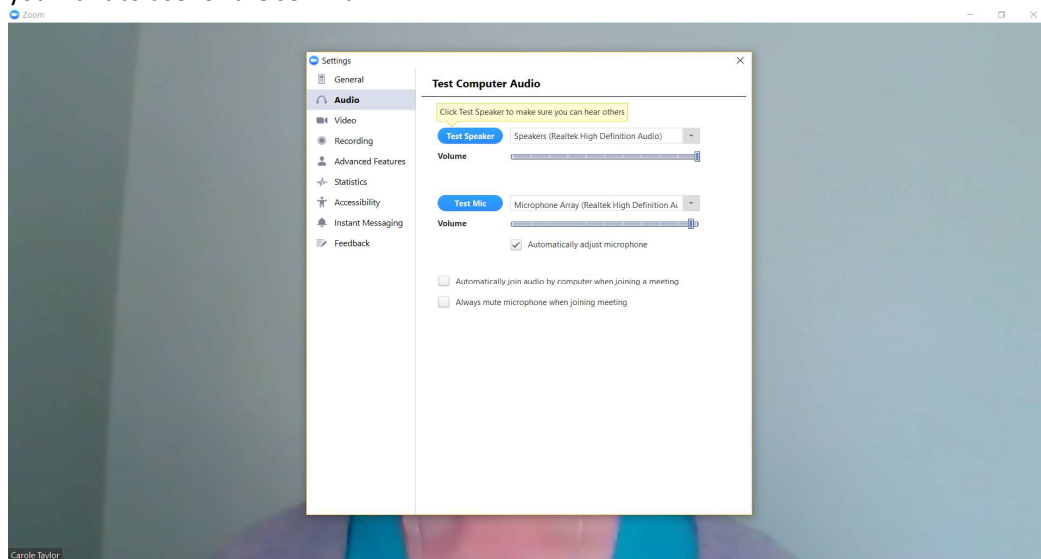


fig. 11 – Testing Audio Settings.

**If you need to check your webcam:** if you still need to switch on your webcam, click on the arrow next to the camera icon in the bottom left of the control bar to choose your camera or test your video settings.

### Chat

To bring up the **'Chat'** box, **so you can post a question or convey a message to the tutor, click on 'Chat' in the control menu.** The chat box then appears as a white area on the right of your screen (fig. 12).



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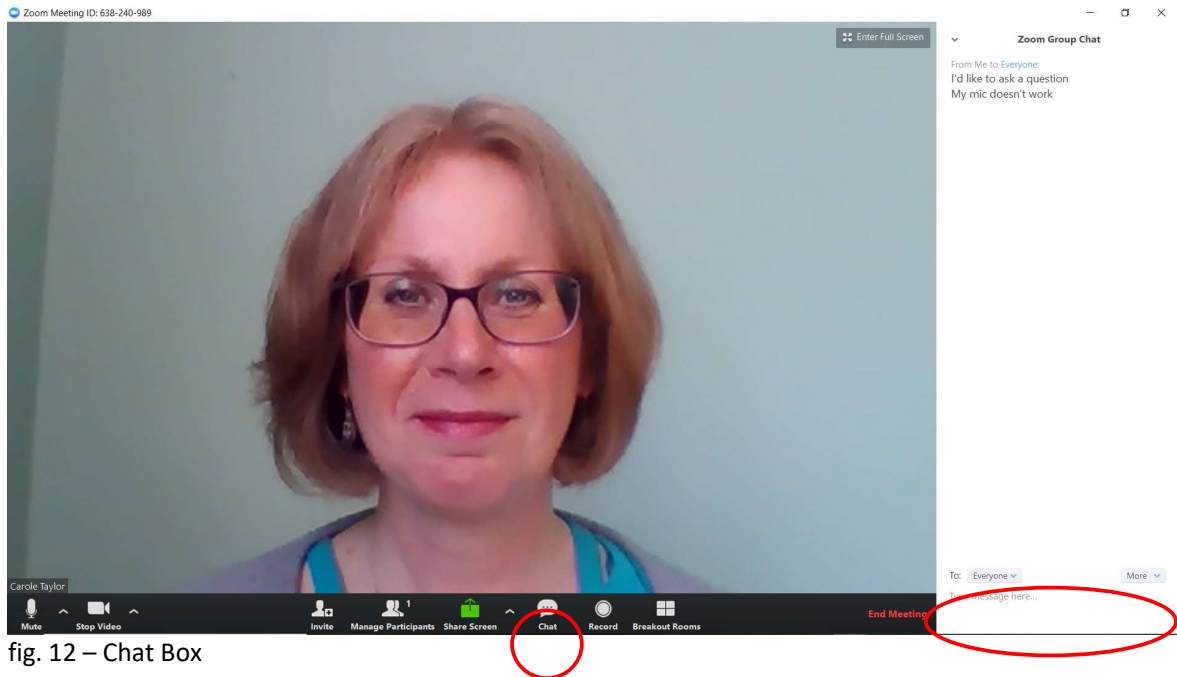


fig. 12 – Chat Box

### Full screen

You can choose either to be on full screen or not. Full screen means you can only view the Zoom window, with no access to other programmes or documents on your computer. To switch between the two, click on 'Enter full screen' or 'Exit full screen' in the top right corner, or just double-click on any part of the screen. See fig. 13 on the next page.

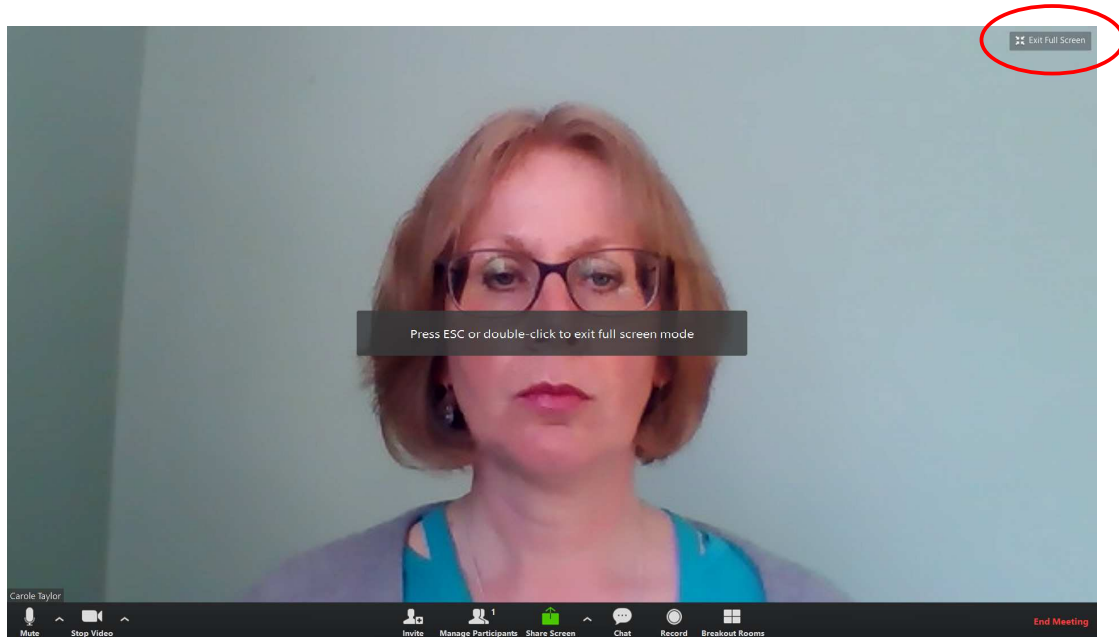


fig. 13 – Full screen mode



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### Leaving the Session

If you need to leave the session before the end, you can do so by clicking 'Leave Meeting' in the bottom right of the screen – see fig. 14. You should not simply close the browser.

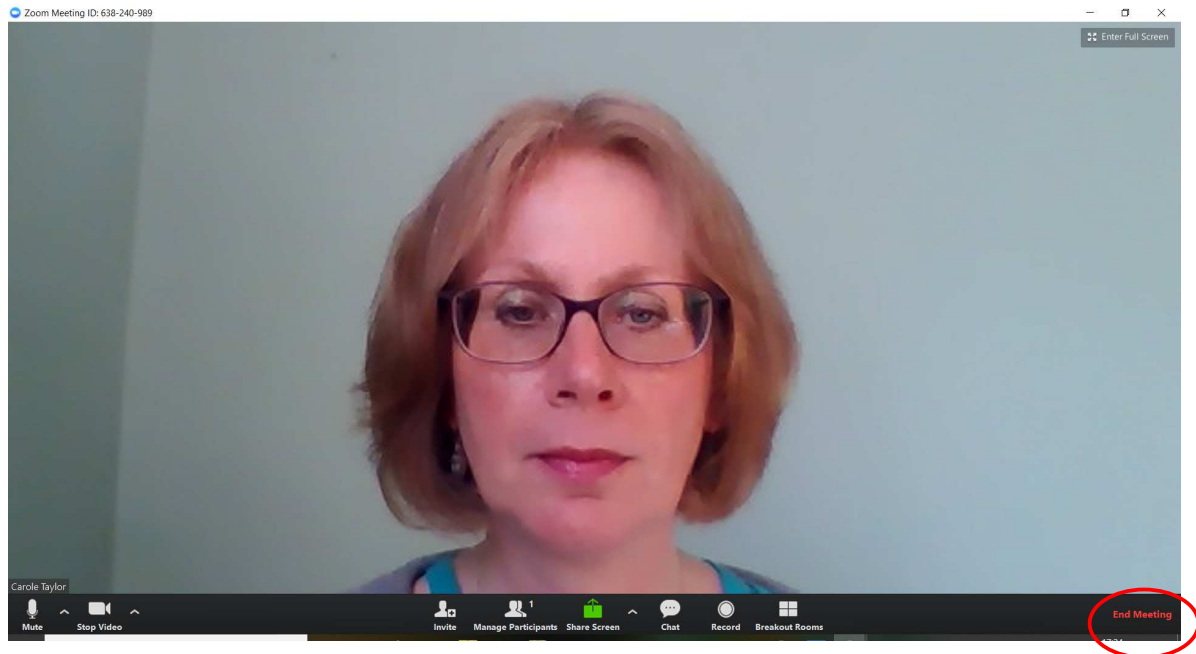


fig. 14 – Leaving a Meeting