

## ZOOM

The sessions will be taught through Zoom, a virtual conferencing tool, similar to Skype or google hangout. You'll need a PC, laptop, tablet or smartphone with a camera and a microphone and a stable internet connection (5mb/s up and download speed preferably).

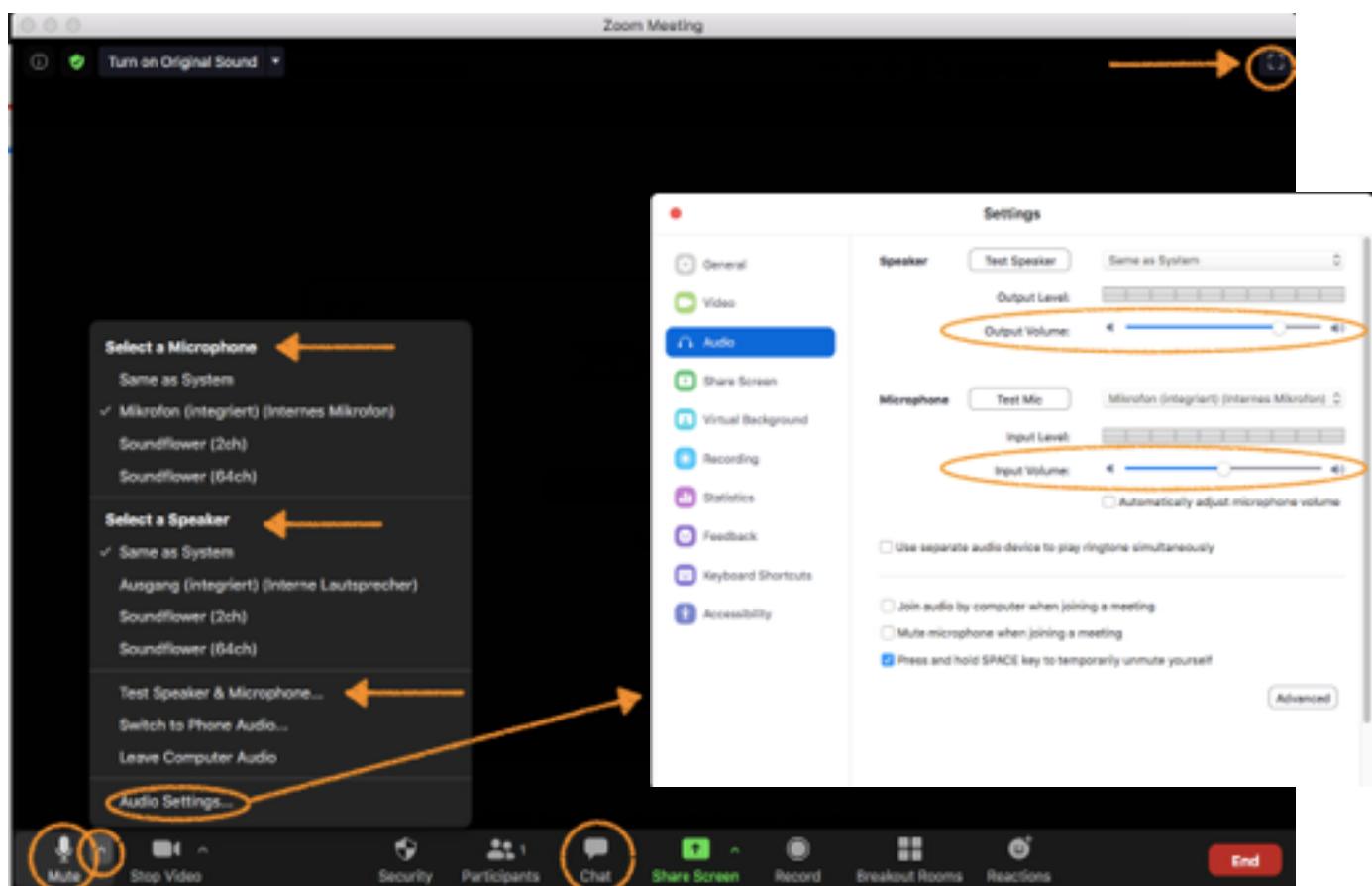
**We strongly recommend to use a desktop PC or laptop**, since a cell phone or tablet limits some of the features of the Zoom app. You will not be able to hear the sound of Zoom and Mixcloud simultaneously on your phone. We also recommend using an external speaker for better sound quality.

**To join the session**, click on the ZOOM link and enter the password (you receive both in an email from us). We recommended to download the free Zoom app <https://zoom.us/download>, if you haven't already.



After entering the password, you'll see the option JOIN WITH COMPUTER AUDIO, please click that option to join (see image to left).

Once the next window opens, you've entered the meeting. Your sound/microphone will be automatically muted. If you want to speak (for example in a sharing circle) you can unmute yourself easily by clicking the microphone icon on the bottom menu bar (see image below).



You can **adjust your sound settings** through the sound menu. Click the arrow icon next to the microphone icon. Here you can select a microphone and your speaker. If you use the microphone and speaker internal to your device (e.g. your laptop's speaker), then *Same as System* should automatically be set up. You can adjust your sound level by going to *Audio Settings...* and adjusting the input and output level. If this is your first time using Zoom, we recommend that you do a quick check of your speaker and microphone by clicking on *Test Speaker and Microphone*.

During the meeting you can choose between *Gallery View* (see all participants) or *Speaker View* (see person who speaks) through the icon in the top right corner.

If you are using Zoom's latest version, you can also rearrange (drag & drop) the little participant windows. There are more visual options of which we will explore some together during the sessions.

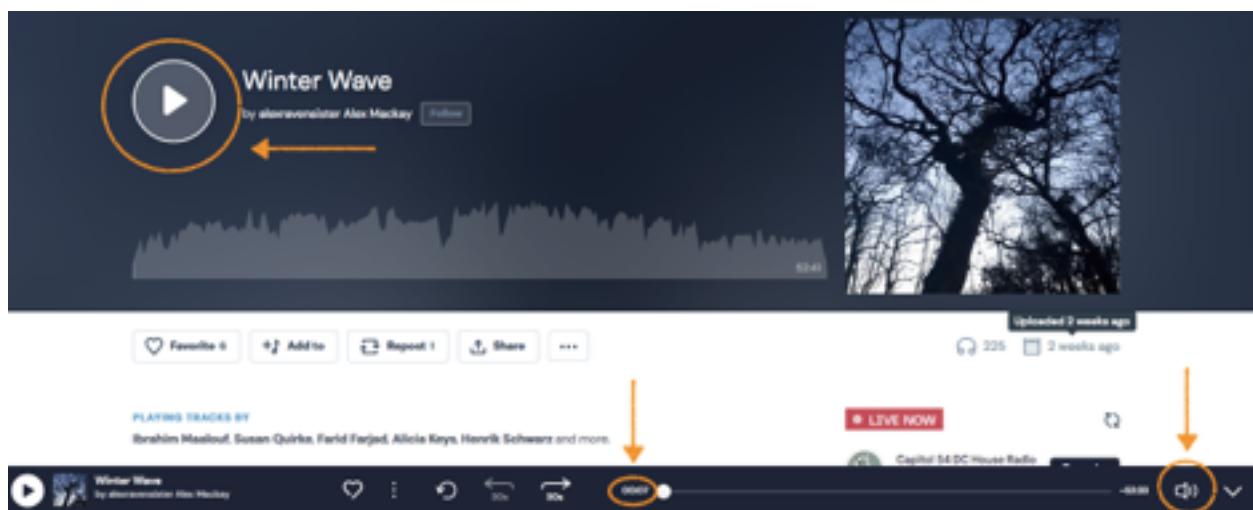
## MIXCLOUD

Music will be played through Mixcloud, a webpage on which you can access and play the music for the session (you will receive the link for each session in an email).

**IMPORTANT:** It is not possible to access the sound of Zoom & Mixcloud simultaneously on your phone. We strongly recommend to use a desktop PC or laptop. Alternatively, you can open Zoom on your laptop and Mixcloud on your phone. For some people it is easier to adjust their sound settings like this.

Note that Zoom and Mixcloud will be opened in two different browser tabs on your desktop PC or laptop and occasionally you might need to switch back and forth to adjust the volume.

On Mixcloud you do not need to download the music to be able to play it. You simply need to press the play button when instructed during the session. When you open the link first, please press pause, otherwise the track will automatically start playing. At the end of the Wave, Mixcloud automatically plays the next playlist, so we suggest to press Pause or just close/leave the Mixcloud. Volume can be adjusted directly in Mixcloud.



## Questions or technical problems?

If you have questions or technical problems before or after the session, please contact Julia by email at [mercurio.julia@gmail.com](mailto:mercurio.julia@gmail.com) as early as possible. Should you have questions or technical problems during the session, please send a chat message to Julia in the Zoom call. If you cannot enter the Zoom meeting, please send a short email.