

Learn to draw & paint portraits with Michael Britton

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SETTING UP ZOOM

Step-by-step

1. On a computer or laptop, visit the website <https://zoom.us> and click “Sign up, it’s Free.” – on a tablet or smartphone, download the Zoom app.
2. Enter your email address and Activate with the email that they send you.
3. Enter your name and choose a password.
4. Next, it prompts you to start a Test Meeting. On pc or mac it will automatically begin downloading the zoom software. On smartphone or tablet, it will prompt you to download the Zoom app.
5. Install the software or app. <https://zoom.us/download>
6. Finally, Zoom will start a meeting for you to test your microphone. Don’t worry, ONLY YOU are in this meeting so click around and check out what features there are for you to use!

Ready to start Zooming? Follow these resources to get a high-level tour of Zoom, and you and your team will be up and running in no time.

[Zoom 101 Sign Up & Download](#)

[In Meeting Basic Controls](#)

[Scheduling Meetings for Gmail](#)

JOINING YOUR CLASS

1. You will receive meeting invites from your instructor or monitor in your email.
2. Join the meeting by clicking the Zoom link in the email.

PARTICIPATING

Zoom Etiquette Zoom is a great tool to keep you connected to your instructors, class and art community. Here are some helpful tips to make the experience great for all!

As a general rule, please use your camera and microphone. By default, to avoid excess noise in the beginning of your class, some instructors might set up Zoom sessions so that you will need to press the spacebar to talk.

At the start of the class, all participants besides the instructor may be muted, please use a visual hand raise to speak

Imagine that you are in a classroom and dress ready for the day!

Drinks are okay during Zoom sessions.

Please do not eat during Zoom sessions.

Try to stay focused on the session and avoid other activities (checking your phone, making your cat pose for the camera, etc.)

Please remain stationary during Zoom sessions. (Don't walk around with your camera.) You can step away from the session if necessary.

If you experience technical difficulties or get cut off, try to reconnect. If you are unable to get back into the session, you can use the chat functionality to ask a question or use **WhatsApp** to your designated course group. When you register for a course you will automatically be invited to join the group. Plus I can get a much clearer image of your painting in progress.

Please avoid using profanity, demeaning, or otherwise abusive language. Be polite and remember to play well with others.

When you sign into a session, you might be placed in the Waiting Room. Please wait I will admit you. Be sure to sign in 15 minutes before the start of each lesson.

And last, but not least, let's have FUN!