



Tranquil Earth Yoga Online Class Guide

TEY Zoom How To and Troubleshooting

Welcome

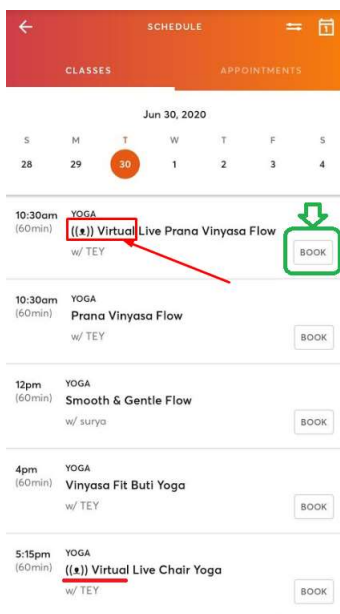
Thank you for your interest in Tranquil Earth Yoga's live Online virtual practice! We are happy you have decided to join us on our journey of exploration and balance. We understand that virtual classes are not as simple or stress-free as we have come to expect and this guide is intended to help bridge the gap between your home and our instructors to make practicing yoga the focus of your time, not figuring out how Zoom, Mindbody, and Tranquil Earth class links and billing systems work. Do not worry, there is no need for a computer engineering degree to get into classes and start practicing from the comforts of wherever you find yourself (home, office, closet, nature). All you need is to sign up for the class (must sign up 30 minutes or more in advance), have Wifi, Cellular service, a power cord, the class ID and a password and you can practice with US!

Overview

- Booking and Joining Classes
- Loading Zoom and signing into class
 - Android Devices
 - Computer Devices
 - Apple Devices
- Finding classes
- Chromecast and SmartTVs
- Overview of Zoom interfaces
- Trouble Installing Zoom for the first time (Call us)

Booking and Joining Classes

Finding classes is easy, just go to Tranquil Earth Yoga studio on the [Mindbody](#) app or visit the Calendar tab at [teyoga.org](#). You can also call the studio to get some help finding the right class or booking a class that is right for you.



See class description for meeting ID
ZOOM ID # FOR CLASS

or BOOK to pay for the class and enroll

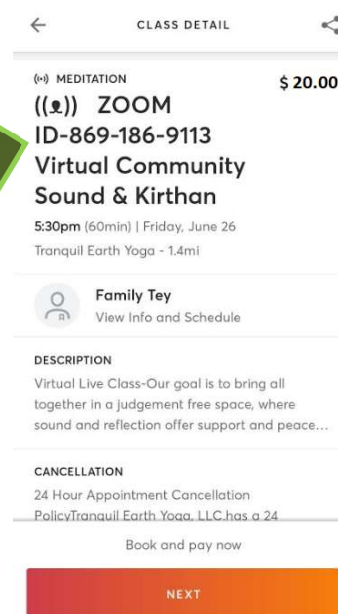


Figure 1 – Mindbody App view: look for the word ‘Virtual’ with one of these symbols: ‘((●))’, ‘((Ⓜ))’. Press ‘BOOK’

Figure 2 – After payment you will get the password e-mailed about 15 minutes before class, then load Zoom, enter Meeting ID and then Password, Enjoy!!!



Zoom Online meeting guide

Tranquil Earth Yoga

If joining from the Tranquil Earth Yoga Website, visit Calendar Tab, find a class that fits you and click Book and use your regular Mindbody account (or create a free account if you don't have one yet).

Start time	Classes	Teacher	Duration
Mon August 03, 2020			
10:30 am	Hot & Tranquil Flow	TEY	1 hour
12:00 pm (*) LIVE STREAM	(*) ZOOM ID- 869-186-9113 Virtual Live Aerial Flow	TEY	1 hour
12:00 pm	Aerial Flow	TEY	1 hour
4:00 pm	Invigorating Vinyasa	Aria	1 hour
4:00 pm	Kidz Aerial	TEY	1 hour
5:15 pm (*) LIVE STREAM	(*) ZOOM ID 869-186-9113 Virtual Live Rest & Restore	TEY	1 hour
5:15 pm	Rest & Restore	TEY	1 hour
6:30 pm	Hot Yoga	Kimberly	1 hour
7:00 pm	Aerial Flow	Malia	1 hour

Figure 3. Calendar view from the TEY website, look for the word 'Virtual' or one of these symbols: '(*)', '(*)'. Press Book. After payment you will get the password e-mailed about 15 minutes before class, then load Zoom, enter Meeting ID and then Password, Enjoy!!!

LOADING ZOOM AND SIGNING IN

There are two items needed to use and log into a Zoom class hosted by Tranquil Earth Yoga. An internet connection and an electronic device with video capability. Logging into zoom requires going to the Zoom website (<https://zoom.us/download>) and then downloading and installing the app or use your application manager (App Store, Play Store, internet etc.) on your smart phone. A free Zoom account is nice to have but not required. After installing to access from a windows computer, double click the desktop icon or use the start menu. Zoom also has excellent tutorials available from there website here:

How to I use Zoom on my PC or Mac?

After downloading Zoom, [learn how to use the Zoom Desktop Client.](#)

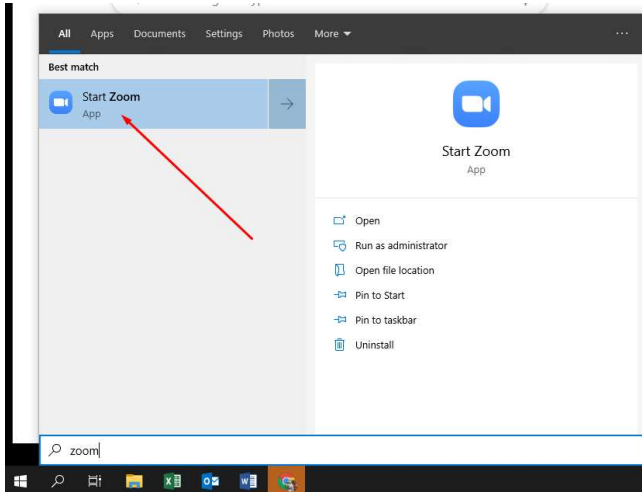


Figure 4 – locate Zoom in the start menu (or search by clicking the windows key (or start button) and typing 'zoom' in the search bar)

Then click zoom and the program will load. The Zoom app will look like this (if you launch the program on your computer without the link):

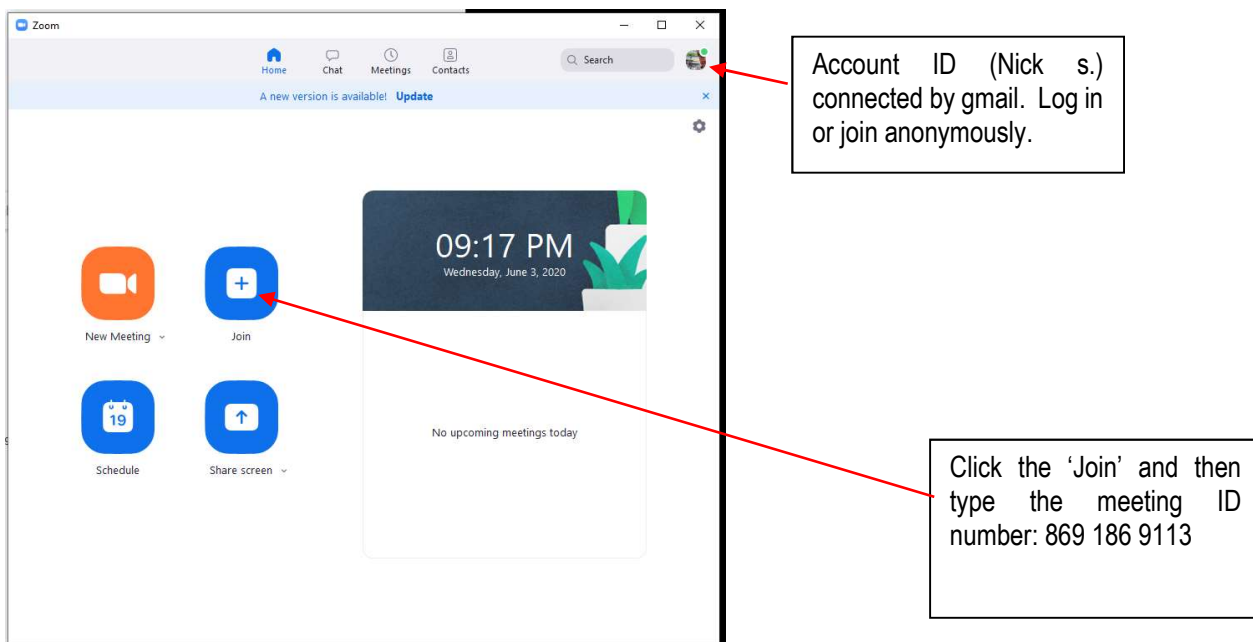


Figure 5 - Zoom Windows computer home screen

Once you click Join, a new box will pop up asking for meeting ID #:

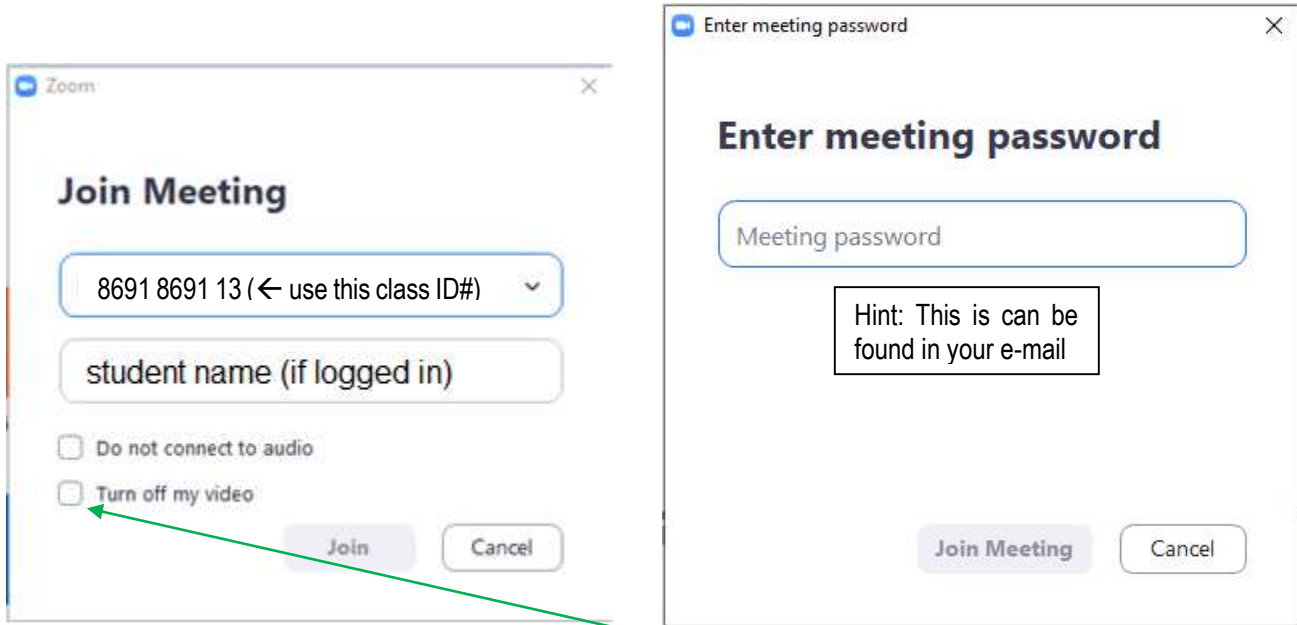


Figure 6 - Zoom class sign in with Meeting ID and password (leave check boxes unchecked as shown). “Join Meeting” and Greetings

Apple devices are very similar regarding sign-in shown above but you see this after joining the class:

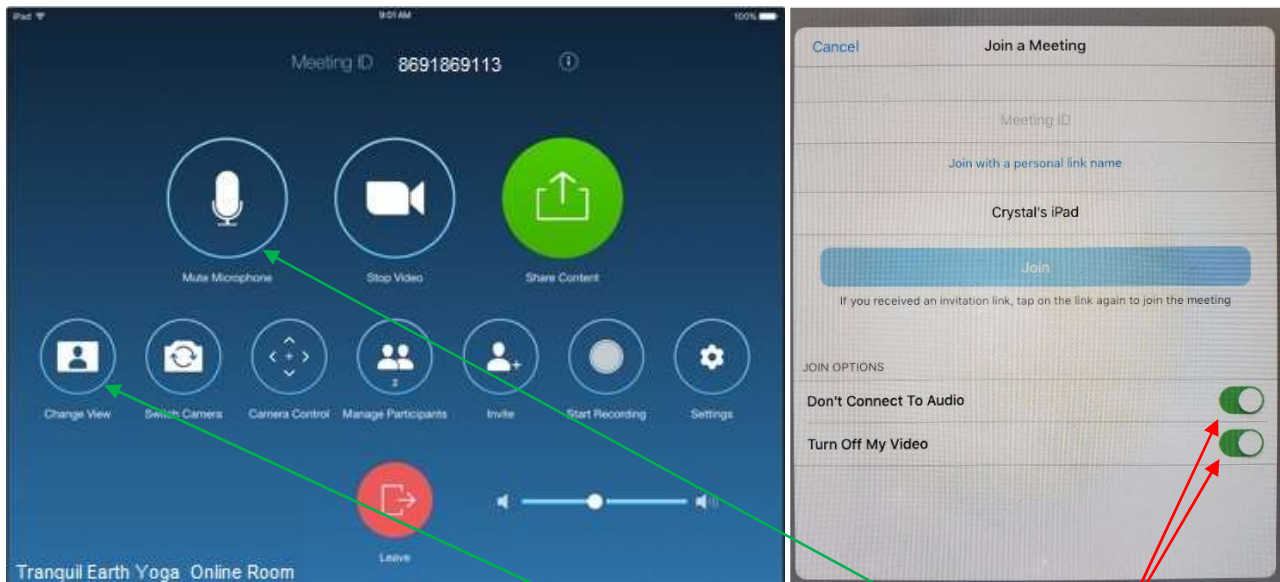


Figure 7 - Apple Interface Meeting home screen, click change View to see video or unMute Microphone). Uncheck these to connect audio and enable video

To Connect via Chromecast follow the above instructions and connect your device to your chromecast like normal. And then mirror that screen to show class on TV screen.

Loading Zoom from a link: If you clicked a link from your email, your web browser will load and you will have the option to run from the web or use the installed Zoom app. Best result will occur from installing and using Zoom program, but both options will work.

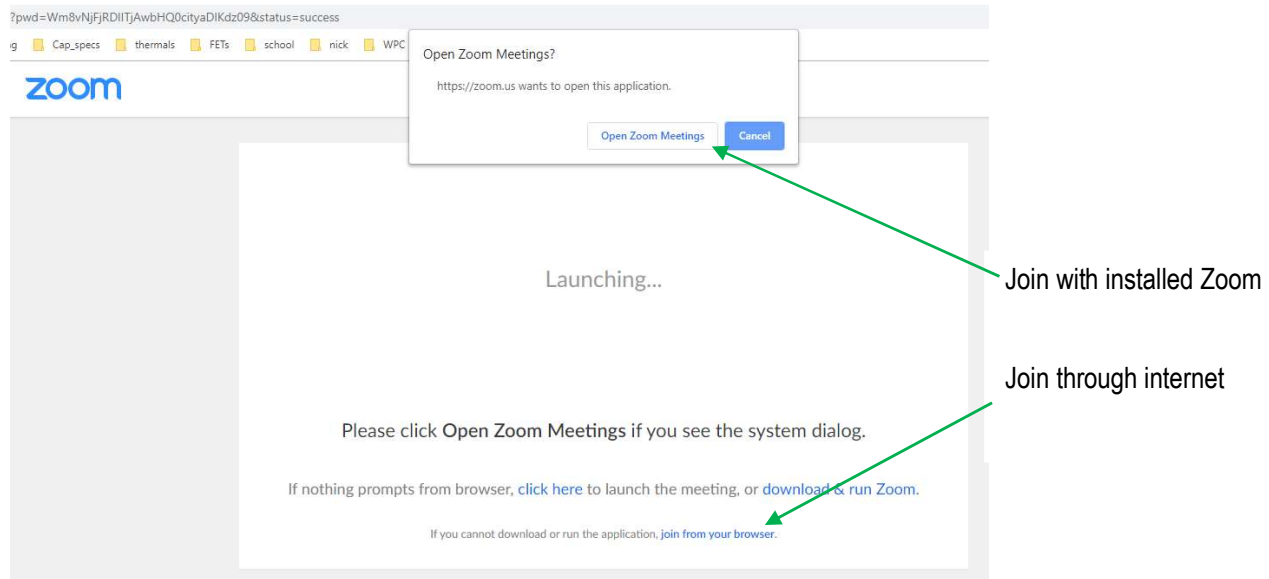
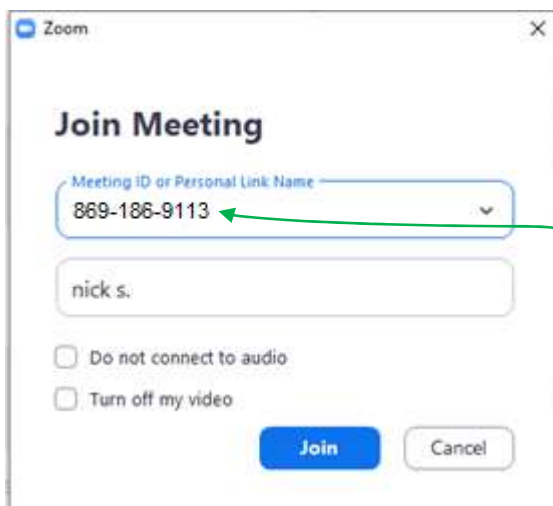


Figure 8 – Example of next window after selecting a link and accessing class through internet browser



Enter the meeting link and click 'Join'. You will be taken to the password screen and the password will be sent to your e-mail about 20 minutes before your class is scheduled to start. Enter the password and click 'Join Meeting'. The class names (or meeting ID or meeting #'s) will be shown the password will be emailed prior to each class that you enroll in.

Zoom Updates

The Zoom software periodically updates, it happens. We are sure they have a good reason and recommend to update to stay up to date. This is not required but if there are issues with video, audio, or running the program, an update is recommended:

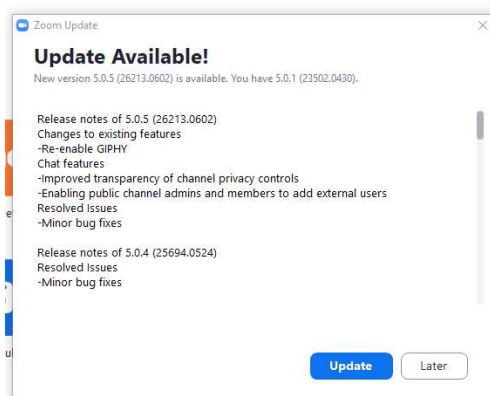
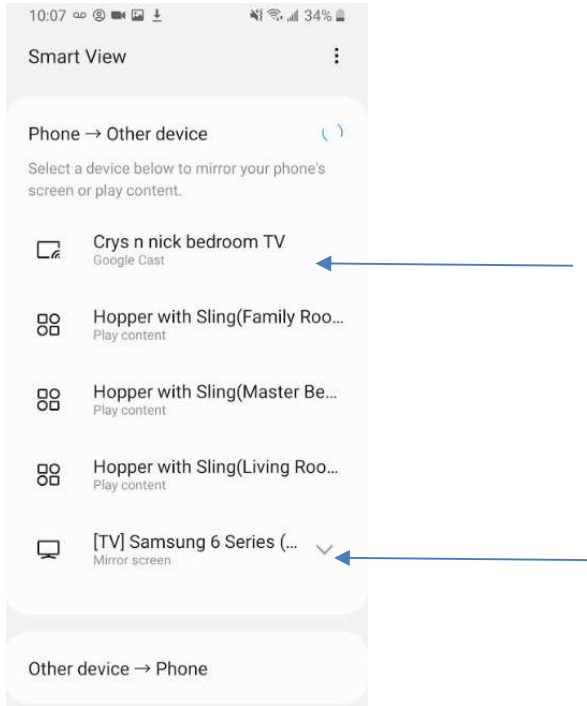


Figure 9. Example of a Zoom Update request, click Update and follow install instructions or click Later.

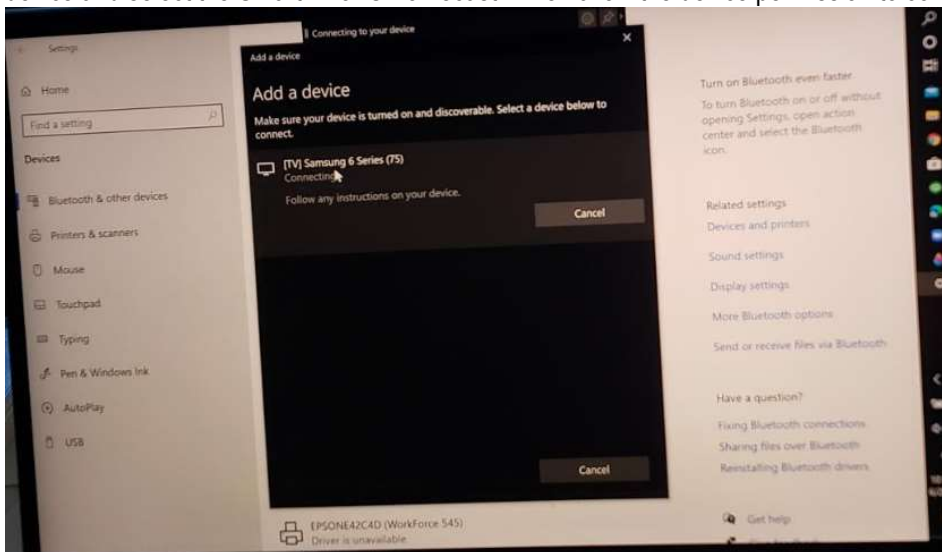
Chromecast and SmartTV connection

Zoom can connect to your chromecast, but the connection is made by outputting the screen to the chromecast or smart TV, not with a simple in APP button.

On your mobile device go to Smart View or Phone Other Device settings. Below is a screen shot showing a smart phone and a chromecast. Select one of them then return to Zoom and your zoom screen should appear on the TV:



For connections using a computer go to Control Panel → Device Manager → Add a Device → Bluetooth → Other video device and select the SmartTV or Chromecast. Then allow the device permission to connect to your TV:



Overview of Zoom Interface

Zoom like other graphical user interfaces (GUI) expects users to learn by trial and error. They expect your device to work and if it doesn't they expect you to click around changing this and that until you reach an outcome that satisfies your objective (to take one of our fantastic classes in this case). So, here are a few tips to help if you encounter trouble:

- In mobile phone apps, the gear (such as ) or a '...' or a '⋮' means settings, use these if something is not cooperating.

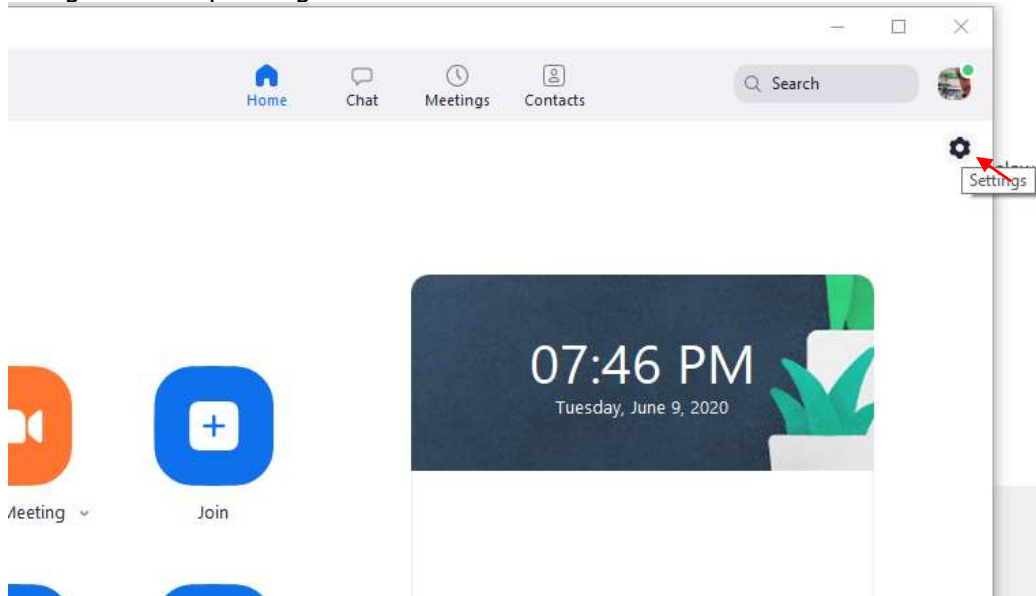
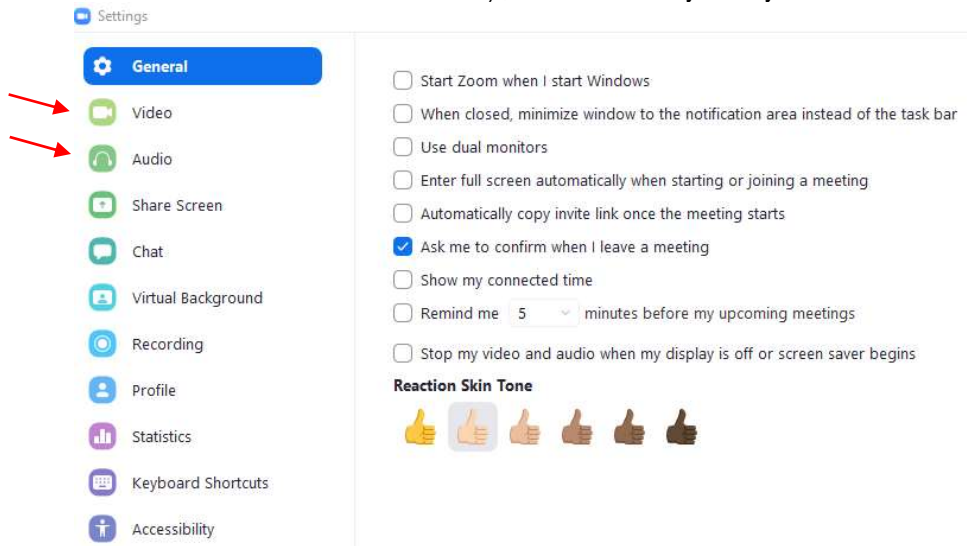


Figure 10 - Finding the settings button (could be '...' or a '⋮')

Many options are for computer nerds or advanced users (not that either of those type of people are bad (if you are one of those people, call me, let's do lunch and a stretch – Nick 😊), for a TEY class you may need Video or Audio Settings updated.



Here are the video recommended settings (default). The only one you may need to change is the Camera if you are plugging in a separate a USB plug-in camera and a built-in webcam:

Camera: HP HD Camera

16:9 (Widescreen) Original Ratio

My Video: Enable HD
 Mirror my video
 Touch up my appearance

Meetings: Always display participant names on their video
 Turn off my video when joining meeting
 Always show video preview dialog when joining a video meeting
 Hide non-video participants

Advanced

Figure 11 - Recommended Video settings

Here are the audio recommended settings (default). The only one you may need to change is the Audio Output if you are plugging in a separate USB plug-in speaker instead of internal computer audio:

Speaker Test Speaker Speakers (Conexant ISST Audio)

Output Level:

Volume:

Microphone Test Mic Internal Microphone (Conexant IS...)

Input Level:

Volume:

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Figure 12 - Recommended Audio settings

Phones are pretty smart, so they are fairly well suited for handling and working with Zoom. Here are the audio and video recommended settings (default) from a phone:



Zoom Online meeting guide

Tranquil Earth Yoga

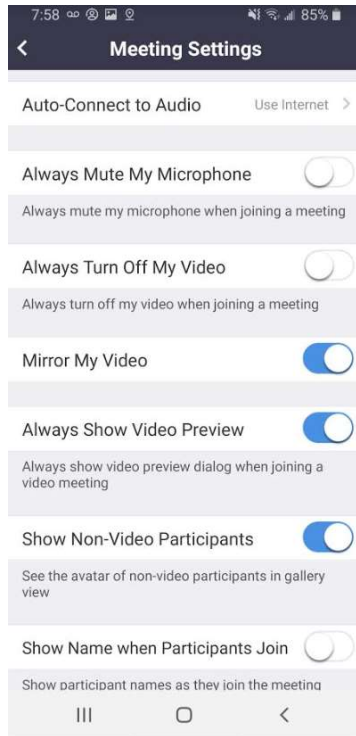


Figure 13 - Recommended Phone settings

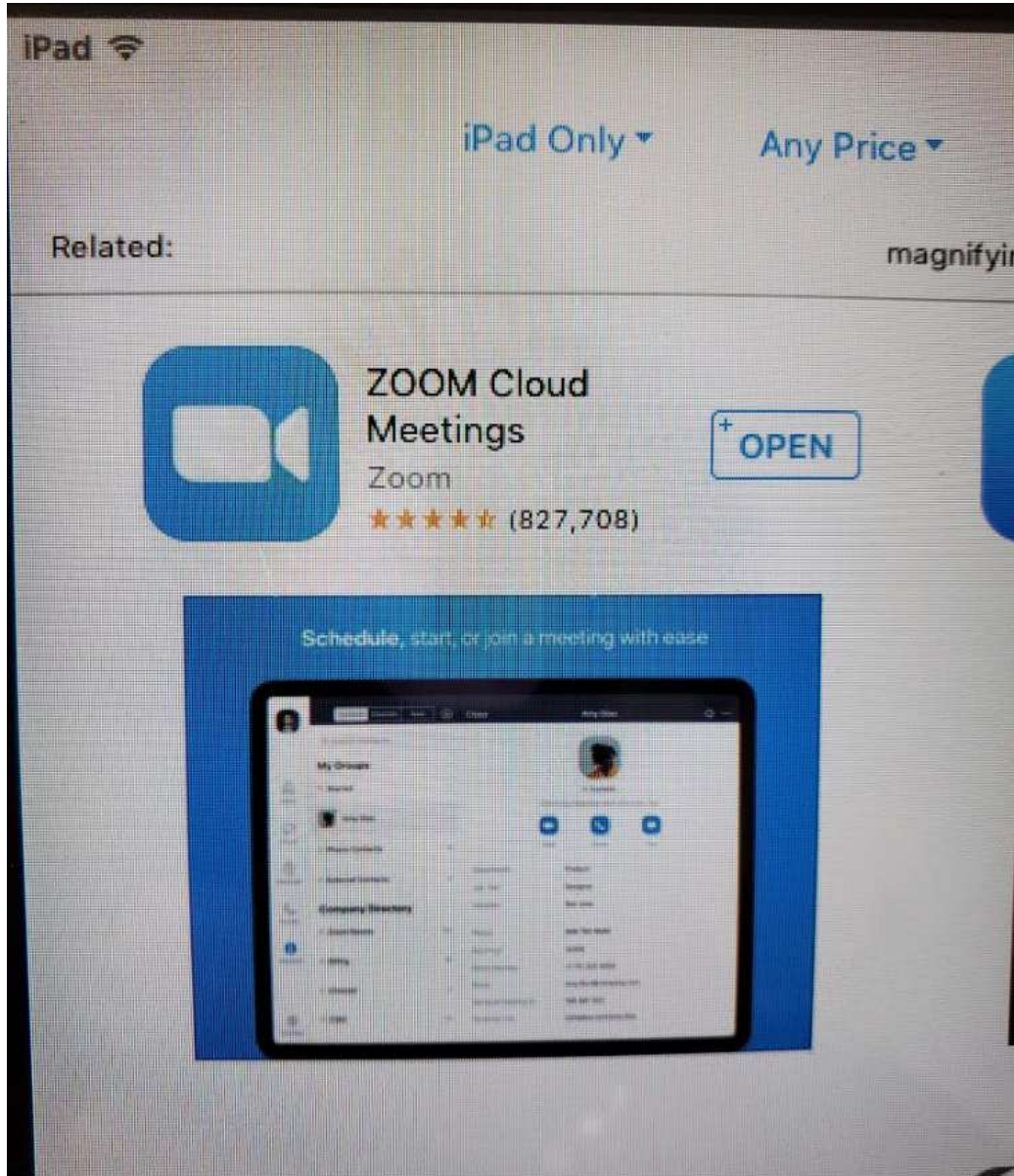


Figure 14 – Downloading to Apple devices



REVISION HISTORY

Revision Date	Description of Change	Author
June 10, 2020 (Rev. 1.0)	■ Initial release	NWS
June 28, 2020 (V1.01)	■ Added Chromecast instructions.	NWS



<https://teyoga.org/>

8961 La Mesa Blvd.
La Mesa, California 91942

Tel: 619-713-6234

DISCLAIMER Tranquil Earth Yoga, LLC. (TEY) and its subsidiaries reserve the right to modify the products and/or specifications described herein at any time and at TEY's sole discretion. All information in this document, including descriptions of product features and performance, is subject to change without notice. TEY is not affiliated with Zoom and uses the Zoom platform to facilitate Yoga Instruction and does not guarantee or otherwise endorse Zoom outside of paying for their service to offer our online service to our clients. Performance and the operating parameters of the described products are determined in the independent state and are not guaranteed to perform the same way when installed on all of our customer use platforms. The information contained herein is provided without representation or warranty of any kind, whether express or implied, including, but not limited to, the suitability of TEY's products for any particular purpose, an implied warranty of merchantability, or non-infringement of the intellectual property rights of others. This document is presented only as a guide and does not convey any license under intellectual property rights of TEY or any third parties. TEY's products are not intended for use in life support systems or emergency situations where the failure or malfunction of a TEY product or service can be reasonably expected to significantly affect the health or safety of users. Anyone using a TEY product or service in such a manner does so at their own risk, absent an express, written agreement by TEY.

Tranquil Earth Yoga, TEY and the TEY logo are registered trademarks of TEY. Other trademarks and service marks used herein, including protected names, logos and designs, are the property of TEY or their respective third party owners.

© Copyright 2020. All rights reserved.