

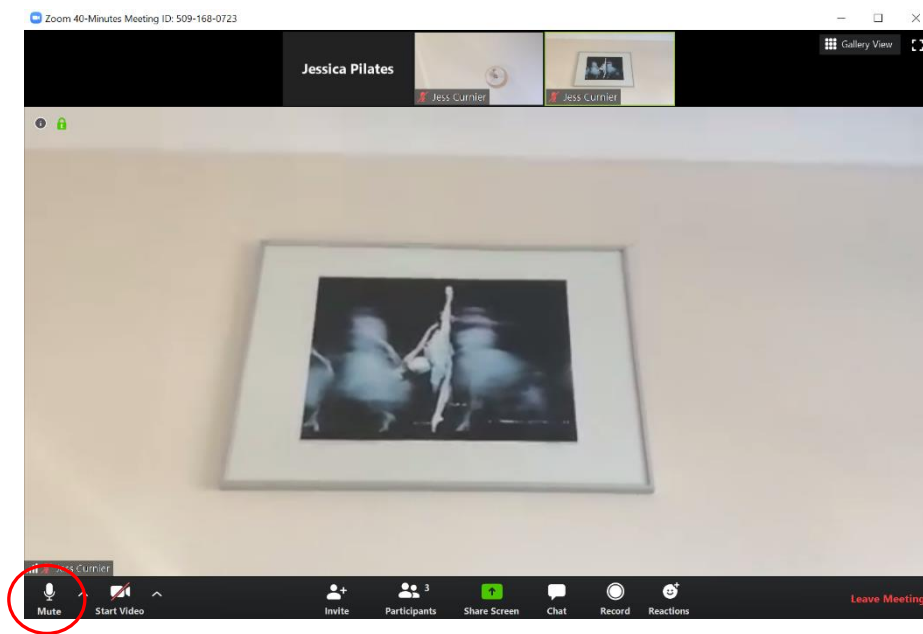
Mute

During your session, your instructor may ask you to mute/unmute yourself. It'll be particularly important for you to be **muted** whilst the class is in session so that all participants can only hear the instructor and no-one else. Muting yourself will also mean that any background noise coming from your side of the screen, caused by an unexpected visitor coming into your room, for example, doesn't interrupt the session.

How to mute yourself on a computer/laptop

Once you've joined a meeting, move your mouse to the bottom left-hand corner of the screen and click on the microphone icon under which is written the word 'mute'. This microphone icon will turn red with a red strike through it. You are now muted.

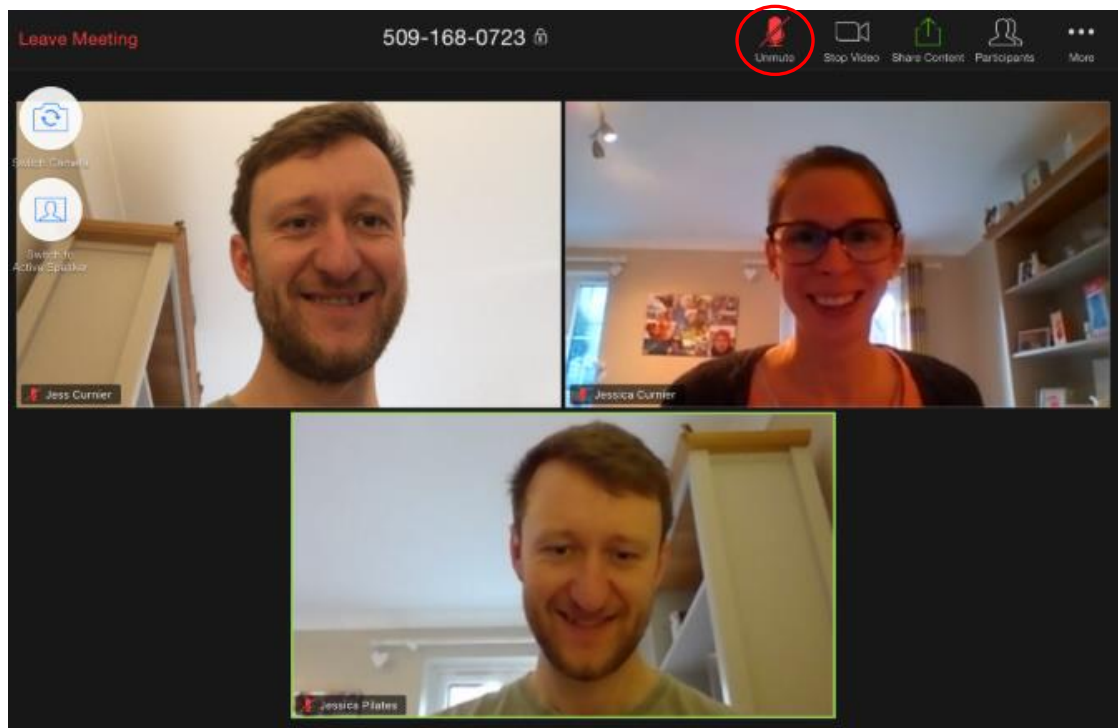
To unmute yourself at any time, again move your mouse to the bottom left-hand corner of the screen and click on the now red microphone icon with a red strike through it under which will now be written the word 'unmute'. The microphone icon will turn white again, meaning that you've unmuted yourself.



How to mute yourself on an iPad or iPhone

To mute yourself once you've joined a meeting on your iPad or iPhone, tap in the centre of the screen. A bar of icons will appear across the top of the screen, including the mute/unmute microphone icon. If you're unmuted, this microphone icon will appear white in colour with the word 'mute' written underneath it. Click on this white microphone icon to mute yourself. This microphone icon will then turn red with a red strike through it.

To unmute yourself at any time, again tap in the centre of the screen and then tap on the now red microphone icon with a red strike through it under which will now be written the word 'unmute'. The microphone icon will turn white again, meaning that you've unmuted yourself.



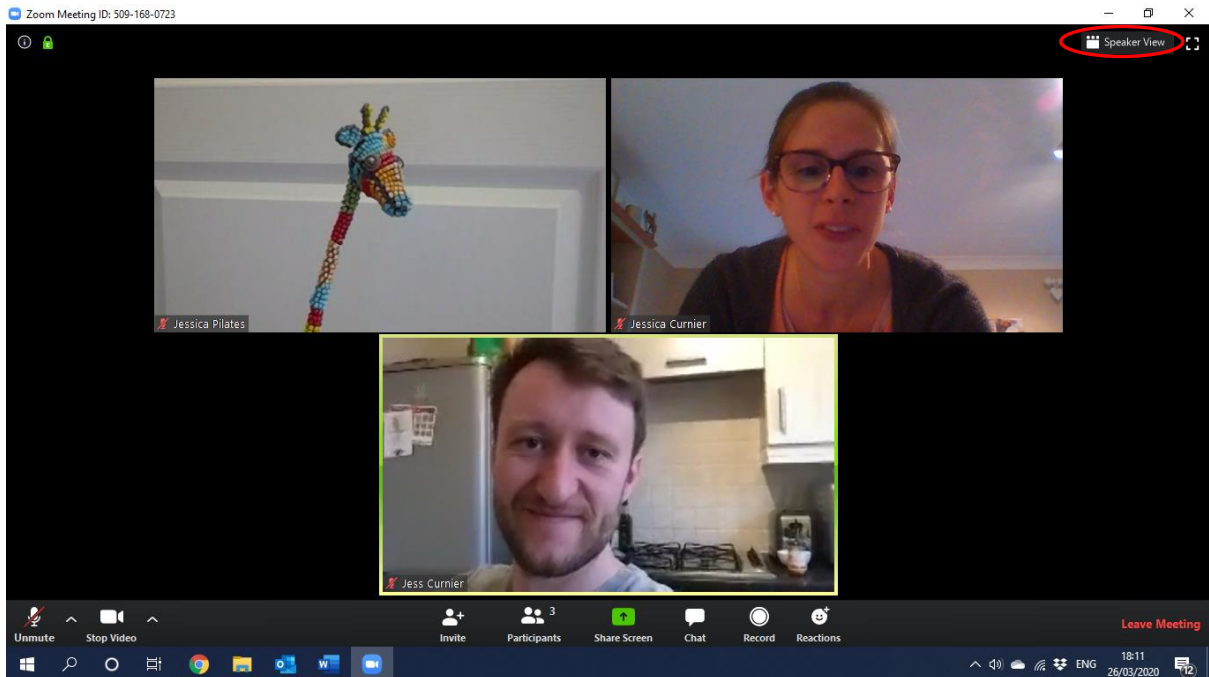
Speaker View

During a session you'll want to make sure that the main person you can see on screen is your instructor, rather than the other participants in the class. This means that you'll need to be in what's called 'Speaker View'.

How to ensure you're in speaker view on a computer/laptop

If, when you join your meeting, all the participants of the class appear in a grid on screen, as per the below, then you're in what's called 'Gallery View' and need to change your settings to 'Speaker View'.

To do this, simply move your mouse to the top right-hand corner of the screen. You'll see the icon/button 'Speaker View' appear. Click on this icon/button and this will convert your view from 'Gallery View' to 'Speaker View'. Your instructor will now be the main person you can see in the centre of your screen.



How to ensure you're in speaker view on an iPad or iPhone

If, when you join your meeting, all the participants of the class appear in a grid on screen, as per the below, then you're in what's called 'Gallery View' and need to change your settings to 'Speaker View'.

To do this, simply tap on the centre of your screen. A bar of icons will appear across the top of the screen as well as down the left-hand side. Tap on the second icon down on the left-hand side of the screen, under which is written 'Switch to Active Speaker'. This will convert your view from 'Gallery View' to 'Speaker View'. In other words, your instructor will now be the main person you can see in the centre of your screen.

