

Toronto Film School

AT YORKVILLE UNIVERSITY, NB

You will be required to meet one-on-one with your instructors throughout your online studies. There are 2 different platforms for doing so. Please see below for information on how to use **Zoom** and **MS Teams**.

Zoom

Before You Start:

Download **Zoom Workplace** on your computer or device. Visit <https://zoom.us/download> or your device's app store to download.

Getting to Know Zoom:

- Watch: [Your Guide to Getting Started with Zoom Meetings](#)
- Need more in-depth details, or want to learn about some of the advanced features of Zoom? Visit the Zoom support site here: <https://support.zoom.us>.
- Would you like some live training? You can join any of the weekly Zoom online training sessions here: <https://zoom.us/livetraining>.

How to Get Help:

Please contact Zoom Support at <https://support.zoom.us/> and click on the “Submit a Request” link at the top-right side of the page.

Start using Zoom:

- Watch: [Joining a Zoom meeting](#)

MS Teams

You will use MS Teams for online meetings and course discussions.

Before You Start:

Download the MS Teams app on your computer and mobile device. For instruction on how to do this, visit here: <https://products.office.com/en-us/microsoft-teams/group-chat-software>

Getting Started:

- [Microsoft Teams video training - Microsoft Support](#)
- Need more in-depth details, or want to learn about some of the advanced features of MS Teams? Visit the MS Teams support site here: [Microsoft Teams help & learning](#)

How to Get Help:

- Please contact Microsoft Support directly at <https://support.office.com/> or submit your technical issue [here](#).
- You can also submit an [AskTFS](#) ticket for our technical support.

Start using Teams:

- Watch: [Join a meeting in Microsoft Teams](#)

Tips on Providing a Great Meeting Experience

Whether you are hosting the meeting or joining in as a participant there are a few things you can do to provide a great experience for the other participants. Please consider the following when joining a meeting:

Before the Meeting:

- Test your Audio and Video - Make sure to choose the correct audio and video sources
- Have the content and applications that you intend to share open and prepared ahead of time
- Close applications that have pop ups (like your email or instant messaging apps)

During the Meeting:

- Mute your mic if others are presenting or speaking
- Use “*Gallery View*” for smaller group or team meetings
- Share your screen
 - Share specific Applications to control what the others will be able to see
- Turn the camera on
 - Put your webcam at eye level or higher – experiment for best angles
 - Make Eye Contact – Try to look at your webcam versus the screen