

## Group music workshops on Zoom



### Tips for group meetings

If you have used Zoom before, here are some extra tips which will help for music groups. If you need help getting started with Zoom, please see the sections below.

- Use headphones: with a long lead if possible! Headphones enable the incoming sound to be loud enough to hear over the sound of your own fiddle. They also cut down on the possibility of feedback coming from your mic picking up noise from your speaker. A long lead allows you to wear them from behind, reducing the tendency for the wire to get caught in your bow!
- When playing along with live music, try to establish the count-in beat in your head and stick to that. The sound coming through your headphones may slow down if the connection is interrupted or jolts, and will then speed up to catch up. This is very annoying, but the best thing you can do is to keep playing at the speed you started at, and it should come back together! Also the video may be out of sync with the audio, so don't try to match the bowing either!
- Accessing the controls: if you are on a computer, hover the mouse over the application window to bring up the control bar. If you are on a tablet, iPad or phone, you need to touch the screen and the controls should show at the bottom of your screen.
- Mute / Unmute audio: during group meetings for most of the time everyone will be muted. This is because of the lag or delay which makes playing music together impossible. Between tunes, or when a question is asked, the host may unmute everyone, but please take it in turns to speak by raising your hand and waiting to be asked. To unmute yourself if requested, click the microphone icon in the controls, or on a keyboard press and hold the space bar to temporarily unmute yourself. The host retains the right to mute everyone.
- Gallery View / Speaker View: by default you will enter the meeting on Speaker View which shows a larger image of the host or the person speaking. In the top right of the screen you can change to Gallery View, which shows small images of everyone who is in the call. On a small screen you will see some people and can scroll sideways to view others.
- Chat: if you need to contact the host, or wish to send a message, you can use the Chat feature. Select who you want to chat to, or to Everyone, and type your message. Please be considerate when using this feature.
- Reactions: if you want to send a quick reaction (thumbs up or applause) use the Reactions on the bottom right of the menu bar. On a touch screen, tap the screen then the '... More' option on the bottom right, and select your reaction which will show against your profile.
- Security features: please make sure your name is displayed when you join so we can see who is in the meeting. You will be placed in a Waiting Room when you join so we can monitor who takes part in the meetings. Screen sharing has been disabled for all meetings by default. The host retains the right to mute/stop video sharing or remove any participant from the meeting at any time.

## Using Zoom

You can access Zoom using a computer, a tablet or mobile phone. If you want your feed to be visible to everyone you will need an inbuilt camera or a webcam, and if you want to be able to speak when invited you will need a built-in or external microphone (or a webcam with mic)

You will be sent an invitation to Join a Meeting, in the form of a URL and meeting details. This will come by email or will be posted on a password protected web page. You can click the link or you can open the Zoom programme and enter the Meeting ID and Password manually.

Topic: TFA meeting  
Time: Mar 25, 2020 04:00 PM London

Join Zoom Meeting  
<https://us04web.zoom.us/j/884931466?pwd=bytyLzJvdK5qM3N4K3hUTE9rVGVoZzxx>

Meeting ID: 884 931 xxx  
Password: 0064xx

*If you are using a laptop or desktop computer:*

Click on the link you have been sent and you will be redirected to download the Zoom software if you haven't previously done so. If you need help with this, please see below (Installing Zoom). If you have installed it, click Open Zoom when prompted. You will be taken to a Waiting Room until the meeting begins and you are admitted. Please make sure your name is visible when you join the meeting as only known guests will be allowed in to protect us from zoom-hackers.

If you have the software client already open, select Join, enter the Meeting ID you have been given and your name, and click Join.

Join the meeting with Audio and Video enabled, although for group workshops everyone will be muted until comments are asked for. You can use the microphone and video icons in the bottom left corner of the application to turn them on. If you have Enabled Original Sound in your audio settings (see "Check your Zoom settings" below), you can "Turn on Original Sound" so it is blue.

*If you are using a tablet, iPad or mobile phone:*

You will need to download the 'ZOOM Cloud Meetings' App from Google Play or the AppStore.

Click on the link you have been sent by email, or type the meeting number into the Join Meeting box, along with your name and the password. Leave the two check boxes blank (or the sliders off) for 'Do not connect to audio' and 'Turn off my video'. Click Join.

### Installing Zoom

You can download the software or app to your desktop or device before you are wanting to use it, if you would like to test it.

For the desktop client use:

[zoom.us/support/download](https://zoom.us/support/download)

Save the ZoomInstaller.exe file and run it.

If you have any problems, or feedback or updates for this document, please drop me a line:

[music@stewarthardy.co.uk](mailto:music@stewarthardy.co.uk)

Thanks, Ali