# Stewart Hardy Music

*Zoom Workshop Tips*

## Tips for using Zoom for live fiddle workshops

If you have used Zoom before, here are some extra tips which will help you to get the most out of the live workshop events. If you need help getting started with Zoom, please see the 'Using Zoom' section below.

### Internet Connection

A strong internet connection really helps with the quality of what you can see and hear. If you can, connect to your internet hub using an ethernet cable. If that's not possible and you are using WiFi, try to be as physically close to your router as possible, try to limit other demands on your WiFi and close any other applications you have open which might using broadband width (such as other browser tabs or windows). Obviously the quality of internet coming into your home varies considerably, but these tips might to help keep the video and audio in sync, and remove some of the slowing down and speeding up effects which can occur. If your connection is still unstable, it can help to reboot you computer, and connect it to a mains supply. Finally, if none of these has helped enough, you can turn off your video camera to try to stabilise the audio. Recordings of live teaching events will be available to catch up with on YouTube after the event if you experience problems on the day.

### Headphones

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, if you wish to unmute yourself and speak. A long lead allows you to wear them from behind, reducing the tendency for the wire to get caught in your bow!

### Zoom 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 workshops everyone will be muted for most of the time so that we can all hear the tutor clearly. During breaks, or if you have an important question, you might wish to unmute yourself. To unmute yourself, 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. The host may be able to unmute you, depending on your preferences. Please mute yourself again when you have finished

speaking.

- Gallery View / Speaker View: there are two options to view the call on Zoom. Speaker View which shows a larger image of the host or the person speaking, or Gallery View, which shows small images of everyone who is in the call. In the top right of the screen you can change from one to the other. On a small device screen you will see a few people and can scroll sideways to view others. If you have a powerful computer you can see up to 49 people at once and other computers show 25.

- 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, and bear in mind that often the tutors won't be able to read your messages whilst focusing on the whole group. It will be best to message the host, who can raise issues with the tutor on your behalf.

- 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.


**Recordings**

Live Zoom events will be recorded by the host in order to allow people to catch-up with the event if they experience technical difficulties on the day, or are prevented from taking part. Only the Speaker View will be recorded, so if you remain on Mute you camera image will not be seen in the video. Please be aware that if you unmute yourself to ask a question (even if you don't speak but there is background noise in your room or from your computer) the Speaker view will show your feed. I can remove your image from the recordings on request, so please let me know if you would prefer your image not to be seen and don't let this impede your engagement in the workshop. The recordings will be unlisted videos, available only to those who paid to participate, but we cannot guarantee that the link is not shared further.

# 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 you will need a built-in or external microphone (or a webcam with mic)

The Zoom Call details will be provided on a password protected web page or by email. Click the Zoom button or the link to join the meeting. You can choose to open the Zoom Client software, or click Use Your Browser window. If you have the Zoom Client downloaded you can open it on your device, click Join Meeting and enter the Meeting ID and Password manually.

**Installing Zoom**

*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 or wish to do it in advance, please see below. If you have installed Zoom, 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. Join the meeting with Audio and Video enabled, although for group workshops everyone will be muted most of the time. You can use the microphone and video icons in the bottom left corner of the application to turn them on.

To install the desktop client of Zoom use:
zoom.us/support/download
Save the ZoomInstaller.exe file to you computer and run it.


*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.



If you have any problems, please drop me a line using the details below.
Thanks,
Ali


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