

Using Zoom for Music lessons - Karen Ashbrook

I strongly recommend you test your settings BEFORE our workshop! You can run your own Zoom session and record it to check sound. A USB mic will improve your sound dramatically - although you won't hear the difference but the other meeting participants will. Also have ear buds or headphones available if there is an echo in the sound.

Keep yourself muted when you are not talking!

In a group Zoom session, open the Chat box to read and/write messages. You can chat privately with one person or to the whole group.

First: you need a stable internet connection. Being hardwired (ethernet cable) directly to your router will be the best connection. Some of my students have done better with creating a Hotspot - but that will use a LOT of cellular data so not a good option for a long workshop!

The fewer devices and/or programs using the internet, the stronger your signal.

>If you have weak or slow internet, try and turn off wi-fi on all your devices and close any programs that might be doing automatic updates (like mail). If your sound is bad (because of weak internet) you can phone in to the Zoom session. The Zoom invitation will let you know how to find local phone numbers to connect. You can run the video with your computer and call in for sound if necessary.

You can connect with Zoom through multiple devices at the same time, as long as it doesn't slow down your connection too much.

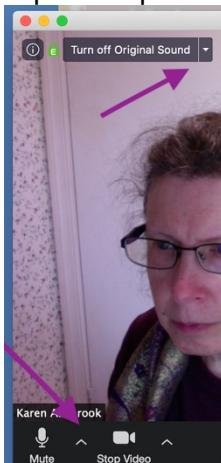
IN ZOOM:

There are a couple of settings you want to adjust for much improved sound in Zoom for Music.

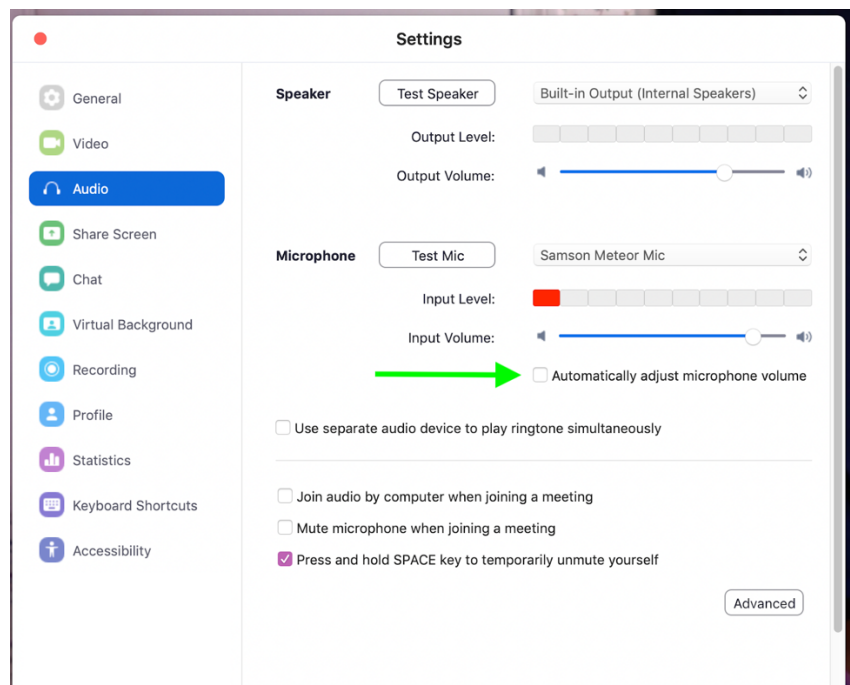
Download and install the Zoom App. In the US the url is <https://zoom.us/>

It is free. If you plan to use it on different devices (computer, tablet, phone) install it on each one. It will ask you to create an account. Once you make your basic preference settings it should keep them for all your sessions.

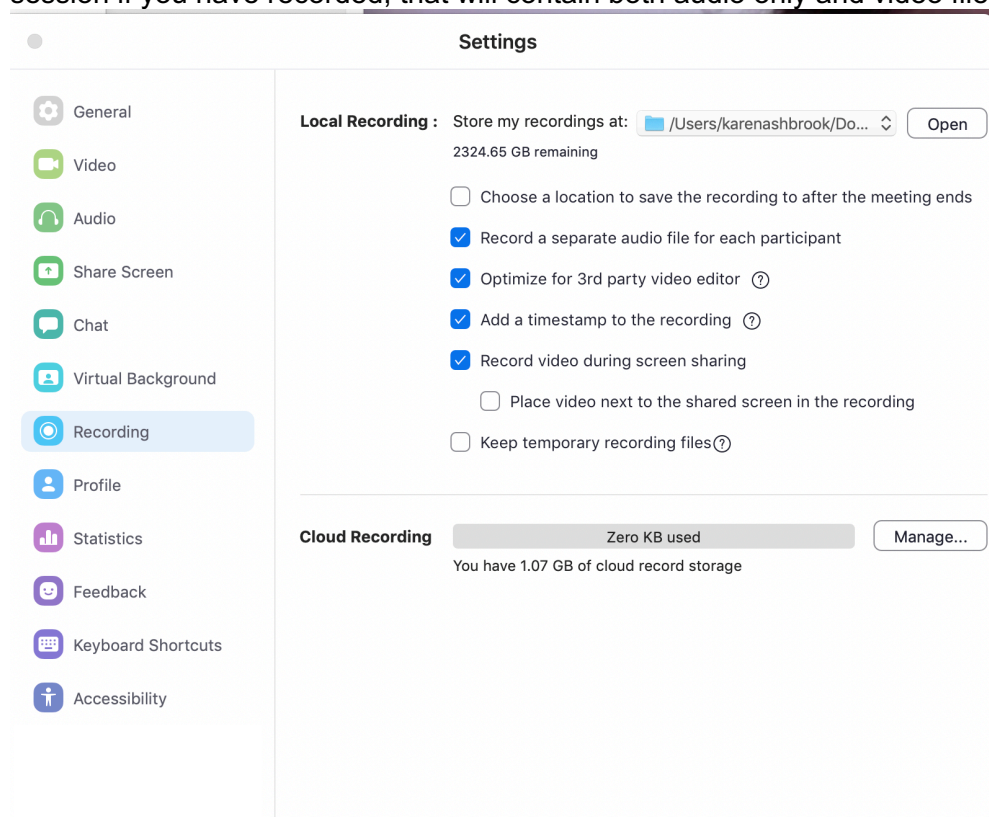
1. Start a Zoom meeting on your computer
2. Click **Turn On Original Sound** in the upper left hand corner of the Zoom window (this is on a computer. Tablets and phones don't have this option. The message will then say "Turn Off Original Sound" like the top of the photo.



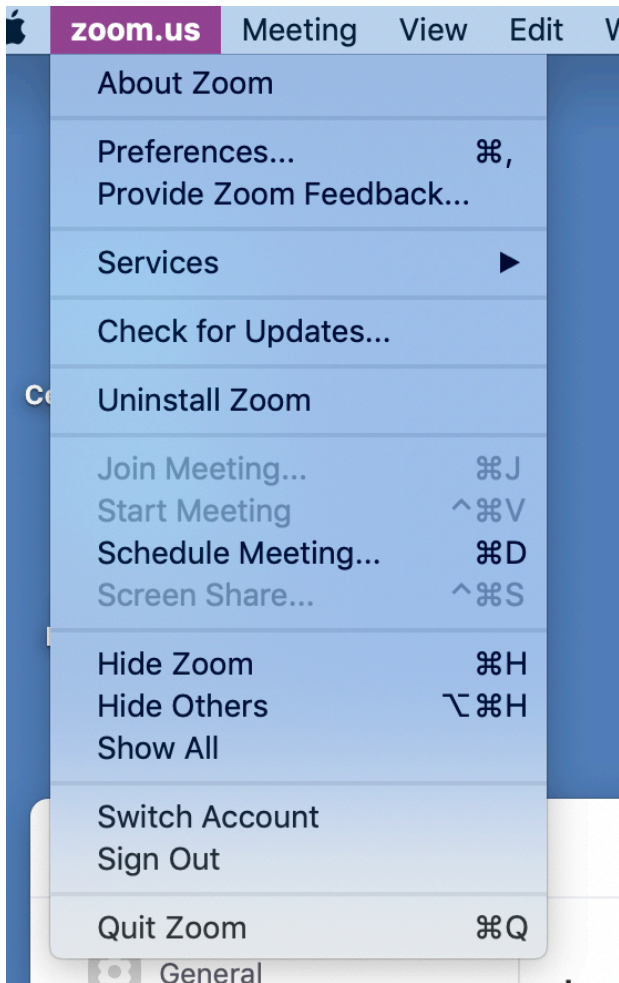
3. Go to the lower left corner of the window (see above photo) and click on the arrow to the right of the microphone button and select **Audio Settings** from the pop-up menu
4. Go to **Microphone Settings** and make sure that the box “Automatically adjust microphone volume” is NOT selected. Then you can close the window. Zoom will remember the settings.



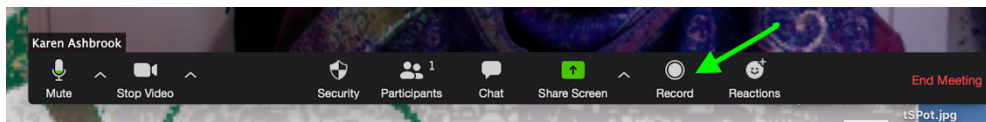
5. While you are in "Settings", go to "RECORDING" (next photo). The top choice "Local Recording" is where you tell Zoom to save your audio and video files. Zoom will create a folder at the end of the session if you have recorded, that will contain both audio only and video files.



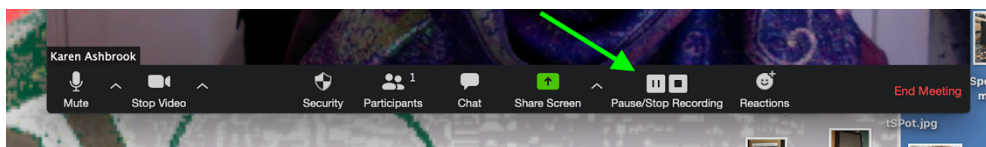
6. Alternately, on your computer you can go to the dropdown menu with the name of the App to get to the "Settings" folder, and follow the above steps. The photo below is what it looks like on a Mac.

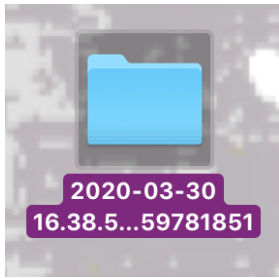


7. Now start a zoom meeting and Select "Record" from the bottom middle of the screen.



6. When done hit "pause" then "stop recording." You can make a separate recording during the same session by repeating this step.





7. When you have finished recording it will automatically create a video file on your computer. The name of the file will be the date and meeting ID. (Example here – was recorded on March 20, 2020).

Can't find your video file? When you first installed Zoom you picked a location to save recordings to – probably in a folder on your computer. You can find/change the location where to find your recorded files in **Settings** (in Zoom) → **Recording**.

Also in Group Zoom Meetings you can select "Gallery View" to see everyone, or "Speaker View" which features whoever is talking. You can always "stop" your video (then you can't be seen but you will still be able to see the meeting). **Remember to Mute yourself when not talking.**

For more help go to:

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>