



ZOOM MEETING FOR PARTICIPANTS: PC & MAC

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These instructions are for use with a PC running Windows or a Mac

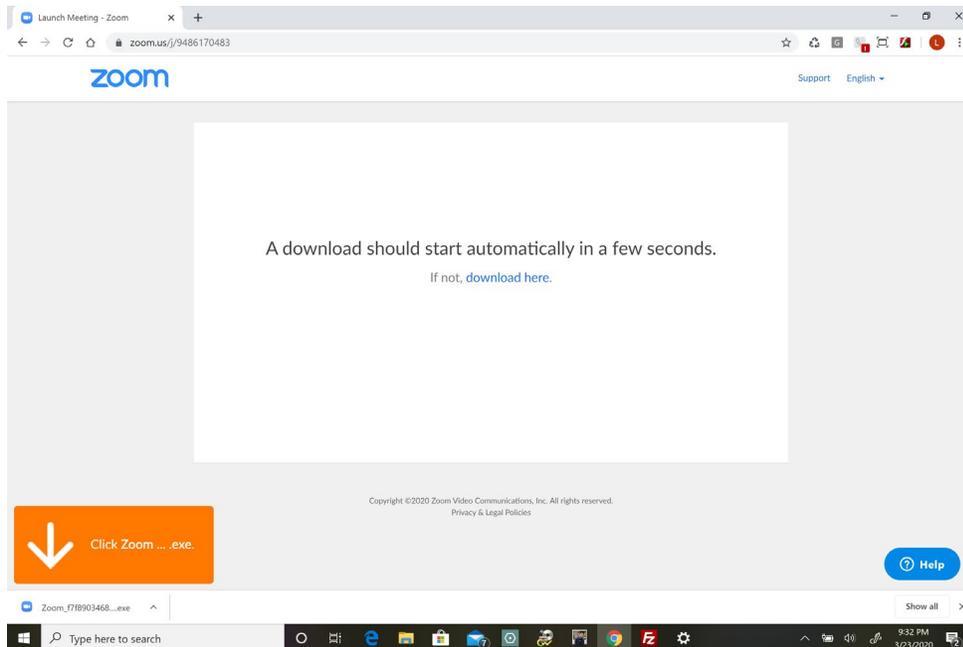
1. Your host will send you a meeting invitation that includes a link (URL) that looks something like this: <http://zoom.us/j/123456789>

If you get additional information like phone numbers, just ignore them.

The address (URL) will be unique to your group and the meeting.

Click on the URL and you'll be brought to a page that looks like this:

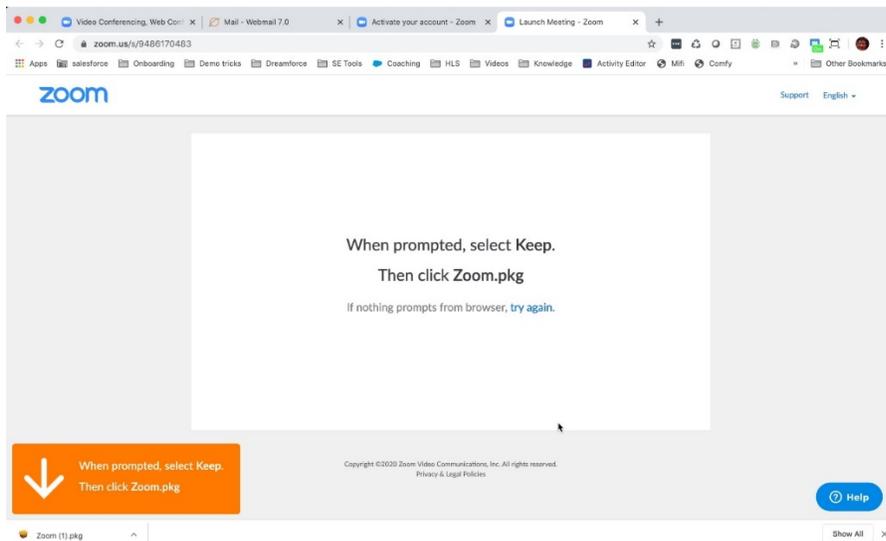
2. On a PC, you'll see the following screen:



If the download doesn't start immediately, click the **download here** link.

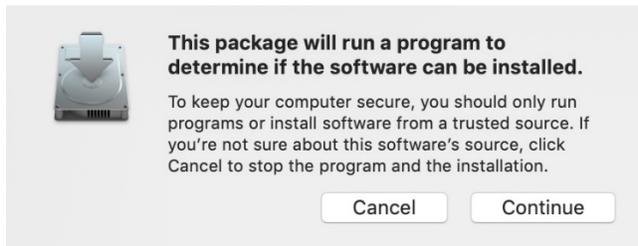
You may also see at the bottom of your screen a pop-up box. If you see that, click **Run**.

3. On a Mac you will end up with the similar screenshot below:



If the download doesn't start immediately, click the **download here** link. It may also appear at the bottom of your screen as a pop-up box. If prompted, select **Keep**.

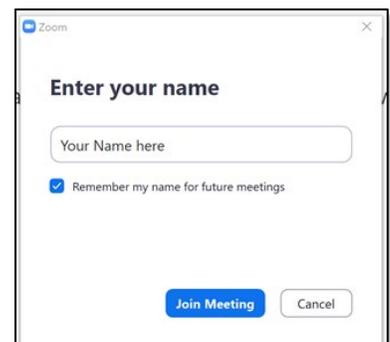
Once the download happens click **Zoom.pkg** (note, it may be in your downloads folder).



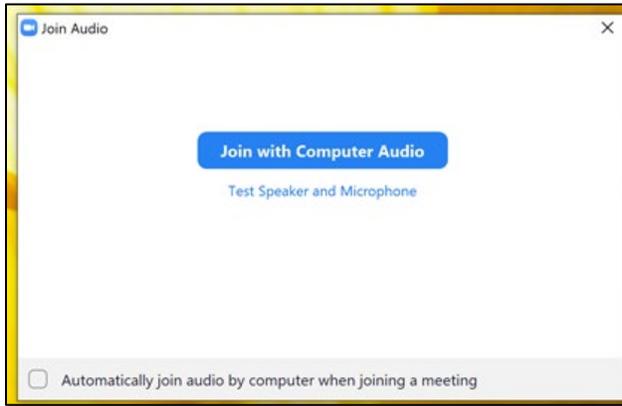
You'll be prompted if you want to continue to install. Select **Continue**.

Now that you have the underlying component installed, the process should be the same on both a PC and a Mac.

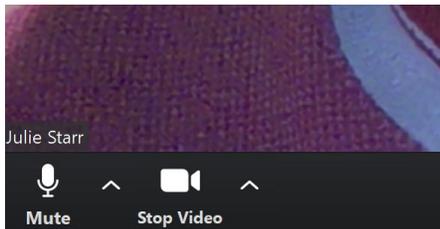
4. You'll be prompted for the name you want to use (be sure this is unique within your chorus). For example, if you have two people named "Susie" in your chorus, use a last initial.



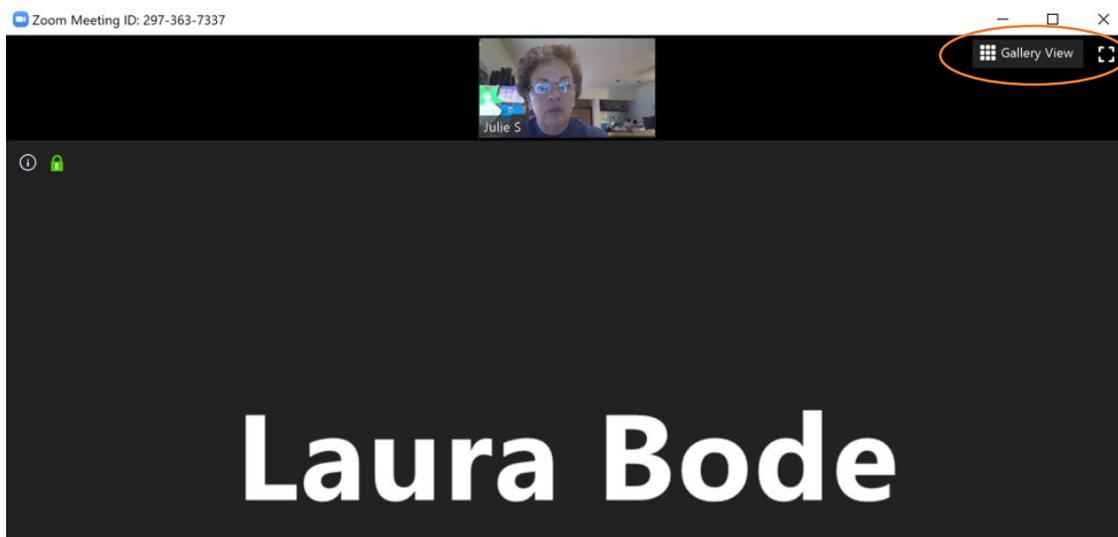
5. Next you'll be prompted for how you want to manage audio. Select **Join with Computer Audio**.



6. When your screen first comes up, you'll see yourself and anyone else who's logged on. You may need to turn on your video in the lower left screen in order to see yourself.

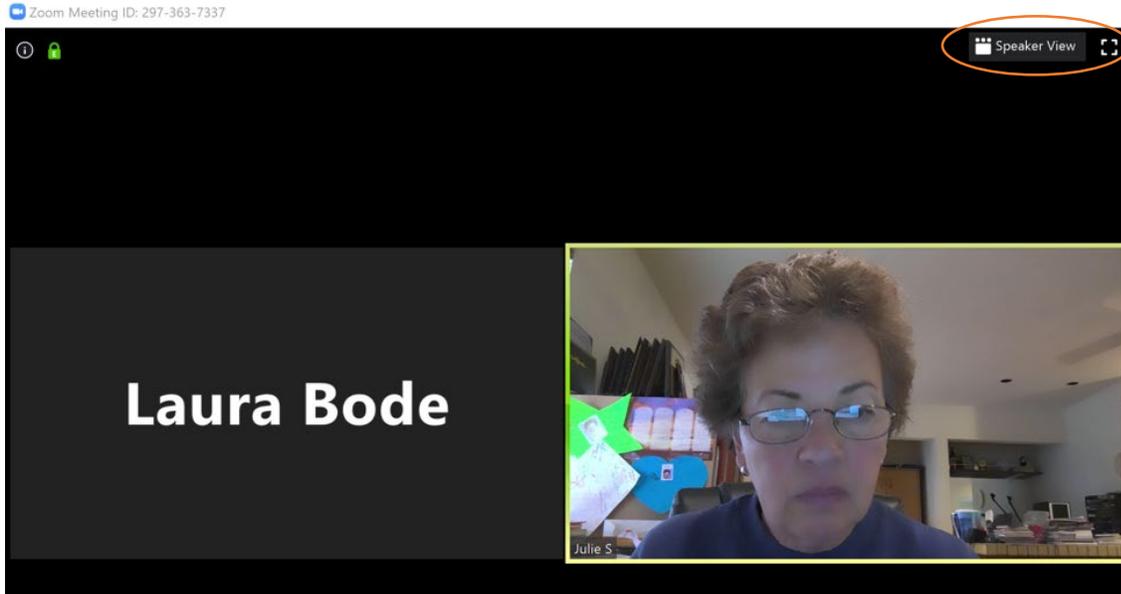


7. If your screen looks like this, go to the top right corner and click "Gallery View."



Everyone who is logged on will then appear side by side or in a matrix (remember The Brady Bunch or Hollywood Squares?). To get back to having others appear in a line across the top, click "Speaker View."

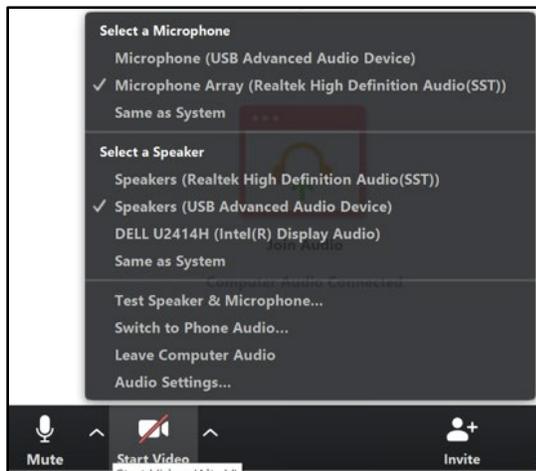
Please see correlating photo on next page.



In Gallery View, the person speaking will be highlighted with a yellow frame.

If you have many people participating, they may not all fit on one page. Depending on your device, you may see 4 or 9 or 25 people at most, on a page. You will have to scroll right or left to see the others.

8. If you have problems with your audio or video, check your settings using the up-arrows next to Mute/Unmute and Start/Stop Video. It may be that you need to have a different microphone or a different speaker selected.



If you don't have other options, your computer may not have a microphone or camera. These are accessories that can be purchased online.

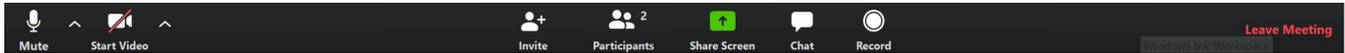
If you still can't talk or turn on video, you can at least "Chat" using the Chat typing feature.

You can also use your smartphone (see different instruction set depending on if you have an Apple or Android phone). **You should NOT use any of the phone numbers that may appear in the invitation, but should log in using the internet address or Meeting ID.**

NOTE: IT IS NOT POSSIBLE FOR EVERYONE TO SING TOGETHER.

You will need to be muted when everyone is singing — your host may automatically mute you.

9. Scroll your mouse over the area at the bottom of the screen. There are a number of icons there that you should know about.



Mute/Unmute (the microphone): click to turn off your sound temporarily, or turn it back on. (A line through the microphone means you are muted. Click it to unmute.)

If you leave yourself unmuted (microphone on), every noise in the background of every person would find its way into your meeting — doors opening and closing, children playing, music or TV in the background, etc. It is good to be friendly and fluent with your mute button.

Stop/Start Video (the camera): click to turn on or off the camera on your laptop. If you Start Video, everyone can see you and the area behind you. If you Stop Video, the screen will be black with only your user name showing.

Participants (the people in your meeting): click this to see the list of people who are logged on

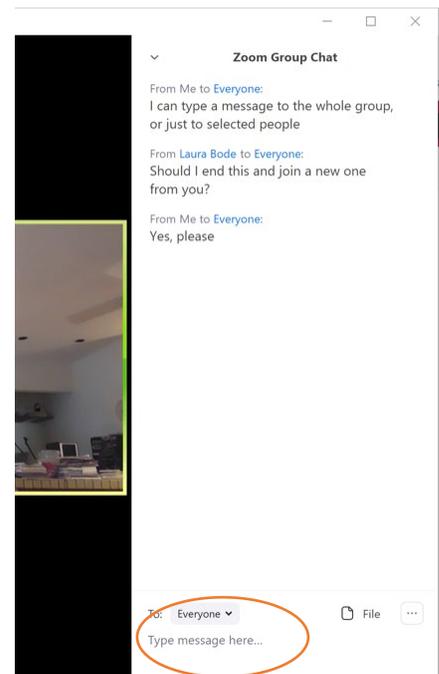
Share Screen: Do **NOT** click this unless your host has specifically asked you to share your computer screen. Otherwise everything you can see on your desktop will be visible to everyone else!

Chat (the cartoon balloon): click this to bring up another section on your screen where people can type in questions or comments, while their microphones are muted.

Leave Meeting: click this when you are finished with your meeting.

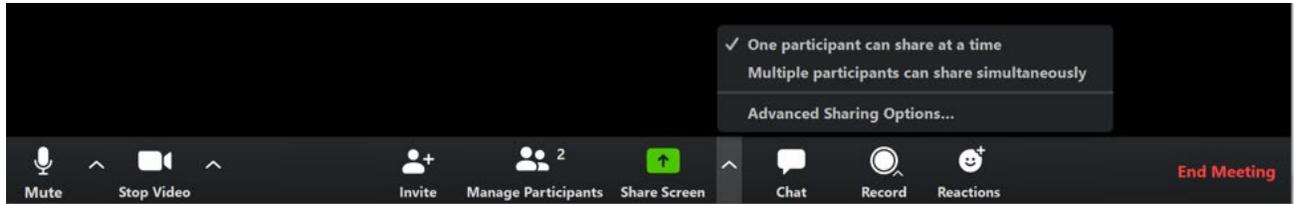
10. Click **Chat** to show a side bar that allows members to type in their questions or comments.

NOTE: If members type a message to “Everyone” it’s like using “Reply-all” on your email. If you don’t want your message to go out to the whole group, use the small down-arrow next to “Everyone” to select specific members to chat with. Participants are listed in alphabetical order.



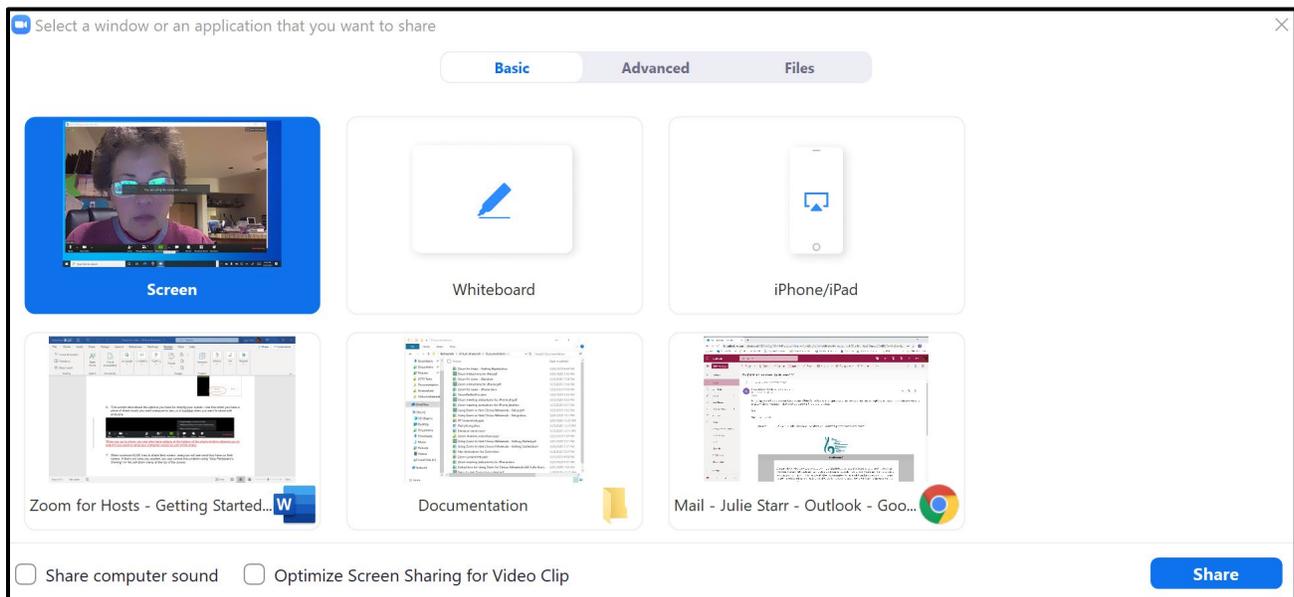
11. If your host asks you to share, click on the green Share Screen button.

This screen shot shows the options you have for sharing your screen. Use this when you have a piece of sheet music you want everyone to see, or a YouTube video you want to share with everyone, for example.



12. When you share your screen, you (and everyone else) will see everything that is open on your desktop. Choose what you want to share.

13. You will also see options at the bottom of the share window allowing you to select whether you want to send your computer sound as part of the share, or optimize screen sharing for a video clip. Experiment with these options to see what works best for your needs.



That's it for the basics of using Zoom for rehearsals! Play with it — try things out with a trusted small group of friends. There are many cool options to try!

Check out the tutorials at www.zoom.com