

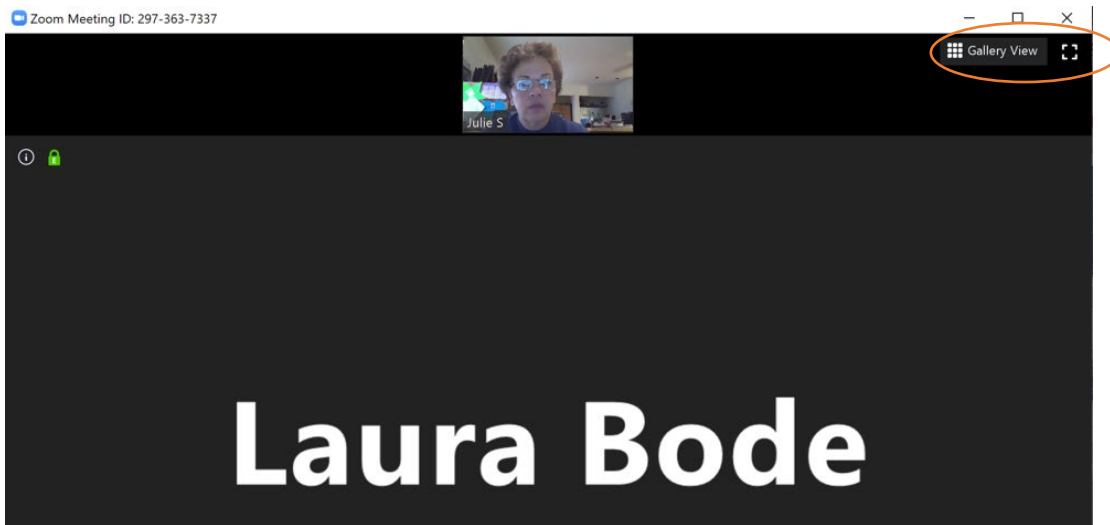


HOSTING A VIRTUAL REHEARSAL: USING ZOOM

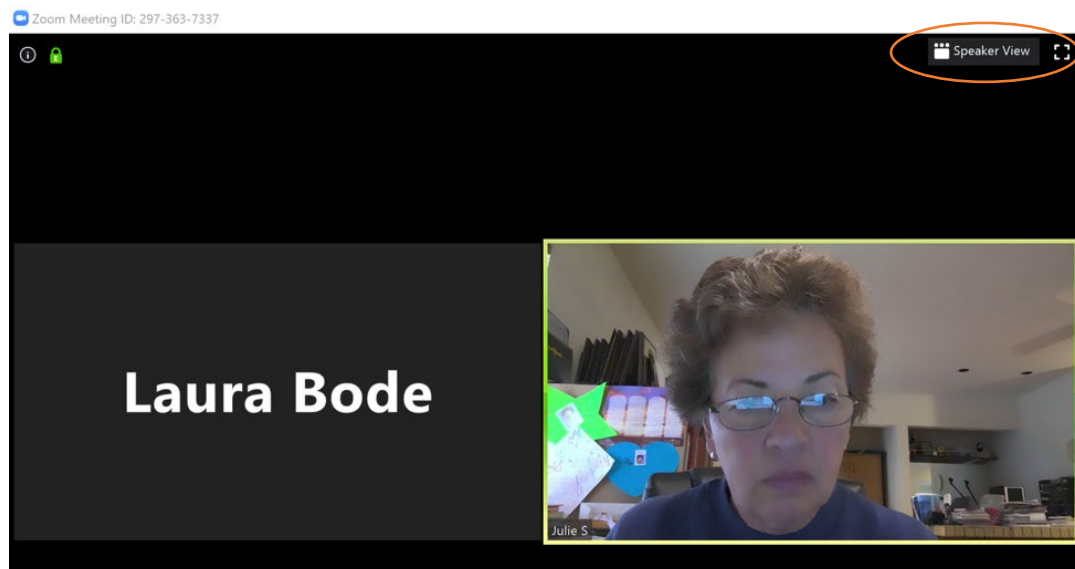
Created by Julie Starr, Master Director, Bay Area Showcase Chorus; Education Coordinator, Region 12 Pacific Shores; Chair, DCP Review Committee; with contributions from Bay Area Showcase Chorus members: Bev Barron, Laura Bode, Jamie Hand, Teri Minnis, Laura Shultz, Jette Sorensen (and her son, Nicolai), and Penny Stinson.

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

1. When your screen first comes up, you'll see yourself and anyone else who's logged on (if you've checked "Enable join before host" in the Advanced Options for setting up a meeting).
2. If your screen looks like this, go to the top right corner and click "Gallery View."

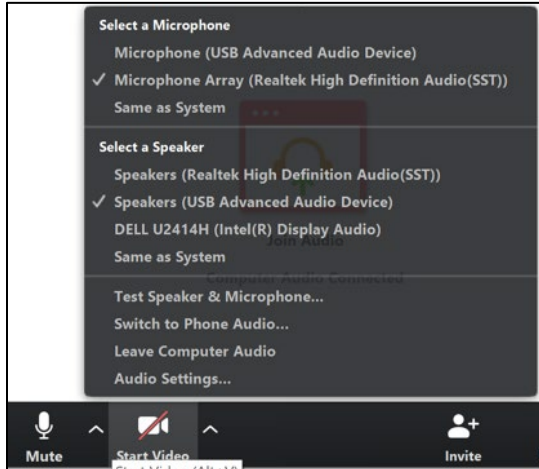


Everyone who is logged on will then appear side by side or in a matrix (remember The Brady Bunch or Hollywood Squares?). To get back to having others appear in a line across the top, click "Speaker View." In Gallery View, the person speaking will be highlighted with a yellow frame.



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

3. Sometimes a participant's audio or video may not be working. Have them check their settings using the up-arrows next to Mute/Unmute and Start/Stop Video. It may be that they need to have a different microphone or a different speaker selected.



If they don't have other options, they may have computers that don't have microphones or cameras. These are accessories that can be purchased online.

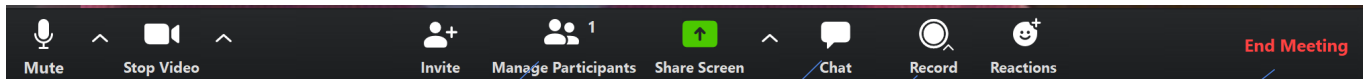
If participants still can't talk or show their faces, they can at least "Chat" using the Chat typing feature.

Participants can also join using their smartphones. They 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 devise ways to engage everyone singing in their own home with mics muted, or listening to you or someone else on your music team give instruction or demonstrate singing techniques. You can also share YouTube videos or music sound files.

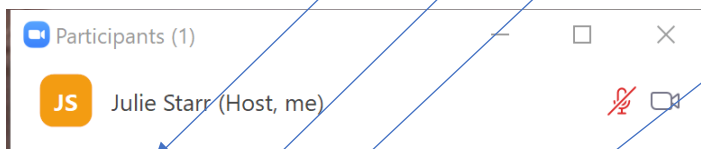
4. Scroll your mouse over the area at the bottom of the screen. There are a number of icons there that you should know about.



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.)

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.

Manage Participants (the people in your meeting) – Click this to see the list of people who are logged on. This is where you can easily mute and unmute everyone.



In this example I'm the only one logged on, and I have my microphone muted but my camera is on. Zoom tells you I'm the host.

Share Screen – Click this to replace the view of your face with a view of everything that's showing on your computer screen. You use this when you want to share, say, a Youtube video or a piece of sheet music on your computer with your viewers.

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.

Record – Click this if you want to record your Zoom meeting. This can be very helpful if you have people who have trouble logging in. The recording will take some time to process after you end the meeting, but eventually you will see an email message from Zoom that your recording is ready.

End Meeting – Click this when you are finished with your meeting.

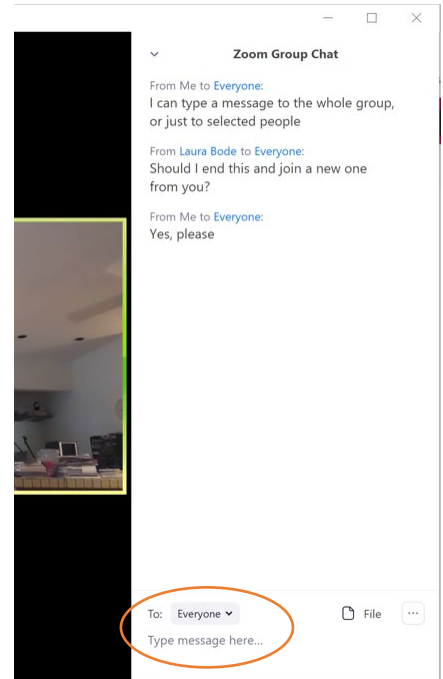
As the Host, you will want to mute everyone at some point, to give instruction or to play music. Do this using **Manage Participants**.

Otherwise, 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.

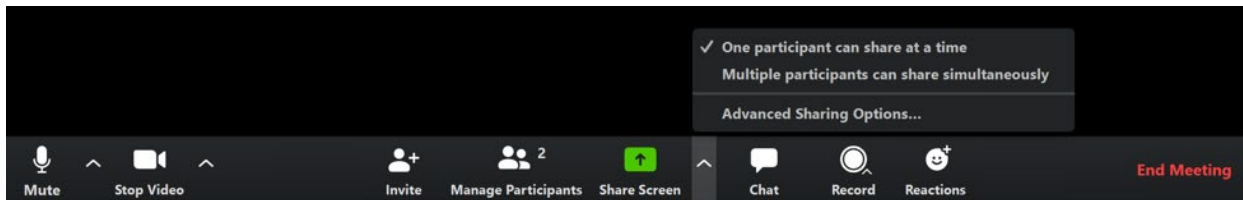
If you have a large group, you can also use the **Manage Participants** button to search for a particular participant and mute or unmute them.

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

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

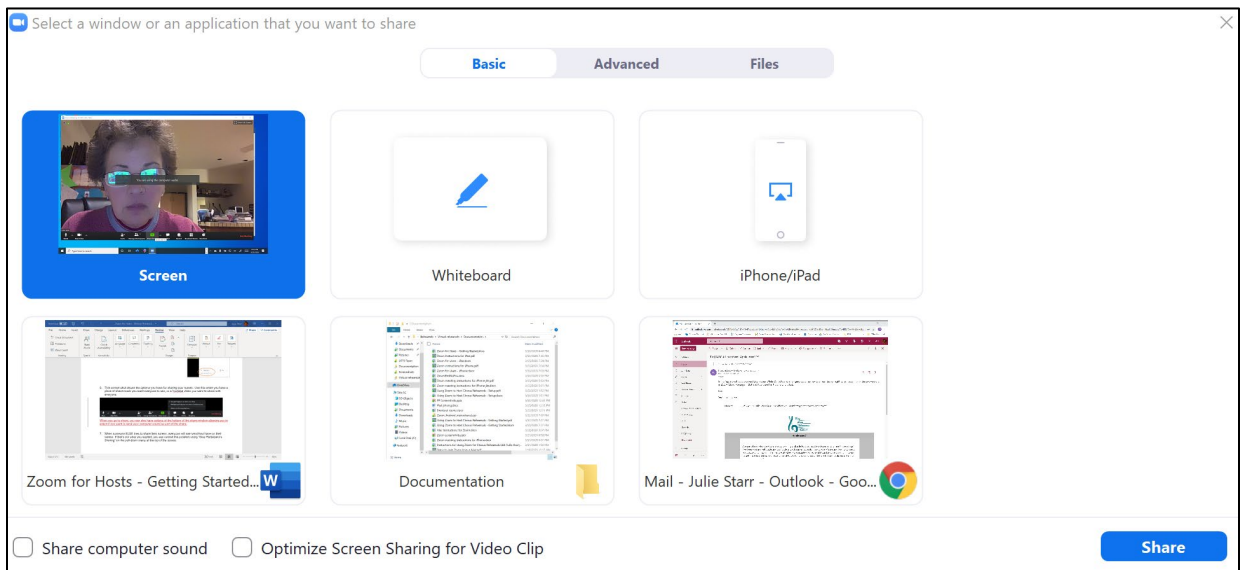


6. This screen shot shows the options you have for sharing your screen. Use this when you have a piece of sheet music you want everyone to see, or a YouTube video you want to share with everyone.

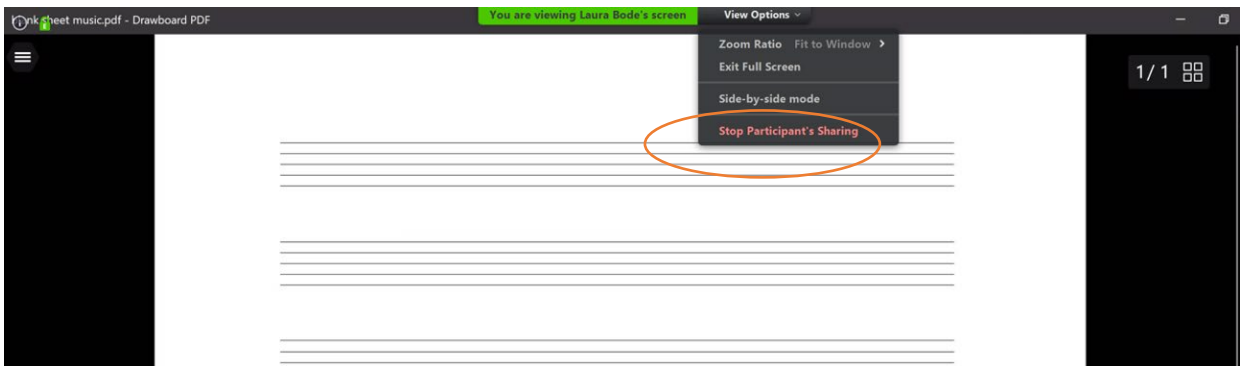


7. When you share your screen, you will see everything that is open on your desktop. Choose what you want to share.
8. You will also see options at the bottom of the share window allowing you to select whether you want to send your computer sound as part of the share, or optimize screen sharing for a video clip. Experiment with these options to see what works best for your needs.

Please see correlating photo on next page.



- When someone ELSE tries to share their screen, everyone will see what they have on their screen. If that's not what you wanted, you can correct this problem using "Stop Participant's Sharing" on the pull-down menu at the top of the screen.

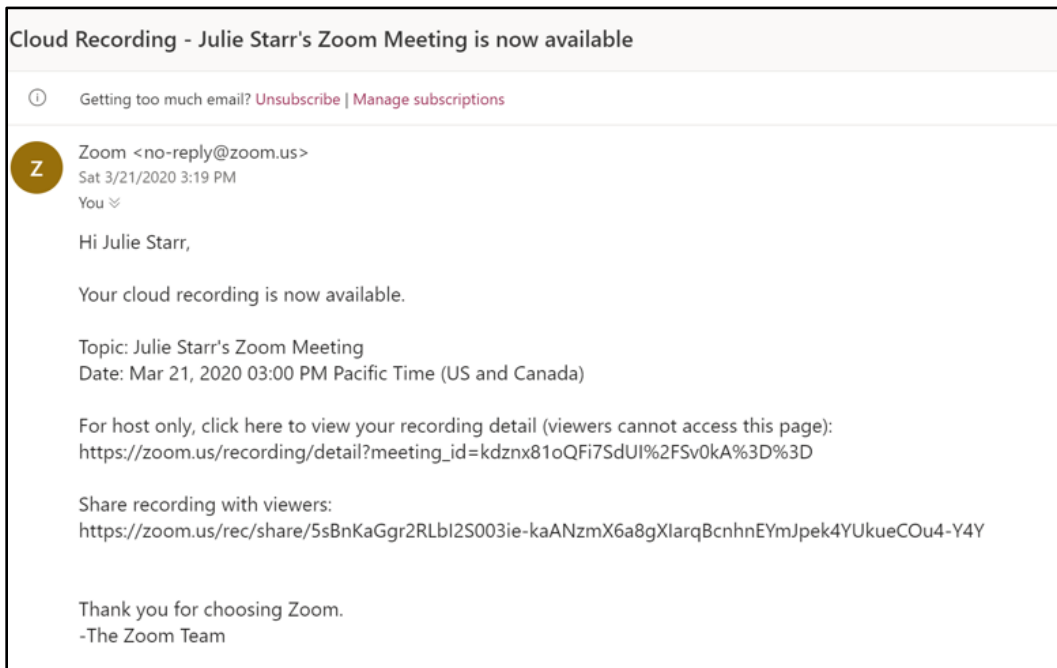


- This screen shot shows that you have chosen Record in the toolbar, and you are recording the session.

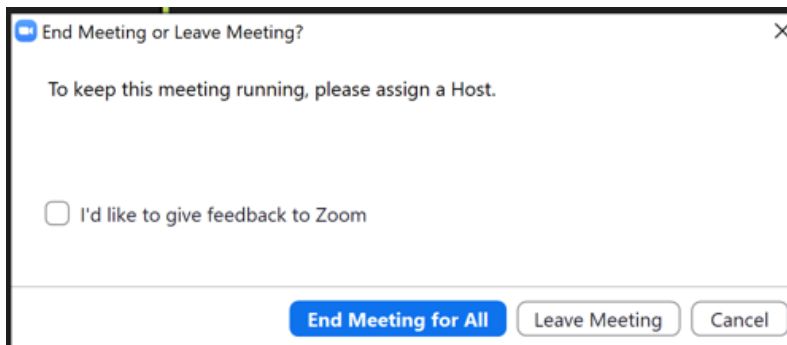


- Here is an example of the email you get after you have finished your meeting, and Zoom has finished processing the recording and saved it for you to use.

Please see correlating photo on next page.



12. You can leave the meeting and let it run without you, but you'll need to assign a new host. Or you can "End Meeting" for everyone.



That's it for the basics of using Zoom for rehearsals! Play with it — try things out on a trusted small group who can give you good feedback before you go out to the whole chorus. There are many cool options to try! Check out the tutorials at www.zoom.com