

# **Zoom 101:**

## **Handy Zoom tips for every singer in the Vancouver Bach Family of Choirs**

Welcome to the start of our virtual 2020-2021 season at the Vancouver Bach Family of Choirs!

We will be conducting all of our virtual sessions using Zoom video conferencing software. You can download the Zoom app onto your desktop computer, tablet, or smartphone. It can be downloaded from your app store, or you can download Zoom Client for Meetings from their website: [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

For security purposes, we will be having a different Meeting ID and Password for each week of rehearsals. These will be updated on our website, in each choir's specific google calendar, and they will be distributed in our weekly update emails.

Each week we will send you the meeting details in our Weekly Update. All you need to do is click 'Join a Meeting' on your Zoom app and enter in the meeting ID and password a few minutes before the session is scheduled to begin.

### **Display Names:**

Please make sure that when you enter the Zoom meeting, your name is displayed as the singer's first and last name, as opposed to parents' names or any nicknames. This can be achieved in a few ways:

- Visit the 'settings' page of your Zoom account
- Change the 'Display Name' to reflect your singer's name

OR:

- Click 'Join a Meeting'
- Enter the meeting ID and password
- Then type in your display name

This is important so that staff can safely verify your singer's name against an attendance list before admitting them from the waiting room.

### **Sound Settings:**

There are a few useful tricks that we can use to optimize Zoom for our rehearsals:

(please note that some of these settings may only be visible if you are on a desktop computer or laptop)

- Visit your settings/preferences for the Zoom app

- Click the 'Audio' tab
- Untick the box 'automatically adjust microphone volume'
- Just above that, adjust the 'Input Volume' slider to about 75%
- Change both 'Suppress Persistent Background Noise' and 'Suppress Intermittent Background Noise' to disabled
- Go to 'Advanced' at the bottom of that page
- Tick the box for 'Show in-meeting option to Enable Original Sound' from microphone
- Tick the box for 'Disable echo cancellation'
- Make sure to enable 'High fidelity music mode'
- Tick the box for 'Use stereo audio' (If this setting is not visible, you must enable it from the Zoom website – go to 'Settings' and scroll down until you reach the text 'Allow users to select stereo audio in their client settings'. This is also where you can enable the original sound setting)
- Be sure to choose 'Turn on Original Sound' when you enter the meeting. By clicking the down arrow next to the 'Turn on Original Sound' button, you can ensure that you choose the microphone you are using for your Zoom session (this is especially helpful if anybody is using an external mic, like a USB mic)

### **Speaker vs. Gallery View**

When you join your rehearsal, there are a few different ways to see everyone in the meeting. One is the Speaker View, which means that the Active Speaker (your conductor) is the largest video window, and everyone else is in small windows at the top of the screen. The other is Gallery view, where everyone is visible in equally-sized videos.

We recommend that you always begin your class in Gallery view. On the desktop application, you can navigate between these views by clicking either 'Gallery' or 'Speaker' on the upper-right-hand-corner of your screen. On the mobile app, such as a tablet or a phone, you can swipe left to switch to Speaker view.

### **Other Tips and Tricks**

We want you to have the easiest and best possible experience when attending our virtual rehearsals. To enhance your virtual rehearsal, here are a few more things that you can do:

- Please make sure that you are operating from the most recent version of Zoom's software – you can check for updates through the app if it does not automatically notify you.
- Use a pair of headphones for the best possible sound quality. It is best to use a pair of headphones that can be connected to your computer with a wire, as opposed to Bluetooth headphones, which might increase digital lag.
- Find a quiet space in your house where there will be limited background noise and limited distractions.

- Find a place in your house where you will be facing a window or a light source, so that we can see your face!
- You will also need some space to move around in, particularly for our children's choirs.
- If you are on a tablet or a phone and can turn on the 'do not disturb' function to limit background notifications, this would be ideal.
- You will also need your music, some water to drink, and a pencil with an eraser for each rehearsal.
- If at all possible, a wired Ethernet connection will result in a better connection than using WiFi. Remember to turn off your WiFi so that your computer will connect to the Ethernet.