ARS Guidelines for Zoom Participation
Jennifer Carpenter, April 2020

JOINING A MEETING
- Whereas you can participate in a Zoom session by clicking the "join" link in an email through your browser, I highly recommend you download the Zoom app onto your computer, tablet, and/or phone. You will have more control and options for audio and visual components.
  - https://zoom.us/download
  - You do NOT need an account to use Zoom.

- You will receive an email from your teacher with an invitation to join a zoom meeting.


- If you have the app on your computer/tablet/phone, clicking on the link will take you to a screen where you can "Join Meeting."

- If you don't have the app:
  - Go to zoom.com
  - Click on "Join a Meeting" in the menu bar and copy the meeting ID (in the email from your teacher) and paste it into the "Join a Meeting" box.

- Ideally, look to join a planned meeting no more than 10 minutes before the beginning of the session.
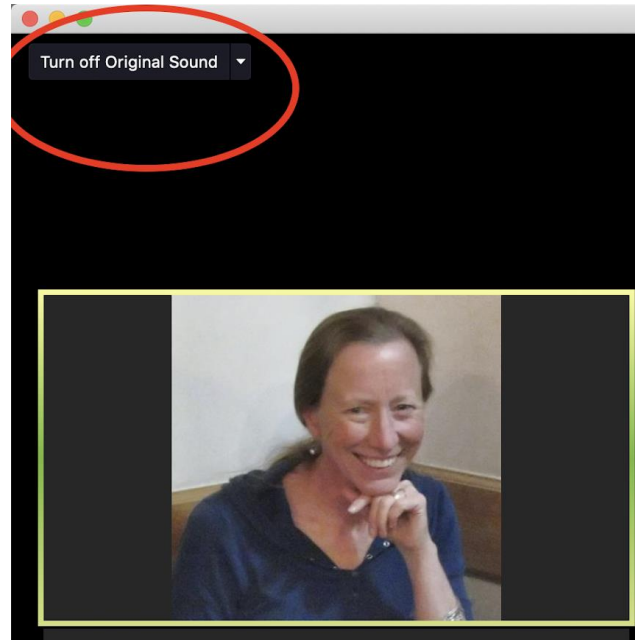
ZOOM AUDIO SETTINGS
- Unfortunately for recorder players, the Zoom platform thinks that high notes, in particular, are nuisance/background noises and filters them out. Please make the following adjustments to reduce/eliminate this problem.

- Once you are in the Zoom meeting:
  - Click on the arrowhead to the right of the microphone icon.
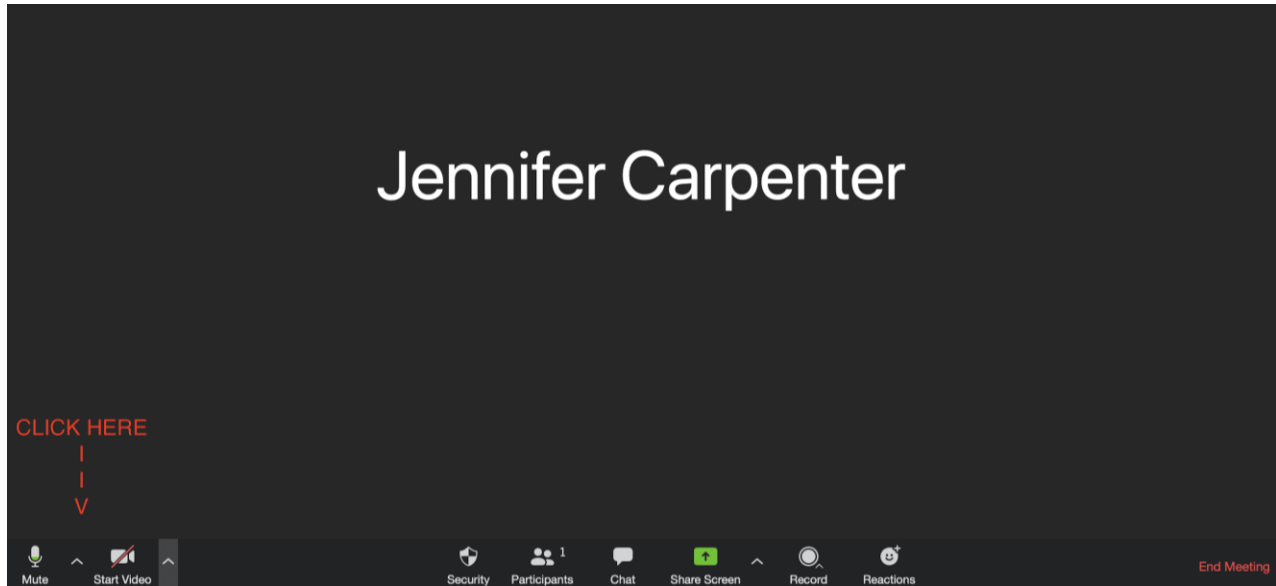
  - Choose "built-in microphone" unless you are using an external microphone. If you are, be sure to choose your external microphone.

  - In the same menu, click on Audio Settings. Click on the "Advanced" button in the bottom right hand corner.
    - Click the box at the top for "Show in-meeting option to 'Enable Original Sound' from microphone."
    - Under Audio Processing, disable the first 2 settings. Choose Auto for Echo Cancellation.
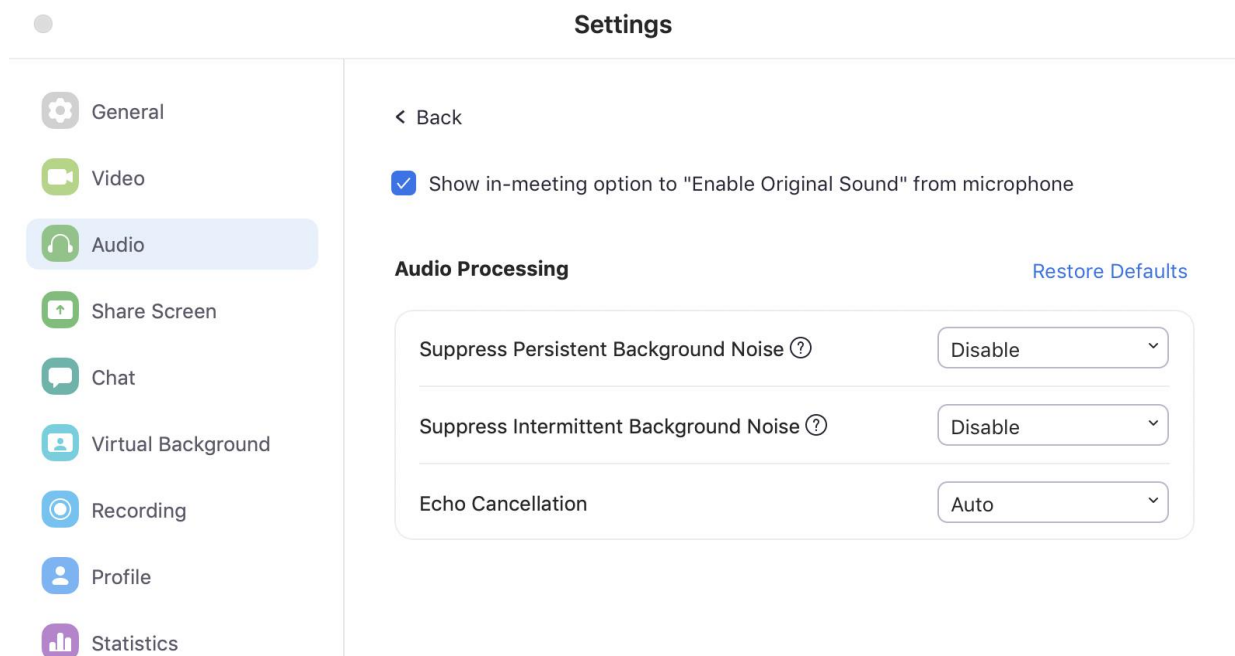
● Once you have the above settings in place, make sure to turn on the Original Sound. This is done back on the video screen. In the upper left hand corner, you will see "Turn on Original Sound." Do so. When it is on, that box will read "Turn off Original Sound."

ZOOM SESSION TIPS:
● When you are NOT speaking or playing, MUTE your microphone. This is especially important with the new audio settings above as background noises (dogs, kids, spouses, etc.) will not be filtered.
  ○ The MUTE button is the bottom left corner.
  ○ If you are not seeing the menu at the bottom, move your cursor over the Zoom menu on a computer, or touch your screen on a tablet, and the menu will appear.
  ○ If you want to briefly unmute your mic to speak or ask a question, hold down the space bar.

● In group sessions, you can toggle between GALLERY VIEW and SPEAKER VIEW. The option to do this is in the upper right hand corner of the Zoom meeting screen.