Cleveland Philharmonic Choir – online Zoom Rehearsals

A note about the CPC Zoom rehearsals. The first thing to remember is that when you sing, you will not be heard by anyone else, so <u>you can relax and sing your heart out!</u>

First time Zoomers…

The set up for Zoom is very similar to using your computer, tablet or smartphone for video chat software such as Facetime or Skype. So, if you have done that before, then by all means use the same set up for Zoom. The main difference is that with Zoom you will be able to see the smiling faces of all the other people who are joining in, so it would be best to use a device with a screen reasonably big screen - a computer or largish tablet.

Smartphones, tablets and laptop computers will have built-in cameras and microphones, so the set up should be easy. If you are using a computer with a separate screen, then it may not have a camera or microphone. In that case, you might want to acquire a fairly inexpensive USB webcam which can clip to the top of your screen. If you need some advice on these I can try to help. See email details at end of this note.

If you do not have a camera attached to your device, then you can still join in, although your face will not be visible to the other people taking part. If you don't have a microphone, that is fine too. But it means that you cannot join in any of the discussion and chat while we are not singing, although you can see and hear everyone. <u>Don't let the lack of camera and microphone stop you from joining in the rehearsals!</u>

Zoom Software…

<u>You do not need special software to join in a Zoom meeting arranged by someone else.</u> However, if you think you may want to use Zoom to have your own meetings, or chats, with family and friends, it is a very good alternative to Facetime and Skype, etc. In that case, go to https://zoom.us/ where you can download the software and register for a free account. You can have a totally free account which allows you to host meetings with up to 100 people, but is limited to 40 minutes at a time if you have more than two locations involved.

Setting up for the Meeting…

Find a comfortable spot for you and your device. Remember you will be holding music in one hand and possibly a cup of tea (or whatever) in the other, so you need to have the screen securely propped up – you can't really hold it. <u>You will need to have the link for the meeting on your device.</u> The link is included in the CPC Newsletter that was sent to you.

Just before the meeting…

About 5 minutes before the meeting time, simply click on the link. A screen should then appear which says "Site is trying to open zoom meeting". Click on "Open" inside the box. If you have downloaded and set up Zoom software or app, then that software will open. If you have not downloaded the software, then Zoom will simply operate using your device's browser. It looks and works in a very similar way whichever route you use.

If prompted enter your full name. This will be seen against your picture when everyone has entered the meeting – it's a great way of getting to know and recognise other members of the choir! Then click on "Join meeting". A screen will then appear with your picture on (if you are using a camera), which says "Video preview". Click on "Join with video". You should be able to see yourself and the others who have joined. Now click on "Join with computer audio". You should now be able to hear the others and be heard.

What you will see on your screen…

Whichever device you use, you will see the smiling faces of the other people at the meeting. You have the choice of two view formats, and can switch between them:

- **Gallery View** – In this view, everyone's face sits in the same size box, arranged in a grid on your screen. You can see their names, and whether they are muted or not. When someone is unmuted and speaking, a yellow outline appears around their picture, so you can quickly see who is talking.
- **Speaker View** – In this view, you also see the grid, but when someone is talking, their picture is shown enlarged at one side of your screen.

There is a limit to how many people can be shown on the screen, depending on the type of device you are using and how big the screen is. The maximum number in Gallery View is 49 (7 rows of 7) for a computer with a reasonably large screen. For tablets and smartphones it is less than that, in some cases as few as 3x3 or 4x4. Whichever device you use, you can toggle backwards and forwards through different "pages" on your device to see everyone who is taking part. Obviously, this is where it is an advantage to be using a large computer screen.

Your Controls…

The controls you might need to use are:
- Mute/Unmute – this affects your microphone only, not the sound you hear from other users
- Video On/Off – this affects your camera only. If it is Off, everyone else will not see you, but a black box with your name against it
- Gallery View / Speaker View – best to start off with Gallery View, then switch to Speaker View when Isaac starts leading the choir

The location of these controls on your screen depends on which device and software you are using. Generally the controls are at the bottom of the screen if you are using a computer, and at the top of the screen on a iPad or other tablet. See the screen shots provided by Ricky at the end of this note.

During the Meeting…

At the start of the meeting, everyone can chat, but once we're ready to sing, the host of the meeting will mute everyone, apart from Isaac, who will lead us through the rehearsal.

So, remember that when we start singing, you will just be able to hear yourself, with Isaac accompanying. And nobody will be able to hear you.
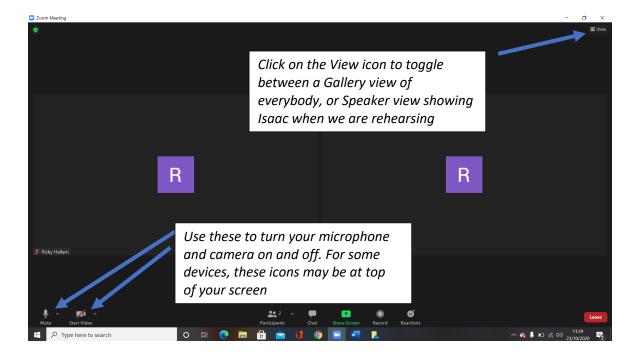
When we're not singing, if you want to unmute yourself, if you hover the mouse over the bottom of the screen, various icons will appear – just click on the one that looks like a microphone (it also says mute/unmute). See screenshots below.

In order to see everyone else, hover over the top right of the screen, and click on "Gallery view".
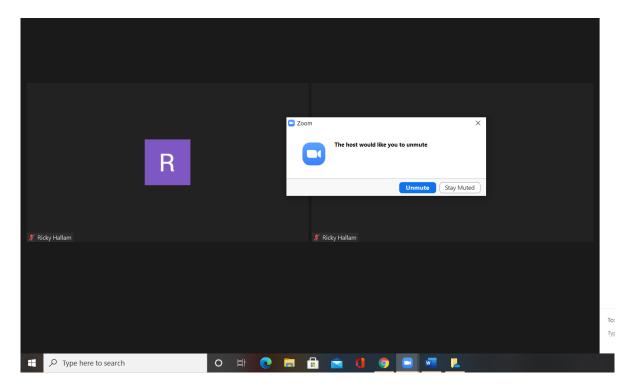
Screen Shots…

These are typical Zoom screen shots from a computer. In this demonstration case, you can see that there are two participants (both Ricky) without his video switched on. The views will be slightly different on a tablet or phone.

If you cannot see the meeting controls at the bottom of the screen you may have to move your cursor around to see them.

Click on the View icon to toggle between a Gallery view of everybody, or Speaker view showing Isaac when we are rehearsing

Use these to turn your microphone and camera on and off. For some devices, these icons may be at top of your screen
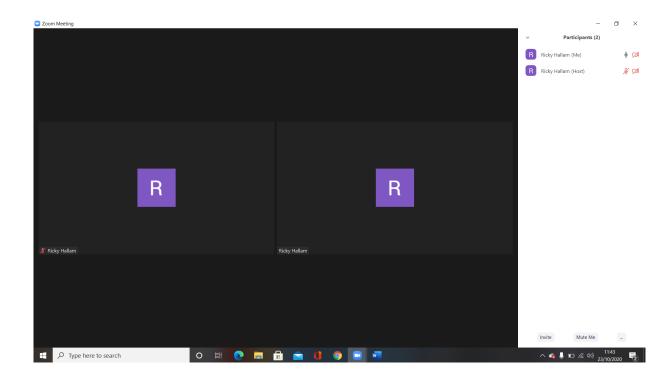
Use the View icon to change how the screen is arranged. If you are using a computer with large screen you will probably be able to view everyone that is in the meeting at once (up to 49). If you are taking part on a tablet then you will have to scroll/swipe across the screen to get to see everyone.

When the meeting starts everyone will be "muted" so that not everyone talks over each other. When the host invites you to speak you will be able to "unmute" yourself using the controls above. The meeting host may ask you to unmute and you will see this screen. Just click on the Unmute button. Please remember to "mute" yourself again afterwards.
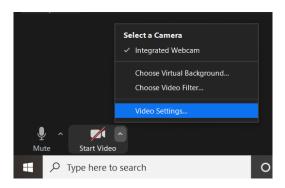
If you click on the "Participants" label you should get this screen, with a list of all the people taking part on the right side of the screen:

If you are using a computer and cannot see up to 49 people, then you may have to follow the instructions below:

1. Choose gallery as above
2. Click the small up arrow on next to start video and choose video settings

3. Scroll down on the pop up window to find the "display up to 49 participants per screen in gallery view" option and select it.

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