

Jubilate Singers Virtual Rehearsals

How to join a Zoom session

You will receive a link via email that looks something like this:



Join Zoom Meeting
→ <https://zoom.us/j/91580799432?pwd=.....d2K2Fvd09GRkNPTIBSazRz.....>
Meeting ID: 915 8079 9432
→ Passcode:

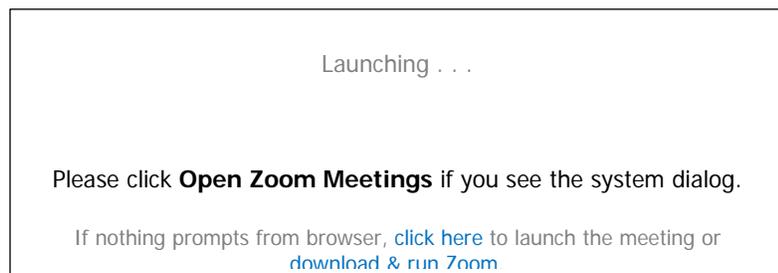
One tap mobile
+16473744685,,91580799432#,,,,,0#,,.....# Canada
+16475580588,,91580799432#,,,,,0#,,.....# Canada

Dial by your location
+1 647 374 4685 Canada
+1 647 558 0588 Canada

Meeting ID: 915 8079 9432
Passcode:

Find your local number: <https://us02web.zoom.us/j/91580799432?pwd=.....d2K2Fvd09GRkNPTIBSazRz.....>

1. Joining by computer gives you the best experience. The meeting ID is embedded in the link, so just copy the password. Click on the link. You will see a screen like this:



Launching . . .

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting or [download & run Zoom](#)

(If it gives you a message about finding the app on the Microsoft Store, ignore that.) Click on the download link and follow the instructions to install the app. This will only take a few minutes, and the basic Zoom account is free. You will now be able to join the meeting by pasting in the password that you copied earlier.

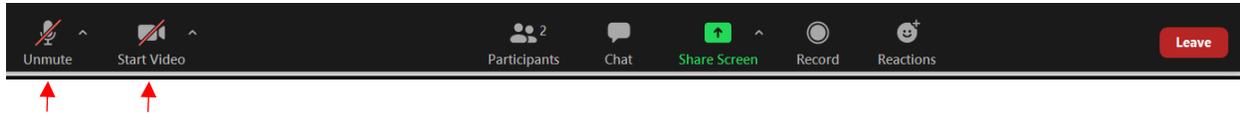
2. Joining by mobile app also works, but you don't get as good a visual experience. You should download the app in advance from the App Store or Google Play. When you join the meeting, you should choose Call Using Internet Audio.

3. Joining by phone only gives you, of course, audio only. Dial the number shown; enter the meeting ID and password when prompted.

During the Zoom meeting

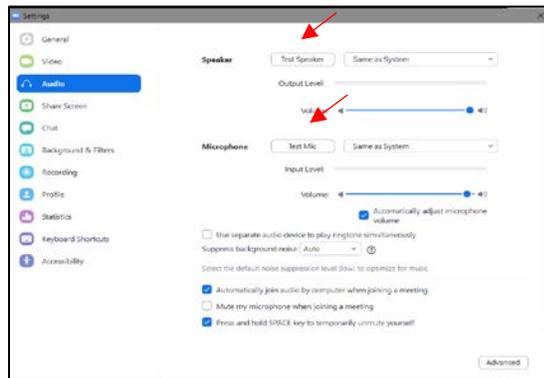
Managing your audio:

At the bottom of your screen is a black toolbar. (It may disappear or float. On a computer, hover your cursor at the bottom to make it reappear; on an iPhone, touch the middle of the screen.)



A red slash through either the microphone icon or the camera icon means that it is turned off. You're welcome to start with camera and microphone on for introductory chit-chat, but once the rehearsal proper begins, we'll ask everyone to mute their microphones to reduce background noise.

To check your audio levels, click on the arrow next to the Mute/Unmute button and select either Test Speaker & Microphone—which will give you self-explanatory directions—or Audio Settings. Audio Settings brings up the following (yours may look slightly different). You will likely want the volume to be fairly high on both.



If for some reason you're using two devices at once, be sure to mute and turn off sound on one of them, or we will all get loud feedback.

If you need to step away for a moment, be sure to turn off both mic and camera. (Famous story of a flushing toilet during a US Supreme Court hearing.)

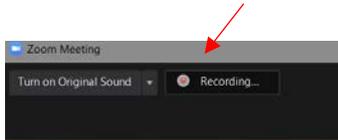
To mute and unmute your microphone, click the microphone icon. If you dialed in by phone, use *6 to mute and unmute your phone.

Managing your video:

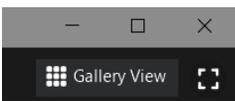
When joining the rehearsal, your webcam will be off by default. Click on the icon of the camera in the bottom left corner to turn it on.

If your internet connection is unstable (either the video that you see is freezing up, or people tell you that you are freezing up), turning off your camera usually helps.

We may be recording some rehearsals for the benefit of members who missed the session. If you do not wish to be recorded, turn off your camera. We will announce when we start and stop recording, and you will see this at the top left corner:

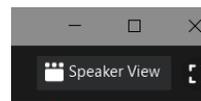


At the top right of the screen you can choose **Gallery View** to see everyone's video as an equal-sized tile. The alternative, **Speaker View**, shows only the person who is currently speaking. (If it shows Gallery View, then you're in Speaker View, and vice versa.) On an iOS or Android phone, you can only see four at a time; swipe left or right to see the rest of the participants.



↑ icon showing equal tiles

Currently in Speaker view
Click to select **Gallery** view



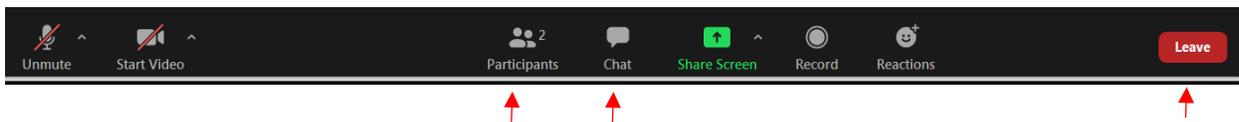
↑ icon showing large view of speaker and thumbnails of the rest

Currently in Gallery view
Click to select **Speaker** view

During the rehearsal, we will occasionally control what everyone sees, by putting Isabel or a presenter into Spotlight mode or by sharing a video.

Please do not use virtual backgrounds! Fun as they are, they also take up bandwidth.

Other navigation controls:



On the toolbar, clicking on **Participants** allows you to see the names of everyone logged into the meeting. At the bottom of the participants' list there will be an icon for raising your hand. Clicking on **Chat** opens the chat window; at the bottom you can send a message to everyone or to a specific individual. (On the phone app, Chat is found under More, or the three dots.) *Share Screen* and *Record* will be disabled. **Reactions** allows you to applaud or give thumbs-up without disturbing the speaker. **Leave** is for exiting the meeting; don't use it if you're just stepping away for a moment.

To raise a question or comment:

During a meeting or rehearsal, there are a couple of ways to indicate that you want to speak.

1. Click on **Participants**. At the bottom of the participants screen is a blue **Raise Hand** icon. Please don't raise your physical hand, as we may not be able to see it on screen.
2. During meetings, you can click on **Chat** to open a chat window where you can type at the bottom. You can type your question or comment into the chat or simply type "Comment" or "Question please" to be called on. *When called on, remember to unmute your mic!*
Note: we may disable the chat during rehearsals, so Raise Hand is better.
3. If you have dialed in by phone, you can press *9 to raise your hand. *Remember to unmute by pressing *6.*

Note: you may have to exit Full Screen mode to see the list of participants and the chat.

To leave the meeting:

Click the red **Leave** button on the toolbar. (In the mobile app, it's at the top.) Note that just closing or minimizing the window does not get you out of the meeting; if your microphone or camera are on, we will still hear or see you!