# StAMP Guide to Zoom

We will be using the video conferencing app Zoom for all StAMP camp sessions. You need to download Zoom on to your device, whether phone, computer or tablet. Visit https://zoom.us/download and follow the instructions. You will also need to set up a Zoom account as part of this process. This simply requires an email and password.

Zoom is completely free of charge so you won't need to pay for anything. If you are having trouble downloading Zoom, please visit the FAQ section of their website: https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions

Please don't use the web browser version of Zoom to take part in the camp. It is much better to download the app onto your device and to access all meetings via the app for security and sound quality purposes.

Joining a Meeting

To take part in the StAMP camp you will need to join a meeting. To do this you need a meeting ID and password. Both of these numbers will be supplied to all camp members via email approximately one week before the event. When it is time to take part, simply open the app, click on the 'join' button and enter the codes as prompted.
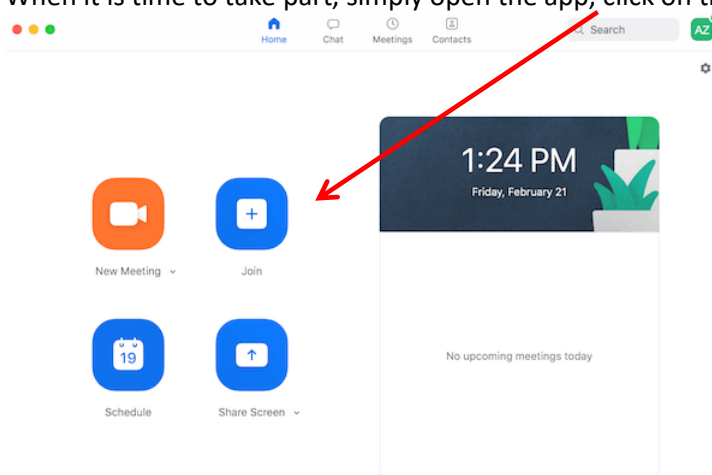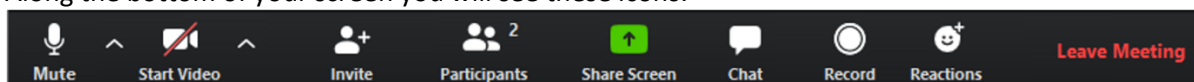

There will also be a URL (a web page address) alongside the meeting ID and password in the email that you can use, but please ensure you open the meeting in the app.
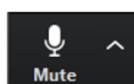
Once set up with Zoom it's a good idea to familiarise yourself with the different settings. When in a meeting your screen will look something like this:

Along the bottom of your screen you will see these icons:

The function of each icon you need for StAMP is as follows:

 This lets you control your microphone; you can switch it on or off. It's a good idea to have your microphone switched off at all times, unless you're speaking.
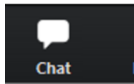
This lets you control your video; you can switch it on or off (here the red line indicates the camera is off). If you need to pop out of the room during a StAMP session, it's a good idea to turn your camera off.

The arrow next to these icons ∧ is a shortcut to the relevant settings menu.

Tells you how many people are also on the call.

You can message people in the meeting using this button. Sometimes useful documents or links can be sent to all participants via the chat. When you open the chat, it will appear at the right-hand side of your device. You can minimise it by clicking on the arrow at the top.
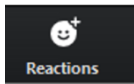
Emoji menu; if used these will appear on your profile picture on the screen.
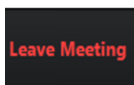
At the end of any session, press this button and you will automatically leave the meeting.

You can have different meeting 'views' when on a Zoom call. This lets you control who you see whilst the meeting is taking place. The different options are 'speaker view', where you will see one person (whoever is speaking) in a large frame (below left), or 'gallery view' (below right) where you see lots of people, depending on how many are on the call. The red arrow below right indicates where the button is to change your meeting view. Please note, this button is in different places on different devices. Regardless of view, when someone is speaking, they are highlighted with a yellow/green border around their image so you know who is talking.
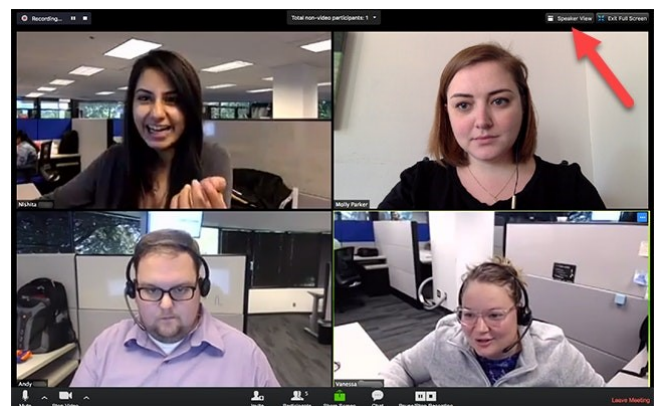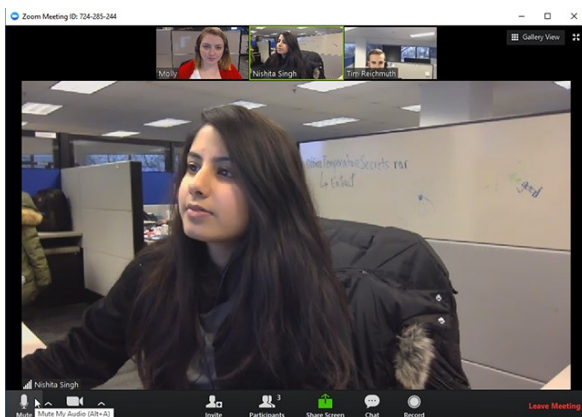
Settings
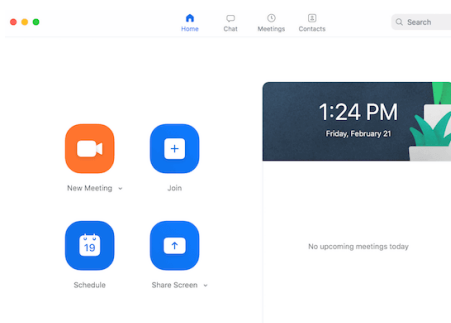
You can explore the different settings in Zoom at any time by clicking on the settings icon (circled in red). You don't need to be in a meeting to do this.

Meeting host and settings

Please be aware that Zoom meeting 'hosts' can override settings and control what participants are able to do during a meeting. For example, the most common one is to mute all participants so you can hear the main speaker. As the host, StAMP organisers will be doing this during the camp to ensure that it runs smoothly.

Advanced settings and recommendations for music making on Zoom

Playing and enjoying music over Zoom has its challenges, but there are some things you can do to help your audio experience.

We recommend you use the Zoom app (not the web version). If possible, use an ethernet (cable connection to the internet) rather than wi-fi, especially if your connection is not particularly strong. Shut everything else down on your device and don't have other apps or programmes running at the same time as using Zoom. Wear headphones if possible; you get a much better quality of sound and definition.

Advanced audio settings

You need to visit the audio settings menu to complete the following actions. You can access the settings menu as illustrated above. Select "Audio".
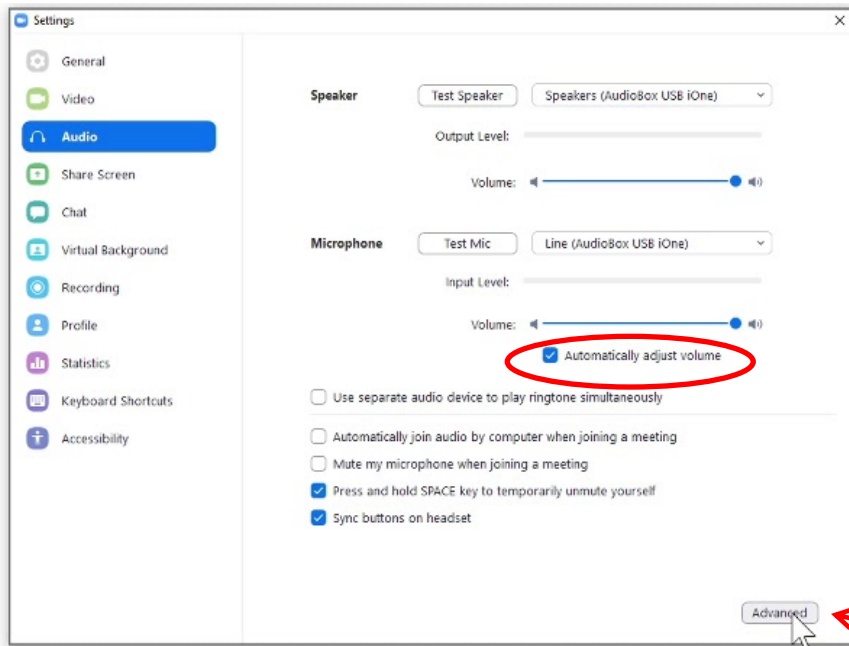
Turn off (uncheck) "Automatically adjust microphone volume" as indicated above. Then visit "Advanced".

In the advanced settings, select "Show in-meeting option to "Enable Original Sound" from microphone"; select disable for "Supress Persistent Background Noise" and "Supress Intermittent Background Noise" as shown below.
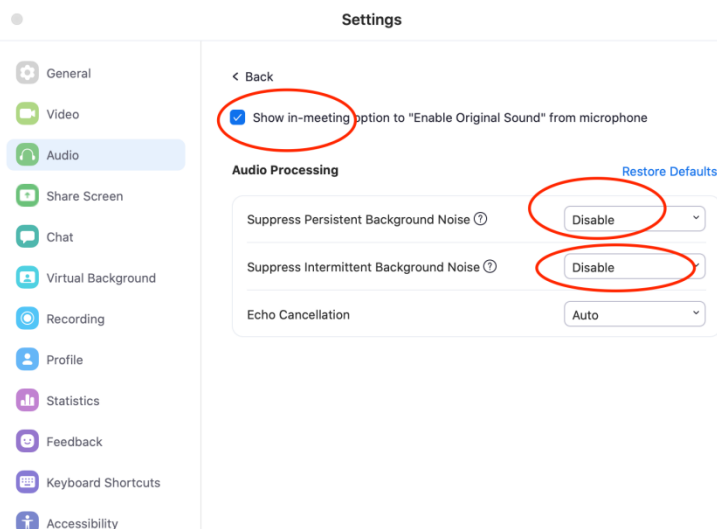
Breakout Rooms

We will be using 'breakout rooms' during the StAMP Camp. Your breakout room is the name of your Camp Tent, as indicated by your note playing range and in an email sent to you before the event. The breakout rooms are exactly the same as all Zoom meetings; there are just fewer people on that part of the call.

As meeting hosts, will manage the breakout rooms. When prompted, click to join the breakout room and continue to enjoy your camp experience. When the breakout session has finished, you will be prompted to join the main camp again.

Further information about Zoom can be found at https://support.zoom.us/hc/en-us and you can view the getting started menu here: https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started