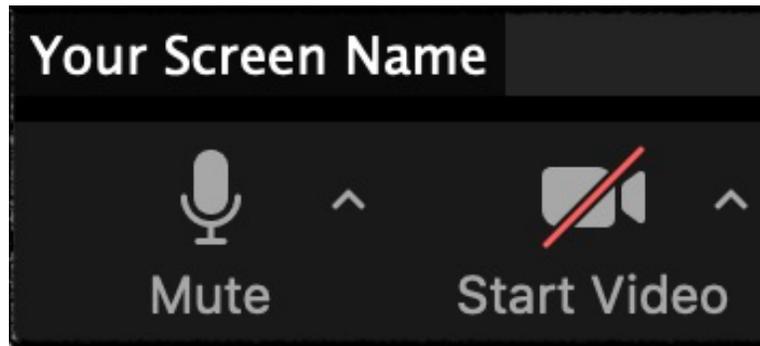


ZOOM INSTRUCTIONS & TIPS:

Log in early, especially if this is your first Zoom experience, because once the meeting has started we won't be able to answer technical questions. Click on the link provided above, or copy the URL and paste it into your browser window. If you haven't used Zoom before, you will be asked to download the app (go ahead and do that). You may also be asked to enter the password (Recorders!) We will keep an eye out for your request to join the meeting, but if it takes a few moments, don't think things aren't working.

The first thing to do when you are connected is to find your microphone and video on/off buttons. These are little icons along the edge of your Zoom window (lower left on my laptop, but tablets may be different):



If there is a red line through either icon you will need to click on it to be heard or seen (and we want to hear you and see you!). Your device may ask your permission for Zoom to use your microphone and/or camera. It's up to you of course. You can still hear and see and hear the host without using your camera or mic.

Good etiquette for online gatherings calls for participants' microphones be muted during the session and unmuted when questions or responses are invited. This minimizes distractions such as someone's dog barking, clatter from the kitchen if your beloved partner is cooking a delicious dinner for you, sirens going by your house, etc. The host (me) can mute any and all participants. I'll ask you to "unmute" yourself when you enter so we can all greet each other. To briefly unmute yourself for comments, simply hold down the spacebar on your keyboard.

Important notes:

Your connection will work best when your device is as close as possible to your router. If you have an ethernet connection, it's even better. Although you can use any device, you will be most comfortable using either a laptop or a desktop computer rather than a tablet or phone. The larger the screen with the best resolution, the better.

If you will be using your video, we would love to see you in a good light! Try to be sure your face is lit with more than your device's screen. Check the angle of your camera so we can see all of your face. If the camera angle is looking up, often all we see is someone's ceiling fan or light fixture. If you don't want us to see the room you're in, you can use a **virtual background** provided in the Zoom video options (accessed by the little carat ^ next to your video icon).

To choose your view option (Gallery, so you can see everyone the same size, or Speaker View to see a large picture of whoever is speaking), find the option along the edge of your device (on my screen it's the upper right corner). You may need to scroll over the options to see them, as they are hidden to reduce clutter on your screen. The same is true with any of the setting options I've mentioned here. **Note:** "Full Screen" mode may prevent you from finding any of these choices, so best to exit full screen and stretch the corners of your Zoom window instead.

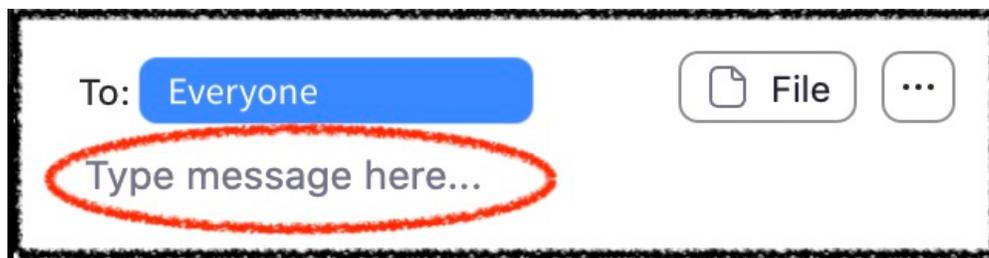
I will be sharing my screen so you can see the music scores as we play, but your best experience will likely be to print the music ahead for yourself and read from your stand. That way you can follow comfortably and not risk missing the page turns on the screen. And of course, the screen may be too small for reading comfort.

If you should get lost in the music, just wait until we've finished the piece and we will go back to work on sections you or others would like to do again. I can also change the tempo of the playback I'll be using.

Using "chat" function on Zoom:

We will check the chat messages regularly throughout the meeting to address questions in between our playing of the pieces. You are encouraged to ask or comment!

At the bottom of your Zoom window there are functions for Chat, Share Screen, and some others. The host has more than the other participants, but you have at least these two. Click on the Chat button and on the right of your screen a white window will open. At the very bottom you'll see this:



Here you can type a message to either everyone, or an individual participant. You can also chat with a single person by clicking on their little window and selecting "chat". Click on the space at the bottom of the chat window to type your message.

If this is too much information for now, don't worry! Just get online with us and we'll work out the technical kinks along the way. Call me if you have trouble getting in (my number is in my signature).

Okay! Enough Zoom instruction.