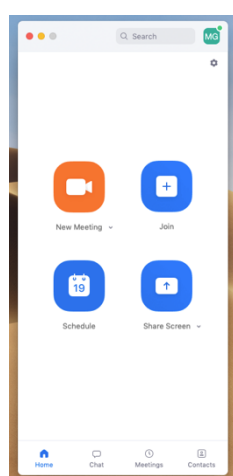


TSF – Online meetings using Zoom (Updated 27 Feb 2021)

The following general points may be helpful if you are planning to attend one of TSF's online meetings using 'Zoom'. There will be more specific instructions for each meeting as part of the advance communication.

Security

When used carefully Zoom is a safe and secure method of communicating over the internet, which is why it is used by many organisations, both public and private. Zoom have made a lot of changes to the software in recent weeks and the security issues are said to have been resolved. Nonetheless, security for TSF members and visitors to our online meetings is our highest priority.



For this reason the meeting link, Meeting ID, and password will not be sent to participants until the day before the meeting. Please do not share those details with anyone and only use the e-mail address that you reserved your place at the meeting with to enter the meeting.

Please ensure that you are using the latest version of Zoom. To check if you are on the latest version go to the 'Home' screen (as in the picture left) and click on your initials in the top right corner. The drop-down menu will give you the option to 'Check for updates'.

We will not be using the same meeting code and password for subsequent meetings.

Equipment

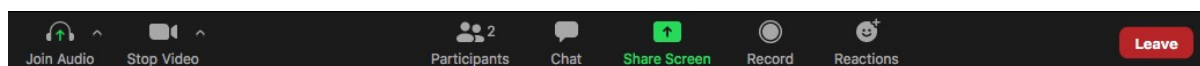
Zoom works best if you are using a desktop or laptop computer (either Windows or Mac). It is also possible to use a tablet, iPad, or smartphone, but the smaller screen may make it difficult to see any illustrations shown by presenters. Some features are not available on tablets/iPhones. It is possible to join a meeting with sound only.

The internal speakers of most computers/tablets/phones are usually adequate. Microphones are more variable, and many people find that an external microphone works better. Some people have attached a digital recorder to their computer and are using it as a microphone successfully. If you are unsure about your equipment then Zoom offers you the opportunity, when you join a meeting, to check the working of your speaker and microphone. The quality of the picture others see of you depends on the camera you are using. Most desktops and laptops have reasonable cameras – and those of more recent models are as good as any separate camera. If your picture looks blurry then the first step is to clean the lens!

Key features of Zoom

In these descriptions I will explain the features as they appear on a desktop Mac, and Windows machines appear much the same. Tablets, phones, etc. may have the various features in different places on the screen, but they will probably be there somewhere.

At the bottom of the Zoom screen there is a control bar which gives you the facilities that you might need during the meeting.



The arrow beside the Audio icon gives you access to a menu for selecting the speaker and Microphone that your equipment uses. At the bottom there is a link to 'Audio Settings'. Have a look at these and if, under 'Microphone', the box against 'Automatically adjust microphone settings' is ticked, you should untick it. Then set the Input Volume to about two thirds to three quarters of the scale. You may wish to adjust this when you have more experience of using the set-up. Set 'Suppress Background Noise' to Low.

During the meeting the Audio button allows you to mute or unmute yourself. During TSF meetings everyone should be muted except the Host and the speaker. The host and co-hosts can mute individuals or the whole group, but they can't unmute anyone. You can unmute yourself temporarily by holding down the spacebar on your computer. On entering the meeting you will be muted.

The 'Chat' icon opens another box that enables you to send a message to the host, the Chair, another participant, or to the whole group.

The 'Reaction' icon has more options than in early versions. You can 'approve' of something with a 'thumbs-up' or to applaud using the 'Clap' option. An important change from earlier versions is that this is where you can attract the attention of the Host or Chair by clicking on the 'Raise hand' button. This places a yellow hand against your name in the 'Participants' box and puts your name near the top of the list where the chairman can see it. He will then invite you to unmute yourself and ask your question.

At the top right of the screen you will see the view/full screen options. These are a matter of personal choice, so see which works best for you. It doesn't affect anyone else.

When a presentation or other item is being shared by a speaker the other participants may appear in boxes at the right-hand side of the screen. These may obscure part of the presentation and, if you don't want to see them, click on the top window with someone in it and you should see a little box with the option to close all those windows.

Remember that there is a delay on the sound. This is why ensemble playing and choral singing don't work in Zoom.

Entering and Leaving the meeting

To enter a meeting, click on the link sent to you in the e-mail you will receive shortly before the meeting. If you have not already downloaded Zoom then it will now do so. Accept the options to use computer video and sound as they appear. You will then be placed in the 'waiting room' until the host admits you to the meeting (this may take a little time for big meetings).

You can leave a meeting at any time using the icon at the bottom right of the meeting screen. If you wish to rejoin, you will need to click on the e-mail link again and then wait to be admitted. At the end of the meeting, the host will close it for everyone.

Screen name

When you have signed in please check that your screen name is shown as your full name (first name and family name). If it isn't you should change it. To do this:

1. click on the 'Participants' button in your Zoom Window.
2. Hover your mouse over your name in the box and then click the blue 'More' button.
3. Click on 'Rename', and enter your full name

During the meeting

TSF meetings will be set up by a 'host', who will control the entry of people into the meeting and will generally keep an eye on what is going on. There will also be a Chair, who will manage the discussion and introduce speakers etc.

We will run the meetings with everyone except the Chair and the current speaker muted. In the discussions following a presentation the Chair will select people who have 'raised their hand' and invite them to unmute themselves and ask their question.

Please do not unmute yourself until you are called. If you are unmuted and make the slightest noise it can interrupt the current speaker. Please be patient. When you are called on you may find it convenient to do so temporarily by holding down the space bar if you are using a computer.

The 'Record' option will not be available to participants. We are recording the meeting and an edited video of the meeting will be placed on the 'Traditional Song Forum' channel on YouTube. If you do not wish to be recorded, then don't speak – it is not possible to edit you out!

The 'Chat' feature has the potential to be very useful, but it should be used sparingly and carefully. At the end of the meeting the complete text of the chat is saved. After it has been checked and edited, The TSF Zoom Secretary will send a copy to those who were at the meeting. Please remember that a speaker is not going to be able to see and respond to a chat message while they are presenting.

Please do not use virtual backgrounds. They can increase the bandwidth used and reduce the quality of your experience – and most of them look awful, anyway!

This may all sound a bit complicated, but once you start using Zoom it all becomes clear very quickly – and we are looking forward to seeing you at our meetings.

Please be courteous to your fellow participants – be brief and to the point. Don't hog the conversation!