

ZOOM

To use Zoom you will need:

- a video camera, either built into your device or a separate webcam (most modern computers, smartphones and tablets have this built in)
- a microphone, either built into your device or in the webcam (most modern computers, smartphones and tablets have this built in), or a phone
- a broadband internet connection
- the Zoom client installed on your machine. (Zoom has clients for Windows, Mac, iOS and Android.)

Before you begin, you need to make sure that the device you are using has a minimum upload and download speed of 1.5MBPS, a speed of 2MBPS is preferable.

You can test your device by going to

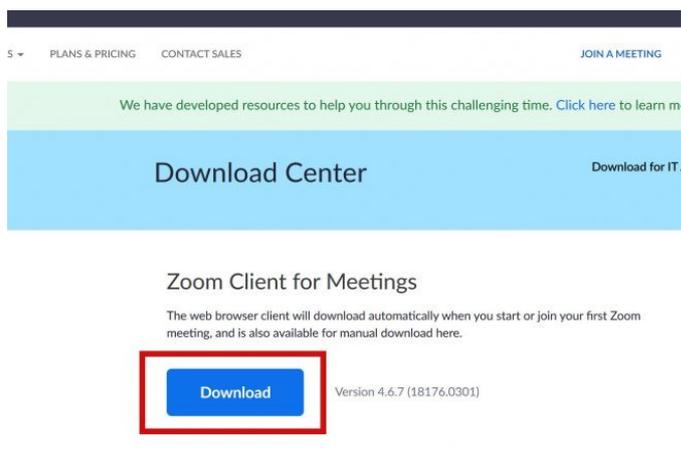
<https://Speedtest.net/>

Step 1

Download the Zoom application to your chosen device.

<https://zoom.us/download>

Click on the **download** button under “Zoom Client for Meetings”



Zoom Plugin for Microsoft Outlook

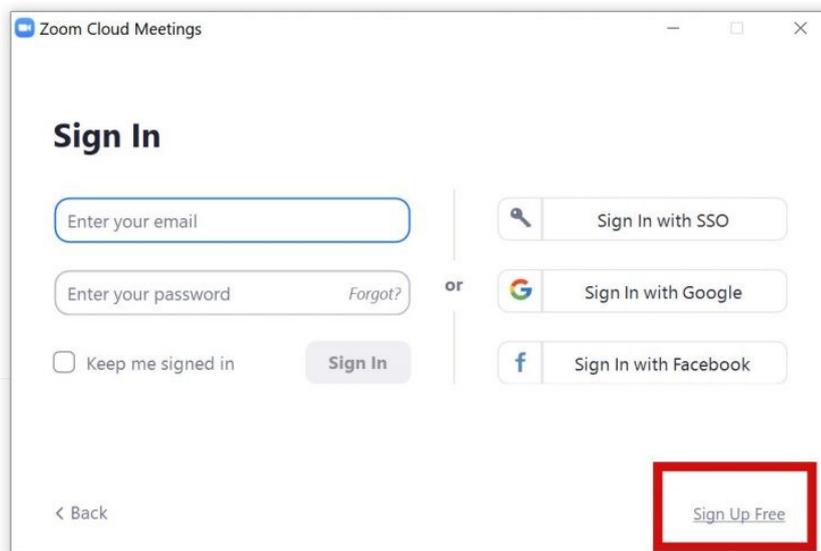
The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable

Step 2

Once the App is installed, click on 'Sign In'



Click 'Sign up free' and follow the sign-up process, you will then be able to sign into your account.



Step 3

It is advised to run a test on your device in order to check your microphone and camera. This can be done by going to

<https://Zoom.us/test>

You are now ready to do a connection test with another user

Step 4

Time for your lesson.

Open the app to Home Screen.

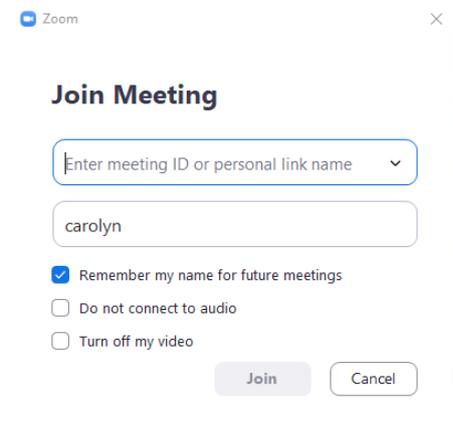
Click on the box that says **Join Meeting**

This will take you to a new screen where you will need to add your tutors **ID number and password.**

(Please refer to **Appendix A** for tutor ID numbers/passwords)

Then click **JOIN**

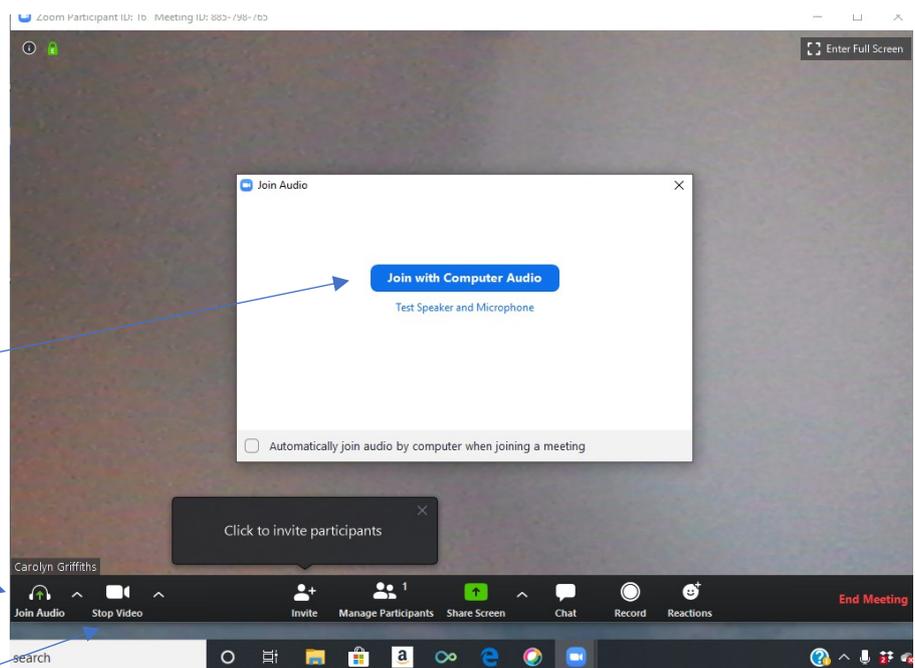
You are now calling your tutor.



Step 5

You will see on the screen that you are connecting. This will continue until the tutor answers. You will then see yourself on the screen and need to **start video** on the bottom left (you may be asked before this stage to start the video, so choose this option if prompted).

If you are asked to Join with Computer Audio click on this also.



Mute and Unmute Audio here

Start and stop videos here

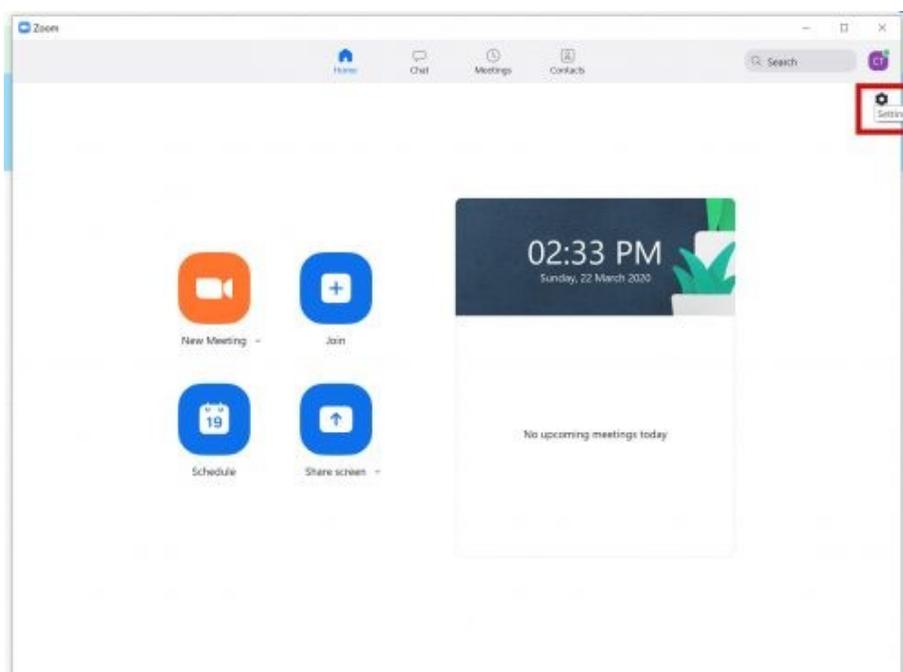
If the tutor hasn't finished the previous lesson, you go into a virtual waiting room, but you will get the message that the tutor is in another meeting.

The tutor will receive notification that you are waiting.

Please wait for 10 mins to allow for any delays that may have happened as the tutor cannot call you.

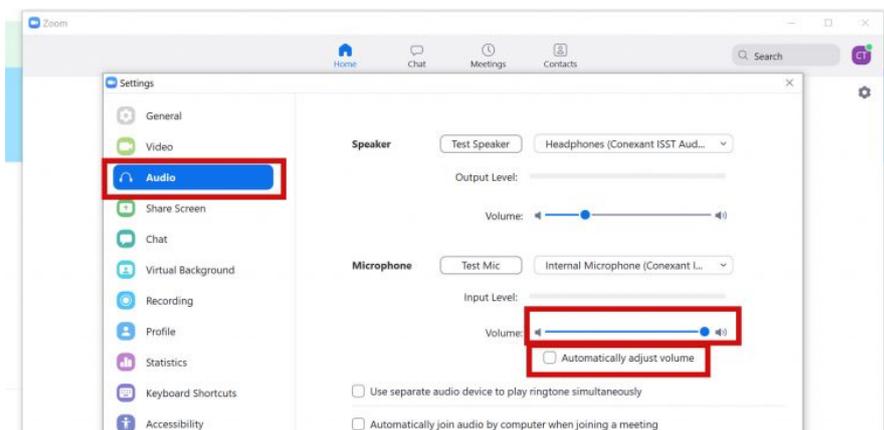
Adjusting the sound:

Sign in and click on 'Settings'. Please note that these settings can **only** be changed on a pc/or mac on not tablets or smart phones.

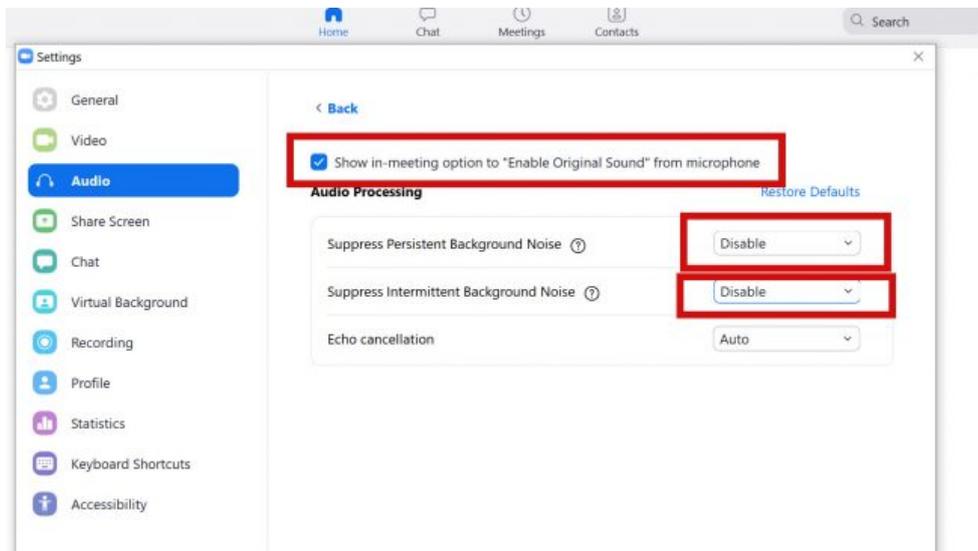
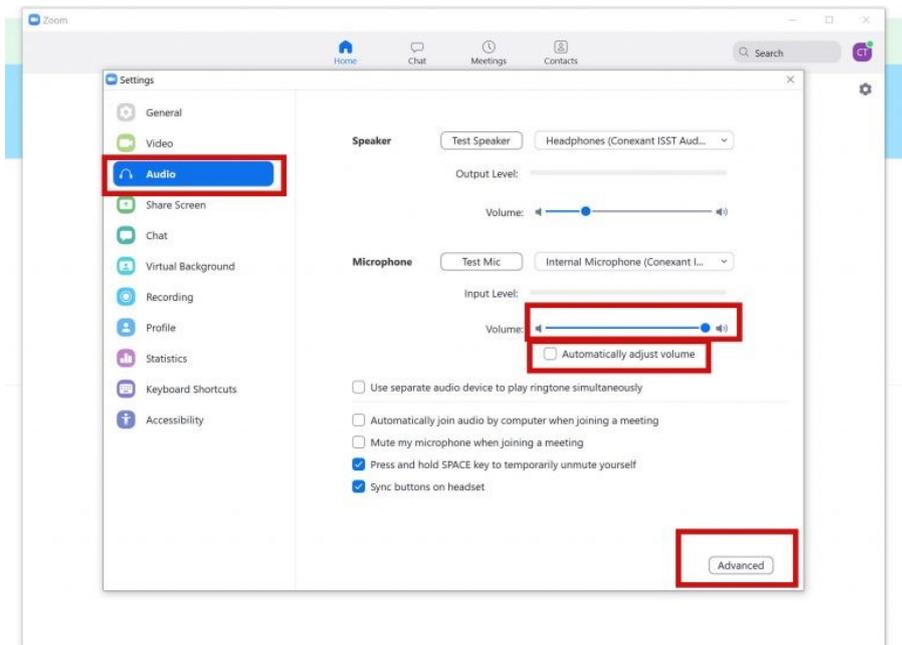


Click 'Audio' to open the Audio settings panel.

Turn off 'Automatically adjust volume' and adjust the microphone volume to an appropriate setting.



If you then click 'Advanced' you will be able to set more advanced audio settings by selecting 'Show in-meeting option to Enable Original Sound' from microphone. You should also disable 'Suppress Persistent Background Noise' and 'Suppress Intermittent Background Noise'



Additional tips and Guidance for parents and students

A few simple things to consider first.

- Please make sure that the room where the lesson is taking place is appropriate. This should NEVER be a bedroom and should ideally be a downstairs space where you can walk in and out of freely.
- Students must be appropriately dressed. Lessons may be stopped if they are not.
- Make sure there is good light in the room you are using
- Set your computer to 'do not disturb' whilst you are receiving a lesson
- Try to not have any distractions going on, washing machine on spin cycle(!), people walking past in the background etc
- try to have a plain background

- Try to minimise other broadband usage while you are teaching. Online gaming and streaming particularly effect the bandwidth that Zoom can use and the quality of sound/picture are likely to suffer.

To get the most out of your lesson please consider the following:

Ensure your child has their instrument set up and ready before the start of the lesson. If you can, tune up first that would also be helpful. Have a music stand or something to prop music up on.

Please ensure that a parent or guardian is available at least at the start and end of the lesson in order to help the student if necessary, particularly in early lessons. A parent or guardian should always be present in the house whilst the lesson is taking place.

For those of you who are particularly good with technology, there are things you can do to improve the quality of your on-line lesson. At a basic level, it is possible to use Zoom from your laptop using the computer, microphone and camera. It is advised that students wear headphones as this helps with the sound quality. Additional cameras and microphones can also be attached via the USB ports.

You will see that there is a record function on ZOOM, please DO NOT use this. We do not want the lessons recording. The parent/guardian is more than welcome to sit in on the lesson, but please do not record the lesson.

Our tutors do not have your personal contact details or ID numbers for safe-guarding and GDPR reasons. This means that we cannot contact you through Zoom. You must dial in to our tutors' ID at the time of your lesson. If the tutor does not answer/is in another meeting, we ask that you wait for 10 minutes. If a tutor has run over slightly in error and sees they have missed your call, they CANNOT call you back, so you must stay available and keep waiting.

As the children are so used to doing things on a screen, they may adapt to this method of tuition a lot quicker than our tutors!!! I am sure you understand that this is all new to us and I am sure there will be a few issues, so please bear with us to begin with.

Appendix A

Full Name	Zoom Meeting ID	Password
Tim Bond	656-541-8645	186364
Gary Curtin	386-626-2052	1JBMol
Suzanne Edwards	670-455-1508	music
Paul Exton-McGuinness	825-379-0426	music
Alison Farshi	380-306-7651	9988
Heather Gould	670-766-9650	24601
Aristi Hajigeorgiou	666 870 3318	024722
Alex Hulme	591-024-6339	HWMSS
Laurie Hulme	858-166-4241	12345678
Gregory Ison	909-782-8217	001398
Alison James	929-698-0176	676574
Katie John	936-106-7952	909447
Aimee Joyce	967-171-1751	Theojack@
Mark Landon	938 057 3905	022884
Christopher Littlewood	993-020-8025	4321
Martin Lynch	968-854-0259	780780
Andy MacDonald	953-852-0039	360042
Rebecca McDougall	269-106-9811	271827
Wayne Morgan	687-671-9922	zoomzoom1
Lucy Pankhurst	442-821-0823	musicroom
Vin Pearson	241-179-4475	008886
Andrea Price	804-984-7071	002668
Paul Reay	645-302-9941	664975
Phoebe Rees	469 069 7361	092279
Dawn Savell	635-245-4303	954076
Jay Stannard	442-833-4211	jwsmusic123
Karl Stott	353-599-7162	Halton1
Carlie Ward	253-085-7777	071613
Julia Wells	216-584-2943	HWMSS
Hannah Whittle	230-649-9359	H@stings1066
Lyndzi Williams	592-367-3935	022088