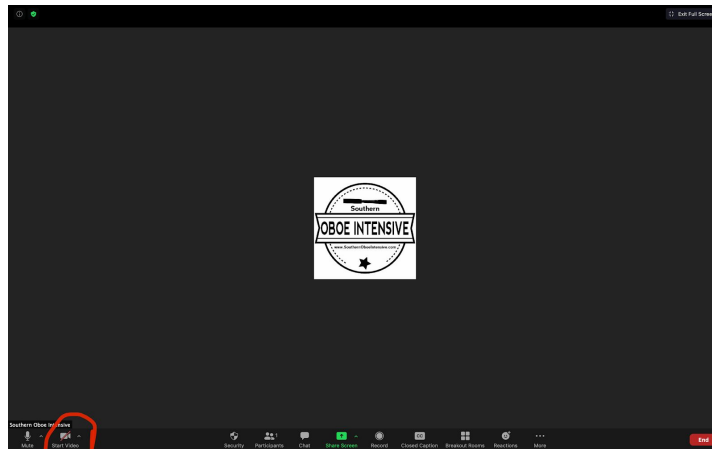


Zoom – SOI User Guide

Join a Meeting

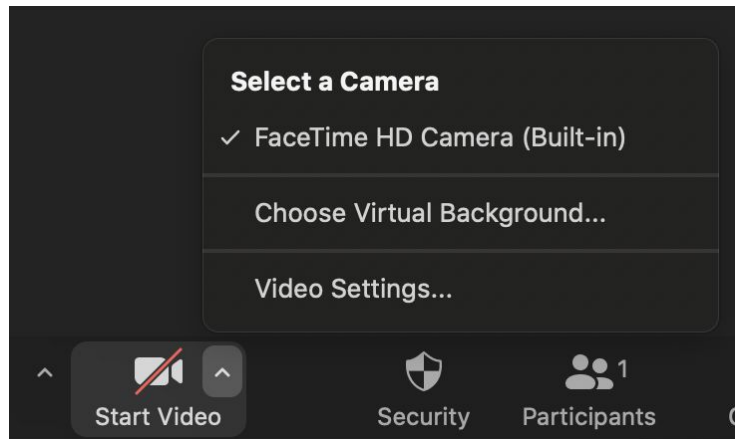
Join a meeting by clicking on a Zoom link provided by the meeting host => follow the prompts to download and run Zoom => enter the meeting ID if prompted => click to join the audio conference. When you're in the meeting, click on the Start Video button to start your video. The Start Video button is located at the bottom left corner of your screen.



(Note: Your meeting options may differ slightly from the picture above if you are not the host. This is fine as it is not pertinent to the information below.)

Start/Stop Video & Video Settings

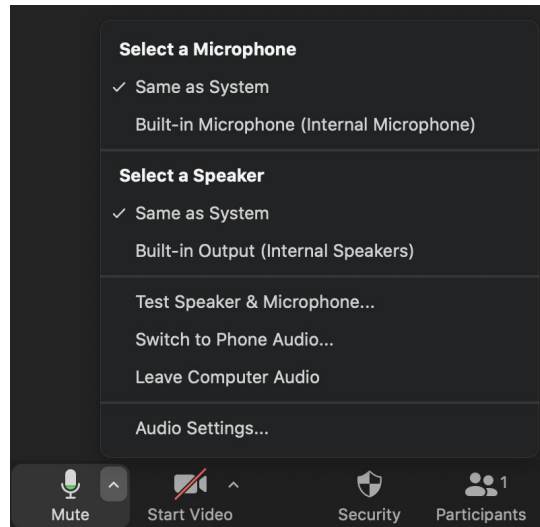
You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).



Mute/Unmute & Audio Settings

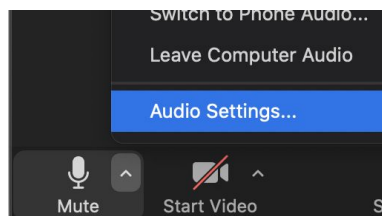
You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings.

You can change or test your microphone, select your output speaker, and access the audio options.

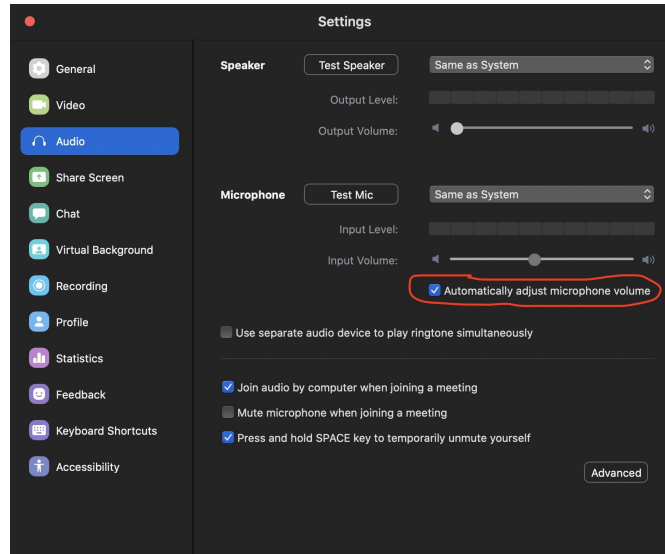


Audio Settings for Better Quality Oboe Sound

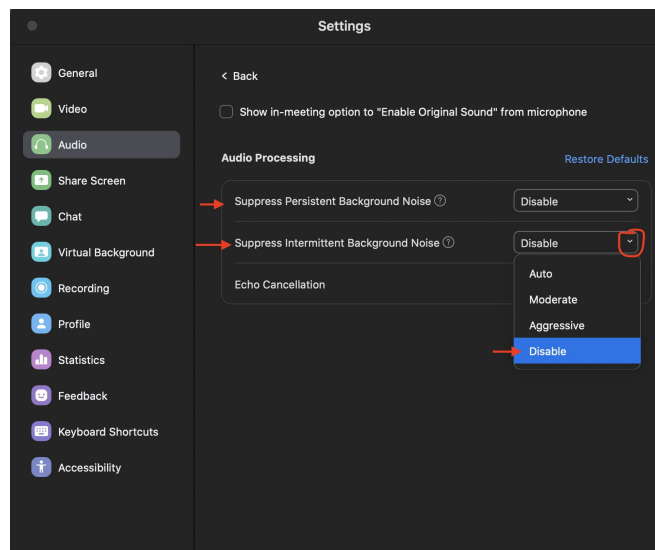
For the best results for others to hear your live playing, a few audio changes will need to be made. First, click on the arrow next to the mute button, and select audio settings.



A new screen should then pop up. This is also where you can adjust what speaker or microphone you are using. Underneath the Microphone settings, below input volume is an option to 'Automatically adjust microphone volume. This will need to be de-selected.

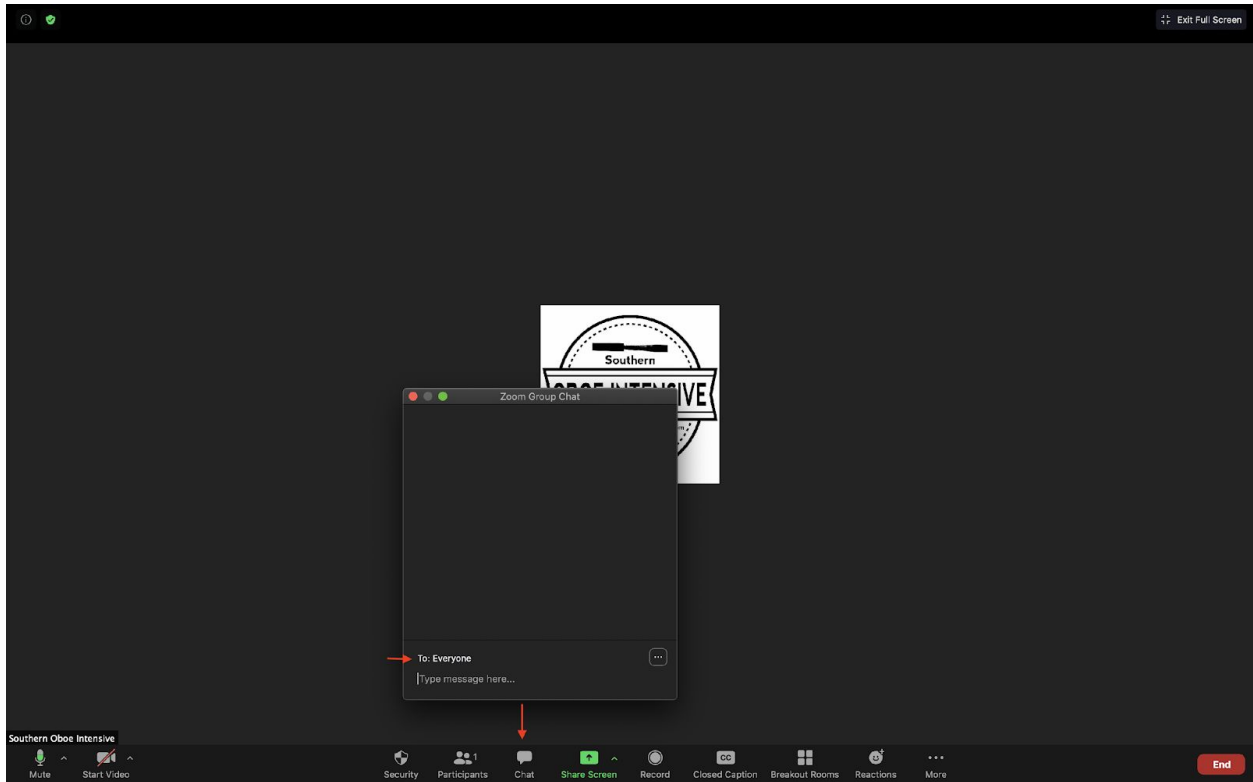


Next, select the Advanced button in the bottom right corner of this screen. There, you will find underneath Audio Processing, two options for suppressing background noise. These will both need to be set to disable by clicking the arrow next to them to open the drop down menu and selecting disable.



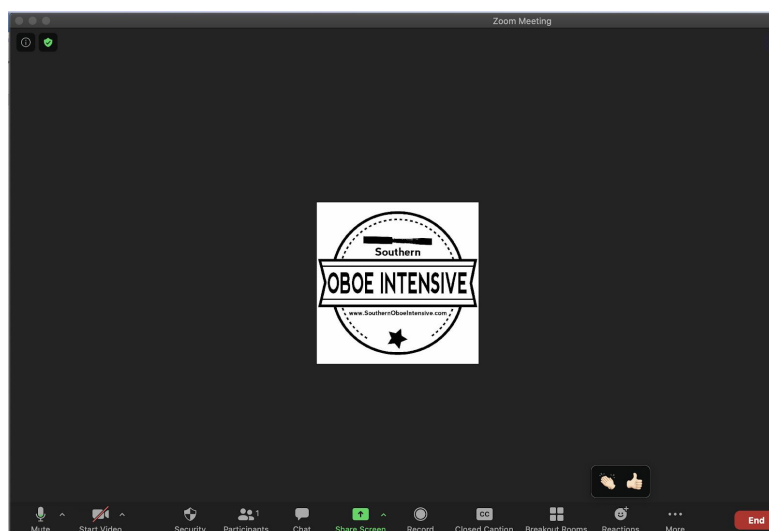
Chat

Chat with individuals or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with. You can message the entire group, or just a specific person with this option.



Reactions

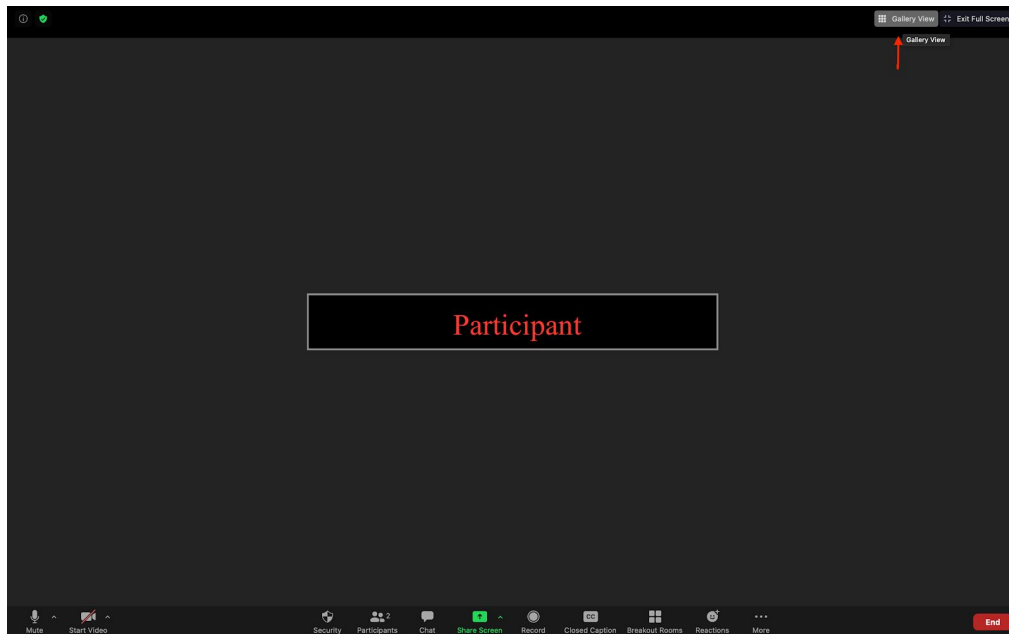
With the Reactions button at the bottom, middle section of your screen, you can add reactions such as hand claps or thumbs up.

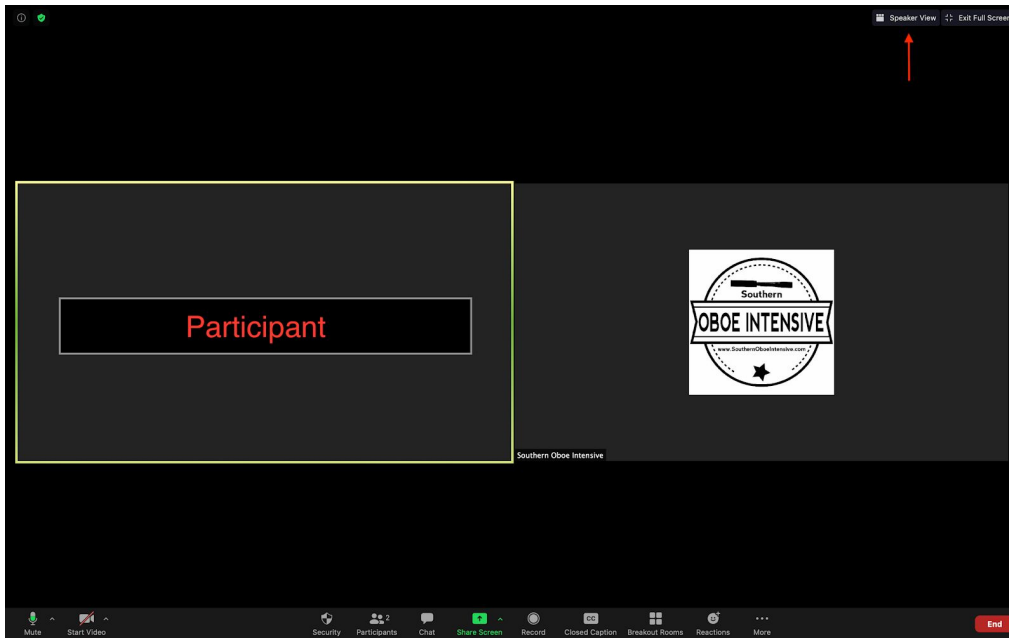


Under the participants button, you can also add a few more reaction options next to your name.

Choose Video Layout

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



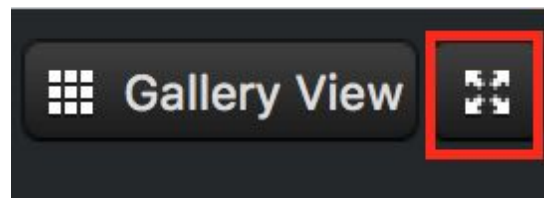


Pin a Video

Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.

Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking **Esc**.



Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** option at the bottom right corner of the Zoom window.

