

A woman with long dark hair tied up, wearing sunglasses and a grey and white striped turtleneck sweater, is sitting in a meditative lotus position on a sandy beach. To her left is a red water bottle with a black cap and a white label. To her right is a yellow and black patterned box. The background shows a wide beach, the ocean with gentle waves, and a cloudy sky. In the distance, there are some buildings and a tall structure on a dune.

**Amy Mermaid Isakov**

---

# Zoom Basics Tips & Tricks

Notes & Resources

# Troubleshooting Glitches



- Anything glitchy should first be trouble shot by shutting down anything else you have open and running. Zoom takes up a lot of room on your computer, so give it space.
  - Still weird? Quit Zoom and restart it
    - Pro move is to restart your computer
      - This is why we sign in early
  - You can only see the icons that I'll be referring to when you move your mouse over the screen
  - If someone is still cutting out, suggest they turn their video off.
  - If someone can't hear, it may be that they didn't 'allow access' - must allow, more prevalent in mobile users.
-

# Music

Only way to test levels is by practicing with a friend or listening to the recording. Every song and person's voice are different

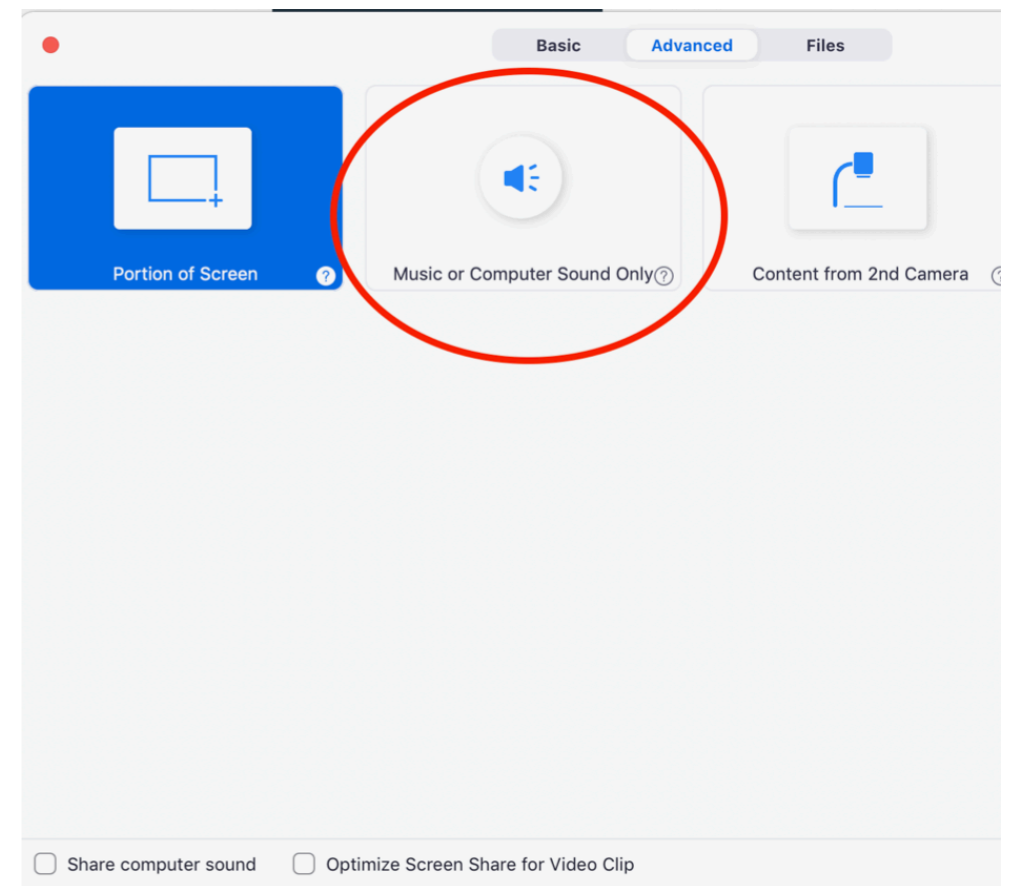
Share Computer Sounds Only. I went over how zoom was set up first to just share screen, and then screen and sound, and then much later, just sound. We didn't get to cover sharing just sounds - so please read on for that:

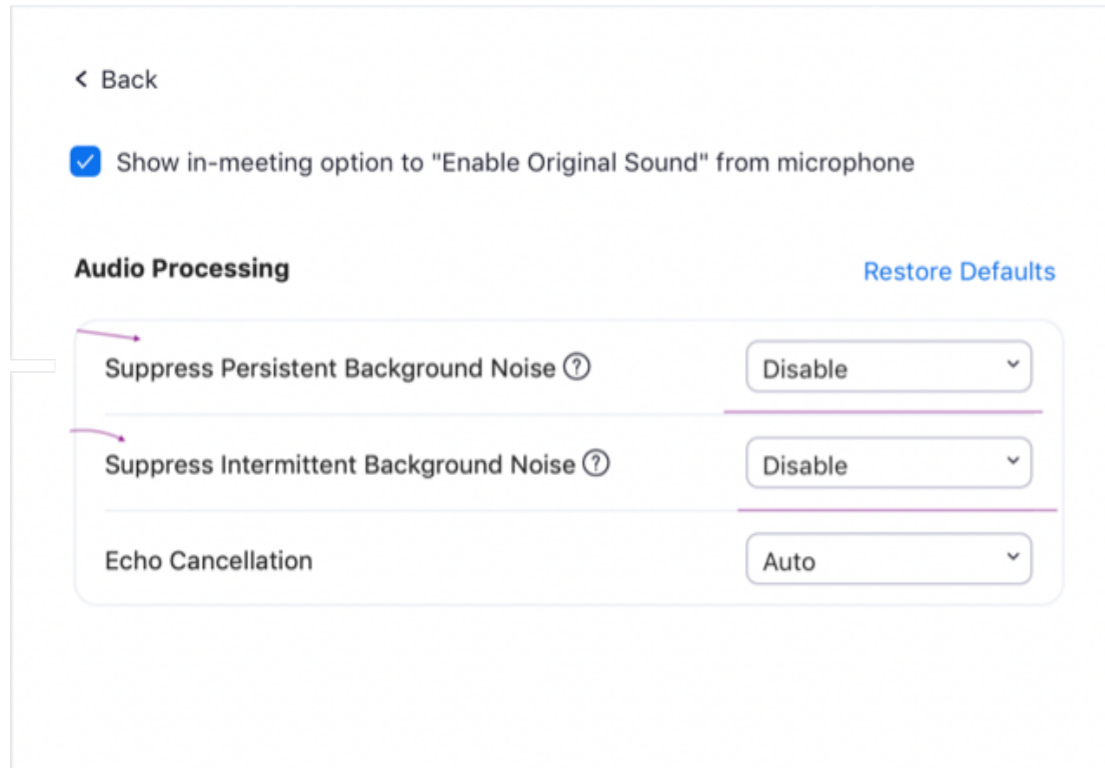
In order to share just your computer sounds, you need to navigate to the advanced tab of the share settings:  
Share>Advanced>Music or Computer Sounds Only

This will let you pipe music into a meeting and have be the best possible sound for your participants. Remember that if you're speaking over music, you need to test levels before hand with a friend or via recordings. Every song and person's voice are different

From Any music source - note copyright issues if you're using music during your class that you're going make public or sell.

- **Youtube:** Not great if you have low bandwidth. If you show the video AND the sound, you don't have to worry about copyright.
- **Spotify:** Best to make playlist and save for offline play for intro and outro music
- **iTunes**
- **Any music player**





For advanced audio settings >>>> [apply for anyone wishing to speak and have music simultaneously. Music can be a singing bowl, drum, rattle or recorded]

Zoom > Audio Settings > Advanced > Disable Suppress background noise (both)

## Other Stuff

### Waiting Room

- Use it! And be mindful that if someone drops off and re joins, they may get stuck there

### Galley View vs Speaker View

- Participant experience vs your experience
- impact on the recording
- Spotlight vs Pin

### Monitor Device

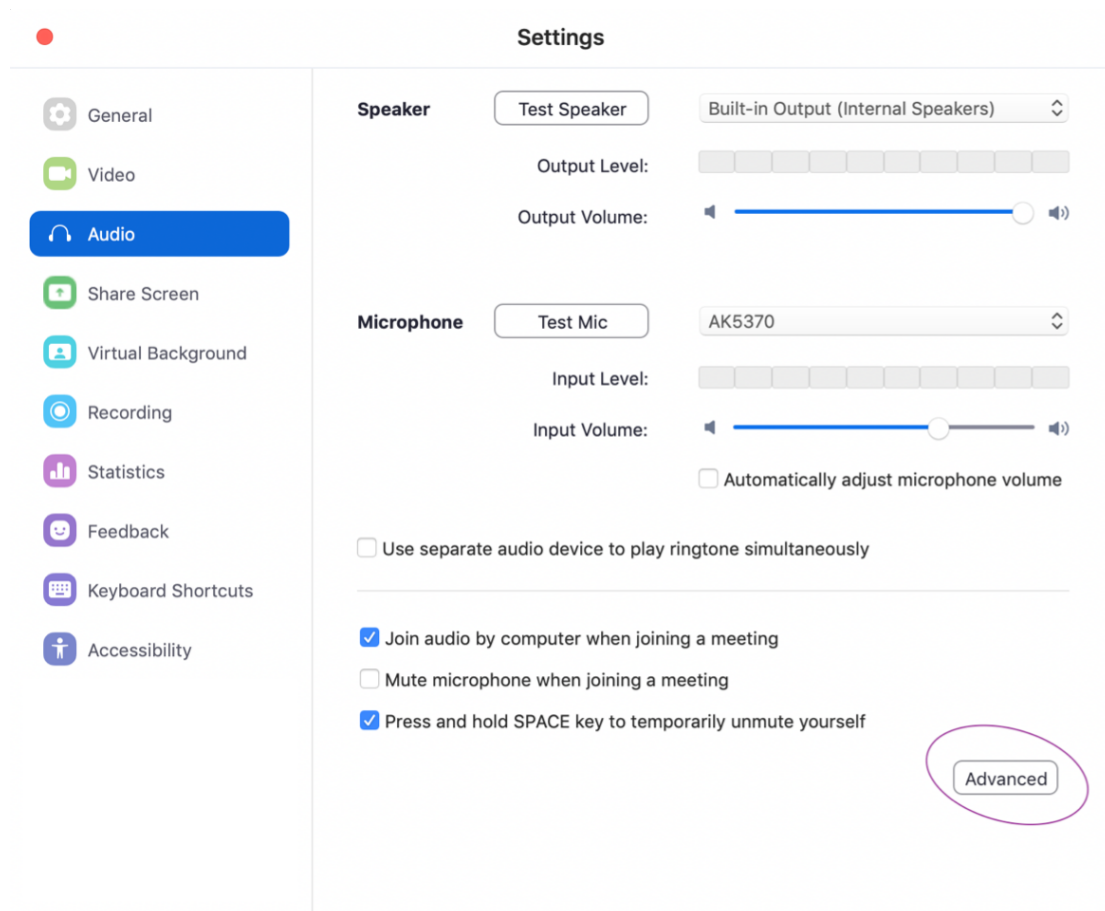
- Can be any other device that connects to zoom - note that mobile devices have less options for host controls (may extend to chrome books)
- Important to be able to see what your participants see

### Participant Panel

- Always keep it open

### Q&A

- Raise hand brings them to the top of your list. Don't lower the hand until they are muted again.



---

# Thank You!

**For specific follow ups**, we can set up a private class. If you have a quick question, feel free to shoot me a message via [teachheart@me.com](mailto:teachheart@me.com).

**Microphone Suggestions:** A lapel mic is wonderful to have good clean sound and eliminates the less-than-beautiful cords from earbuds. [The one I use](#) is currently unavailable, so I'll just say that anything in the \$25-\$35 range will be good quality and if you want to get into supreme quality, you're looking at upwards of \$80. Simple is best for good sound at the basic level, unless you want to get into mixers 😊. For non-professional use, a mic is not needed.

**Video Specs:** There are too many considerations to list, [so instead peruse here for guidelines](#).

**Free Music:** <https://audiojungle.net/>

**Free Images:** <https://unsplash.com>