

**Frequently Asked Questions about Zoom, and ways to access the  
BMF CdM Fall Gathering — Wednesday, October 14, 2020 from 7:00 PM Pacific**

**Event Zoom link**

<https://us02web.zoom.us/j/86226495222?pwd=b2R4WFFpT3ZwcVVkNUsrL2pWZ0VRZz09>

Meeting ID **862 2649 5222**

Passcode **987809**

**1. What is Zoom?**

Zoom is a popular video conferencing platform for online meetings. Zoom is used by millions of people worldwide. You may have used it already for other social get-togethers or meetings. If not, we hope you will find it easy to learn and helpful to connect this way.

**2. Do I need a special type of computer to use Zoom?**

No. Zoom is available for all popular devices: Windows PC, Macintosh, iPad or other tablet, or smart phone. We recommend a device with a larger screen size than a smart phone.

**3. Do I need an account to use Zoom?**

No. Just click on the Zoom meeting link provided.

**4. Do I have to download or install Zoom to join a meeting?**

No. (However, Zoom will give you the option to download the application automatically when you click on a meeting link, and we recommend that you do so. After Zoom prompts you, just click “Accept” (or equivalent) and allow the download to finish. If you want to download Zoom in advance (strongly recommended), you can download it manually for a PC or Mac by clicking here: <https://zoom.us/support/download>. Remember to click “Accept” to start the download process.)

**5. How much does it cost to use Zoom?**

Using Zoom is free for participants.

**6. What other technology do I need to join an online Zoom gathering?**

Everyone needs the basics: a computer (or tablet), a monitor or screen, email and course Zoom itself. In addition, you will need the following:

- A reasonably fast **internet connection**, to stream the meeting.
- **Speakers and a microphone**: all modern computers have these built in, or you can use a plug-in or wireless headset if you prefer.
- A **camera**: all modern laptops, tablets and phones have a built-in camera. If you are using a desktop computer with no built-in camera, or if you simply prefer an external camera, you can use a separate webcam that connects to your computer via USB or HD cable. Note that if your device does not have a built-in camera and you do not have a webcam, you can still hear the meeting. If you have no camera at all the other meeting participants will not be able to see you. (*continues—*)

**If you are unable to access a computer, tablet or smart phone for the Fall Gathering Zoom meeting you can use your phone and dial in, as follows, on Wednesday, October 14:**

1. Dial the dedicated Phone Number for the event: **+1 669 900 9128**
2. Enter the Meeting ID for the event: **862 2649 5222** followed by #
3. Enter the Passcode for the event: **987809** followed by #
4. To toggle “mute” and “unmute” on your phone enter: **\*6**

### **7. How do I join the Zoom meeting?**

a) **Click on the link in the most recent email about the Fall Gathering you have received from [news@bmf-cdm.org](mailto:news@bmf-cdm.org).** Look for the Zoom link included in the email or find it in the box at the top of this document. **Click the link up to 5 minutes before the gathering begins at 7:00 p.m.** After you’ve clicked the meeting link, you might see a message asking if you want to open Zoom. If so, answer “yes”. You might have to wait briefly for the meeting hosts to arrive and let you in.

or

b) **Log into Zoom with the Meeting ID and password:** An alternative way of joining the meeting is to enter the Meeting ID and password listed in the box at the top of this document and join from the Zoom website. Go to <https://zoom.us/>, click “Join a Meeting”, enter or paste the Meeting ID into the box, enter the password also supplied in box above, and click the blue “Join” button. After you’ve clicked the Join button, you might see a message asking if you want to open Zoom. If so, answer “yes” and you will enter the meeting. You might have to wait briefly for the host to arrive and let you in.

### **8. How do I activate my audio and camera for the meeting?**

**Your audio** might join (activate) automatically when you enter the meeting. If not, you can **join audio by clicking “Join Audio” or “Join with Computer Audio”**. Once joined, you will see a “Mute” button (usually bottom of screen for computers, top of screen for tablets). This is a picture of a microphone when your microphone is active, or the same picture with a line through it when you are muted. You must be unmuted for others to hear you. Often, you will be asked to mute your microphone when you first join the meeting and any later time when you are not actually speaking. Mute and unmute by clicking on the picture of the microphone.

**Your video** might join (activate) automatically when you join the meeting. If not, **use the Start Video/Stop Video button** to turn your camera on or off (similar to muting or unmuting your microphone). Your video has to be “on” for others to see you.

### **9. What happens after I join the meeting?**

You will see the host and probably other guests who have already joined. The event will start with everyone on “Mute” except the host. **Onscreen controls will allow you to choose your view of the meeting:** a large view of the host, smaller views of everyone who is in the meeting, and possibly

other options. Start with the one that looks like nine little squares (“Gallery View”), which is often a good choice.

#### **10. How do I mute, and manage unwanted audio feedback?**

No matter which platform you use, there will always be some delay in the audio, but for informal gatherings it’s not a big issue. To minimize any audio feedback, latency, or noise, **please enter the meeting with a muted microphone and keep it muted for the duration of the gathering except when speaking.** To mute, move your cursor to the bottom of the screen (computer) or tap the screen (tablet/phone) to reveal the “Mute” icon. If this picture of a microphone has a red line across, you are muted. If the microphone does not have a red line across, people can hear you. **Mute and unmute by clicking on the picture of the microphone.**

#### **11. How can I ask a question during the meeting?**

Use the “Chat” function to type your question, allowing the host to respond when s/he is ready. Click the Chat icon (at the bottom of the screen for computers, often at top of screen for tablets) to open a chat view. Type your question into the chat box, select the person you wish to send the message to (the host) and press Return or Enter to send the message.

#### **12. What if I hear an echo?**

An echo is most likely to occur when a participant does one of the following (both of which are easily remedied):

- Has their microphone too close to their speakers.
- Calls into the meeting on their telephone and accidentally has both the telephone audio and the computer audio active at the same time.

#### **13. What are simple ways to improve my audio for the meeting?**

If using external headset, headphones or speakers, use plug-in versions rather than wireless.

#### **14. What if I have to leave the meeting and want to rejoin?**

If you leave the meeting simply click on the same Zoom link, or enter the meeting ID and passcode, to rejoin.

**Any further questions ahead of the event?** Please contact us on  
[baroquemusicfestivalcdm@gmail.com](mailto:baroquemusicfestivalcdm@gmail.com)

**Help needed during the event?** Please call our help-desk phone line, open from 6:45 PM  
Pacific on the evening of the event: **(657) 464-4483**