**ZOOM Setting Information for Virtual Voice Performances**

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**Zoom Settings for Performers:**

Make sure you are using a Computer (not a tablet/phone) for Zoom, and install the Zoom application & update your Zoom software. The installation is the same for Mac or PC, within the Zoom application, click your profile pic (upper right) and find "Check for Updates" in the pulldown menu. Then follow the installation prompts to install the most current version.

**Zoom Audio Settings:**

* When joining the soiree in Zoom, click "Join with Computer Audio".
* Within the Zoom meeting, set up your audio settings: Next to your mute button, click the ^ icon, and at the bottom of the menu, select "audio settings".
* Within audio settings, under **Microphone,** your **input volume**should be set at 1/2 or up to 2/3 of the way to the right (balance with your teacher/workshop).
* Make sure "Automatically adjust microphone" box is **not** checked.
* Under **Suppress background noise**select the **Low**option**.**
* Under **Music and Professional Audio** check 3 boxes: **Show in-meeting option to enable "Original Sound", High-fidelity music mode, and Echo cancellation.**
* You may leave Stereo audio unchecked, unless you are using an external stereo capable microphone or audio interface.
* Exit the settings menu.
* In the Zoom meeting, in the upper left corner is an "Original Sound" button. Click it on, it will show "Original Sound: On" when it's on.

**Performance Area:**

* For the performance, position the computer as close to eye-level as possible (you may need to stack something under the computer to raise it), stand 2-4 feet away from the computer (your camera should capture your face, and 1/2 of your body).
* When using a secondary device, or external speaker to play your instrumental track, place your device/speaker between you and the computer running Zoom.
* Balance the recording audio volume and your Zoom input volume with your teacher the week of the soirée (or with the host at the workshop) so the listeners on Zoom can hear a clear balance between singer and instrumental track.
* Make sure there is a light source behind the computer that will illuminate you!