



Using Zoom for Music Discovery Sessions

Scheduling Zoom Meetings

To schedule a Zoom meeting, select the **“Meetings”** tab on the lefthand side of the screen, and then click **“Schedule a Meeting.”**

Profile

Meetings

Personal Contacts

Recordings

Settings

Meetings

Get Training

Upcoming Previous Personal Room Meeting Templates Polls/Quizzes **NEW**

Start Time to End Time

+ Schedule a Meeting

Today

After selecting **“Schedule a Meeting”**, you will be presented with a variety of different options including the title, the day and time, the duration of the meeting, time zone, and security. There are additional advanced settings available, but these are the primary settings you will use to schedule Music Discovery sessions. When you are finished making your selections, click the **“Save”** button at the bottom of the screen.

Topic

My Meeting

+ Add Description

When

05/11/2023 11:00 AM

Duration

1 hr 0 min

Time Zone

(GMT-5:00) Central Time (US and Canada)

☐ Recurring meeting

Registration

☐ Required

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID

Template

Select a template

Security

☒ Passcode MusicTN

Only users who have the invite link or passcode can join the meeting

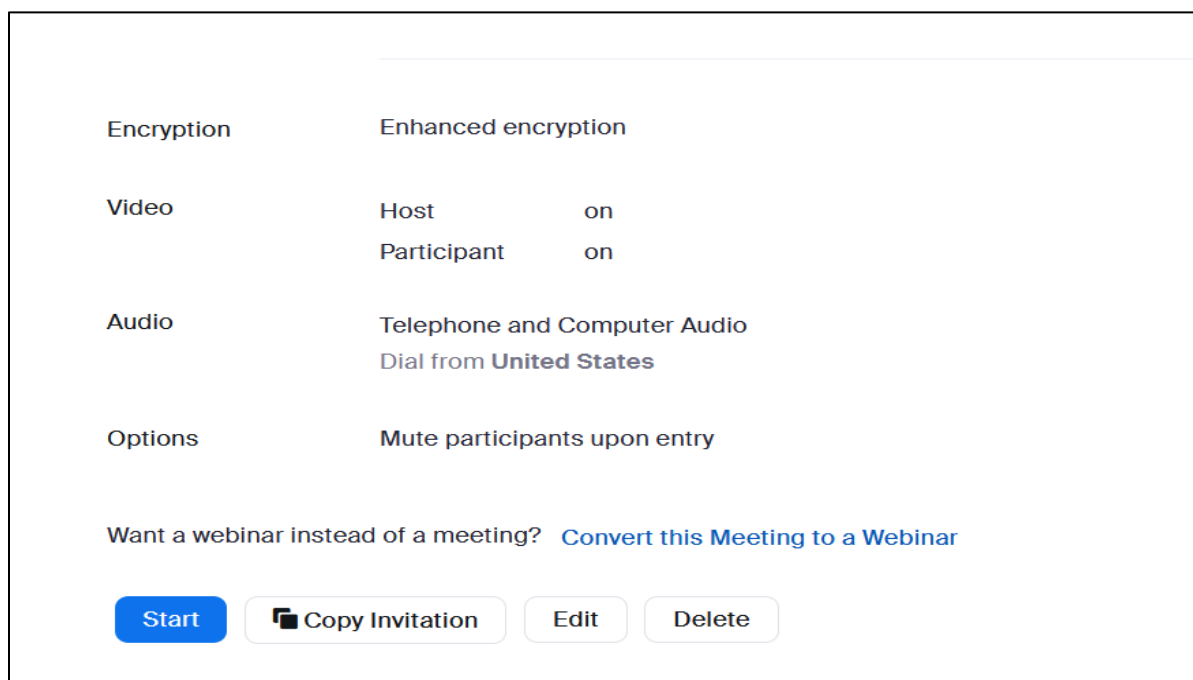
Save Cancel



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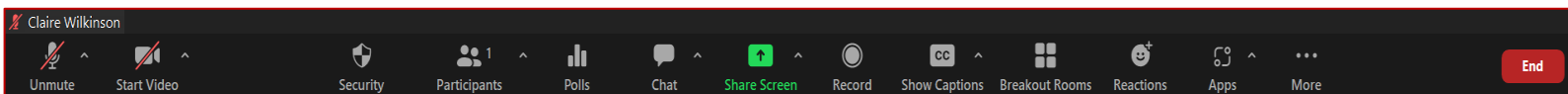
Starting Your Music Discovery Session on Zoom

There are two ways you can start your Music Discovery session on Zoom. Start by selecting the **“Meetings”** tab from the home menu. Once you’ve reached the Meetings screen, drag your cursor over the scheduled session to reveal options to start, edit, or delete your meeting. Click the **“Start”** button to begin your meeting. You may also click on the scheduled meeting from the Meetings screen, scroll to the bottom of the screen, and click the **“Start”** button on the bottom lefthand side of the screen.



Utilizing Zoom Features During Music Discovery Sessions

Zoom offers many helpful settings and features for video conferencing, but you’ll only need to use the following features for your Music Discovery sessions. When you first start your meeting, you’ll be asked to join with audio, select the **“Join with Computer Audio”** button. It is also important to make sure your microphone is unmuted when you’re speaking to your resident by clicking the **microphone icon** located at the bottom lefthand corner of the task bar. You may also turn your camera off and on by clicking the **video camera icon**. When the microphone and video are turned off, a red line will appear over both icons.

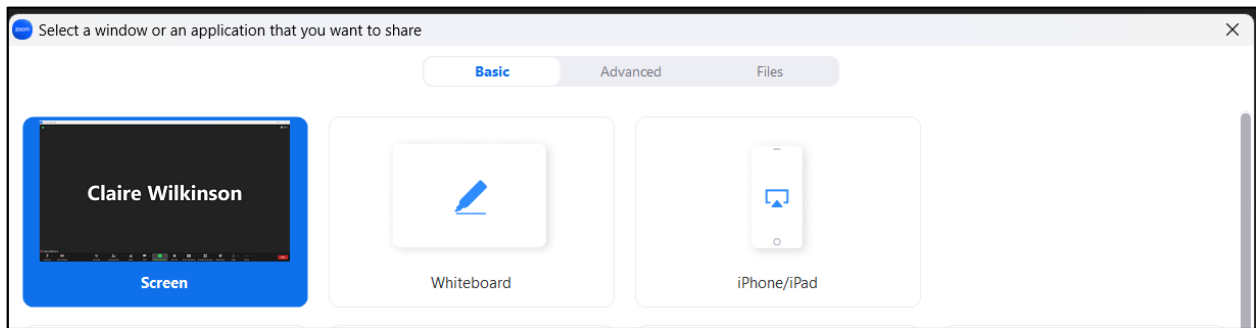


When you’re ready to play music for the resident, click the green **“Share Screen”** button located in the center of the task bar.

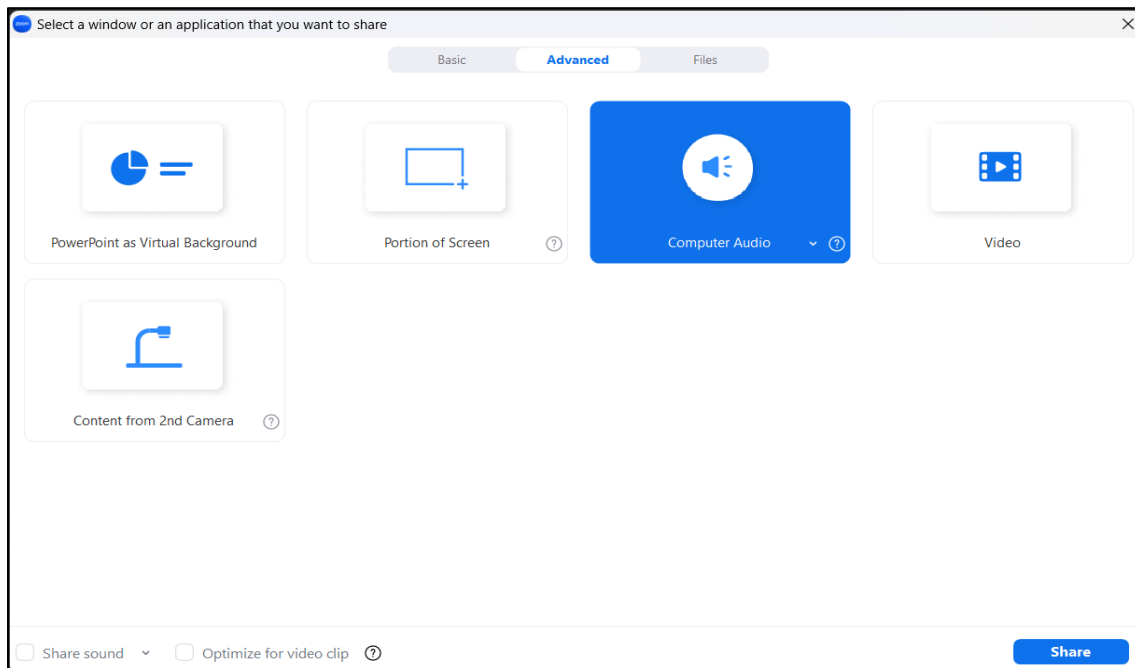


Using Zoom for Music Discovery Sessions

After clicking the **“Screen Share”** button, a pop-up menu will appear showing all of the options for media sharing. There are two ways you can share music during your Music Discovery session. The first method is by using the “screen share” function. To use this method, select the **“Screen”** button that appears in the pop-up menu.



The second method will utilize Zoom’s audio share function. This allows you to share only the audio played from your computer without sharing your screen. To use this method, select the **“Advanced”** button at the top of the pop-up menu and click on **“Computer Audio.”**



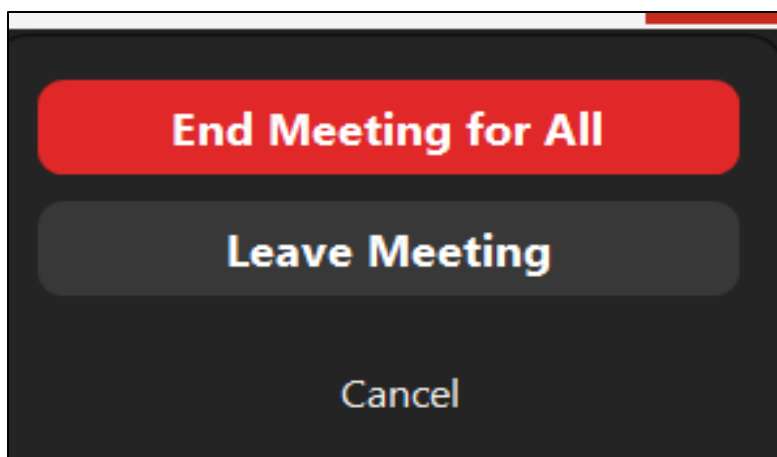
Once you have decided which of the media sharing functions you would like to use, click the **“Share”** button at the bottom of the screen to begin sharing music with the resident.



TENNESSEE
PERSON-CENTERED
MUSIC PROGRAM

Using Zoom for Music Discovery Sessions

Once you have concluded your Music Discovery session, you can end the Zoom meeting by selecting the red **“End”** button on the bottom righthand side of the taskbar and clicking **“End Meeting for All.”**



Please contact our Program Coordinator, Amanda Boulware, at amanda.boulware@tn.gov with any questions or concerns regarding Zoom and the Music Discovery process.