

# How to play music over your Live Stream on Zoom

**If you're using Zoom to live stream your classes, then here's how to make the sound, sound great!**

Teaching classes online opens up a new world of possibilities and like training for face to face teaching, online teaching requires you to familiarize yourself with the tools too to get it right.

As an instructor, you want to provide the best class you can to your new online members while making the class feel as normal as possible as if they were there in the room with you. One of the best and easiest ways of doing this is by playing music while teaching.

It is important that you use this option to share sound correctly as it needs to be playing through the 'meeting' and not being played on any device to be picked up by your microphone. Doing the latter will interfere with your voice and cause poor sound quality.

## **Do you need a music license?**

This is intended to be a guide on how to play music while teaching through the Zoom app, it is not advice on music licensing.

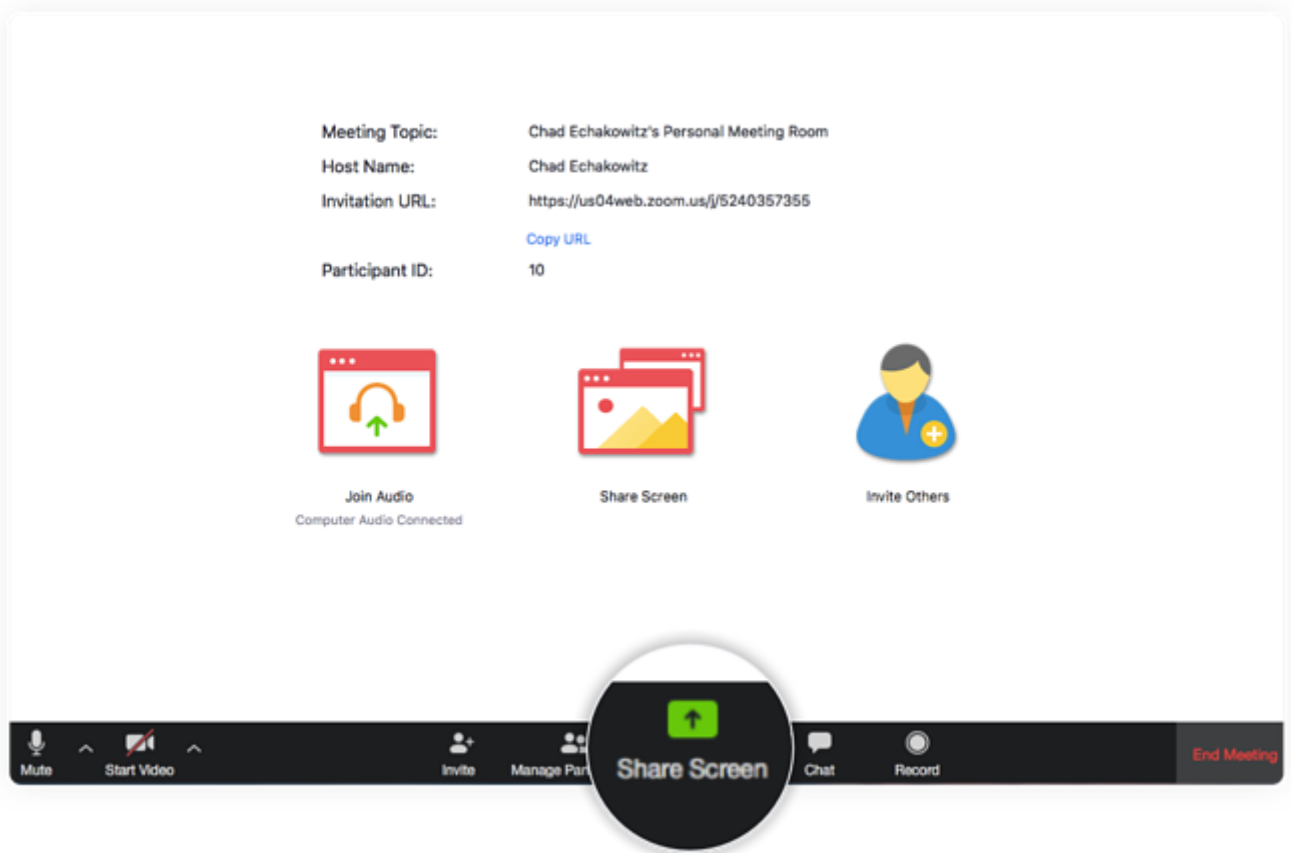
If you wish to play music during your sessions then please also ensure that you have paid the relevant music licensing fees, whether you are delivering your session in person or online.

## **Step 1: When you join your meeting before the customers attend, click on the “share” button at the bottom of the page.**

Once you've entered the meeting, you will see at the bottom of your screen a couple of different options. Click on the green “share” button (this may say share screen). It will open up a secondary window with a list of options.

Don't worry, this will not close or stop your meeting. It is advisable that you set this up before the class so as to avoid an awkward interaction with your members as they wait for you to set this up.

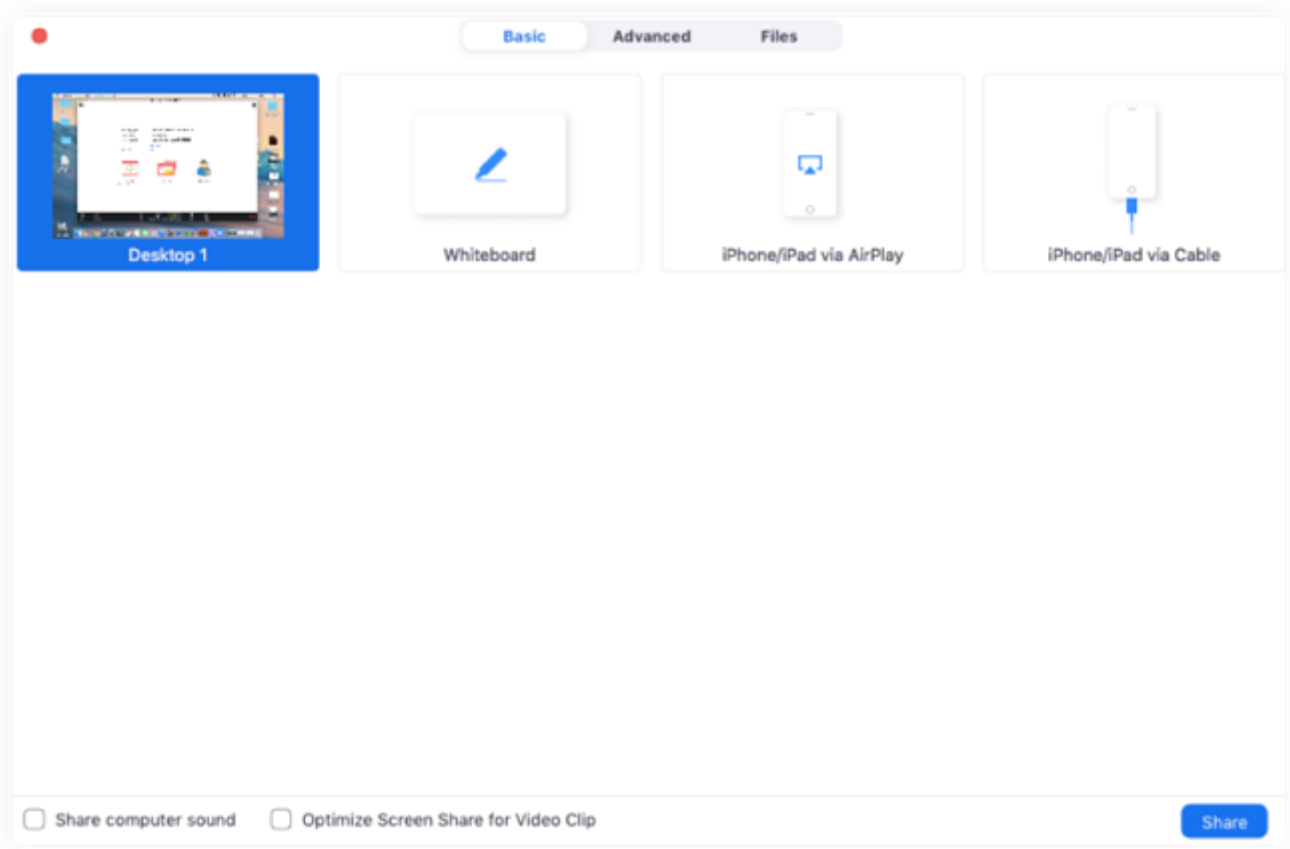
Please note: The **“share screen” button** may be in a different location, depending on what Operating System and device you are using.



Ensure that your sound both on your device and within the meeting is not muted.

## Step 2: Click on the “advanced” option tab at the top of the screen.

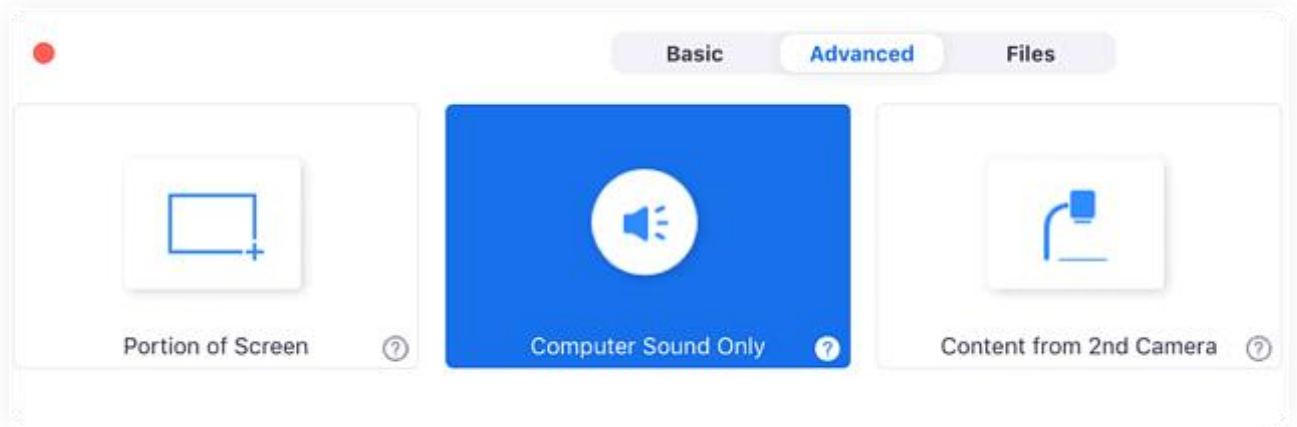
You don't need to select anything from the “basic” option. This is for screen sharing and not for audio sharing. The “advanced” option tab should be located between the “basic” tab and the “files” tab.



### **Step 3: Click on the middle option, “Music or Computer Sound Only”.**

Clicking this box allows you to share whatever sound or music is coming out of your computer. It does not mute your mic, so you can speak and play music at the same time. Once you have clicked **on this box**, click the **“share” button at the bottom right-hand side of the screen**.

**IMPORTANT:** If you are just wanting to play music in the background prior to actually engaging with your class, **MUTE** your mic so no one can hear you! When you're ready to start delivering your content. Stop sharing the audio and unmute your mic.

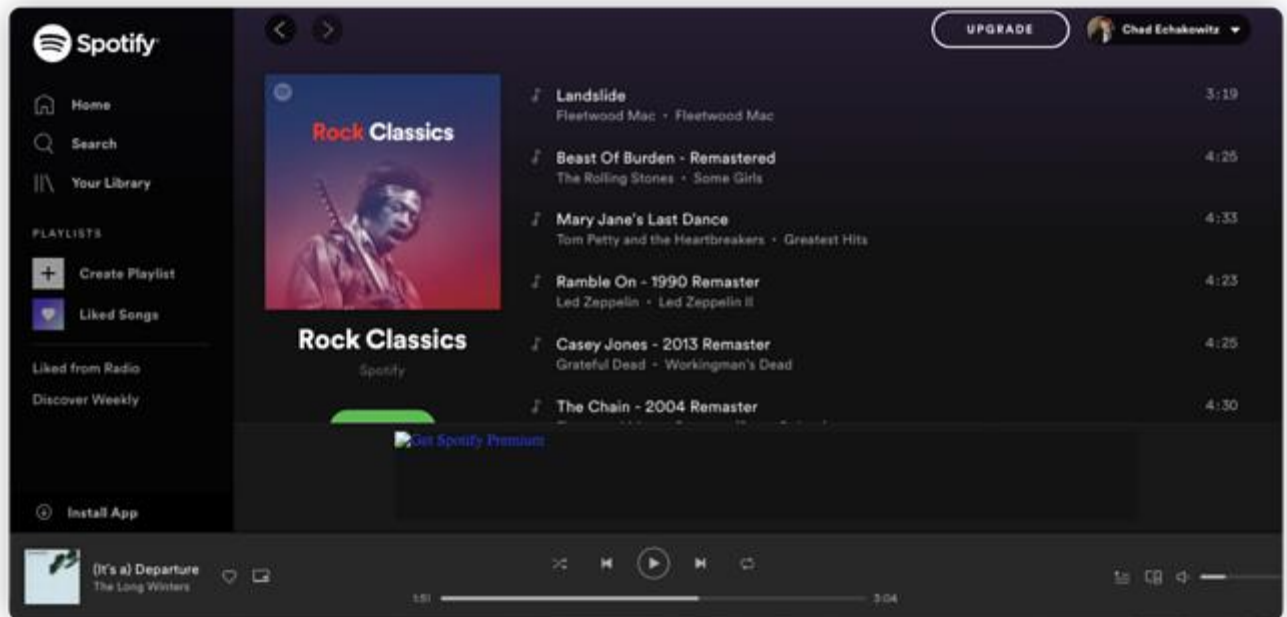


Once you start sharing, you should see a green and red box at the top of your meeting screen with the words, “You are sharing computer sound” and “stop share”. This will let you know that it’s working.



#### **Step 4: Play music from whichever app or website you want.**

Go to whatever music playing app or website you wish to use and choose your music. You will definitely want to adjust the sound **on the music playing service you’re** using (not your entire computer volume) so that your voice can be heard over it.



If the music is still too loud, go to your device settings and change your microphone options to increase the volume.

## Microphones and Headphones?

To ensure clear and consistent sound, we advise using a good quality microphone if possible so that your lovely voice can be picked up clearly.

It can be advised to use headphones too when instructing and playing music, so that the music that's playing doesn't get picked up by your microphone. When the sound is playing through the meeting on your computer, but also getting relayed through your microphone it can create out of phase music.

## Step 5: Have an amazing class!

Once you're done with the class, just click on the red "stop share" button at the top of the meeting. This will stop the music being shared with the members but it will still play on your device, so remember to stop the music too.

Before running your classes we advise that you run some practice sessions with your friends or family to get some feedback and ensure that you're getting it right!