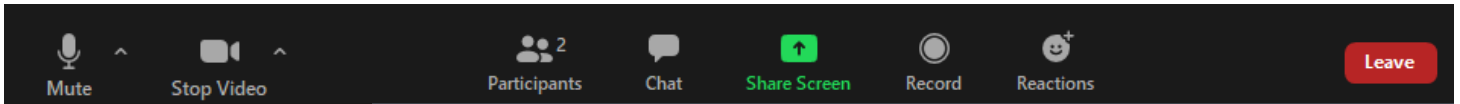


ZOOM TIPS

These controls are at the bottom of the Zoom window. If they disappear, hover your mouse pointer at the bottom of the screen and the control bar will show up again.



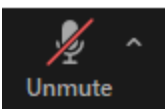
Mic Camera Participant List (Toggle) Chat (Toggle) Share Screen Record Reaction Choices Leave

Meeting

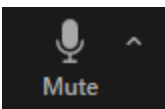
When you enter a Zoom meeting, check to see that your microphone & video are turned on, if desired.

Microphone – Mute vs. Unmute

Lower left-hand corner



Microphone with red slash = **mic turned off**; no one can hear you. Click on the icon to Unmute the mic, so everyone can hear you.

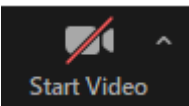


Microphone without red slash = **mic turned on**; everyone can hear you. Click on the icon to Mute the mic, if you don't want everyone can hear you.

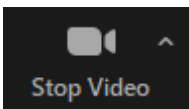
If you don't want everyone to hear your dog constantly whining during a Zoom meeting, please mute your mic.

Camera – Start Video vs. Stop Video

Lower left-hand corner



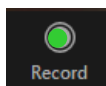
Camera with red slash = **camera turned off**; no one can see you. Click on the icon Start Video, so everyone can see you. When the camera is turned off, participants see your name, where the picture would be.



Camera without red slash = **turned on**; everyone can see you. Clicking on the icon Stop Video turns the camera off and no one can see you.

Share Screen – Host or participant can share a screen on their computer with the group. See tutorials on Zoom or YouTube about sharing your screen with participants.

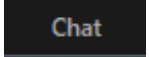
Record – Record button will be green if the Zoom session is being recorded by the Host.



Participant List – Click to open window and see list of participants in the Zoom session.

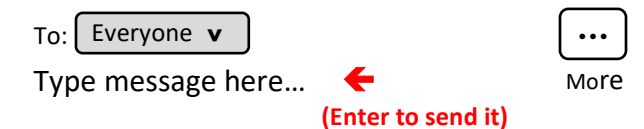


Chat – Click to open window



Zoom Group Chat

Type message at the bottom and press enter to post it. **Dropdown** (v): Send to everyone or Send private message to 1 participant.

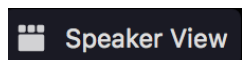


Up/down (^ or v) **and More** (···) – Click up or down caret to see a menu of options. Click on 3 dots anywhere (···) to see more choices.

Gallery View or Speaker View – Icon toggles in upper-right hand corner of the screen. Changes your view of the participants. Experiment with it.



Gallery View



Speaker View