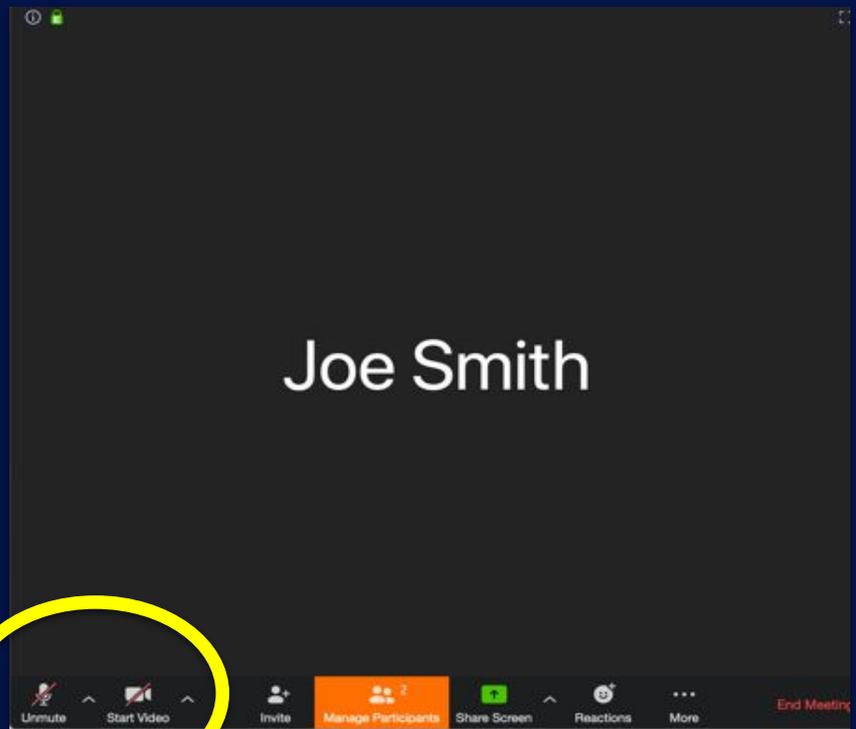


Zoom Tips and Tricks

Your Screen →

When you are in a Zoom meeting, your screen should look something like this. There may be other names or videos on the screen if other people are in the meeting too.



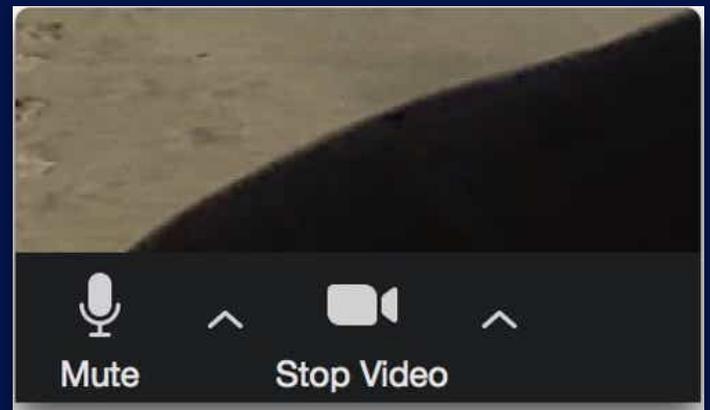
Audio & Video →

In the bottom left hand corner, you will see microphone and video camera icons.

Pressing the camera icon will turn your video on and off. When there is a red slash through the camera, you can see other people but they cannot see you.

In the same way, pressing the microphone will turn your volume on and off. When there is a red slash through the microphone, you can hear other people but they cannot hear you.

(Hint: If you want to stay muted but speak every once in a while, you can keep your microphone muted and hold down the space bar when you want to talk. Try it!)



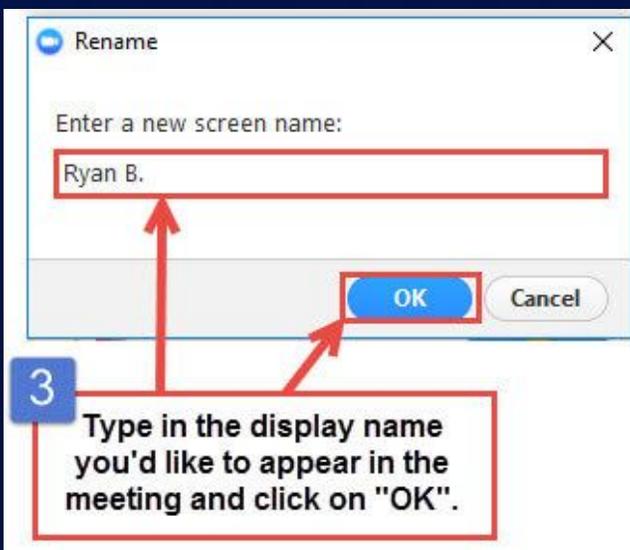
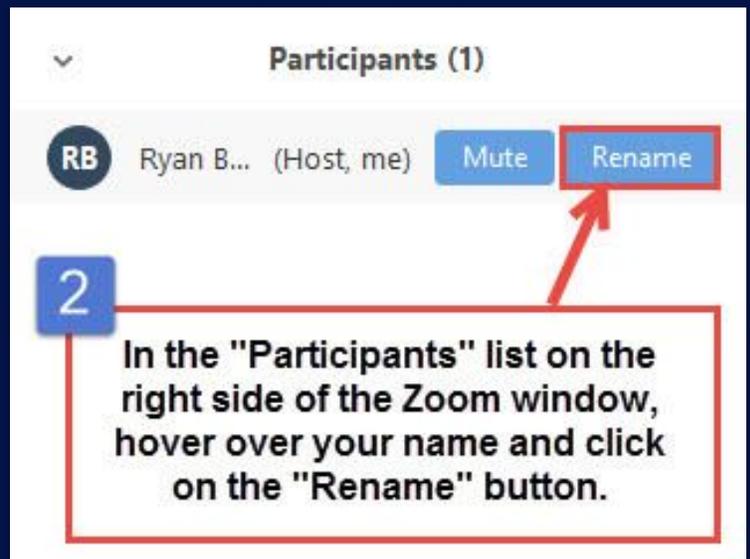
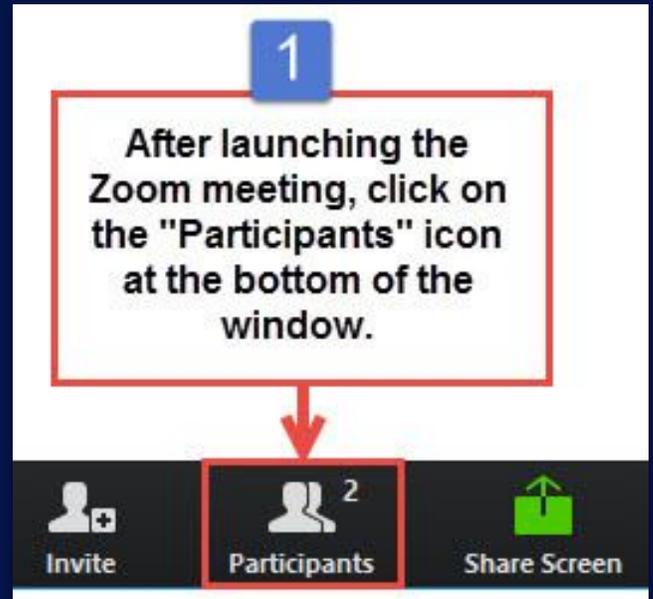
Zoom Tips and Tricks

Participants →

The participants tab will pop up on the right side of the screen when you click “Participants” on the menu bar. Here, you can see everyone who is in the meeting.

At the bottom of the participants popup, there are symbols. Click any of these to make them appear by your name. They are like reactions, but they are more visible to the host or teacher than the whole group. Your teacher may use these to take a poll or see who has a question.

You can change your name by hovering over your name with the mouse, clicking “More >”, and typing your new screen name in the popup box. After clicking “OK”, you should see your name change.



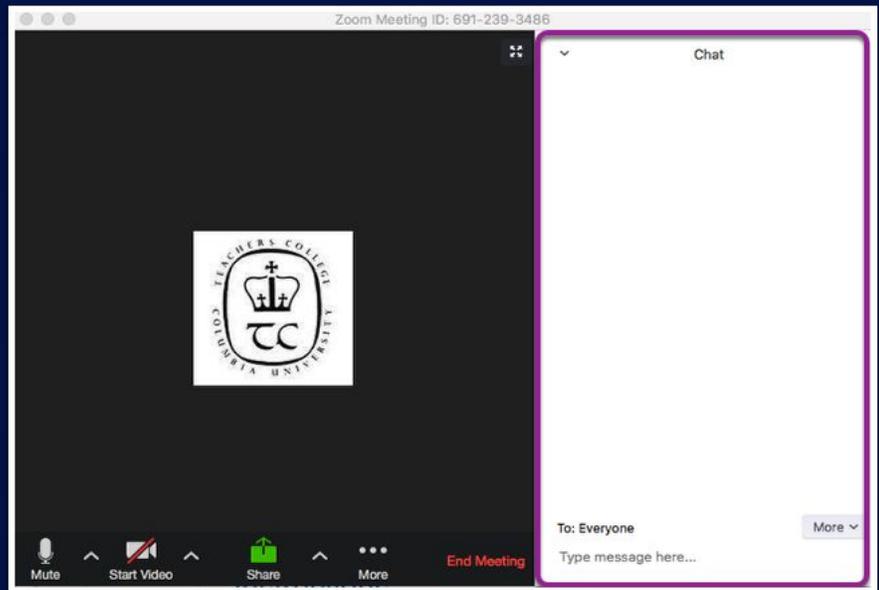
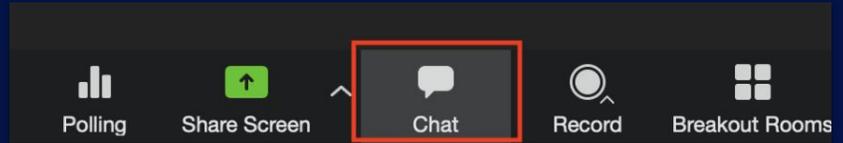
Zoom Tips and Tricks

Chat

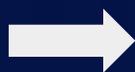


Also accessible through the menu bar is the “Chat”. Click the button at the bottom of the screen and the chat window will appear on the right side of the screen.

At the bottom of the chat popup, you can type your message and choose to send to everyone or to one person. Messages sent to one person cannot be viewed by anyone else and are marked “Private” in red.



Reactions



You can react to something by clicking “React” on the menu bar. Your reaction will show up in the corner of your box. These are good for showing everyone what you think.

