

Zoom Quick Reference Guide

Managing Audio and Video

- Audio controls (including “mute”) use the **microphone icon**
 - **NOTE:** This controls whether/not you can be heard by all meeting participants. If Mute is off, you can be heard by others; If the Mute is on, your sound will not be transmitted. **At times during sessions, the host will be muting all participants; at that time, please do not turn on your audio as it will diminish the quality of the presenter’s audio that is going out to the meeting.**
 - For most desktop and laptop Windows and Mac computers the microphone (audio) button is at the **left end of the strip of controls at the bottom** of the Zoom window
 - For iPads, the Mute On/Off button is the **left-most of the controls that appears at upper right when you tap** the Zoom screen.
- Video controls use the **camera icon**
 - **NOTE:** This controls whether/not live video of you is shared with all meeting participants. If the Video is on, you can be seen by others; If the Video is off, nobody can see you.
 - For most desktops and laptop Windows and Mac computers the Camera (video) button is **just to the right of the microphone button in the strip of controls at the bottom** left of the Zoom window
 - For iPads, the Video on/off button is **just to the right of the Mute On/Off button** in the group of controls that appears at **upper right when you tap** the Zoom screen.
- Please use the above icons to turn on/off the audio and video while participating in a Zoom session
- In some versions of Zoom on some devices, to the right of each of these icons is an up-carrot (^) – clicking on these will give you a dropdown menu from which to select **preferences** for your audio and video

Renaming Yourself

- Zoom assigns your name according to the name associated with your Zoom account on launch
 - On some versions and devices, you can change your name to whatever you want it to be where you are signing in
- To change your displayed name after sign in:
 - For most desktops and PC laptops, click on the **blue square with three white dots** found in the **upper right corner of your own image**; this displays a drop-down menu – select rename, edit your name, click blue button
 - Alternate method: Open the Participants pop-up. Click the **More** button next to your name and choose **Rename**.

Gallery View and Speaker View

- Zoom has two modes of displaying participants:
 - **Gallery View** – displays up to 25 participants at a time (with possibly many layers of windows with 25 images each); and
 - **Speaker View** – displays the person speaking as one large image
- Control of this is located in the **upper right corner of the Zoom window**; click on Gallery View to see many participants, click on Speaker View to see only the person speaking

Raising Your Hand

- In small meetings where the speaker can see everyone, attendees can just wave or physically raise your hand and wait to be called upon
- In larger meetings attendees must “raise their hand” electronically
 - On most devices, the Raise/Unraise Hand button is in the Participants list. Click the **Participants** icon in the strip of controls at the bottom of the Zoom window (computers) or the upper-right of the Zoom window (iPads), and **then click the “blue hand” icon or the blue “Raise Hand” button** at the bottom of the Participants pop-up (to lower your hand, click the blue hand/button again)

Using the Chat

- Many meetings and courses ask attendees to enter questions “in the chat” – this is a pop-up window in which attendees can send messages to others in the meeting, to everyone, or to the instructors.
- To open the chat on a desktop or laptop computer, click on the **Chat icon near the middle of the strip of controls at the bottom of the Zoom window. On iPads, the Chat is found at upper-right and may be in the More menu at the rightmost (depending on the size of your iPad).**
- To send a chat message:
 - Select to whom you wish to send the message in the blue drop-down menu at the bottom of the chat subwindow
 - Type your message in the text area below that drop-down selector; when you hit return the message is posted
 - If you are writing a private message, please be sure you have the correct participant selected in the Chat.

Resizing Shared Images

- When others “share their screen” you will see their computer screen; this may be smaller than you want for readability
- Usually when someone shares their screen your Zoom window automatically goes into “full screen mode” – filling the entire screen of your computer with one window
 - **To exit from full screen mode or to enter into it:**
 - On a desktop or PC laptop click the [] icon in the **upper right corner of your Zoom window**
- To resize the image being shared:
 - On a desktop or PC laptop, in the **righthand side of the green and black navigation bar found at the top of the screen** is a drop-down menu
 - Select the size you like from that menu
 - Or drag the window from a corner or a side to make it the exact size you would like it to be