

Zoom – Tips and Pointers

Note: These may vary somewhat depending on the type of device you are using

Logging in

- Start. Click the link in the email you were sent or on the website
- Access. Allow the page to access zoom
- Video. Select “Join Video”
- Audio. Select “Allow computer audio”

Once you’re in

- View. In the upper right-hand corner, you can choose “Speaker View” or “Gallery View” for two different viewing options. I would suggest Gallery View.
- Multiple Screens. Depending on how many people are in the meeting, and what kind of device you’re using, you may need to swipe or click on the arrow on the side of the screen to see additional participants
- Microphone. Generally, you will have access to your microphone - either to keep your mic on or to mute it. You may want to keep it muted (select “Mute” in the lower left corner, select “Unmute” to turn the mic back on) unless you are going to speak, especially in larger gatherings. At times, the host will have control over all the microphones. They may mute everyone so a leader or presenter can speak without interruption.
- Meeting rooms. In some cases, the host will assign you to small meeting room – with a few other people. You may stay in that room or you can select “Leave this Room/Group” in the lower right corner to rejoin the main group/lobby.
- Chat. In the lower bar you can select “Chat.” This will open a panel on the right side of your computer screen where you can enter text to chat with others.
- Reactions. The Reaction icon in the lower bar will allow you to clap or to raise your hand (if you are in a meeting where participants are muted but encouraged to participate - this will let the leader know that you want to speak).

Leaving the meeting

- Log out. Select “Leave Meeting” in the lower right to sign out. Or just close zoom or your browser.

For more thorough tutorials you may want to view the ones provided by Zoom at <https://zoom.us>.