Zoom: Basic Controls for Participating on a video call

This guide covers Zoom on a desktop/laptop. Many of the directions will apply to the mobile Zoom app for your phone tablet, but the buttons will be in different places. Zoom has many video tutorials that will go into greater depth: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials
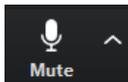
Connecting to a Zoom Call

- You can connect on a computer/laptop or a mobile device like a phone/tablet.
- If you have a link to the meeting, click that. It may or may not automatically apply the password through the link.
- If you don't have a meeting link, go to https://zoom.us/join and enter your 10 digit meeting ID. It will prompt for the meeting password if the meeting requires one.
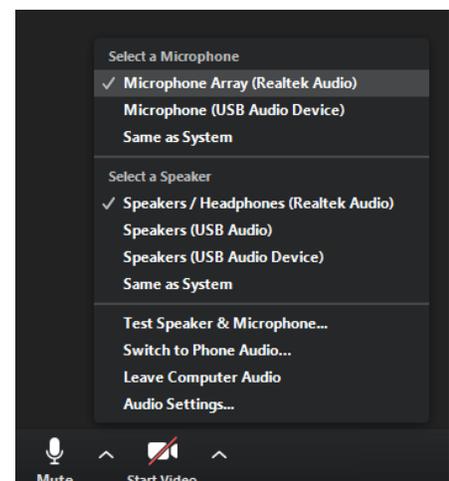
Connecting and Troubleshooting Audio/Video

Audio

- When you first enter a room, a prompt will ask if you want to connect with a phone call or computer audio.
    1. If you've never joined with computer audio, click 'Test Speaker and Microphone'. Go through the test; if you don't hear the tones, change the speaker from the dropdown menu.
- You will be muted when you enter the room.
- To mute or unmute, click on the microphone icon on the bottom left of the screen. If you don't see the microphone, hover your mouse over the Zoom screen.
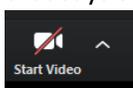

- If you are having issues with your microphone or speakers, follow these steps until the issue is resolved.
    1. Click the toggle arrow to the right of the microphone. If your computer happens to have more than one microphone or speakers, you can select which one Zoom will use. The same goes with connecting headphones.
    2. Close any other applications that may be using your microphone or speakers.
    3. Check your microphone and speaker volume levels are turned up in your computer's taskbar.
    4. Ensure you have adequate internet connection speeds to stream audio and video.
    5. Close the Zoom application and try re-entering the call.
    6. Restart your computer.

Video

- To share or stop sharing your video, flick on the camera icon at the bottom of the Zoom screen that says Stop (or Start) Video.

- The same troubleshooting technique applies to video as the audio above.
- There are many more video options if you click on the toggle button to the right of the camera icon.

Control Bar

- Most of the controls needed during a Zoom call are located in the Control Bar
- Show/Hide the Control Bar by hovering over the Zoom window or pressing the Alt button on your keyboard.

Feedback Noise or echo

- If you have 2 devices connected in the same room, one of them will need the microphone <u>and</u> speakers to be muted.

Your View During a Zoom Call

- During a Zoom call there are 2 ways to video shared video: Speaker View (this switches focus between whoever is speaking) and Gallery View (shows everyone who is sharing video in a large grid.
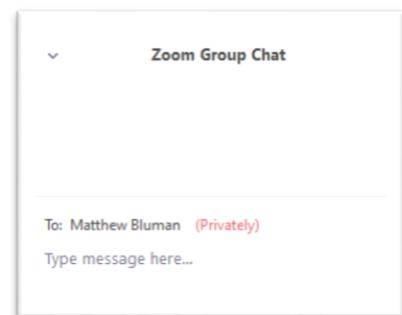

  - o To switch between the 2, click the speaker view/ gallery view button in the top right
  - o You can also 'pin video' which puts the view into Speaker View and keeps focus on the pinned video. To do this, right click on the video of the person you want to pin or click the button with 3 dots on that video (when you hover your mouse over it) and click 'Pin Video'
- The screen will also look different if a screen or file is being shared.

Chat

- To view the chat window, click on the chat icon.

- If there are unread messages in your chat and you have the chat box closed, the chat icon in the Control Bar will be yellow.
- When sending a chat message, the dropdown above your message will let you choose who your message is going to. The organizer may have limited this to 'Host Only', meaning that only the Host of the meeting will see your messages.
- Your chat window may be attached to the side of the zoom screen, or it may 'pop-out' and become free moving depending on what is being shared.

Participant List

- To view the participant list, click on The participant list shows all of the participants in the meeting, along with who is sharing video and who is muted.

- When someone is speaking, you'll see their microphone animate.