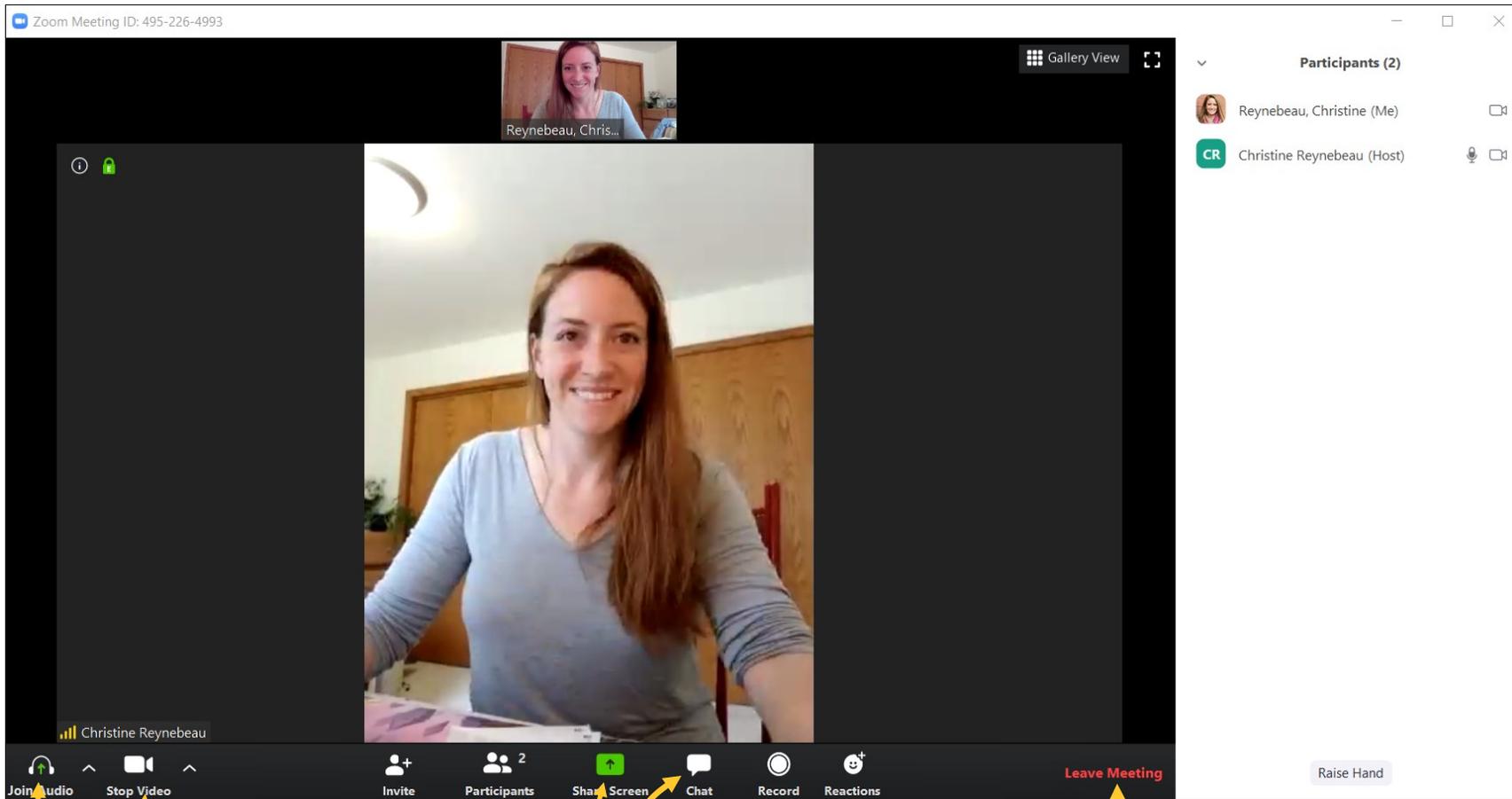


ZOOM CONTROLS TUTORIAL



Everyone who is in the meeting and their roles

Will indicate if you have audio connected or are muted

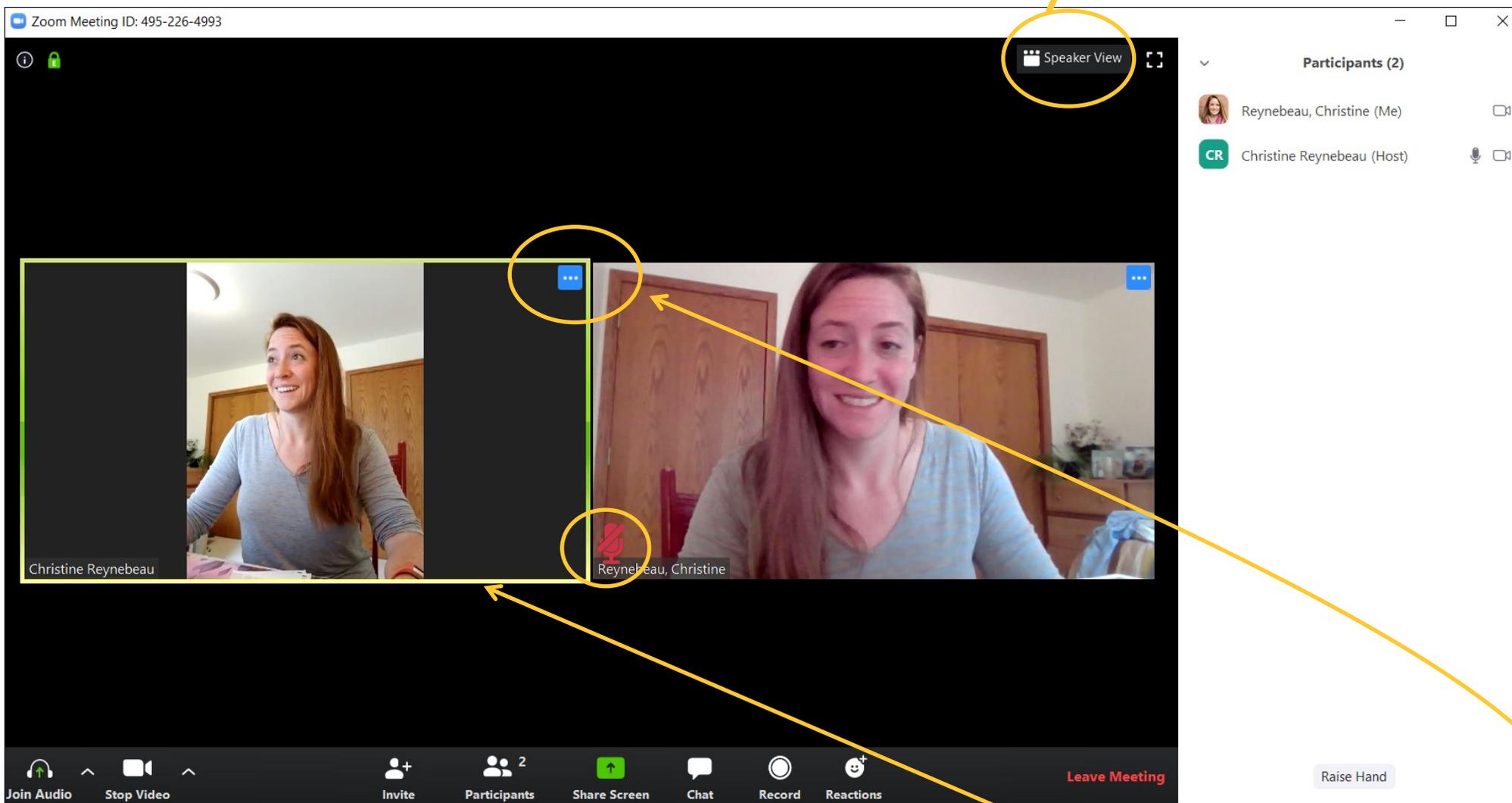
Turn your video on and off

If you click this button & select a screen (then click done) you can share something to the whole group

Chat allows you to ask questions or make comments without interrupting the speaker

Click here to Leave the Meeting at any point

SPEAKER VIEW will make the largest picture whoever is speaking, Gallery View makes everyone equal size, simply click to try both

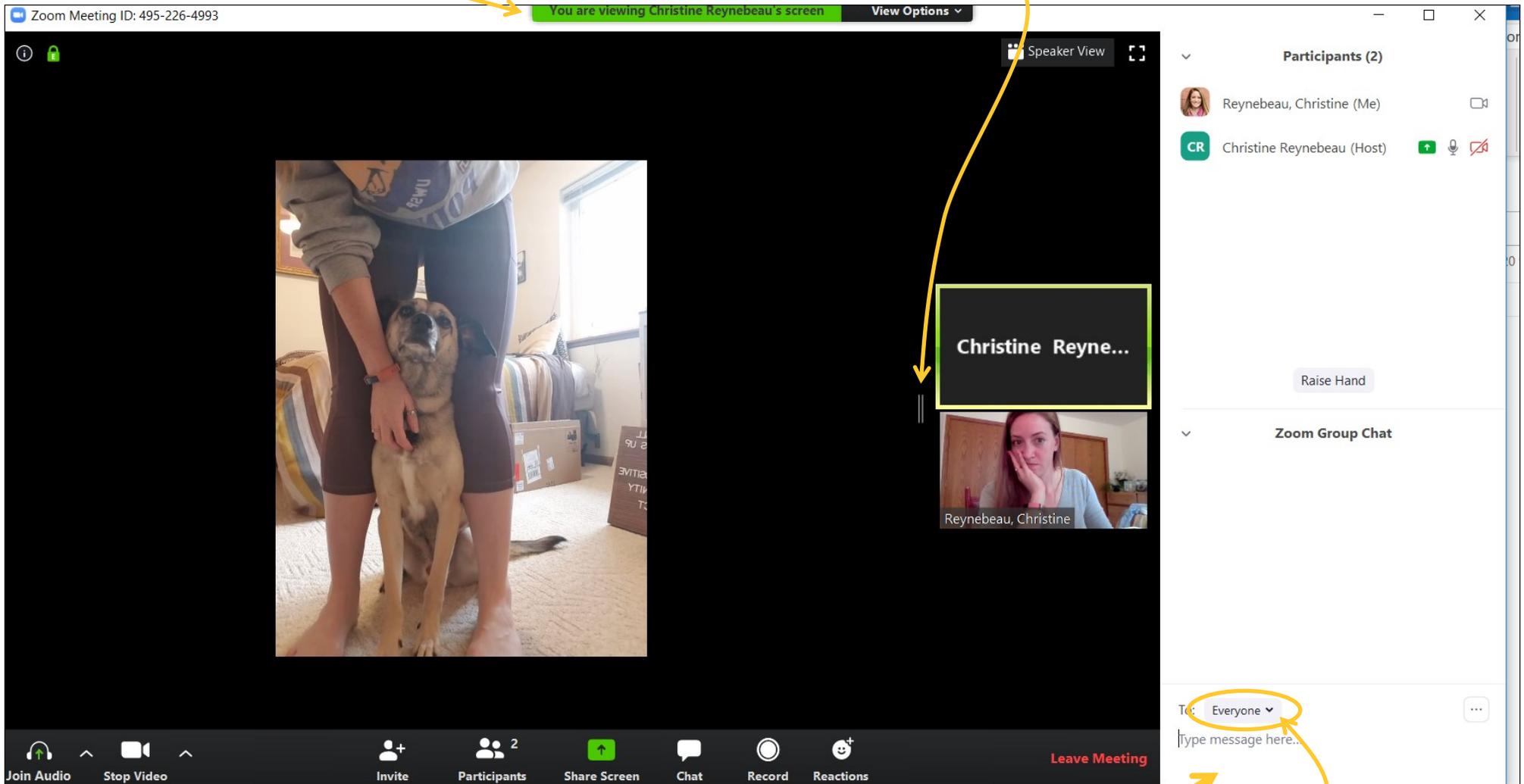


Whoever is speaking, the box around their video will **light up**.

If muted, you'll have a **little red Microphone** in the lower left corner of your screen. To Unmute, click the **audio button**, or ALT+A or the space bar.

If you want only the presenter to show up big on your screen, and you don't want that to change based on who is speaking, **click these three dots and PIN THAT SPEAKER**, which will put them as the primary video you see.

When someone is sharing their screen, participants will move to the side and the shared screen will be the main thing you see. Move this **slider** to make the sizes different.



If you are chatting, you will type it here! Hit **ENTER** to send.

If you click the little down arrow next to everyone, you can send a message **PRIVATELY** to one of the other participants.

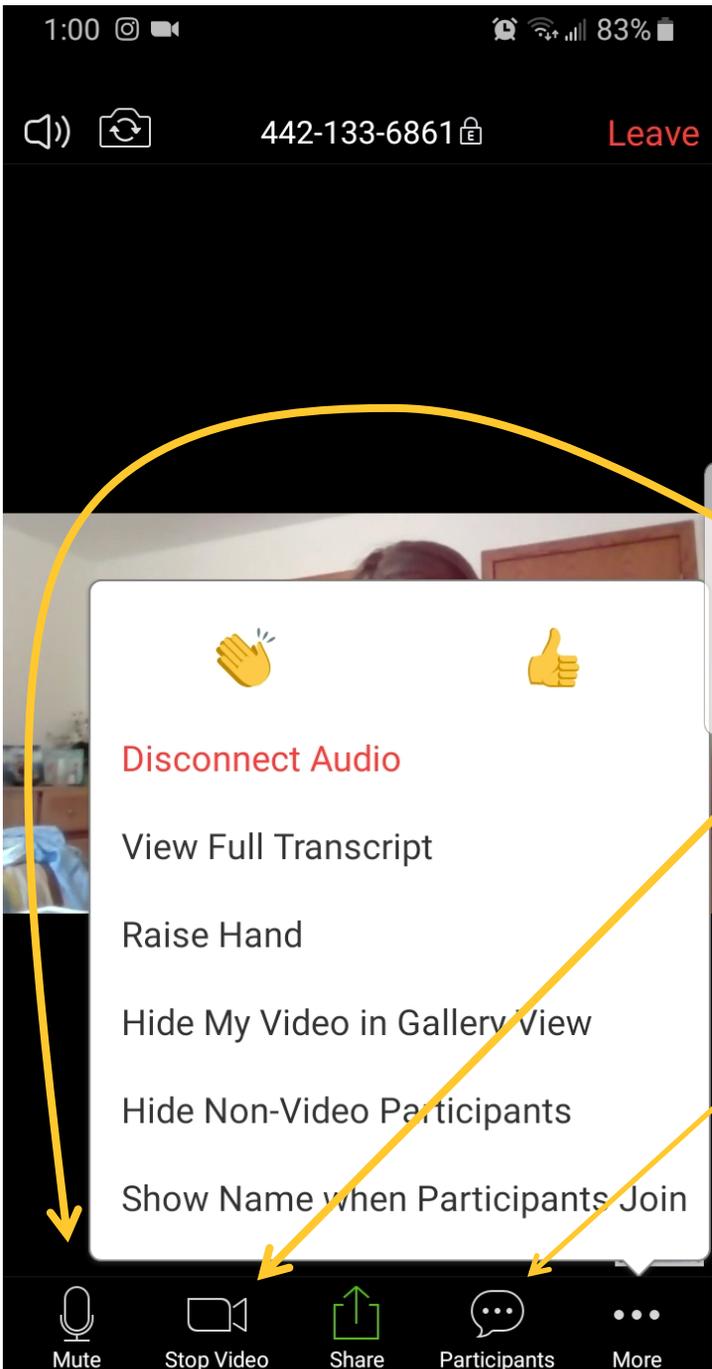
When someone is sharing their screen, you can change how you view the participants and screens in **VIEW OPTIONS**.
EXIT FULL SCREEN if you are struggling to see all the meeting tools OR HIT ESC

UNCHECK SIDE-BY-SIDE view to move the participants above shared content

The screenshot shows a Zoom meeting interface. At the top, a green bar indicates "You are viewing Christine Reynebeau's screen". To the right of this bar is the "View Options" dropdown menu, which is open. The menu items are: "Zoom Ratio" (set to "Fit to Window"), "Annotate" (set to "50%"), "Exit Full Screen" (set to "100%(Original Size)"), and "Side-by-side mode" (checked). A yellow arrow points from the text "UNCHECK SIDE-BY-SIDE" to the "Side-by-side mode" option. Another yellow arrow points from the text "EXIT FULL SCREEN" to the "Exit Full Screen" option. The main content area shows a large video of a person's legs and a dog sitting on a carpet. To the right, there is a smaller video feed of Christine Reynebeau, with her name "Reynebeau, Christine" displayed below it. The interface also includes "Speaker View" and "Exit Full Screen" buttons in the top right corner.

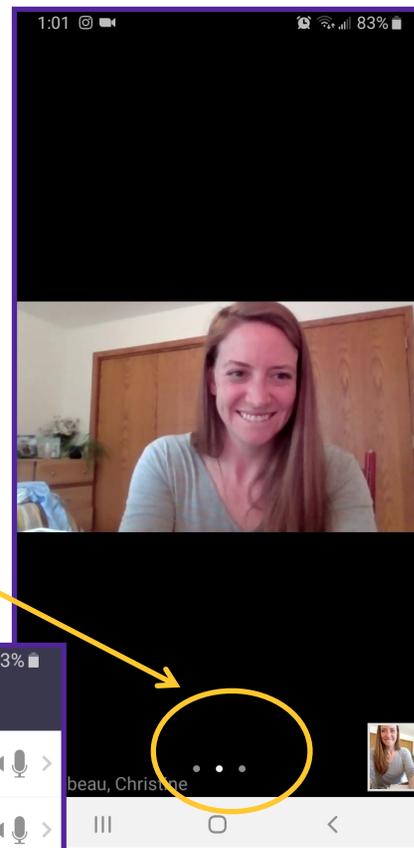
IF ON YOUR PHONE OR AN TABLET/IPAD

YOUR SETTINGS WILL LIKELY LOOK AND BE FOUND DIFFERENT



CLICK Three White DOTS For Additional Options

THEN TO CHANGE VIEW from SPEAKER VIEW TO GALLERY VIEW, Swipe your screen to the right or left



AUDIO BUTTON

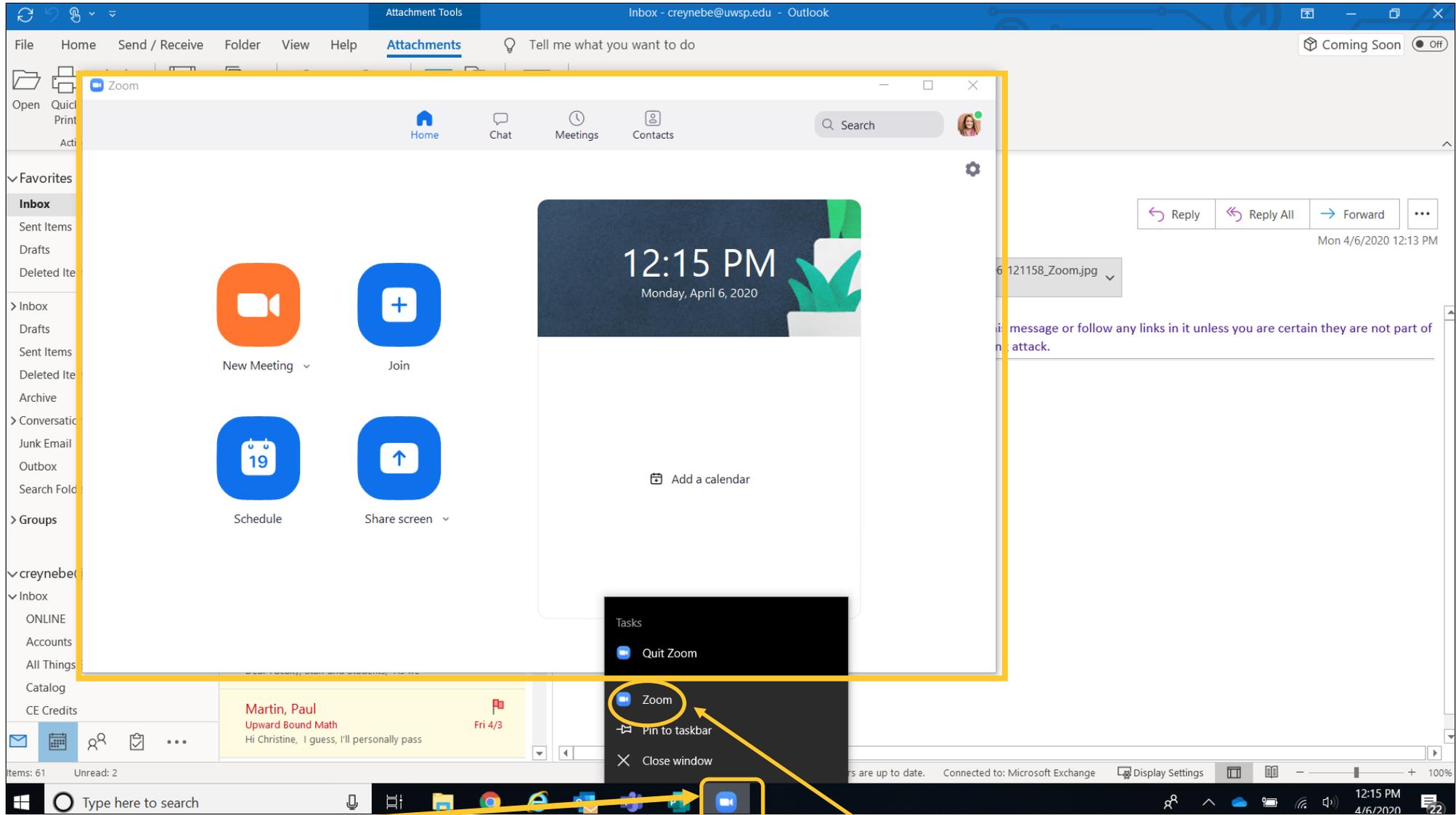
VIDEO BUTTON

TO CHAT, CLICK PARTICIPANTS!
Then Click CHATS

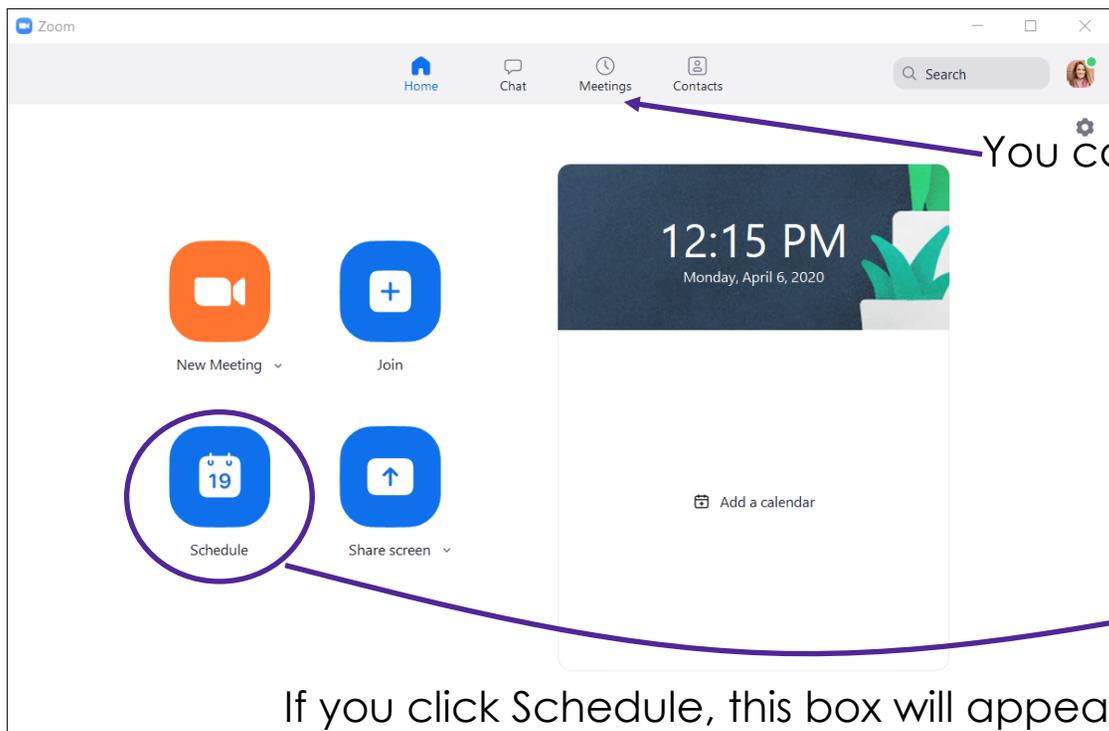


HOW TO SCHEDULE YOUR OWN ZOOM MEETING

ZOOM HOMEPAGE IS SHOWN IN THE YELLOW BOX. IF YOU CAN'T FIND IT, FOLLOW DIRECTIONS ON THE BOTTOM



Right Click on the Zoom Icon on your Desktop. Then Select Zoom and it Should open the home screen.



You can view any meeting YOU have scheduled here!

If you click Schedule, this box will appear

Schedule Meeting

Topic
Reynebeau, Christine's Zoom Meeting

Start: Mon April 6, 2020 01:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Central Time (US and Canad... ▾

Meeting ID
 Generate Automatically Personal Meeting ID 442-133-6861

Password
 Require meeting password Password

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio
 Telephone and Computer Audio 3rd Party Audio

Dial in from United States [Edit](#)

Calendar
 Outlook Other Calendars

Advanced Options ▾

Schedule Cancel

Update your selections. I recommend using your personal Meeting ID.

Passwords add security to the meeting but make sure your participants know the the password.

Then Click Schedule.

It will try to connect to your email. You don't need to. Exit out of that screen.

IF YOU SELECT MEETINGS

It will show your scheduled meeting

Click to show the meeting invitation

And here is the link to share with your participants

The password would be right here if you have one.

Anyone you share the link with will be able to join the meeting you scheduled.

