

# Zoom Meeting Basics

# Agenda

- Find out what OS/Computers you use
- Show how to Raise Hand and Chat
- Get short statement about your problems
- The 4 Devices
- Tips
- More Help
- Discuss individual problems

# Polling – Win10

The image shows a screenshot of a web application window titled "Polls". The window has a green header bar with the text "Voting for Directors". Below the header, there is a poll question "1. Vote for Joe". Underneath the question, there are two radio button options: "Yes" (which is selected) and "No". At the bottom of the window, there is a blue "Submit" button. A red-bordered box is overlaid on the page, containing the following text:

Polling:  
Host may poll the participants to vote on a topic (e.g. Accept a report). Please select your choice and Submit. Results may be displayed after polling.

# Polling - Android

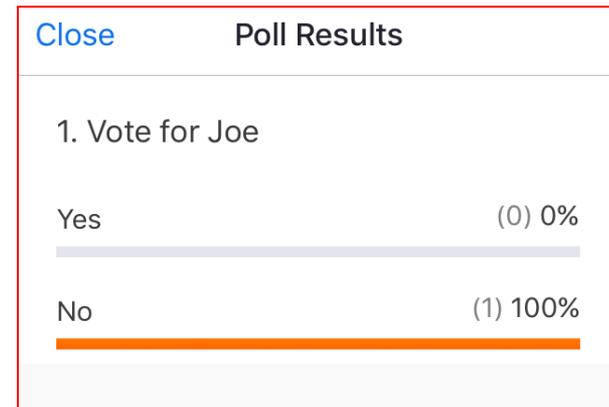
[Close](#) Voting for Directors

1. Vote for Joe

Yes

No

Submit



# Polling question

- What OS/Computer do you use?
- Windows / MACOs have similar screens
- IOS / Android have similar screens

# Raise Hand

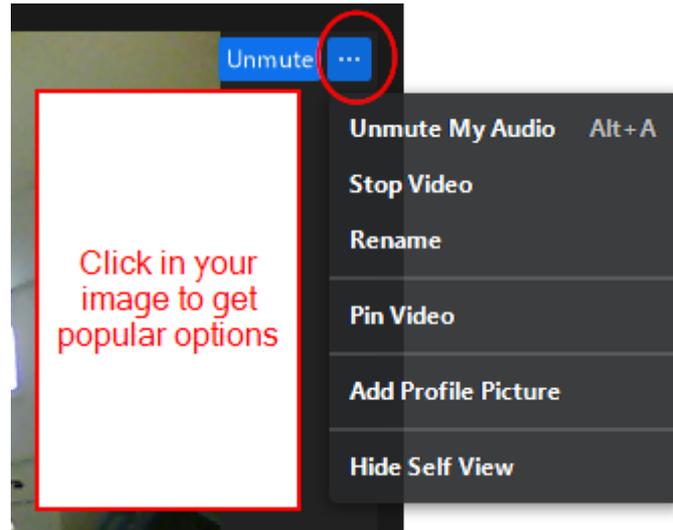
- For classes / tutorials, all but instructor should be muted
- Use Raise Hand to get instructors attention
- When acknowledged, UNMUTE yourself and ask question, etc.
- When done, LOWER HAND and MUTE again

# Functions – Win10

The screenshot shows a Zoom Meeting window with the following elements and callouts:

- Speaker View:** A red box highlights the "Speaker View" button in the top right corner. A callout box explains: "Gallery View (Shown) or Speaker View (speaker image larger and centred)".
- Video Feeds:** Two video feeds are visible. The left one shows a person named "Lawrence" with a video of a light. The right one shows a person named "Pam Nutter" with a greyed-out video.
- Bottom Control Bar:**
  - Mute:** A red box highlights the Mute button. A callout box says: "Click Mute/Unmute to change mic. Click Stop/Start Video to change camera".
  - Stop Video:** A red box highlights the Stop Video button.
  - Participants:** A red box highlights the Participants button. A callout box says: "Participants - see who is in meeting, change your name, raise your hand".
  - Chat:** A red box highlights the Chat button. A callout box says: "Chat - to message host (e.g. ask question)".
  - Reactions:** A red box highlights the Reactions button. A callout box points to the Reactions menu, which is open and shows options like "Raise Hand", "Clap", "Like", "Love", "Wow", "Sad", "Gross", and "Party".
- Other Buttons:** Security, Polls, Share Screen, Record, and End buttons are also visible in the bottom bar.

# Onscreen Options – Win10



# Participants – Win10

The screenshot shows the Zoom Participants window with four participants listed: Lawrence Gordon (Me), Host (Host), lag, and Lawrence g. The 'Me' entry is circled in red. Below the list is a red-bordered box containing instructions. At the bottom, the 'Unmute Me' and 'Lower Hand' buttons are also circled in red.

Participants (4)

- LG Lawrence Gordon (Me)
- H Host (Host)
- L lag
- LG Lawrence g

Click on your name and select More -> Rename to change name seen by others.  
Change your mute and video options.  
Raise your hand to get the attention of the Host (less intrusive than sending a Chat message)

Invite Unmute Me Lower Hand

The screenshot shows the Zoom Participants window with a context menu open over the 'Me' entry. The menu options are 'Close' and 'Pop Out'. A red-bordered box contains instructions about removing windows.

Participants (4)

- Close
- Pop Out

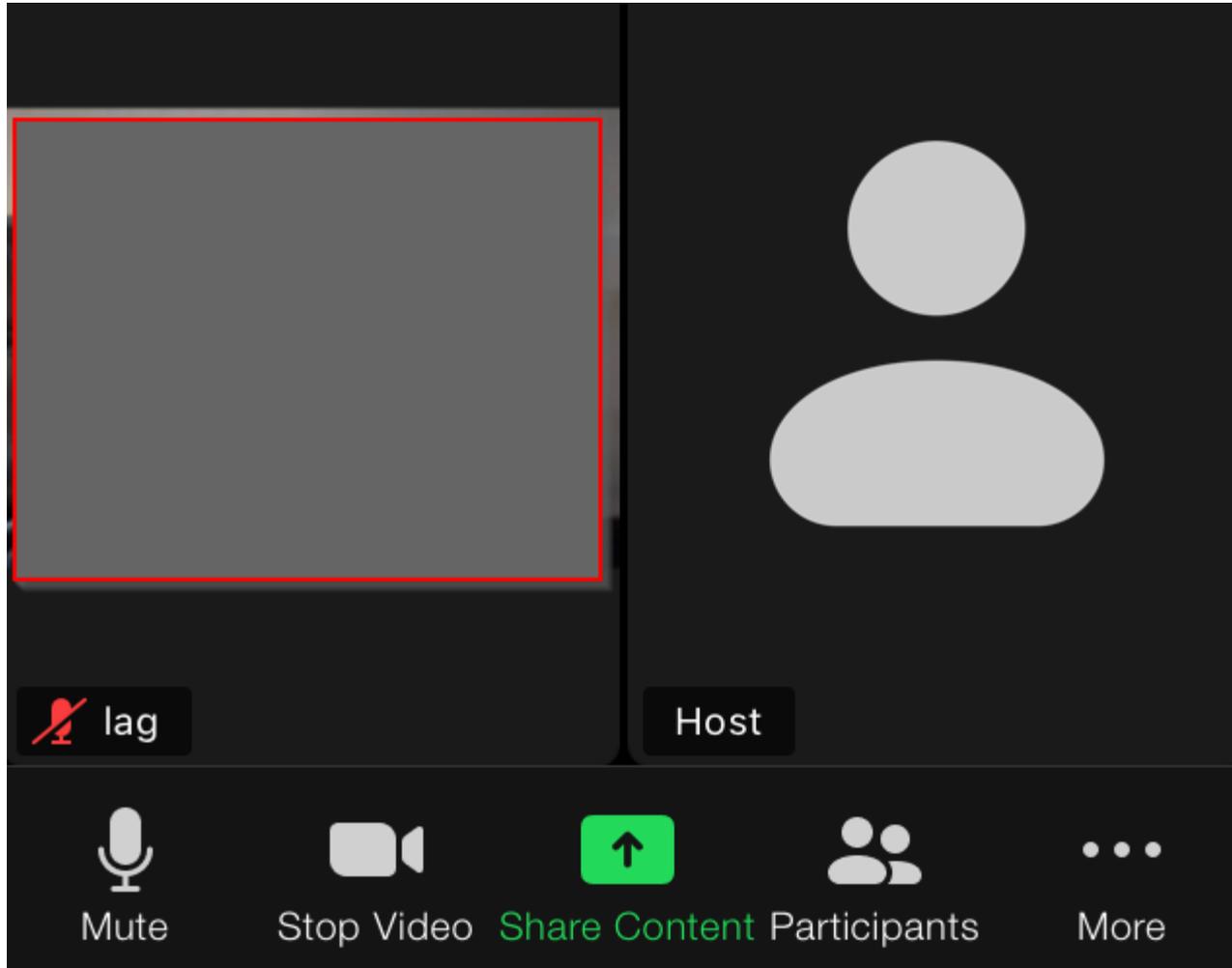
Host (Host)

L

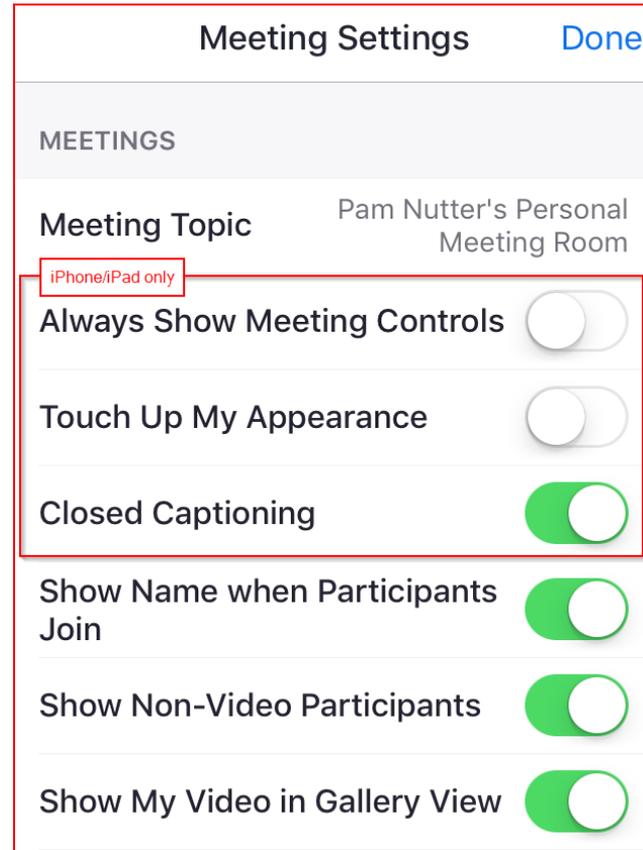
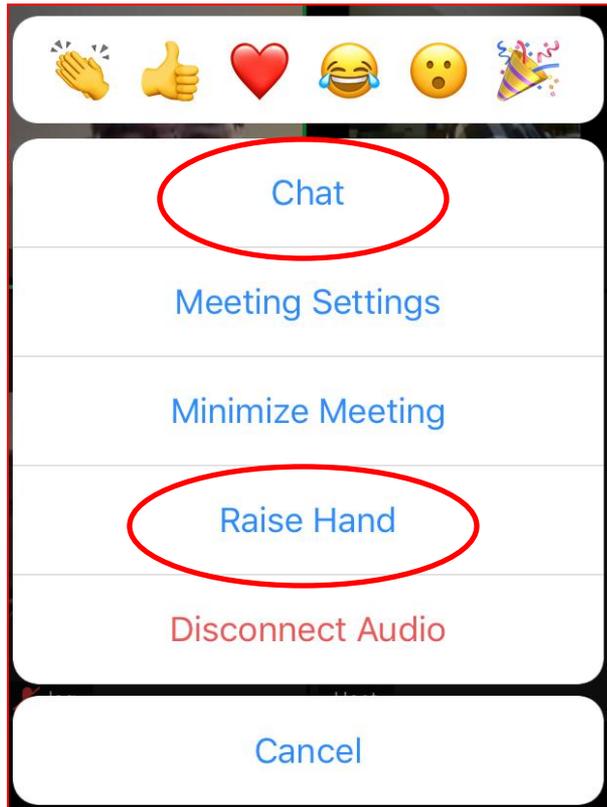
LG

For all side windows (Chat, Participants,...), click on down arrow and select Close to remove window.

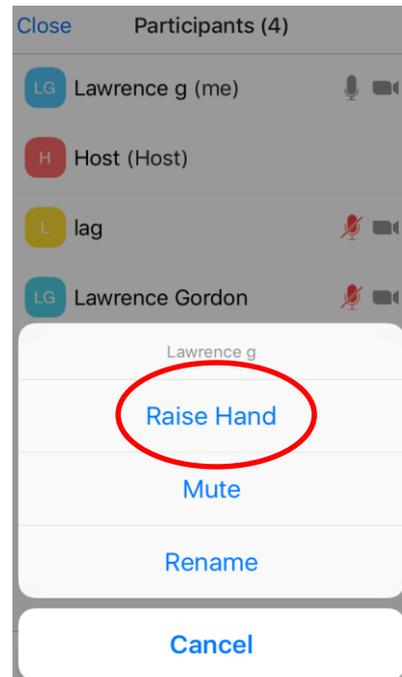
# Functions - iPhone



# More Opts / Settings - iPhone



# Participant Options - iPhone



# Chat – Win 10

The image shows a Zoom meeting interface. At the top right, there are window control buttons (minimize, maximize, close) and a 'Chat' label. Below this, a large grey rectangular area is highlighted with a red border, representing the chat window. In the bottom left corner, the meeting controls are visible, including 'Participants', 'Chat', 'Share Screen', and 'Reactions'. The 'Chat' icon is circled in red. A red arrow points from this icon to the 'Chat' label at the top right. Another red arrow points from the 'Chat' label to a red-bordered text box containing instructions. A third red arrow points from the text box to the chat input area at the bottom right, which is also circled in red. The input area shows a recipient 'To: Pam Nutter (Privately)' and a text field with the placeholder 'Type message here...'. A 'Leave' button is visible in the bottom right corner of the meeting controls.

Speaker View

Chat

Lawrence Gordon

Participants 2

Chat

Share Screen

Reactions

Leave

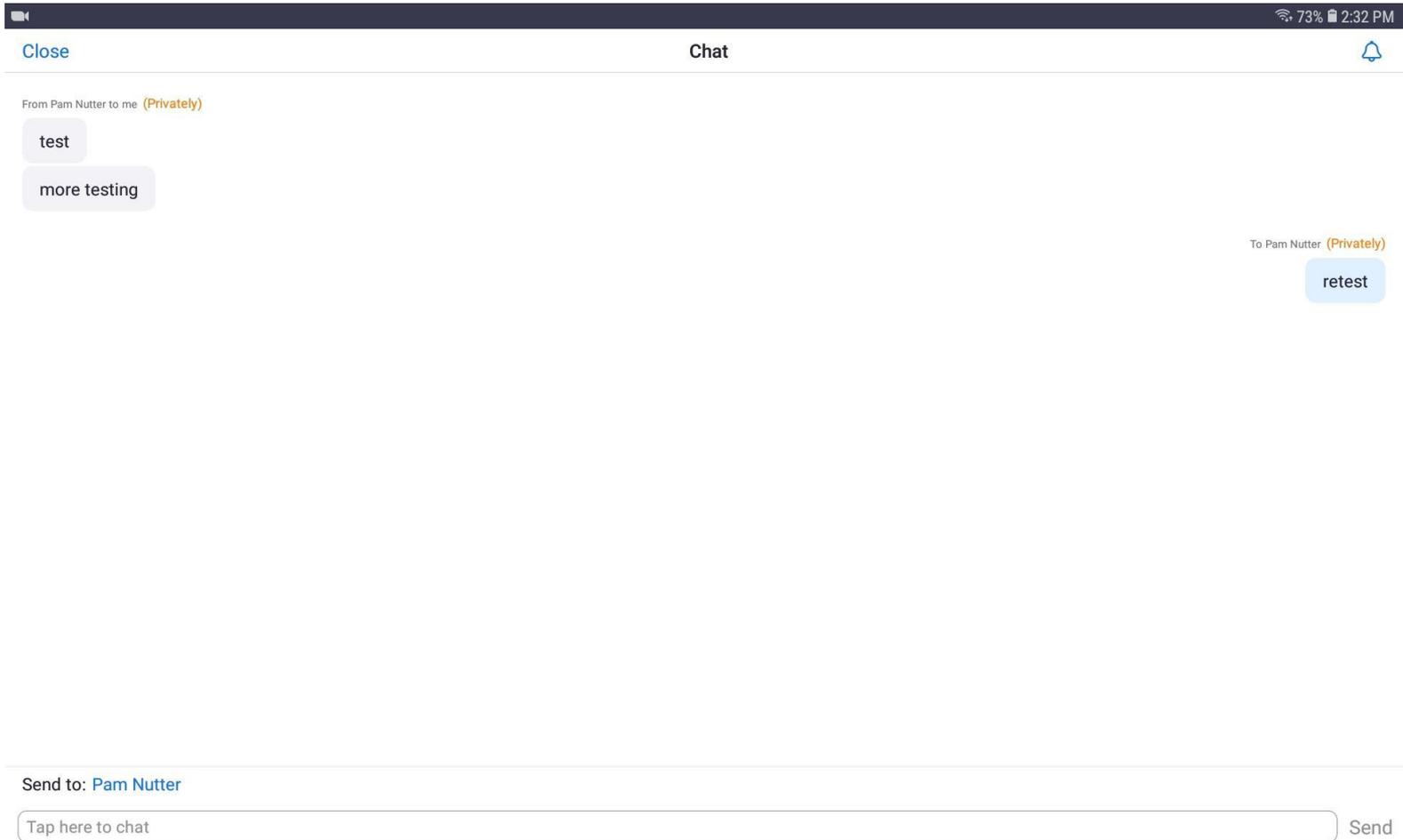
To: Pam Nutter (Privately)

Type message here...

File ...

Chat - may be restricted to chat only to the Host. Otherwise, you can send to everyone or selected participants. Type your message and Enter to send.

# Chat - iPhone



# Use Chat to tell me...

- 1<sup>st</sup> send me a message with your OS – Computer
  - “IOS – MacBook”
  - “WIN10 – Laptop”
- Then send me a brief summary of your problem(s) with Zoom

# Recap

- You know ....
  - How to log onto a Zoom meeting
    - You are here so this works! 😊
    - Raise / Lower Hand
    - Chat
- And now for something ... more

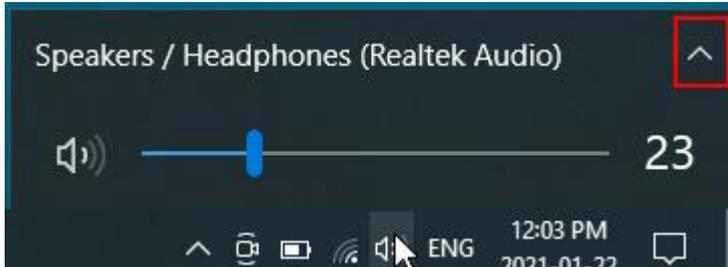
# The 4 devices

- To See and Hear others:
  - Speaker
  - Video Display
- For others to see and hear you:
  - Microphone
  - Camera

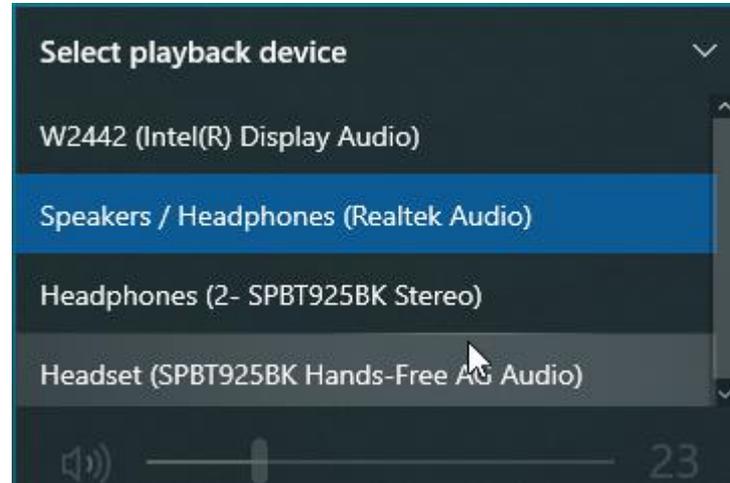
# Speakers

- Usually the built-in speaker
  - Laptops, tablets, smart phones
- Wired speakers or headset
  - Plug into audio jack
- Bluetooth speakers or headset
  - Need to pair and connect speakers to computer

# Volume – PC/Laptop



- Select “Speaker” Icon on Task bar, usually bottom right.
- Left click to get volume setting of current speakers
- If multiple speakers / headsets, then click Up Arrow to see all devices and select the one your want.
- Adjust volume up or down



Example is Win10, which is similar for Win 7,8.

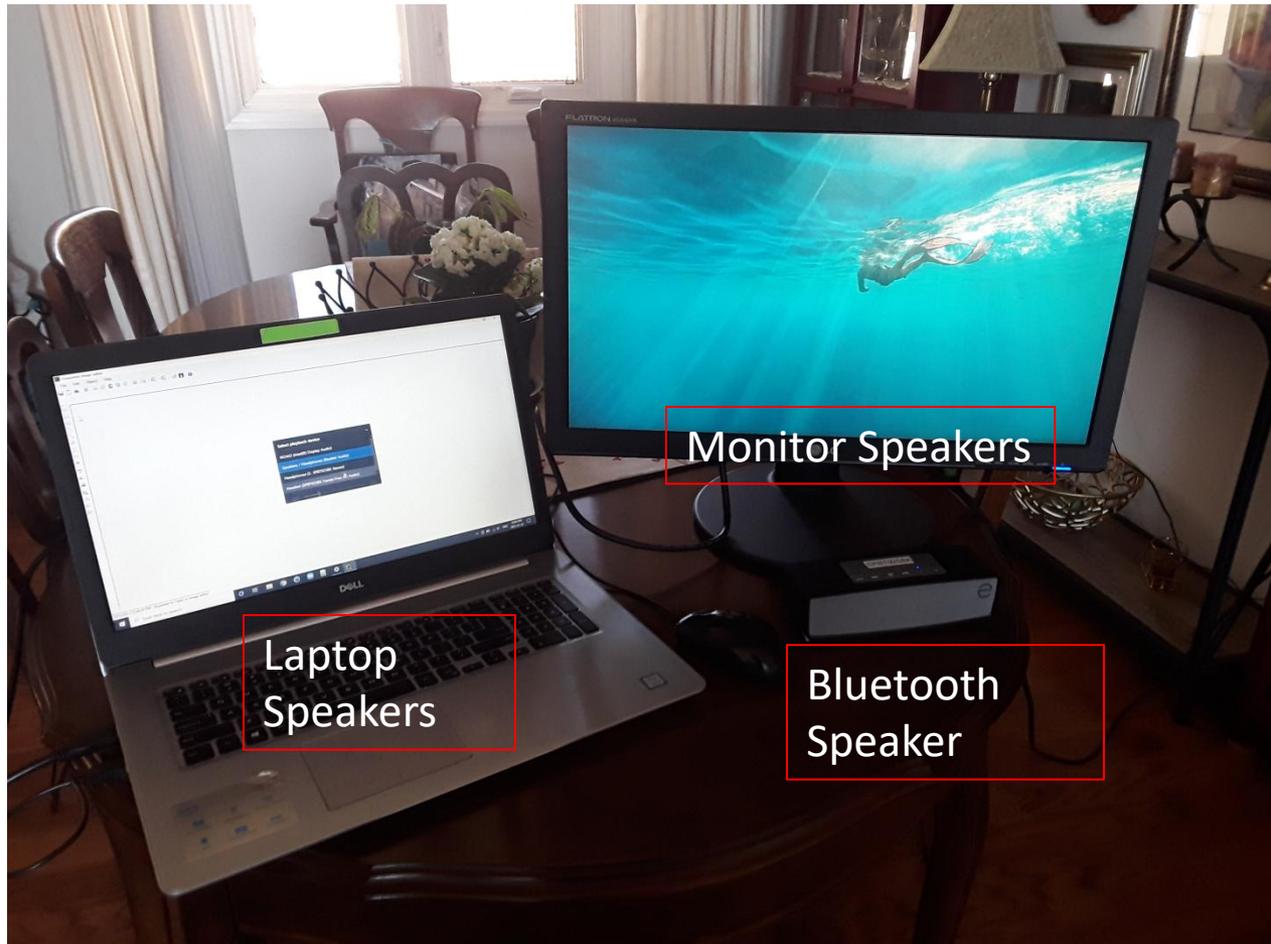
Google how to adjust volume on your specific computer / OS.

Tablets / phone have buttons or sliders for volume

# Volume – Attached Speaker/headset

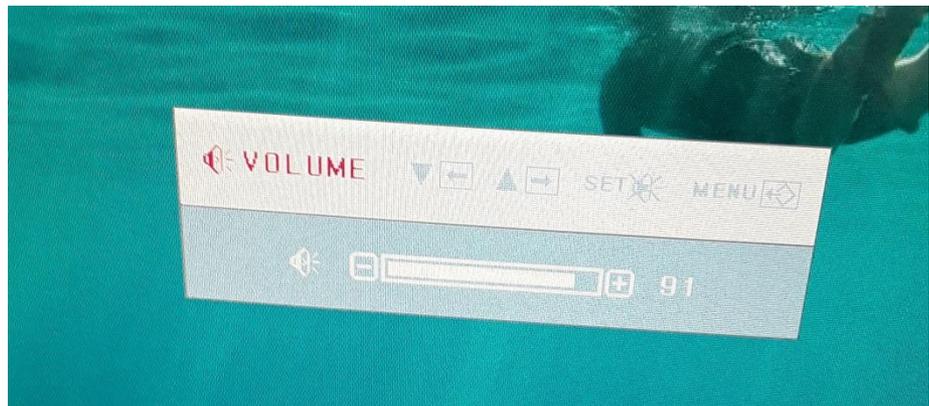
- My setup
  - Laptop with internal speakers
  - Connected by HDMI cable to large monitor with speakers
  - Bluetooth speaker connected as well
- Volume setting at the monitor and Bluetooth speakers may be independent of setting on laptop
  - May need to increase or decrease volume at the device

# Laptop with Monitor and Speakers



# Laptop vs. Monitor

- Monitor speakers have their own volume settings
  - Volume may be 100 on Laptop, but still too quiet
  - OR vice versa
  - E.g., Laptop is 65 (for monitor), monitor is 91



# Speaker – Misc

- Consider getting Bluetooth (wireless) headphones / ear buds
  - Can be farther away from laptop / ...
- Hearing Aids – get a Bluetooth / TTD loop
  - Your hearing aids will act as a headphone
- HDMI cable between your computer and TV
  - Can use TVs sound system

# Video Display

- Usually use the laptop / tablet / phone screen
  - Can attach monitor or TV with HDMI cable
- Zoom Has Speaker vs. Gallery View
  - Speaker view enlarges current speaker
    - PIN any user and they STAY enlarged
  - Gallery view shows everyone as small images
- For Classes Use Speaker View and PIN Instructor's image

# Gallery View

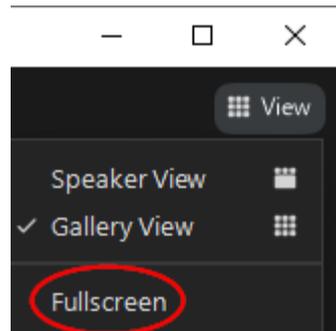
The screenshot displays a Zoom meeting interface in gallery view. At the top center, the title "Gallery View" is shown in a large black font. The main area contains a 3x3 grid of nine video thumbnails, each with a name label at the bottom: Diana Flanagan, Carlyne, E.T., Lara Mealor, Amy Jahn, Stephanie Shindler, Bruce Kerr, Joy Williams Schilling, and Elena Michaelson. In the top right corner, a "Speaker View" button is highlighted with a yellow border. The bottom toolbar is also highlighted with a yellow border and includes the following controls from left to right: "Mute" (with a microphone icon and an upward arrow), "Top Video" (with a video camera icon and an upward arrow), "Invite" (with a person icon and a plus sign), "Participants" (with a group of people icon and the number "9"), "Share Screen" (with a green screen icon and an upward arrow), "Chat" (with a speech bubble icon), "Record" (with a circular icon), "Reactions" (with a smiley face icon and a plus sign), and a red "Leave Meeting" button.

# Speaker View



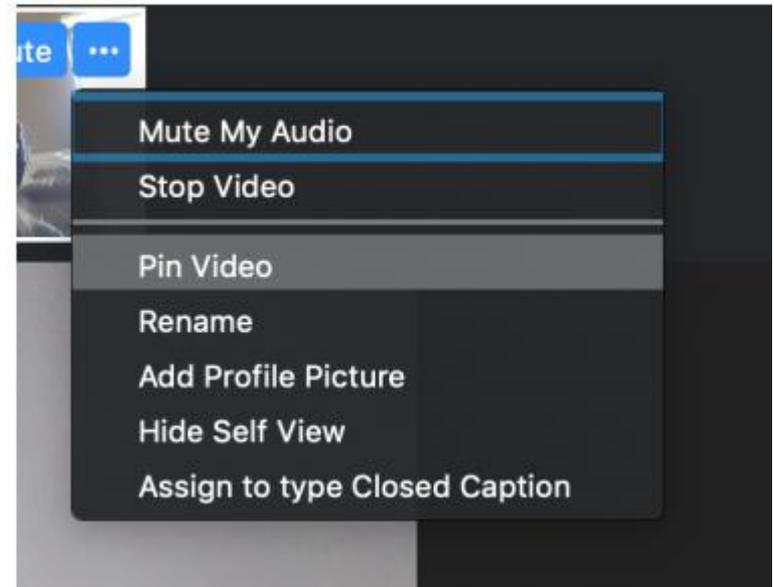
# Full Screen

- Make Zoom fill the screen
  - Double click anywhere in Zoom window
  - Left click on View (top right in Windows10) and select Full Screen.



# Pin Video

- Select Desired Image and click on it
- Click on the ellipsis (...) on image
  - Top right in Windows
- Select Pin or Pin Video



# Video – Misc

- Consider getting Monitor or use your TV
  - Need HDMI ports and HDMI Cable
  - Cables: \$4-\$40 depending on length and quality
  - Monitors : \$100-150 for 20-26”
  - Good video also good for watching YouTube, etc.

# Microphone

- Built-in microphone OK
  - usually not an issue
- Can use Headset with Microphone if you want
- Turn off any noise generators
  - Cell phones
  - Pets
  - Fans
- MUTE when not speaking

# Camera

- Built-in Camera usually OK
  - Use Selfie Camera on Tablets and Phones so screen faces you
- Can buy external cameras to connect to computer
  - USB usually
- Raise camera to chest level or higher
- Draw curtains and provide more light on face

# TIPS

- Test Zoom before meetings
  - See <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>
  - Go to <http://zoom.us/test> to join a test meeting
- Sign up for free zoom account
  - <https://zoom.us/freesignup/>
  - Can use existing Google or Facebook accounts
  - Use Setup to test audio and video
  - Meet with friends/family to experiment

# Zoom App – Win10

Zoom Cloud Meetings

## Sign In

Enter your email

Enter your password [Forgot?](#)

Keep me signed in [Sign In](#)

or

 Sign In with SSO

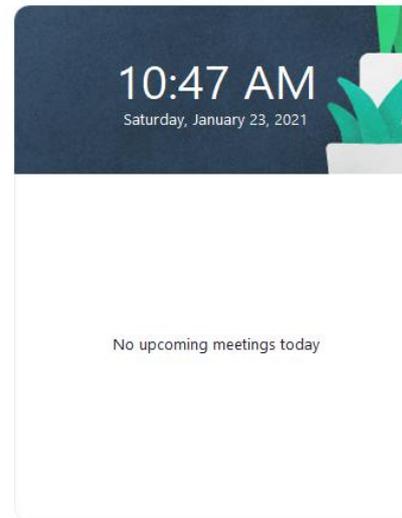
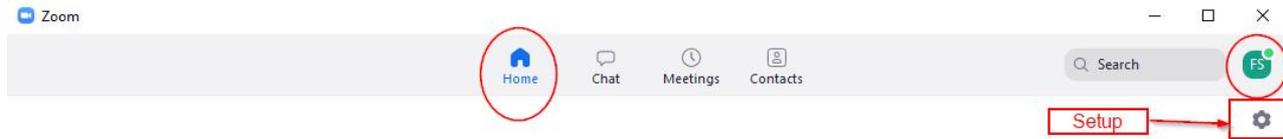
 Sign In with Google

 Sign In with Facebook

[Sign Up Free](#)

[Back](#)

# Get to Setup



# Setup Audio

Settings

Can select speaker and microphone and set volumes

General

Video

**Audio**

Share Screen

Chat

Virtual Background

Recording

Profile

Statistics

Feedback

Keyboard Shortcuts

Accessibility

**Speaker** Test Speaker Speakers (STEM TABLE)

Output Level: \_\_\_\_\_

Volume: ◀──────────────────▶

**Microphone** Test Mic Microphone (STEM TABLE)

Input Level: \_\_\_\_\_

Volume: ◀──────────────────▶

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced

# Test Audio - 1

- Before Joining Meeting:

Choose ONE of the audio conference options

Phone Call Computer Audio

Join with Computer Audio

Failed to detect your microphone. Please make sure your microphone is properly connected.

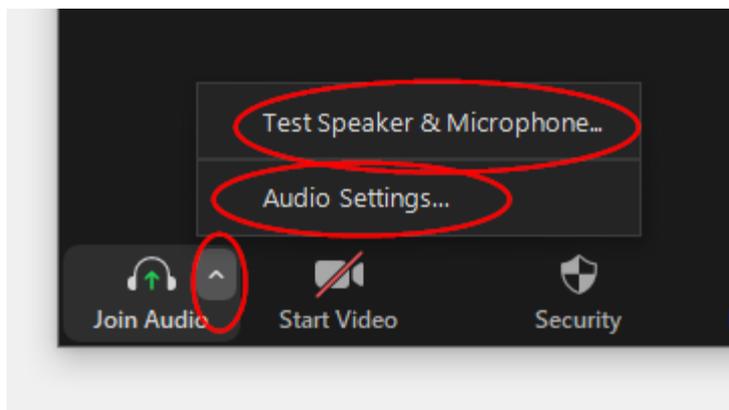
Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

The screenshot shows a meeting join interface. At the top, there is a blue speech bubble icon followed by the text "Choose ONE of the audio conference options". Below this are two rounded rectangular buttons: "Phone Call" (disabled, grey) and "Computer Audio" (active, blue). Underneath is a button labeled "Join with Computer Audio". A red warning triangle icon is followed by the text "Failed to detect your microphone. Please make sure your microphone is properly connected." Below the warning is a blue link "Test Speaker and Microphone" which is circled in red. At the bottom, there is a checkbox with a blue checkmark and the text "Automatically join audio by computer when joining a meeting".

# Test Audio - 2

- While In Meeting:
  - Click on Up Arrow beside Join Audio / Mute
  - Audio Settings shows Setup Audio Screen
  - Test Speaker & Microphone to hear ringtones and record microphone



# Test Speaker / Mic

Testing speaker...

**Do you hear a ringtone?**

---

Speaker 1:

Output Level:

Testing microphone...

**Speak and pause, do you hear a replay?**

---

Microphone 1:

Input Level:

**Speaker and microphone looks good**

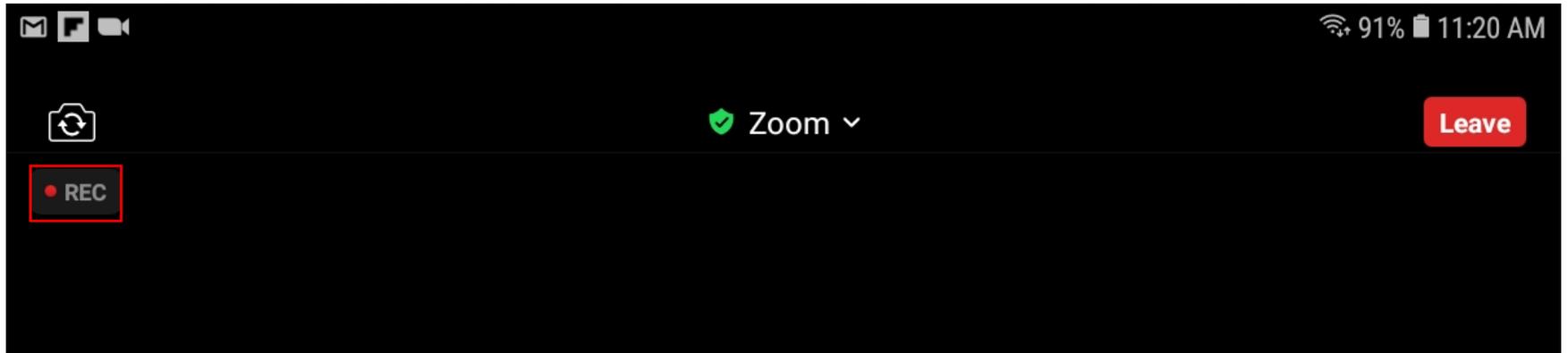
Speaker: 1 - S24D590 (AMD High Definition Audio Dev

Microphone: Same as System

# Recording Meeting

- Host can record meeting
  - Should inform everyone that they are being recorded
  - YOU can stop your video and mute mic
- Icon appears to indicate recording

# Recording Icon - Android



# More Help

- Zoom Support
  - General Help: <https://support.zoom.us/hc/en-us>
  - Video Tutorials: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>
- YouTube Video – LOTS!
  - <https://www.youtube.com/watch?v=-s76QHshQnY>
  - [https://www.youtube.com/watch?v=ygZ96J\\_z4AY](https://www.youtube.com/watch?v=ygZ96J_z4AY)
  - <https://www.youtube.com/watch?v=d4BgPkbYHM0>
  - <https://www.youtube.com/watch?v=UEABW3ddZkc>
  - <https://www.youtube.com/watch?v=SNngG397TLU>
  - <https://www.youtube.com/watch?v=UNxhkq9jjVo>