ZOOM CONTROLS TUTORIAL

Everyone who is in the meeting and their roles

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

Will indicate if you have audio connected or are muted
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
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.
If you click Schedule, this box will appear.

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

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

Then Click Schedule.

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

You can view any meeting YOU have scheduled here!
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.

Password would show up here!