

## Zoom tips

*Background: A brief introduction to controls might help those new to Zoom. The info below describes main controls.*

### **New to Zoom? Here's some help!**

Zoom is a type of software that allows people to share audio and video in a live session. A “host” schedules a meeting and allows “participants” to join the meeting.

You can join a meeting using a telephone (for audio only), or a browser on phone, tablet, laptop, or other computer (for video display), running a PC, Mac, iOS, or Android system.

Joining a meeting by phone for audio (sound) only:

- Your invitation and/or confirmation after registration will list the phone numbers to call to join the session.
- Be aware that if you join by phone, your phone number will be displayed in the list of participants.

Joining a meeting through browser, for video:

- The host will provide a link to register for the meeting.
- The first time you open a Zoom link, you will be prompted to download a free small piece of Zoom software (“client”).
- After clicking, a pop-up window will offer “Join Zoom session.” Click on that button. Depending on how the host created the meeting, you may have a choice of joining with video and/or with computer audio.
- Once you join a session, the software will open in a blue “camera” icon

Understanding Zoom video options and controls (available options are decided by the host for each session).

- **Mute/Unmute:** turns your microphone on or off.
- **Stop/Start Video:** if your device has a camera, this allows you to turn it on or off
- **Chat:** Click on this button to open a window to read or type messages. Type your message in the field at the bottom of that window. You may be able to choose sending a message to a single participant or all participants.
- **Participants:** Click here to see a list of others participating in the session.
- **View:** speaker view shows just the speaker (and/or their shared screen) in a large window. View divides the screen to show all participants.
- **Full screen enter/exit:** Expands your Zoom window to the full screen or shrinks it so you can see other windows.
- **End session:** Click on red button to end the session and then click on blue button to leave session.

NOTE: If joining by browser, your computer name or other info will be shown.