

Quick Zoom Guide

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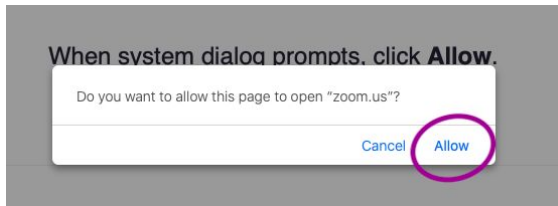
1. Set up an account

- Using a desktop or laptop, visit <https://zoom.us>.
- Click the orange button "Sign Up, It's Free" and follow directions.
- Choose an email to use with your Zoom account.
- Zoom will send you an email with a confirmation link.
- Click on the link in your email to go to Zoom's Sign Up Assistant and sign in using your email and password.
- Download the Zoom desktop app on your desktop and laptop and try signing in.

2. Join a meeting

There are two ways to join a Zoom meeting.

- Open the Zoom app and click the blue "Join" icon.
Copy and paste the Meeting ID and password into the provided fields.
- If you have the meeting link, copy and paste the link into your browser to join meeting.
You may automatically receive a message box asking you to allow the page to open Zoom. Click "Allow". If you don't see this message, click "launch meeting" on the page.



When system dialog prompts, click **Allow**.

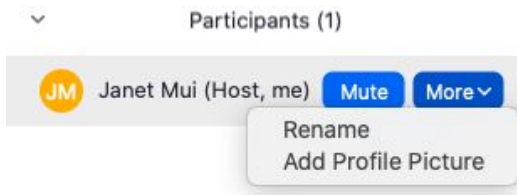
If you have Zoom Client installed, [launch meeting](#), otherwise, [download and run Zoom](#).

3. Change your name

- Click on the “Participants” icon in the toolbar on the bottom of your Zoom meeting.



- Hover your mouse over your name in the “Participants” list on the right side of the Zoom window.



- Click “More” and then “Rename” and enter the new name.

4. Mute and unmute yourself

Find the “mute” icon in the toolbar on the bottom of your Zoom meeting.



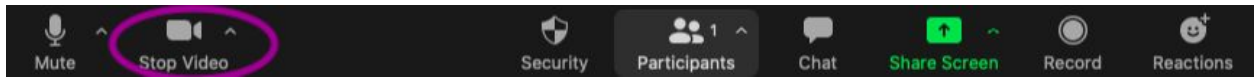
5. Share your screen

- Click on the “Share Screen” icon in the toolbar on the bottom of your Zoom meeting.
- Select which window you would like to share.



6. Turn your camera off and on

Find the “stop video” or “start video” icon in the toolbar on the bottom of your Zoom meeting.



7. Change your virtual background

- Find the “Stop Video” icon in the toolbar on the bottom of your Zoom meeting. Click the tiny arrow next to the picture of the camera.



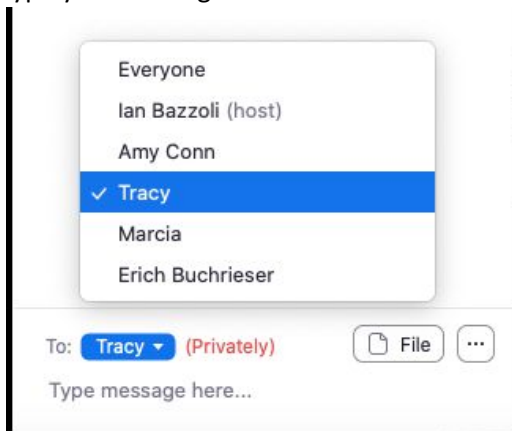
- Click “choose virtual background”. You can upload your own picture or use a pre-made one from Zoom.

8. Use Chat

- Click on the “Chat” icon in the toolbar on the bottom of your Zoom meeting and a chat box should appear on the right side of your Zoom screen.



- In the “To:” field, select if you want your message to go to Everyone or to a specific person and type your message.

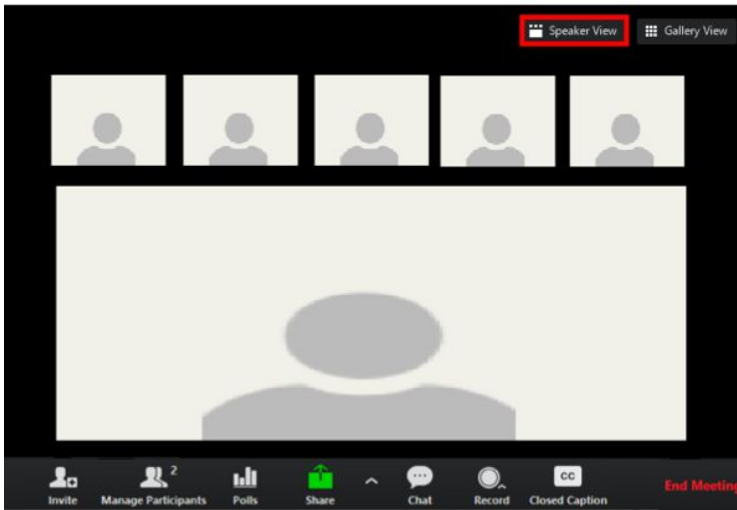


9. Video Layout

There are three video layouts in Zoom when no one in the meeting is sharing their screen.

- Speaker – this will switch the large video window to highlight whoever is currently speaking
- Thumbnail – this will give you a large view of the active speaker with a small strip of thumbnails showing up to 8 participants
- Gallery – this will let you see thumbnail displays of all the participants in a grid pattern

To switch to different layouts, click the options on the upper righthand corner of the screen.

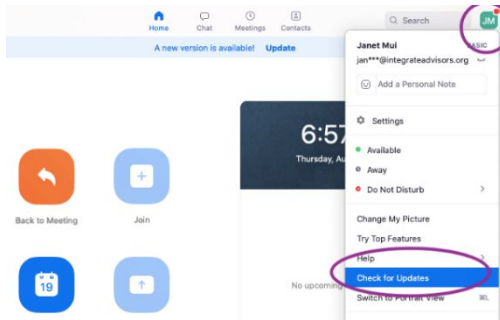


If there are a lot of participants in a meeting, all the thumbnails may not fit on one screen when you're in gallery view. If that's the case, you can click the arrow on the right side to see additional thumbnails. An arrow will appear on the left side of the screen to go back to the first page.



10. Update your Zoom

- From the Zoom desktop app, click on your profile photo (if you uploaded one) or the box with your initials in the top right corner.
- Click on "Check for Updates".

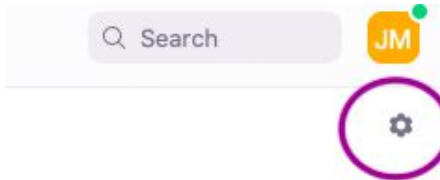


11. Test your Zoom

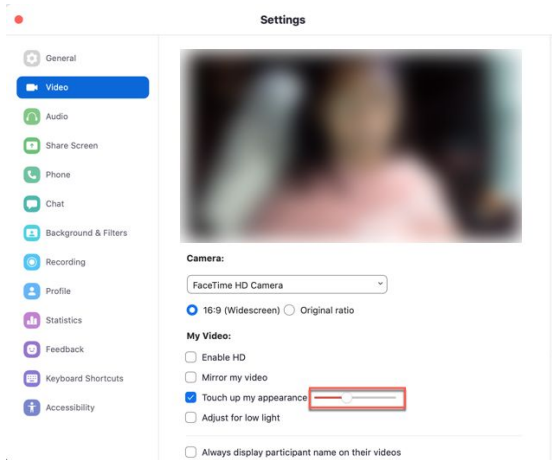
To ensure that your video and audio works every time, go to zoom.us/test and follow the process before every meeting.

12. Additional Feature: Touch up my appearance

- From the Zoom desktop app’s home screen, click on the Settings symbol in the top right corner.

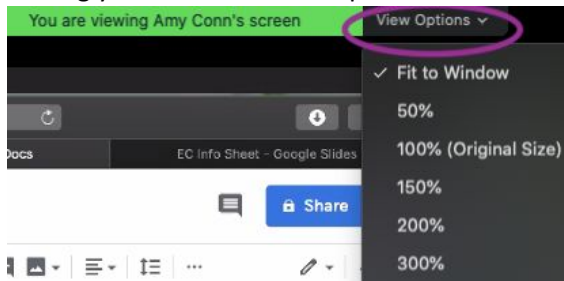


- Click on the “Video” tab on the left-hand toolbar.
- In the video settings dialog, click “Touch up my appearance”.
- Use the slider to adjust the effect.

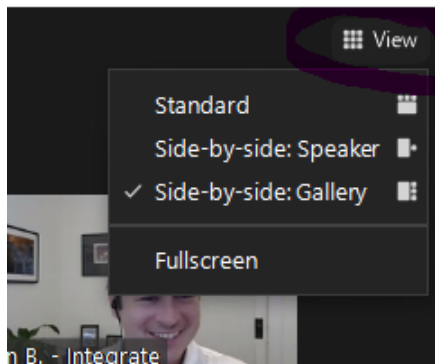


13. Adjusting View Options when screen is shared

When someone is sharing their screen, you can adjust your view of the image they're sharing by moving your mouse to the top center of the Zoom screen and clicking "View Options."

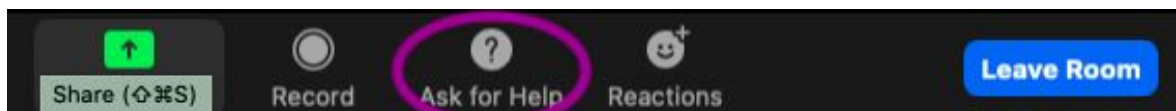


You can also change your view of how the shared screen and the videos of the speaker and other meeting attendees are displayed by clicking on the "View" icon in the top right corner of the screen.



14. Asking for help in a breakout room

If you're in a breakout room and need assistance from the host, please mouse over to the Zoom tool bar on the bottom of the screen and click "Ask for Help" to invite the host into the breakout room.

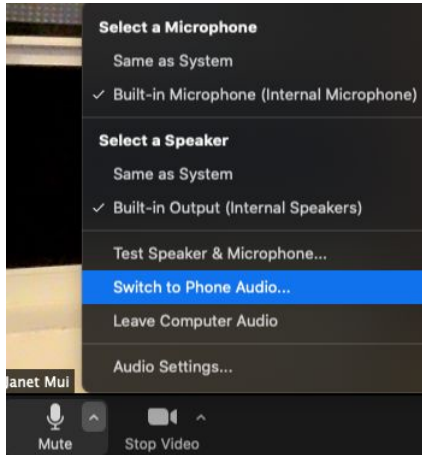


15. Switch to Phone Audio

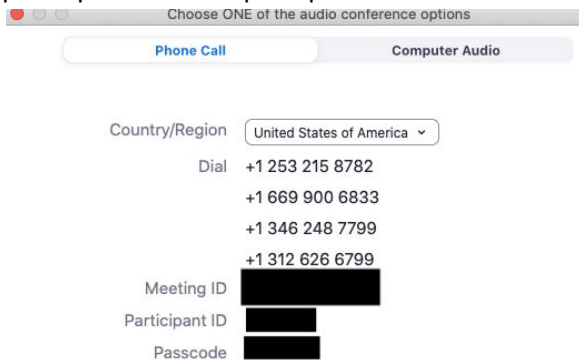
- If your computer audio is not working well, you can switch to join by phone and just leave your video on. At the toolbar, find the arrow next to the mute icon and click on it.



- Click “Switch to Phone Audio.”



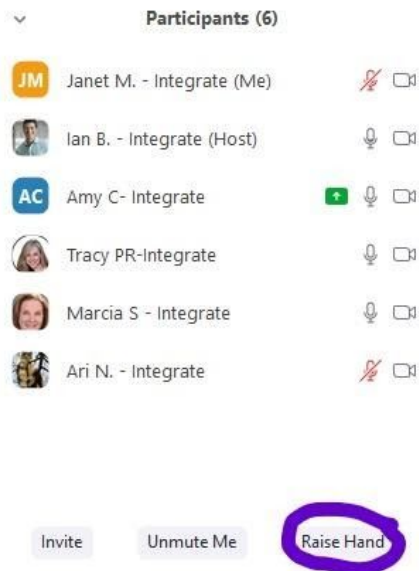
- Dial one of the listed phone numbers and then follow the directions to enter the meeting ID and participant ID when prompted.



- On your Zoom video, mute your audio and your computer speakers.

16. Raise hand feature

If you would like to get host’s attention or if you have a question, particularly during a presentation, click on the “Participants” icon in the toolbar on the bottom of your Zoom meeting. A list of participants should appear on the right side of your Zoom screen. Click the “Raise hand” button on the bottom right corner of the window.



17. Get more help

- For more information on how to use Zoom including video tutorials, visit: <https://support.zoom.us/hc/en-us>
- For Zoom's accessibility features including keyboard shortcuts, visit: <https://zoom.us/accessibility>

18. Improving your Zoom connection

- **Use the best Internet connection you can.**

In general:

- o Wired connections are better than wireless (WiFi or cellular) connections.
- o WiFi connections are better than cellular (3G/4G/LTE) connections.

As often as possible, join Zoom meetings from a location where you can use a fast, reliable, wired Internet connection.

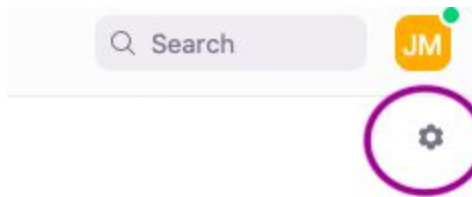
- **Mute your microphone when you're not speaking.**

When your microphone is on, Zoom will devote part of your Internet connection to an audio stream for you, even if you are not speaking. Mute your microphone when you do not need it, and you will allow Zoom to use your Internet connection more effectively.

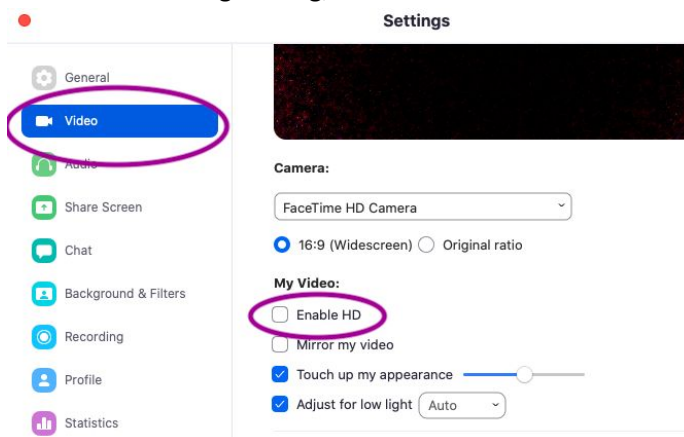
- **Turn off HD webcam video.**

Sending high definition (HD) webcam video requires more bandwidth than sending non-HD. Turning off HD video will free up more of your Internet connection for other parts of your Zoom meeting.

- o From the Zoom desktop app's home screen, click on the Settings symbol in the top right corner.



- o Click on the “Video” tab on the left hand toolbar.
- o In the video settings dialog, make sure “Enable HD” is **not checked**.



- **Close other, unneeded applications on your computer.**
Zoom meetings can demand significant memory and processing power from your computer. Closing other applications, ones you do not need during the session, will help Zoom run better.
- **Avoid other internet activity.**
Don't start other bandwidth-intensive activities just before, or during, a Zoom meeting. When using Zoom—avoid:
 - o large downloads
 - o large uploads
 - o streaming video (e.g. Netflix, Hulu, YouTube)
 - o cloud backups (e.g. Carbonite, CrashPlan)
 - o cloud file synchronizations (e.g. OneDrive, Dropbox)

Source: <https://wiki.millersville.edu/display/instructdocs/Improving+your+Zoom+connection>