

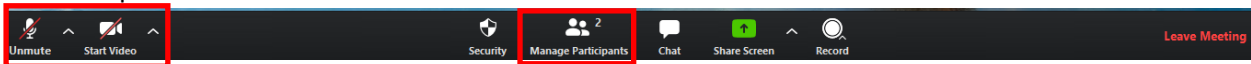
Zoom Meeting Controls

This guide will introduce you to the meeting controls and options in Zoom. The controls are almost identical whether you are connecting on a PC or Apple computer (including laptop), iPad, iPhone, or Android. However, computers offer the most functionality and options.

MAIN MENU

The main menu bar is shown below. It may be at the bottom or top of your screen and is normally hidden. To display the menu, hover your mouse/cursor over the bottom or top of your screen.

On a computer:



On an iPad:



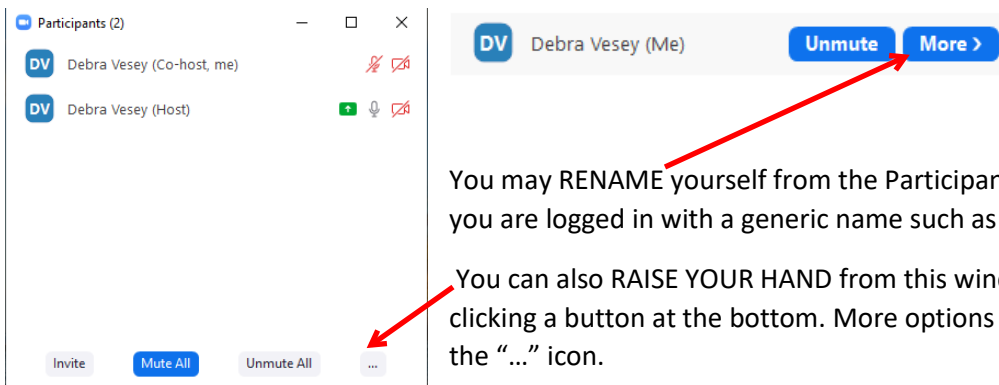
On a phone:



The **Audio** shown in the top and bottom examples is MUTED. Click the icon to UNMUTE yourself so other participants can hear you. Click it again to MUTE your audio. On a computer, you can press the spacebar to speak and release the spacebar to re-mute yourself. (NOTE: all participants can hear everything in your environment. We recommend MUTING yourself unless you are speaking.)

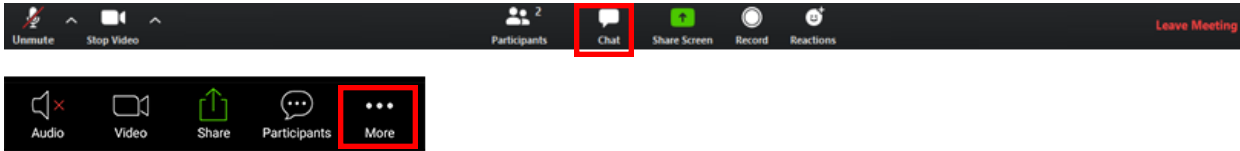
The **Video** in the top two examples is STOPPED. This means that your camera is temporarily disabled and other participants cannot see you. The Video in the bottom example is STARTED (there is no red “X” next to it). Click the icon to START or STOP your video. (NOTE: all participants can see everything in your camera. If there are distractions or you will be out of range of your camera, we recommend STOPPING your video temporarily.)

Clicking the **Participants** icon will open a new window, shown below. The audio and video icons next to each name indicate the status. You can also control your audio and video from this window (but not that of other participants). The green box indicates who is sharing their screen.

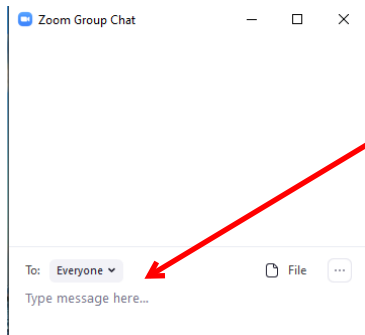


You may RENAME yourself from the Participants window, which is helpful if you are logged in with a generic name such as “iPad”.

You can also RAISE YOUR HAND from this window (not shown here) by clicking a button at the bottom. More options may be available by clicking the “...” icon.



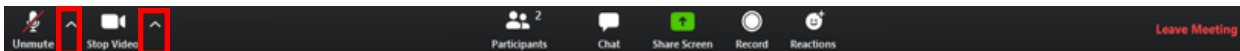
Clicking the **Chat** icon also opens a new window. You can send a chat message to all participants (including the host or instructor) or to just one by using the drop-down menu. If another participant sends a message to you, you will see a number next to the Chat icon. Type your message and use the Enter or Send key to deliver it.



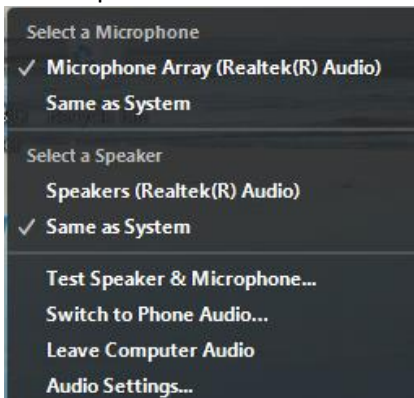
On an iPad or phone, the **Chat** window is accessed from the **More** icon.

The **Share Screen** and **Record** options are available only if the host or instructor has enabled them and are unlikely to be used for any OLLI courses.

More Audio and Video options are available on a computer by using the drop-down menu (^) next to each icon.



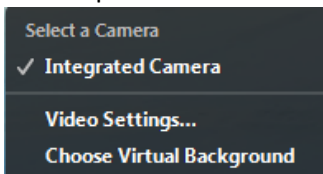
Audio options:



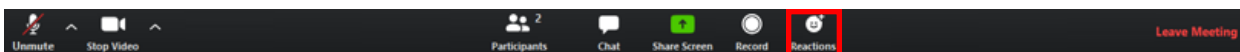
The Microphone and Speaker options show the default settings for your device.

The bottom set of options allows you to test or switch your audio settings without leaving the meeting or class.

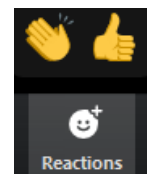
Video options:



The bottom set of options allow you to adjust your video settings and select a virtual background (optional).



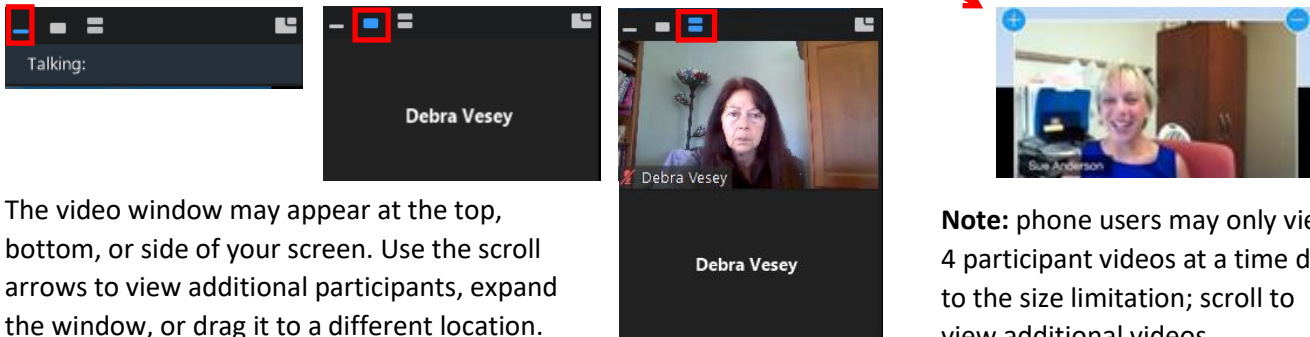
The **Reactions** icon lets you select various feedback options, which will be displayed to all participants within the Participants window.



VIDEO LAYOUTS

You can choose how to view the video of other participants. The examples below show the controls on a computer. **Video options are shown as “+” and “-” on iPads and phones.**

The active view appears in blue. You can choose to view none, one, or multiple participants. Change the view by clicking the corresponding icon. If a participant has stopped their video, only their name will display.



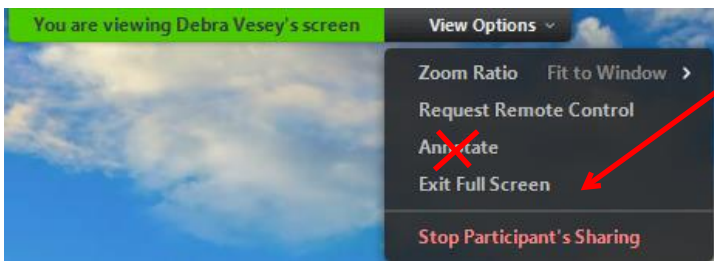
The video window may appear at the top, bottom, or side of your screen. Use the scroll arrows to view additional participants, expand the window, or drag it to a different location.

Note: phone users may only view 4 participant videos at a time due to the size limitation; scroll to view additional videos.

Gallery View is not available if the instructor is showing a presentation (i.e. Powerpoint slides, video, etc.).

VIEW OPTIONS

The View Options menu may vary. Not shown here is Side-by-side mode



Exit Full Screen allows you to access other programs, apps, and controls on your device.

Choosing **Annotate** opens the Annotate toolbar and allows you to draw or type on the screen. All participants can see everyone's annotations. This feature is unlikely to be used in OLLI courses so please do not annotate during your class.

Choosing **Side by side mode** changes the layout of the screen to display the shared screen on the left and participant videos on the right, **with no overlap.**

You can resize the displays by sliding the separator between the video and screen share frames.



To exit **Side-by-side mode**, return to the **View Options** drop-down menu.

TROUBLESHOOTING TIPS

- For best results, sit near your internet router and close all applications on your computer/device except Zoom and your internet browser.
- We also recommend shutting down all devices except the one you're using. This helps to make your bandwidth available to the Zoom class and will improve your video and audio quality.
- You cannot break Zoom! Don't be afraid to try different options and buttons to discover what they do.
- If you become "lost" you can leave the meeting/class and rejoin, which resets your settings.
- If all else fails, restart your device or computer.