

Zoom Meeting Controls -- Tablets

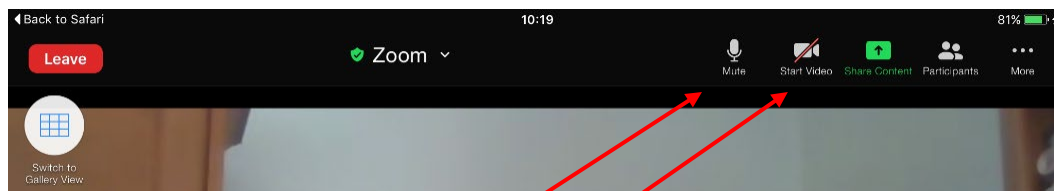
This guide will introduce you to the meeting controls and options in Zoom.

We recommend viewing your class in landscape mode (horizontally).

You may notice slight differences between the instructions in this guide and your particular device, but the available functions will be the same.

TOOLBAR

The main menu toolbar is shown below. It is at the top or bottom of your screen and is normally hidden. To display the toolbar, touch your screen near the top or bottom. To display it at all times, see [Meeting Settings](#) on page 2.



AUDIO

The **Audio** is UNMUTED, as shown by the microphone icon. Tap the icon to MUTE yourself so other participants cannot hear you. Tap it again to UNMUTE your audio. A red slash through the icon indicates that you are MUTED. (NOTE: all participants can hear everything in your environment. We recommend MUTING yourself unless you are speaking.)

VIDEO

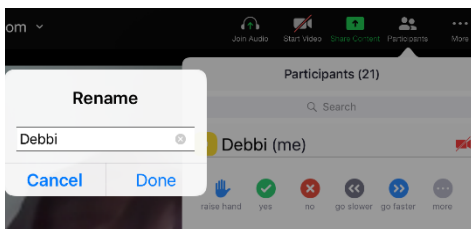
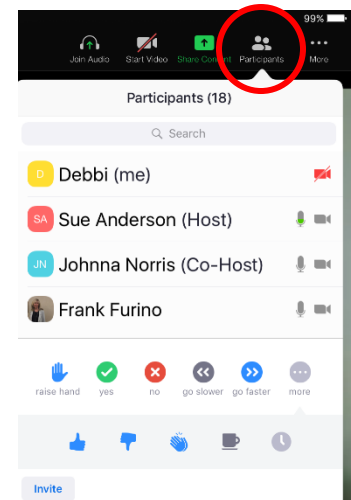
The **Video** in the example is STOPPED. This means that your camera is temporarily disabled and other participants cannot see you. Touch the icon to STOP (hide) or START (show) your video. (NOTE: all participants can see everything in your camera. If there are distractions or you will be out of range of your camera, we recommend STOPPING your video temporarily.)

The **Share Content** option on the toolbar is unlikely to be used in OLLI classes.

PARTICIPANTS

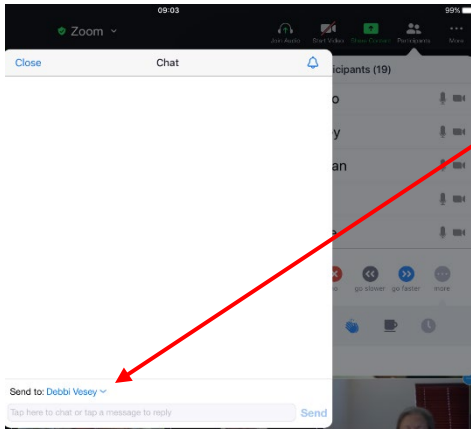
Tapping the **Participants** icon will open a new window, shown below. The audio and video icons next to each name indicate the status. A green box indicates who is sharing their screen. A blue hand means the participant has “raised their hand”.

You may select RAISE HAND or provide other feedback to your instructor from this window. Touching the “More” button accesses the additional feedback icons shown on the bottom row.



To RENAME yourself, tap your name in the Participants window. We recommend renaming yourself so the instructor, staff assistant, and other participants can identify you. Zoom does not currently “remember” your name for future meetings, so you’ll need to do this each time. (NOTE: you can also type your name when you first join the meeting).

Touch elsewhere on your screen to close the menu.

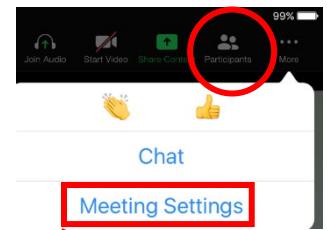


Tap someone else's name to start a CHAT with them. CHAT lets you type messages to other participants. You can send a text message to everyone (including the host/instructor) or to just one person by using the drop-down menu. Type your message at the bottom of the window and tap Send.

MORE

You can also access the CHAT window from the **More** icon on the toolbar.

A number next to **More** indicates that new Chat messages have been sent to you.

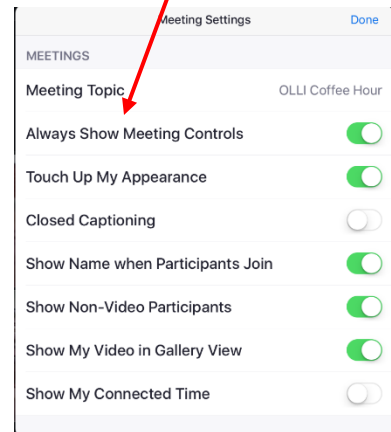


You may select the "clapping hands" or "thumbs up" to show appreciation for your instructor!

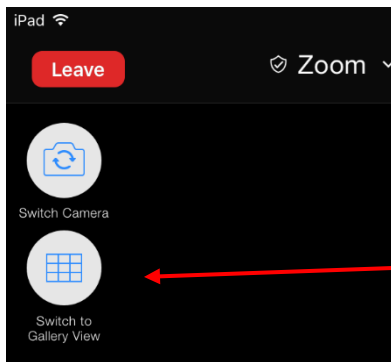
MEETING SETTINGS

Choosing **Meeting Settings** will open an option menu. Select your personal meeting preferences, then tap Done.

Set **Always Show Meeting Controls** to "on" to display the toolbar at all times. We recommend turning this option on so your controls are always accessible, especially if you are new to Zoom.



OTHER CONTROLS



Tap the red **Leave** button on the left side of the toolbar to exit the meeting/class.

Tapping the **Switch Camera** icon will toggle your video between the front camera and rear camera.

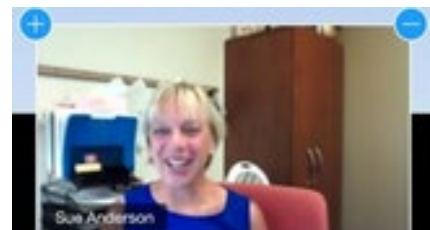
Gallery View and Active Speaker View are explained below.

VIDEO LAYOUTS

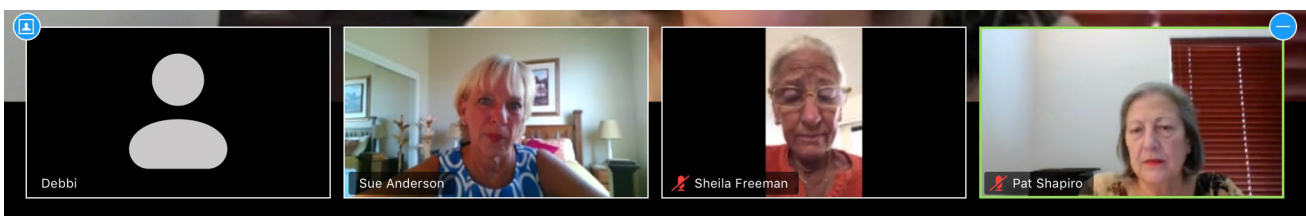
You can choose how to view the

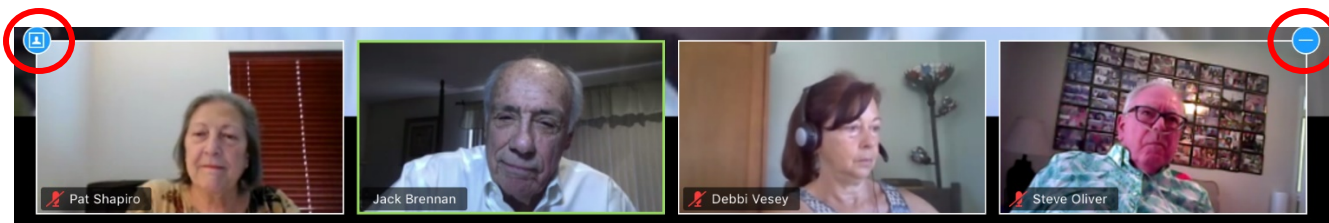
video of other participants.

The video window usually appears at the bottom of the screen. View a maximum of 4 videos by tapping the "+" circle in the video display. Scroll with your finger to view additional participants.



When participants stop their video, only their name will display.





VIEW CONTROLS

To hide all small video frames, tap the “-” circle to the right.

To show the small video frames again, tap the video camera circle at the bottom right of your screen.

To view ONE small video frame, tap the “person” circle to the left.

To view MORE small video frames, tap the “+” circle to the left.



ACTIVE SPEAKER & GALLERY VIEWS

You may choose to display participant videos in **active speaker** or **gallery view**.

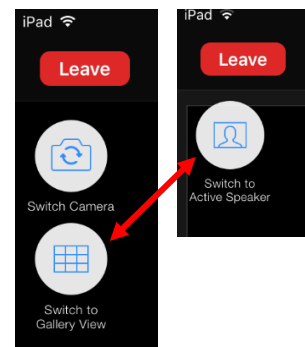
Active speaker view will show the person speaking in a large frame in the middle of the screen, with all other participants in smaller frames at the bottom.

To choose whom to view in the large frame, tap on that participant’s video from the smaller frames. If a presentation is being shared, you can touch **Switch to Screen Share** in the upper left corner of the Zoom screen to return to the presentation.

Gallery view will display ALL videos in small frames and allows you to view up to 9 participants at once. Scroll with your finger to view additional participants.



To switch (toggle) between views, tap the **Active Speaker / Gallery View** icon below the **Leave** button.



TROUBLESHOOTING TIPS

- For best results, sit near your internet router and close all applications on your 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.
- If you are experiencing audio problems, hiding your video can improve the sound 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.