mcaZoomies How to use Zoom checklist

What is this?

Have you heard friends & family speaking about Zoom meetings and calls? Zoom helps you connect, communicate, and express your ideas. Zoom is easy to install and use. You can use Zoom to meet virtually (not in-person) with others by video or audio-only.

Prerequisites

This is an intermediate level workshop course. You should already know how to start and end Zoom. To complete the steps in this sheet you need:

- A recent desktop or notebook computer, tablet or smartphone with the latest updates installed
- A working email address that you know how to use
- A Zoom account with the Zoom app already downloaded and installed
- To complete most steps here, you need to invite someone else, a friend or family, to join you on a Zoom call, while you check and adjust your settings.

What's covered here?

This checklist covers the following tasks:

1. How to turn video on and off
2. How to mute and unmute audio
3. How to change your display name
4. How to change your Zoom profile name
5. How to ask questions and chat
6. How to use Camera view and Gallery view

Unexpected Meeting Drop Outs

Sometimes unexpected glitches cause us to drop out of an active Zoom call.

If this ever happens, you can easily re-join the call again. Simply re-click the Zoom meeting link in your registration email, and follow this checklist steps for joining a Zoom meeting. Remember, when you re-join, you may need to turn on your video.

How to turn video on and off

Zoom is best when we can see one another. It's good Zoom etiquette to turn your video on whenever you join the meeting

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In the Zoom window, buttons along the lower edge are Meeting Controls. To check your video is ON, look at the lower left below your display name. Notice the video camera button, with the words, 'Start Video' with the red bar, or 'Stop Video'.

When you see 'Start Video,' with the red bar, it means your video is OFF: no one can see you. Clicking the button turns your video on and off. When it shows, 'Stop Video' your video is ON, and we can see you. You can also see yourself onscreen.
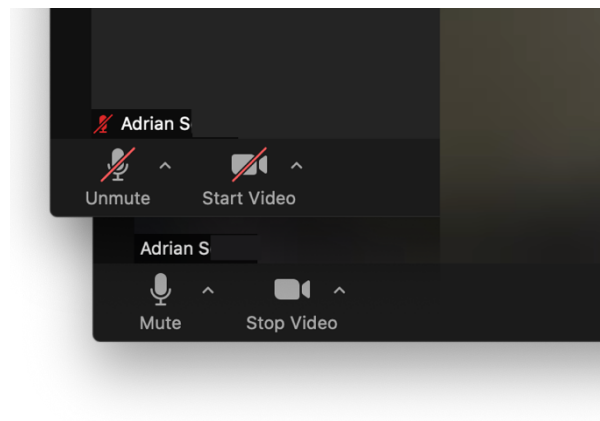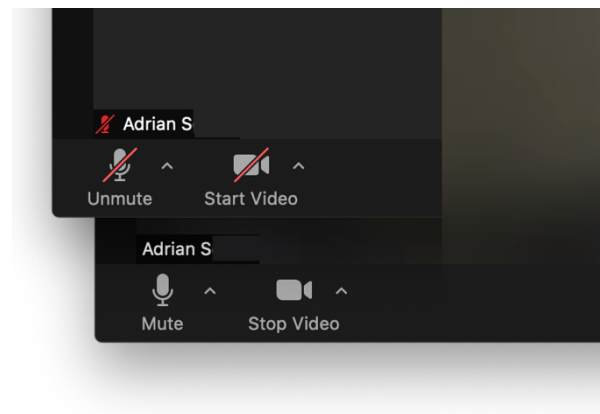
How to mute and unmute audio

Background noise is distracting for everyone on the call. Good Zoom etiquette has us always muting our microphone when not speaking

To check your microphone is muted, look at the lower left below your display name. Notice the microphone button, and the words, 'Mute' or 'Unmute' with a red bar.

When you see 'Mute' your microphone is ON and you can be heard by everyone.

When showing 'Unmute' with the red bar, your microphone is OFF, and we won't hear you until you're ready to speak.

Clicking the button mutes and unmutes your microphone. To speak during a meeting, you must first unmute your microphone. When you finish speaking always remember to mute again.

Remember

Think about your actions on camera. Remember, everyone can see and hear you at all times when your microphone is unmuted and your camera is on. Muting the microphone does not stop the video.
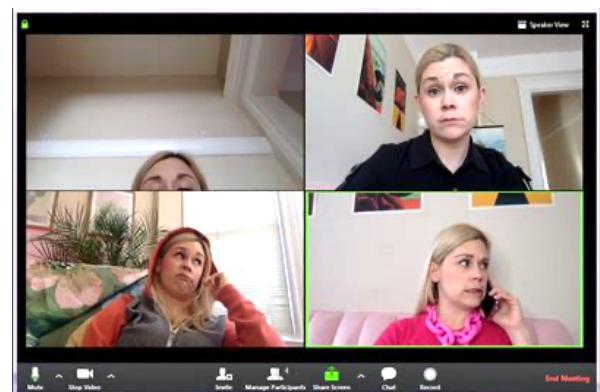
SUMMARY

You've learned how to Mute and Unmute yourself during a Zoom meeting. You also learned when the video is on, everyone can see you, even if your audio is muted.

How to change your display name

When meeting together, knowing one another's names is important, and is good Zoom etiquette

Check that at a minimum your first name, and first initial of last name are visible. This helps everyone know who is speaking.

Your Zoom Display Name comes from your Zoom profile. See the next section.

You can change your Display Name on-the-fly during a meeting. Notice the 'Participants' button along the bottom centre.
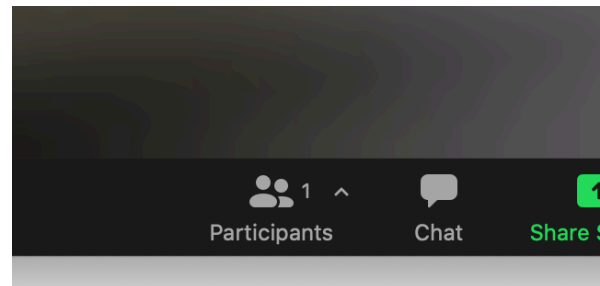
Clicking the Participants button opens and closes a list of participants on the right side.

Your 'display name (me)' shows at the top along with two buttons, 'Mute' and 'More'.

Click the 'More' then 'Rename' buttons to open the Rename window.
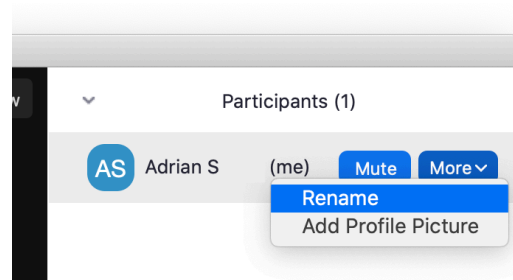
In the Rename dialogue, enter your new display name, and click the 'Rename' button underneath to save your changes.

Finally, clicking the 'Participants' button again back on the Zoom meeting controls closes the participants list.
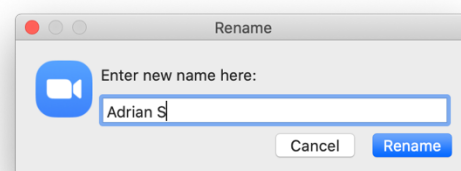
SUMMARY

You've learned how to update your public Display Name during a Zoom meeting.

How to change your Zoom profile name

On your registered Zoom account, your Zoom profile stores your name and other information

Follow these steps to edit your Zoom profile name, and Display Name

Open the Zoom application. Notice the little gear-shaped settings button at top right under your initials.
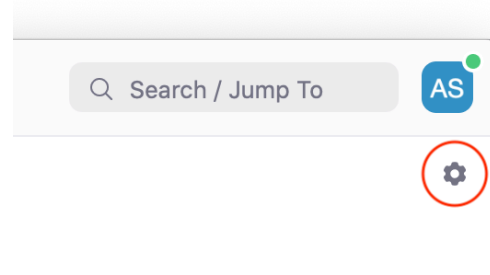
On the Zoom settings page left-hand menu, select the 'Profile' button. On the right-hand side notice your name and email address above three new button choices.
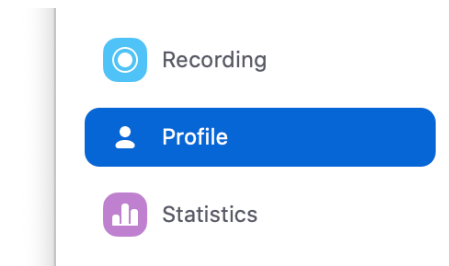
Under your name on the Profile page, click the 'Edit My Profile' button. This opens a new page in your web browser with your profile information from your Zoom account.

NB: If your web browser wasn't running, this action will start the browser with the new page.
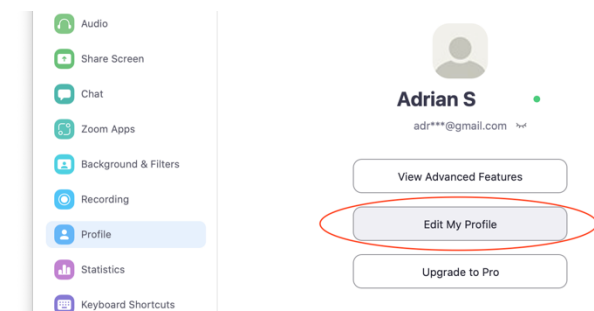
In your web browser on the profile information page shown, click the 'Edit' link beside your name to edit your Zoom profile details.
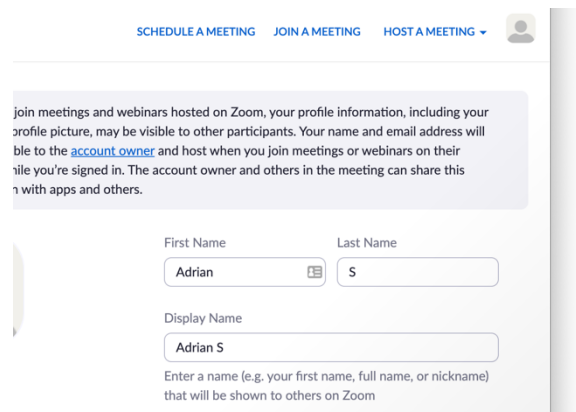
Notice a form opens showing your profile details.
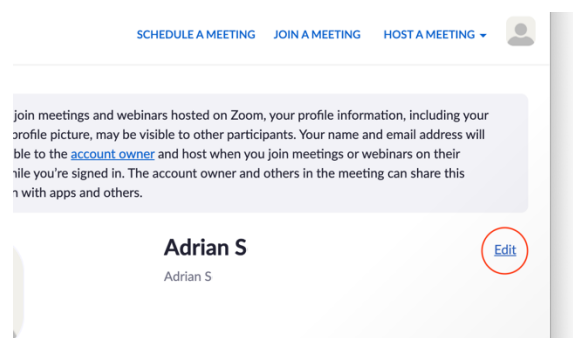
On the form you can edit your full name, and Display Name. First and Last names on your Zoom account are private.

The Display Name is public and appears on your Zoom meetings. For MidCoast Zoomies Events, your display name should show at least your first name and first initial of last name, or the full name.

Finally, scroll down the page and click the Save button, and close the tab.

SUMMARY

You've learned how to update your Zoom profile name and Display Name used in the Zoom app and during meetings.

How to ask questions and chat

During a meeting you may need help with something the host presenter is speaking about. Or you may want to comment, or ask a relevant question

There are several ways you can express yourself, ask for help, and make comments using the Reactions and Chats buttons.

Raise Hand Reaction

To indicate you have a question or comment, you can click the 'Reactions' button and then 'Raise Hand'. A notification is sent to the host presenter, who may invite you to unmute and speak when appropriate.

You can lower your hand by clicking the 'lower hand' button under Reactions. Remember to 'mute' after speaking.
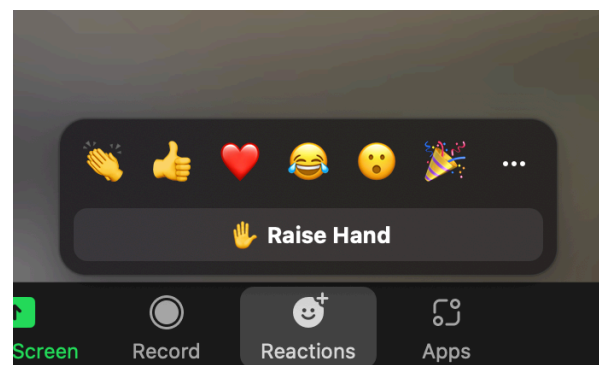
Other Emotive Reactions

You can use the Reactions button during a meeting to help you express an emotion: Clapping, Thumbs Up, 'I love it' heart, Tears of laughter, Shock/Surprise open mouth, and 'Let's celebrate' party popper, and more.
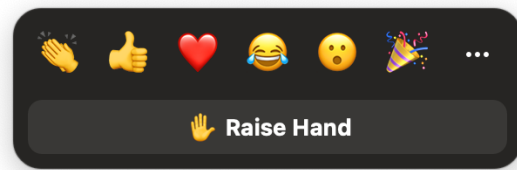
Chat Messages

Use the 'Chat' button, to send written messages, questions, or comments.

Chatting is a great way to make unobtrusive relevant comments, and raise questions during a presentation, and speak with other participants privately or publicly.
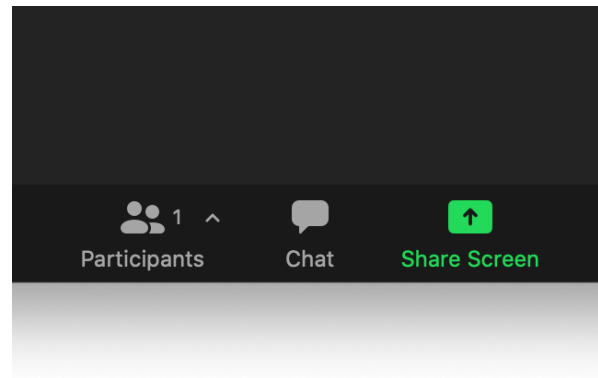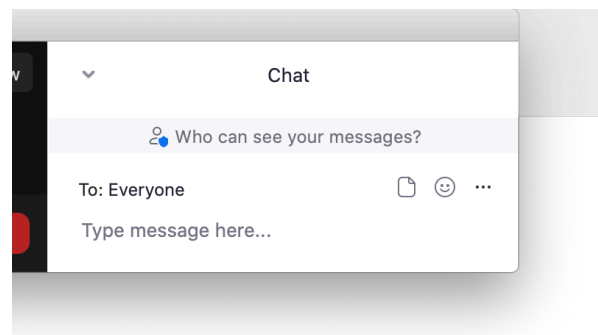

Chat Audience

When you click the 'Chat' button, a new panel opens to the right-hand side of the Zoom window.

Here you can type a message to the meeting host only, to everyone (public) or privately to another participant.

Always make sure to double check your intended audience before sending.

SUMMARY

You've learned ways to ask questions, make comments and express emotions during a meeting using Reactions and Chats.

How to use Camera view and Gallery view

Large Zoomies meetings can have many people participating at once

Depending on your settings, your screen may appear too crowded with smaller thumbnail images, making the host presenter harder to see. Zoom has options for controlling how you view meeting participants.

Views

The View function only works when at least one person's camera is turned on.

Notice the 'View' button in the top right corner of the Zoom window. Clicking this presents three options.

While in a meeting, you can customise the video order, or switch between Speaker view and Gallery view.
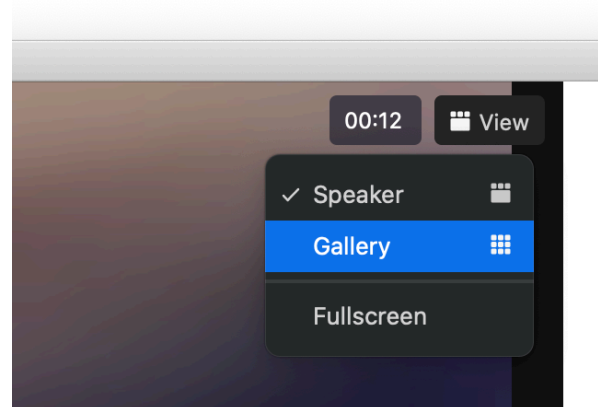
Speaker View

Speaker view creates a larger window for whomever is speaking. Some of the other participants appear in smaller windows above the main speaker.

The Speaker view automatically switches the large video window between people as they begin speaking.

Remember, any unmuted background noise will cause this window to highlight the culprit.

Gallery View

Gallery view shows a grid of participant thumbnails. The grid grows and shrinks as people join and leave the meeting. With a stronger computer you may see up to 49 people at once.

After that, additional pages are added for more people. You move through and view the different pages by clicking the right or left arrow keys.

In Gallery view the active speaker is easily identified as they're automatically relocated to whatever current page you're viewing.

Full Screen

In full screen view the Zoom window fills your entire monitor. In full screen, the computer desktop and other applications are hidden behind until you exit full screen.

Select Fullscreen under the 'View' menu button, shown earlier. Or, you can also double-click your Zoom window to enter and exit full screen; the keyboard Esc key also exits.
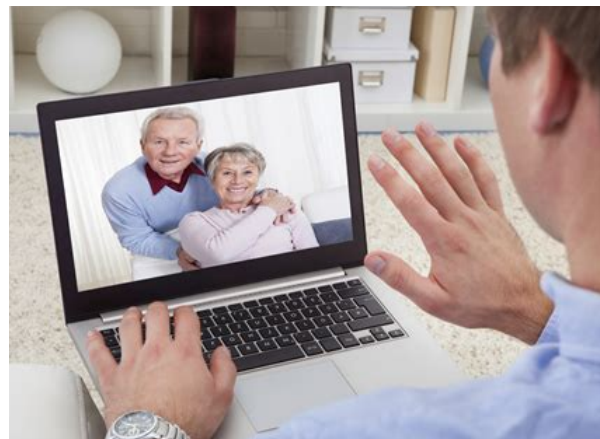
SUMMARY

You've learned how to control full screen and the participants display, while keeping the main speaker active in front.

How to Co-host as a volunteer moderator

MidCoast Zoomies events have co-host moderators to help you and assist the meeting host by replying to questions, and giving information

We offer co-host training as a separate event. If you're passionate about helping others, and have reasonable keyboard skills, we would love you to join our team of volunteer co-hosts. Contact the Zoomies Events Coordinator at MidCoast Assist.

Conclusion

This concludes our step-by-step 'mcaZoomies How to use Zoom checklist'. We trust this has been useful in helping you, and hope you will print out and keep as a handy reference while learning how to register and join Zoom meetings.

Our printable step-by-step instruction sheet, 'mcaZoomies Register and Join Zoomies Events checklist', www.mcaconnect.com.au/Zoomies helps you find and register for Zoomies Events.

We're constantly adding new Zoomies Events. Check out what's new and coming on our Zoomies Calendar. Or, if you need help, or want more information on how to find and register for Zoomies events, search for our 'mcaZoomies Register and Join Zoomies Events checklist', www.mcaconnect.com.au/Zoomies

If you've found this checklist useful, or have other feedback and comments, we'd love to hear from you at, www.mcaconnect.com.au/Feedback.

If you need further assistance, please contact MidCoast Assist Technical Support by email techsupport@mcaconnect.com.au, or telephone on 02 7955 7068.