

TIPS FOR GETTING COMFORTABLE WITH ZOOM



Rotary



MAKE SURE YOU HAVE A
GOOD INTERNET
CONNECTION. IF YOUR
WIFI SIGNAL IS NOT
STABLE PLUG DIRECTLY
INTO YOUR INTERNET
CABLE



Rotary



Learn tricks and tips for Zoom - it is part of our new reality - Meeting

File Meeting Insert Format Text Review Tell me what you want to do...

Save & Close Delete Copy to My Calendar Appointment Scheduling Online Meeting TeamViewer Accept Tentative Decline Propose New Time Respond Busy None Recurrence Time Zones Categorize Tags Move to iCloud

Accepted on 4/23/2020 4:57 PM.

Organizer marlee@d7090.org on behalf of marleerotary@outlook.com Sent Thu 4/23/2020 10:14 AM

Subject Learn tricks and tips for Zoom - it is part of our new reality

Location <https://zoom.us/j/8196467865?pwd=eExBMDlpM01yN1pYOExsVGNpalJtUT09>

Start time Thu 4/23/2020 6:30 PM ☐ All day event

End time Thu 4/23/2020 7:30 PM

Join Zoom Meeting
<https://zoom.us/j/8196467865?pwd=eExBMDlpM01yN1pYOExsVGNpalJtUT09>

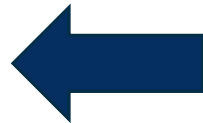
Meeting ID: 819 646 7865
Password: 170753
One tap mobile
+19292056099,,8196467865#,,170753# US (New York)
+13126266799,,8196467865#,,170753# US (Chicago)

Dial by your location
+1 929 205 6099 US (New York)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)

Meeting ID: 819 646 7865
Password: 170753



The great thing about Zoom is you can call in or join the video conference.



This is
the
home
screen



Carter



End Me

9:26 PM

Here you can see that
your video is off and
your muted.



You can exit or enter full
screen view.

You will also choose a
speaker view (the person
talking shows up on your
screen) or gallery view
(where you see all the
participants)

Angela Carter



Test your speaker settings



Select a Microphone

✓ Microphone (Realtek High Definition Audio)
Same as System

Select a Speaker

✓ Speakers (Realtek High Definition Audio)
Same as System

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

Audio Settings...

Angela Carter



Mute



Start Video



Security



Manage Participants



Polls



Chat



Share Screen



Record



Breakout Rooms



Reactions

End Meeting



Type here to search



9:27 PM
4/23/2020



Check if you have a
cover on your
webcam or if there is
tape over it



Select a Camera

✓ HD WebCam

Video Settings...

Choose Virtual Background

Angela Carter



Mute



Start Video



Security



Manage Participants



Polls



Chat



Share Screen



Record



Breakout Rooms



Reactions

End Meeting





Type here to search







9:29 PM
4/23/2020






 HomeFind a setting 

Privacy

Windows permissions

 General Speech Inking & typing personalization Diagnostics & feedback Activity history

App permissions

 Location Camera Microphone

Camera



apps from accessing your camera. It does not block Windows Hello.

 On

Some desktop apps may still be able to access your camera when settings on this page are off. [Find out why](#)

Choose which Microsoft Store apps can access your camera

Turning off an app prevents it from directly accessing your camera. It does not prevent the app from accessing the camera indirectly through the Windows' Camera app. To prevent apps from also accessing the camera indirectly using the Windows' Camera app, you must also turn off access to the Camera app in the following list.

 3D Viewer  On App connector  On Camera  On Cortana  Off Desktop App Web Viewer  Off

Check that your camera is enabled in your computer settings

Home

Find a setting

System

Display

Sound

Notifications & actions

Focus assist

Power & sleep

Battery

Storage

Tablet mode

Multitasking

Projecting to this PC

Shared experiences

Sound

Output

Choose your output device

Speakers (Realtek High Definition... ▾

Certain apps may be set up to use different sound devices than the one selected here. Customize app volumes and devices in advanced sound options.

Device properties

Master volume



Troubleshoot

Manage sound devices

Input

Choose your input device

Microphone (Realtek High Definiti... ▾

Certain apps may be set up to use different sound devices than the one selected here. Customize app volumes and devices in advanced sound options.

Check your input and output sounds settings

Wear headphones so the quality is better. Caution – turn your volume down before you plug them in.

Related Settings

[Bluetooth and other devices](#)

[Sound Control Panel](#)

[Microphone privacy settings](#)

[Ease of Access audio settings](#)

Have a question?

[Setting up a microphone](#)

[Fixing sound problems](#)

[Get help](#)

[Give feedback](#)



When you click
on participants at
the bottom of
your screen here
is what pops up.

Participants (1)



Angela Carter (Host, me)



yes



no



go slower



go faster



more



clear all

Invite

Mute All

Unmute All

...

Angela Carter



Angela Carter



Participants (1)



Angela Carter (Host, me)

Mute

More >



You can mute
or unmute
yourself here or
click more to
change your
name and your
image.



yes



no



go slower



go faster



more



clear all

Invite

Mute All

Unmute All

...





Angela Carter

Participants (1)



Angela Carter (Host, me)

Rename

Edit Profile Picture



yes



no



go slower



go faster



more



clear all

Invite

Mute All

Unmute All

...



Type here to search

5:29 PM
4/23/2020

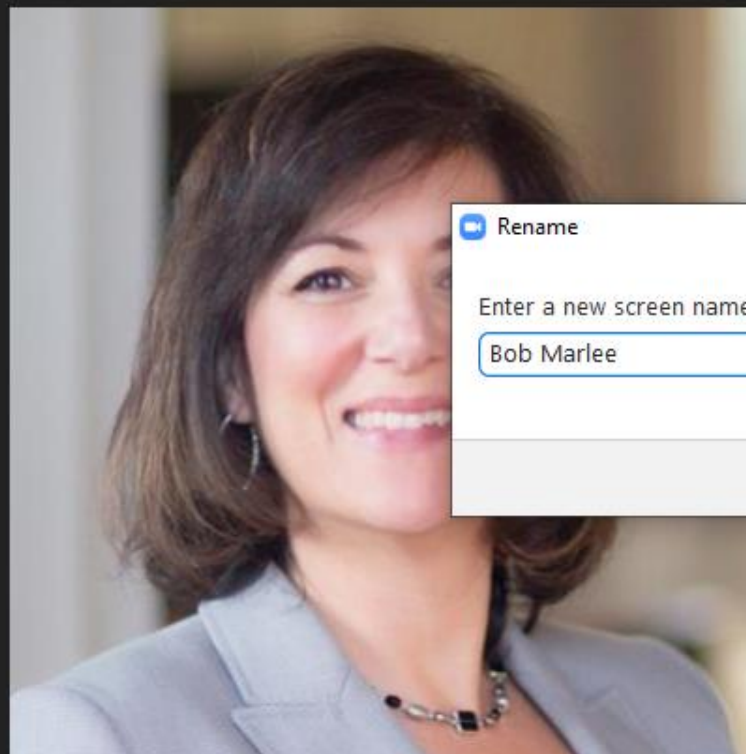


Enter Full Screen

Participants (1)



Angela Carter (Host, me)



Rename

Enter a new screen name:

OK Cancel

This window pops
up to change
your name



Angela Carter

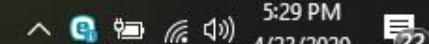
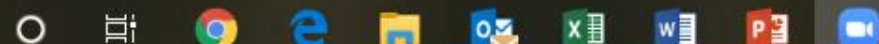
Mute Start Video Security Manage Participants Polls Chat Share Screen Record Breakout Rooms Reactions End Meeting

yes no go slower go faster more clear all

Invite Mute All Unmute All ...



Type here to search



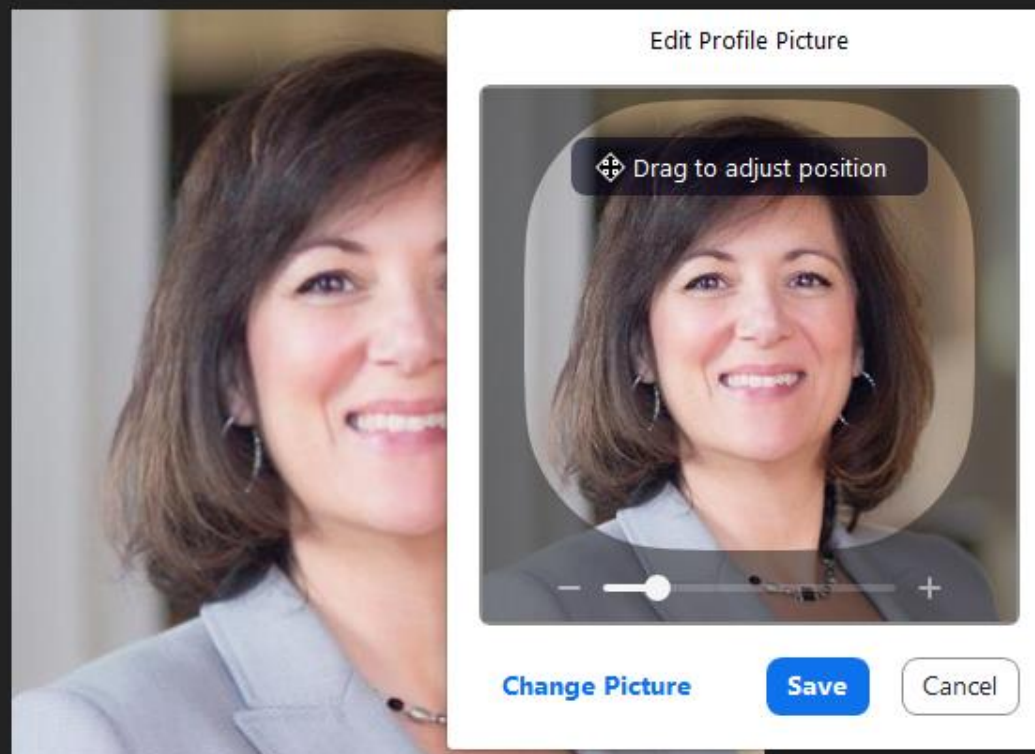
5:29 PM
4/23/2020



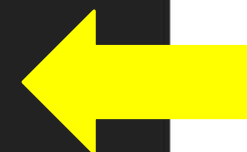
Participants (1)



Angela Carter (Host, me)



This window pops up to change your profile picture



Angela Carter



Type here to search

5:30 PM
4/23/2020



Participants (1)



Angela Carter (Host, me)



Here are your
options to
engage and
participate



yes



no



go slower



go faster



more



clear all

Invite

Mute All

Unmute All





Participants (1)



Angela Carter (Host, me)



You can give a
thumbs up, say yes,
clap and even go
for a coffee



yes



no



go slower



go faster



more



clear all

Invite

Mute All

Unmute All





Participants (1)

Angela Carter (Host, me)

Here's where they show up

yes no go slower go faster more clear all

Invite Mute All Unmute All ...



Here's how you
share your screen

Carter

Start Video

Security

Manage Participants

Polls

Chat

Share Screen

Record

Breakout Rooms

Reactions

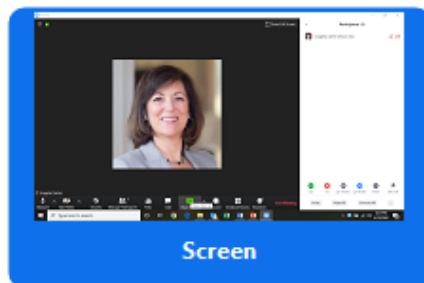
End Me

9:26 PM

Select a window or an application that you want to share

Basic

Advanced



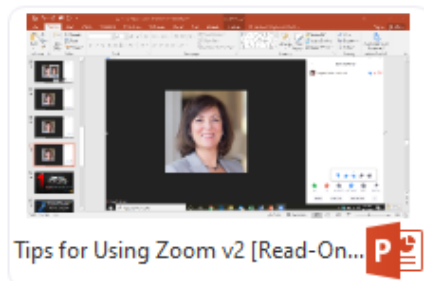
Screen



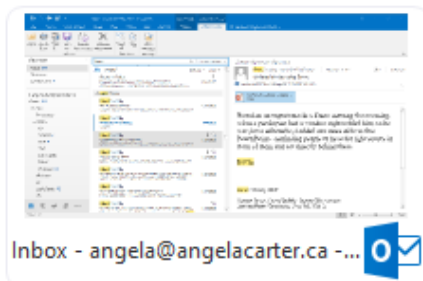
Whiteboard



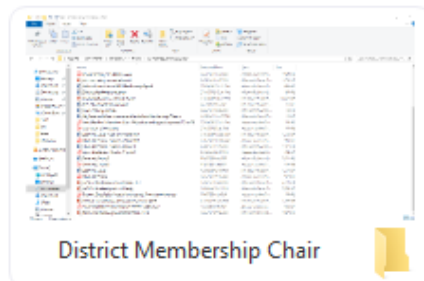
iPhone/iPad



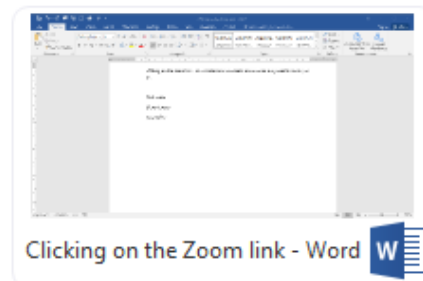
Tips for Using Zoom v2 [Read-On...]



Inbox - angela@angelacarter.ca - ...



District Membership Chair



Clicking on the Zoom link - Word

First - Click on the
screen you want to
share

Then click share

☐ Share computer sound ☐ Optimize Screen Sharing for Video Clip

Share

>>
go faster...
more

clear all

Invite

Mute All

Unmute All

...

Tips for Using Zoom v2 [Read-Only] - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Acrobat Format Tell me what you want to do... Sign in Share

Clipboard Slides Font Paragraph Drawing Editing

10 11 12 13 14 15

Shape Effects

Apply a visual effect to the selected shape, such as shadow, glow, reflection, or 3-D rotation.

Click on here to stop sharing

Zoom

Select a window or an application that you want to share

Basic Advanced

Screen Whiteboard iPhone/iPad

Tips for Using Zoom v2 [Read-On...]

Inbox - angela@angelacarter.ca - ...

District Membership Chair

Clicking on the Zoom link - Word

Share computer sound Optimize Screen Sharing for Video Clip

Share

go faster more clear all

Invite Mute All Unmute All

Angela Carter

Type here to search

Notes Comments

Slide 14 of 21

5:33 PM 4/23/2020

Enter Full Screen

Participants (1)



Angela Carter (Host, me)



Happy with the presentation?
Give them a round of applause or a thumbs up!



Angela Carter



End Meeting



yes



no



go slower



go faster



more



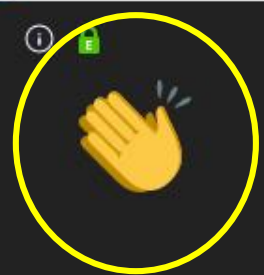
clear

Invite

Mute All

Unmute All





Here's where
they will see it



Angela Carter

Zoom meeting controls and system tray.

Meeting Controls:

- Mute
- Start Video
- Security
- Manage Participants (1)
- Polls
- Chat
- Share Screen
- Record
- Breakout Rooms
- Reactions
- End Meeting

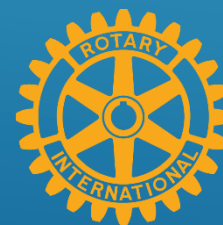
System Tray:

- Windows Start button
- Search bar: Type here to search
- Taskbar icons: Chrome, Edge, File Explorer, Outlook, Excel, Word, PowerPoint, Zoom
- System icons: Network, Volume, Date/Time (9:43 PM 4/23/2020), Notifications (22)

YOU GOT THIS!!



Rotary





MORE TIPS FOR HAVING
A GREAT ZOOM
EXPERIENCE

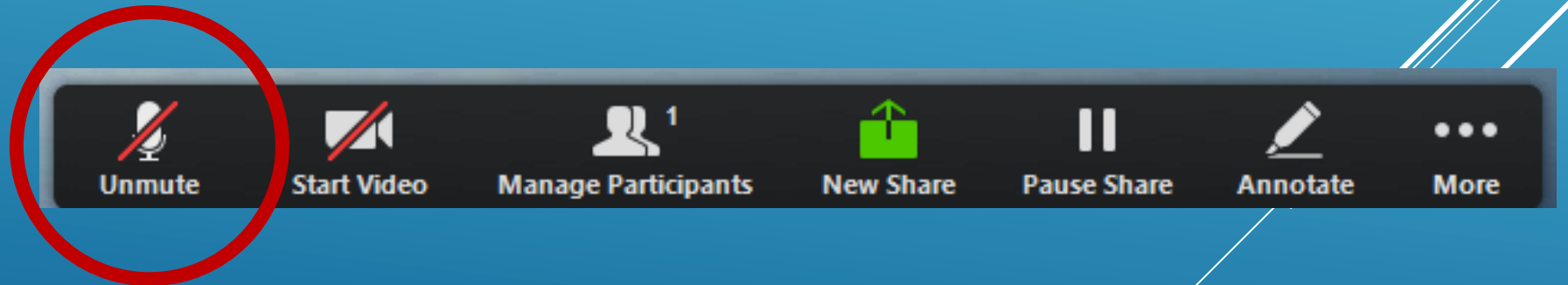


Rotary





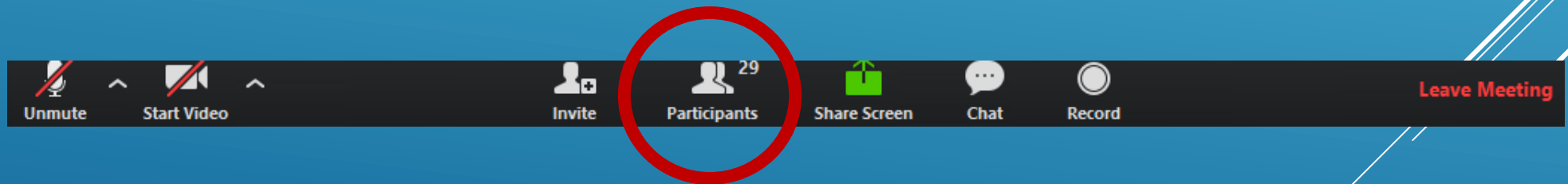
Always mute
yourself unless
you are speaking!



2

Raise your hand if you have
a question or comment

Click on "Participants"





Participants (29)

Find a participant

KC	Kevin Crosby (Me)		
	Pene Hutton (Host)		
F	frankadamson		
AB	Anne Bermingham		
	Bob Artis		
C	cathy		
DL	Darren Luong		
DB	David Berry		
D	Donna		
GC	Gordon Crann		
JA	Jack Amico		
JD	Jackie Davis		
JT	Jim Tyrpak		
JA	john a. cooper		

Unmute Me

Raise Hand

Click on "Raise Hand"

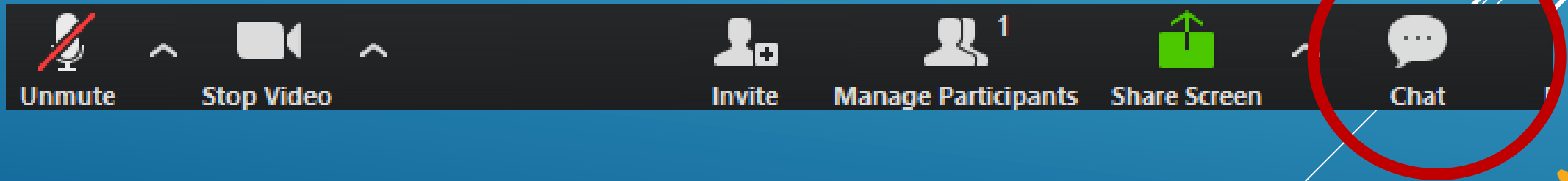


Rotary



3

You can send a question/comment through "chat"





1/2

No, but I would be happy to reach out to him.

From: [redacted] 28 AM

Gre

hav

Everyone

From: [redacted] 29 AM

Rot

Ros

Wel

buil

Pene Hutton (Host)

frankadamson

Anne Bermingham

Bob Artis

From: [redacted] 30 AM

Tha

cathy

Darren Luong

From: [redacted] 30 AM

Sorr

David Berry

Donna

To: Everyone

More

Type message here...

Select the recipient of your question/comment

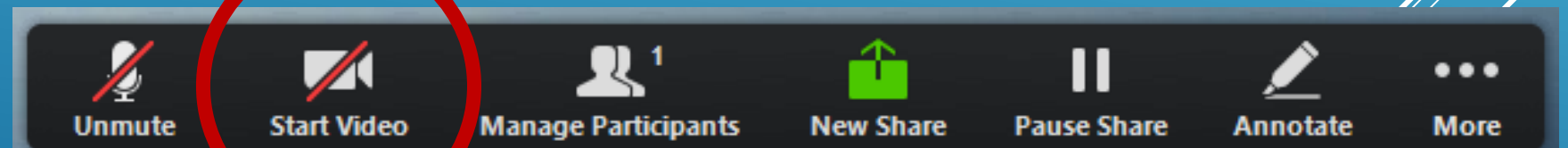
Hitting "Enter" will send your message

Rotary



4

You can turn your camera on and off



5

If using a webcam,
have light source in
front of you, not
directly behind you.





ENJOY THE EXPERIENCE
OF YOUR VIRTUAL
CONNECTION!!



Rotary

