BASIC ZOOM TIPS FOR COMPUTER

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- Rename self
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Basic Zoom Screen

Each box below represents a person attending the meeting. In the example below the people are Hugh Autry and Elle.

“Wake up” your menu options by wiggling your mouse or cursor
MUTE/VIDEO CAMERA

Red slashes through each icon. This means that the user is muted and their camera is off. Click each to unmute and/or turn camera on, the red slashes will disappear and look like the photos BELOW.
BREAKOUT ROOMS

If you are in a meeting with breakout rooms you will see this icon on the Zoom Menu.

JOIN the breakout meeting you want to attend.
**Speaker View**

The video of the person speaking is spotlighted/enlarged. Other video feeds will be minimized at the top of the screen.

**Gallery View**

See everyone’s video (up to about 20 people) feed equally regardless of who is speaking.
Pin

Notice these three small dots located at the top right of your video feed.

Clicking the three dots opens a small menu of options including Pin Video. Pinning a video of someone will keep them “spotlighted” like “Speaker View” even when other people are talking.
Participants

Open the list of participants to change your name.

Now the list of participants is open on the right side of your zoom screen.
Chat

This button, labeled “Chat,” is how to open the chat box.

This example shows both the chat box and participants list open.
Close, Minimize, or Pop Out your zoom chat or list of participants.
Views

Views change how you see the other participants in the meeting. Click View to see your options.

These are your options for viewing.