I can DO this!

SUPER EASY GUIDE to ZOOM
RELAX
IT’S GONNA BE FUN

LET’S become FRIENDS with TECHNOLOGY.
Technology allows us to connect the same time, same place all over the world. It's magic.
NOW
a few THINGS
that will make it EASY
This is what Zoom looks like... in SPEAKER VIEW.

This is the Zoom Tool Bar.
And this is what Zoom looks like... in GALLERY VIEW.
Here is the Zoom tool bar again.
Let’s get acquainted...

These are the audio & video icons, which have very important roles!

We’ll talk about them next.

This icon (Share Screen) is “invitation only” - please don’t click it unless you are specifically invited to.

This icon is self-explanatory. Only click it when you are ready to leave Zoom.
Click the audio icon once to mute yourself.

When you’re muted there will be a line through the icon, like this:

Click the icon again to un-mute yourself!

Click the little arrow to the right of the audio icon to show the Speaker & Microphone options you have installed on your computer.

(Note: Your best choice will often be clicked by default.)
Click the video icon once to stop showing your video.

There will be a line through the icon, like this:

Start Video

Click the icon again when you want to start showing your video.

Click the little arrow to the right of the video icon to show the Video Camera options you have installed on your computer.

(Note: Your best choice will often be clicked by default.)
Hang on!
There are two more Zoom features we want you to know about ...
Click the “Chat” icon …

& a window will open to the right of your Zoom screen:

Click the “To” button & a list of all the participants will appear. Click on “everyone” to write to everyone publically or an individual name to write privately to a specific person.

e.g.

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**Chat**

Click the “Chat” icon …

& a window will open to the right of your Zoom screen:

Click the “To” button & a list of all the participants will appear. Click on “everyone” to write to everyone publically or an individual name to write privately to a specific person.

e.g.
RAISE YOUR HAND

When you want to speak out loud, click the “Participants” icon …

& a window will open to the right of your Zoom screen with a list of all the participants:

At the bottom, you will see a button that says “Raise Hand” Click it to raise your hand!

If you have clicked both the “participants” & “chat icons, they will stack on top of each other, like this:
**In Summary...**

Six Steps for a successful Zoom experience:

1) Close everything on your computer that you don't need (all you need is Zoom & an internet browser (if we're using Google Docs)

2) Put on your headphones & make sure your audio settings are working

3) Find a place with good light and adjust your video settings

4) If you’re having trouble with anything, use “Chat” to communicate about it to the tech host (or everyone)

5) Adjust your view settings to the view you like best - Speaker View or Gallery View

6) Ask questions whenever you need to