

ZOOM TIPS TO ENHANCE YOUR EXPERIENCE

Tips included:

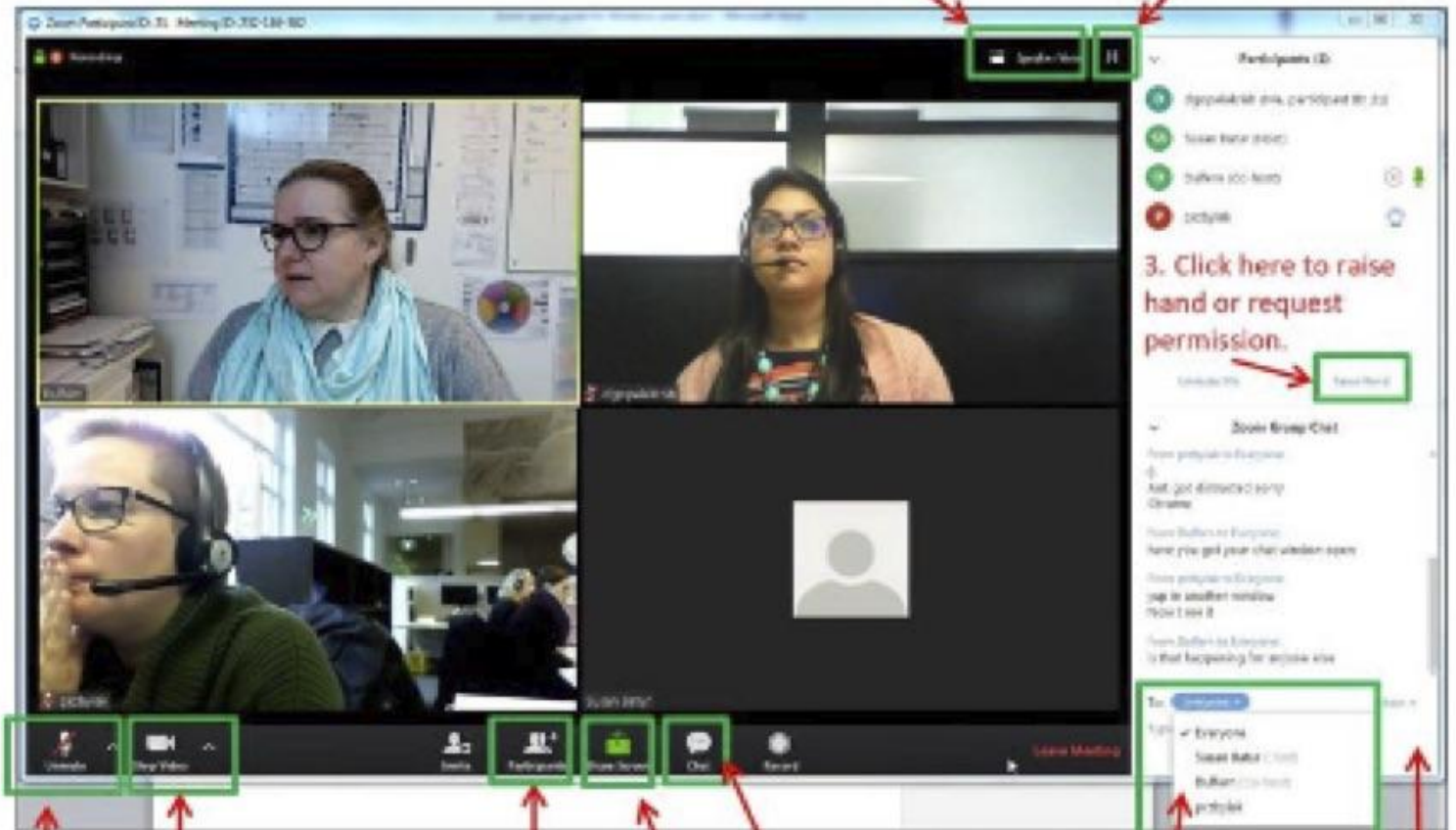
- a. General Info/Tour Zoom Window
- b. Change Your Name
- c. Changing Personal View during a Presentation
- d. Using Chat Feature

GENERAL INFO/TOUR (ZOOM)

Main menu options

1. Click here to change the participants view to Speaker or Gallery view.

2. Click here to enter or exit the full screen mode.



3. Click here to raise hand or request permission.

6. Leave the meeting

4. Type inside the text box and press Enter to send a text to everyone.

5. Click the To field and select a participant to send a private message to that participant.

7. Click Chat to view the Chat window and text your tutor or other participants.

8. Click to share your screen with others

9. Click Participants to view the participants list and the Raise Hand option.

10. Click the Start/Stop Video button to transmit/hide your

11. Click the Mute/Unmute button to mute or use your microphone.

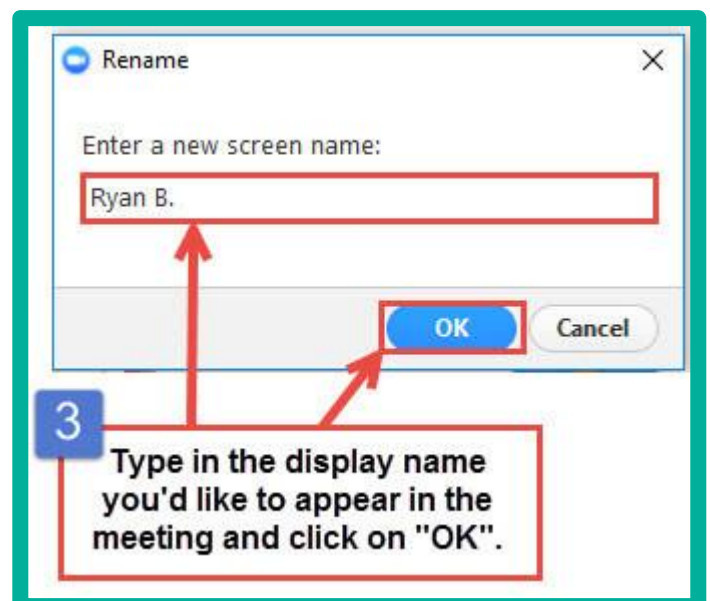
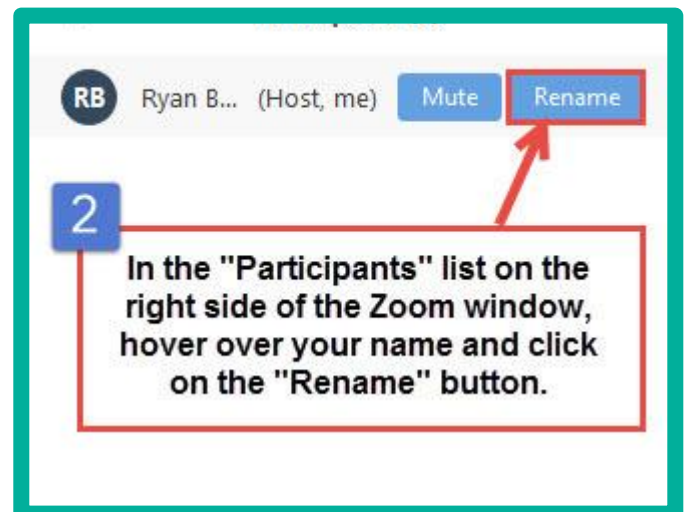
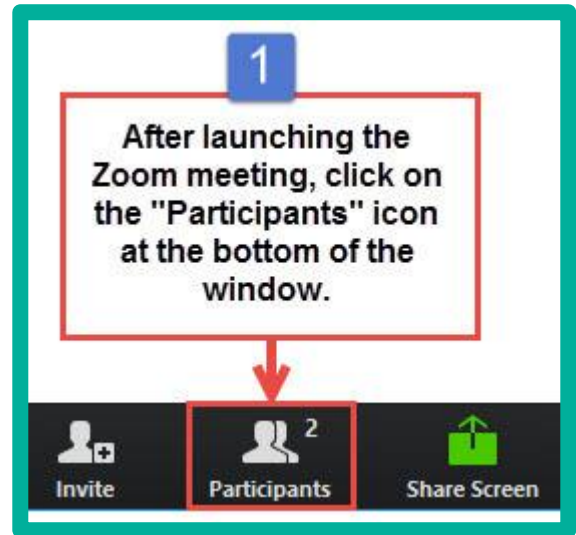
CHANGE YOUR NAME IN ZOOM MEETING

(Think of it like a nametag at an in-person conference.
Changes will only be made for a specific Zoom call and not be permanent)

FOLLOW THE THREE STEPS (images in order on the right from top to bottom) to change your name on a Zoom call:

REASONS WHY YOU MIGHT WANT TO USE THIS FEATURE:

- 1. If you are joining a meeting without a Zoom account.** If you are not signed into Zoom, your video will only say "Guest." To help attendees find you, you will want to change this to your preferred name.
- 2. Your Zoom account does not indicate professional name or titles/affiliations.** If you share an account or logged into a personal account, the name on your video may not represent the name, title, or include last name that is recognized by most attendees. Also, if you wish for attendees to know other affiliations (like professional degree, job/company affiliations), you can include this for a specific Zoom audience only.
- 3. I don't wish to share video during the call.** When your video is off, it is important that attendees know who is present during the call - Especially if you are not using a zoom account or have uploaded a profile picture.



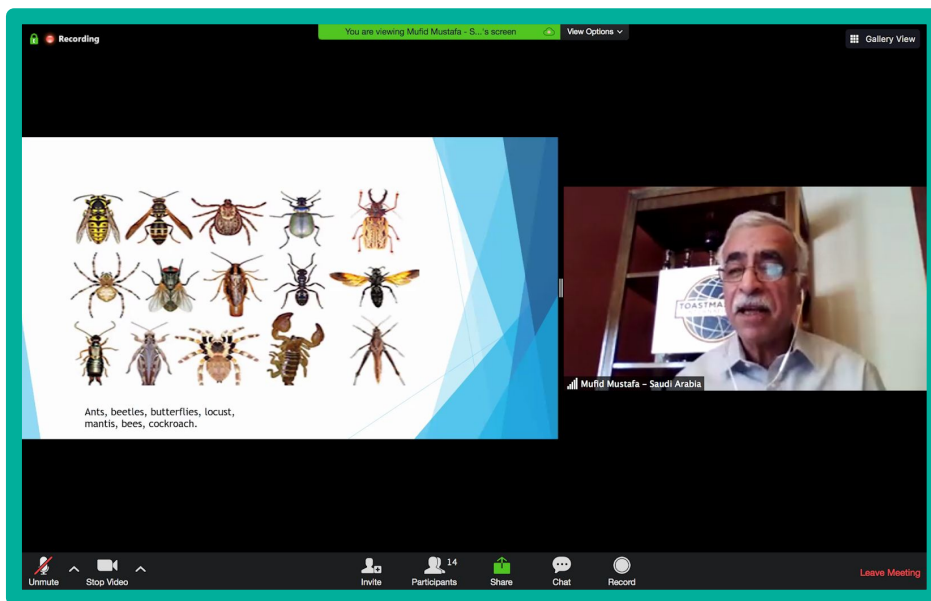
VIEW SPEAKER AND PRESENTATION AT THE SAME TIME

(may not be available on mobile phone/tablet)

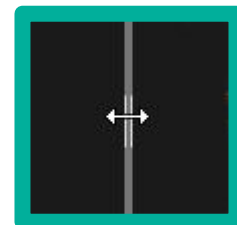
DURING THE PRESENTATIONS, (by default) you will only be able to see the Slides of the Presenter. IF YOU WISH TO SEE THE SPEAKER, select “View Options” at top of your Zoom window (see image below):



From the drop down menu, select “Side-by-Side Mode”. After you click on “Side-by-Side Mode,” your Zoom window should look much like the image below



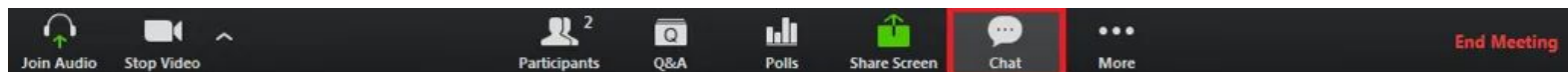
To make the presentation or speaker larger/small, find & drage the separator (image below) on the screen left/right to adjust sizes accordingly.



USING CHAT FEATURE

messaging entire group vs. individual

Select the “Chat” icon at the bottom of your Zoom Window (see image below)



When selected, a chat box will appear. Look at the bottom for the “To: Everyone” (see image on the right). By default, any message are sent to the everyone. However, if you click on the word “Everyone,” a list of all attendees will pop up. If you wish to chat with an individual, select their name and “Everyone” will be replaced by the person’s name.

PLEASE NOTE: Always check this “To: -----” line before sending a message to avoid accidentally sending messages to everyone in the Zoom call -- or to the wrong individual!

ALSO...Zoom keeps a record of your entire chat history (group & individual) until you sign out. Scroll through to see who has sent message and to whom you have messaged.

