Helpful Zoom Tips

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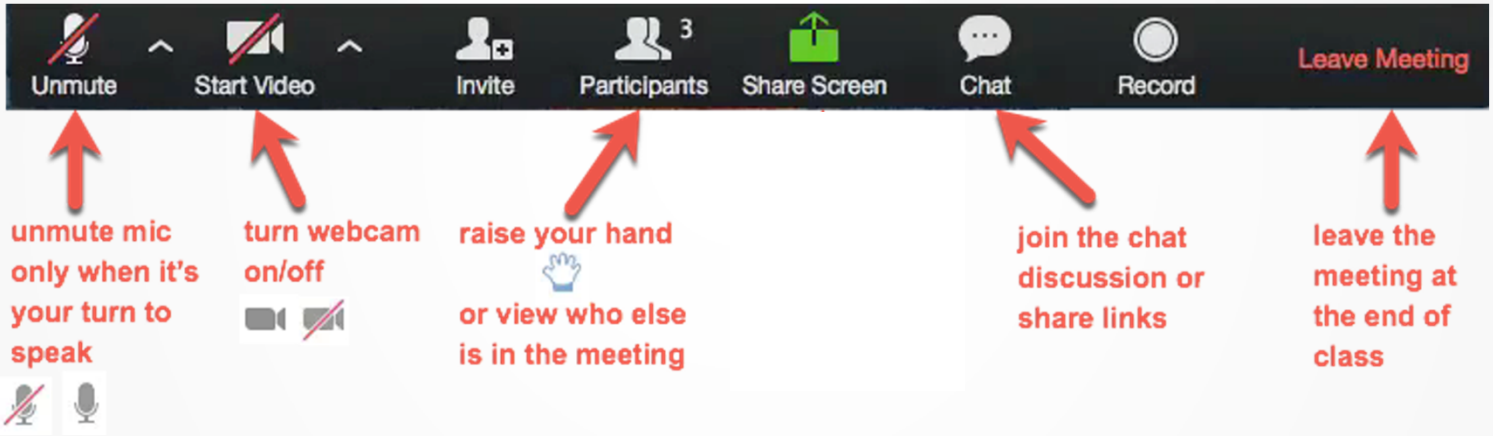
1

Basic Zoom Functions



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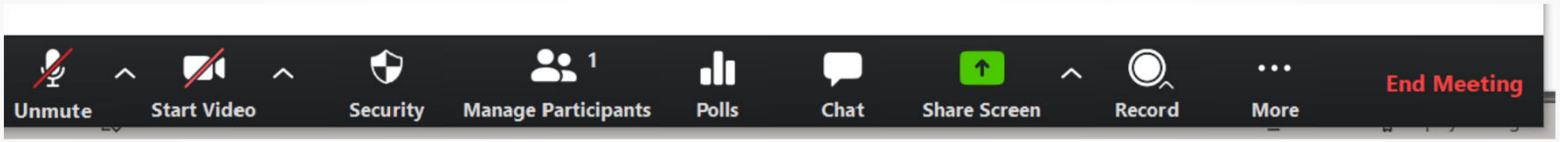
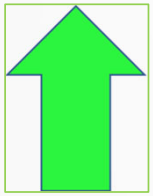
2

Start Video

At the bottom of your screen
hit Start Video, if you have a webcam or phone.





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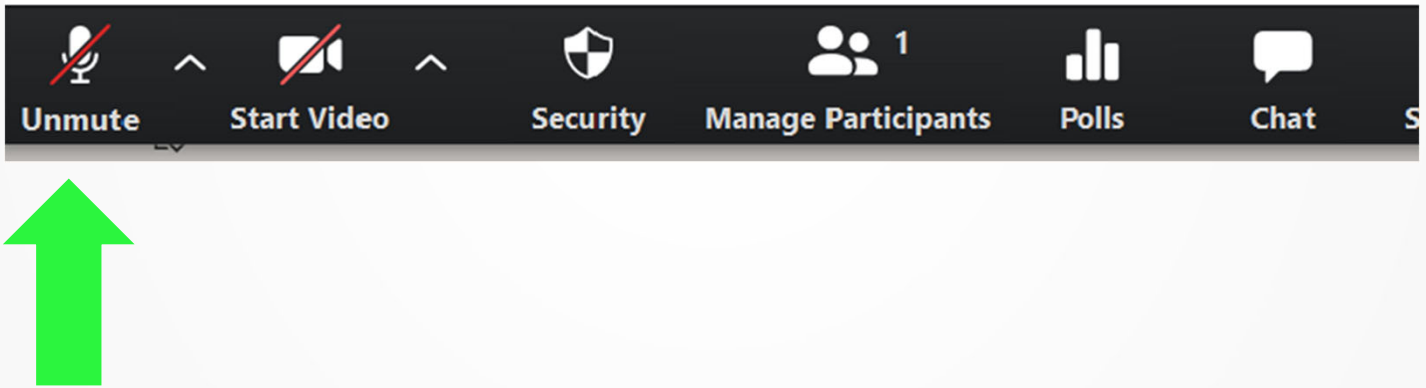
3

Mute your phone or computer

Please mute yourself when you are not talking to prevent background noises.



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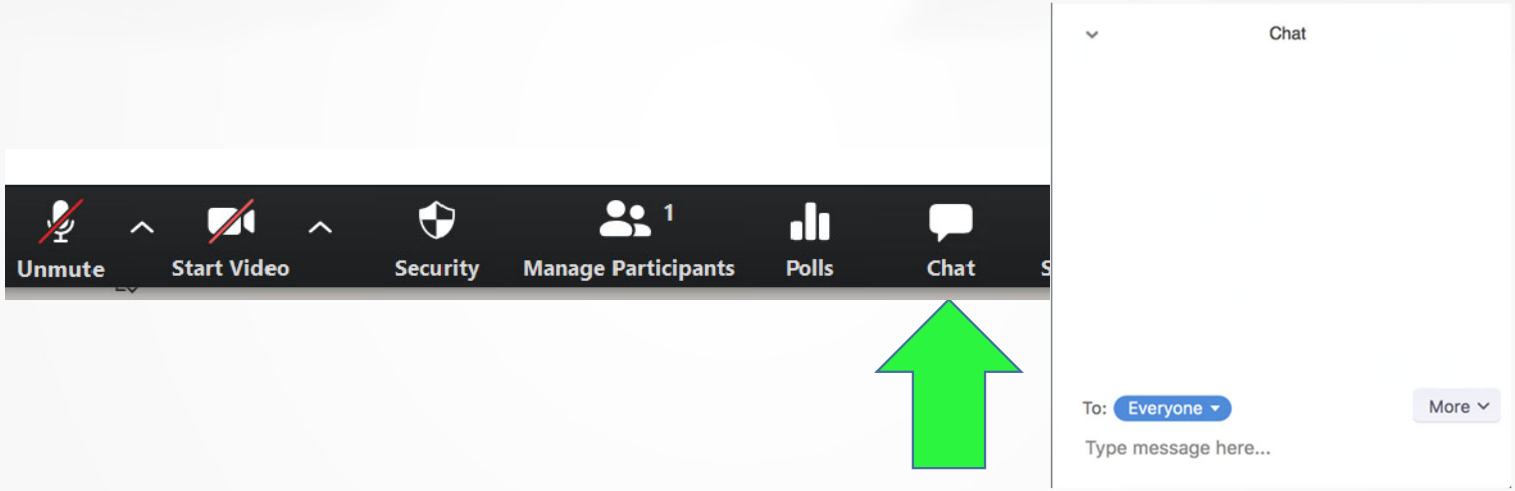
How to ask a question?

All participants will be muted.
To ask a questions you will need to type it in the chat feature



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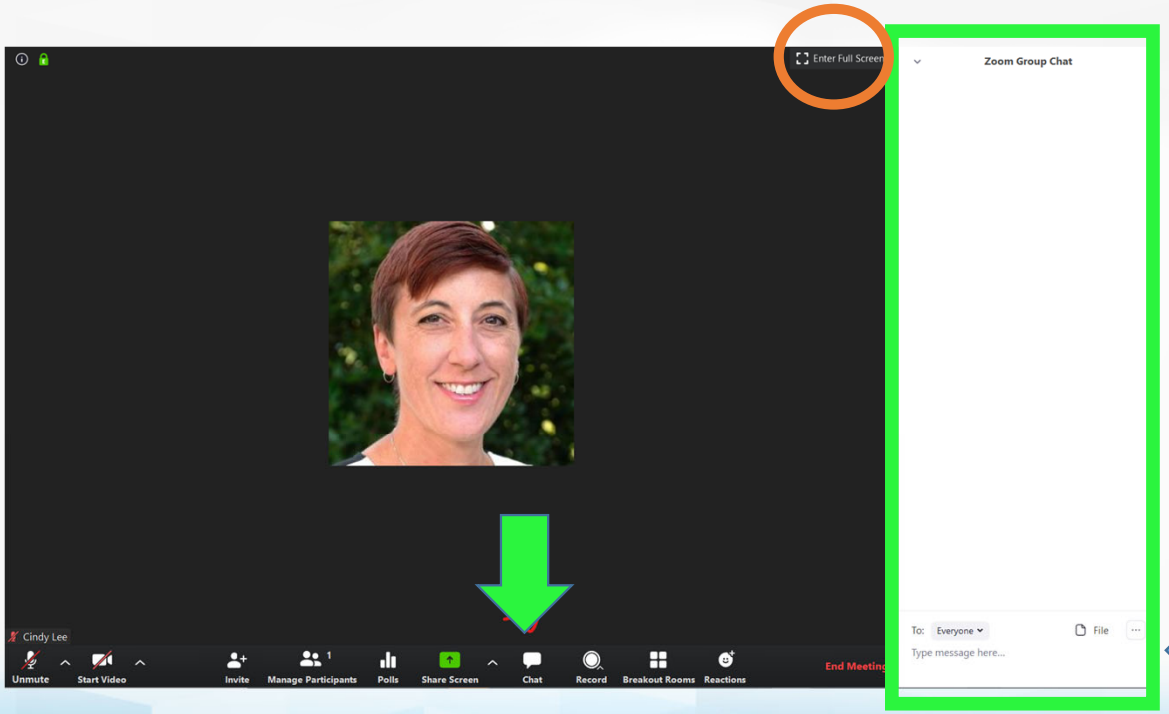
Click on the Chat button at the bottom to bring up the chat function.



* To see the chat you can't be in full screen mode

Type questions

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Nonverbal Feedback

Click the **Participants** button

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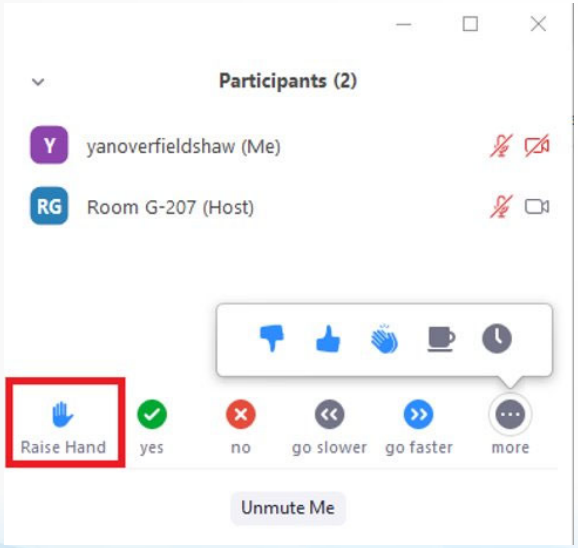
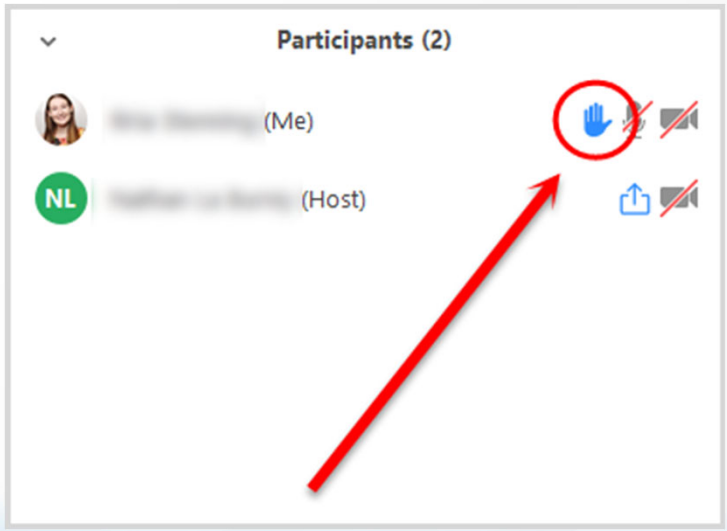
Another way to alert the speaker, if you have a question, is to use the “Raise Hand” button.





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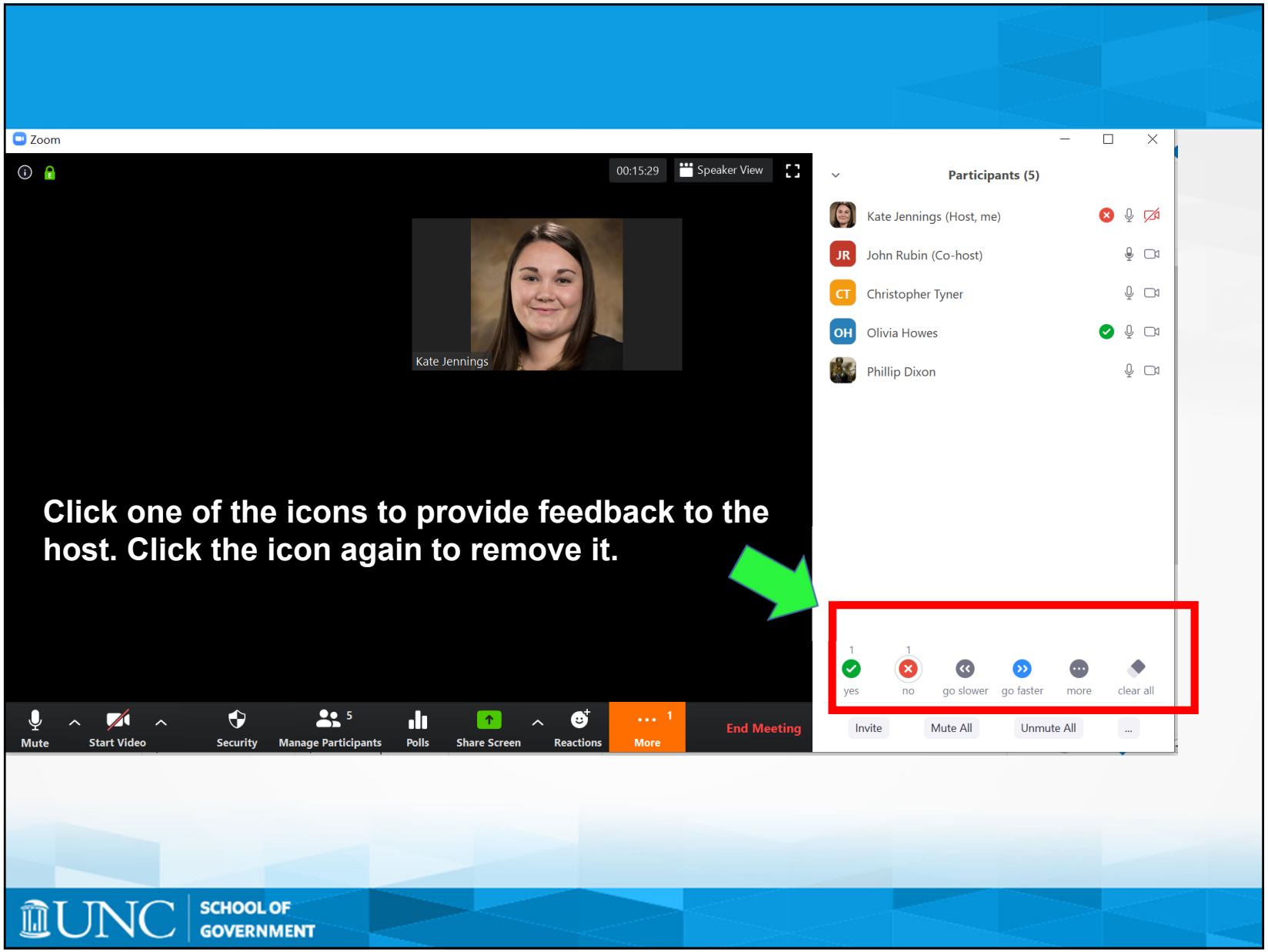
Zoom
00:15:29
Speaker View
Kate Jennings
Participants (5)
Kate Jennings (Host, me)
John Rubin (Co-host)
Christopher Tyner
Olivia Howes
Phillip Dixon
Click one of the icons to provide feedback to the host. Click the icon again to remove it.
yes
no
go slower
go faster
more
clear all
Invite
Mute All
Unmute All
Mute
Start Video
Security
Manage Participants
Polls
Share Screen
Reactions
More
End Meeting
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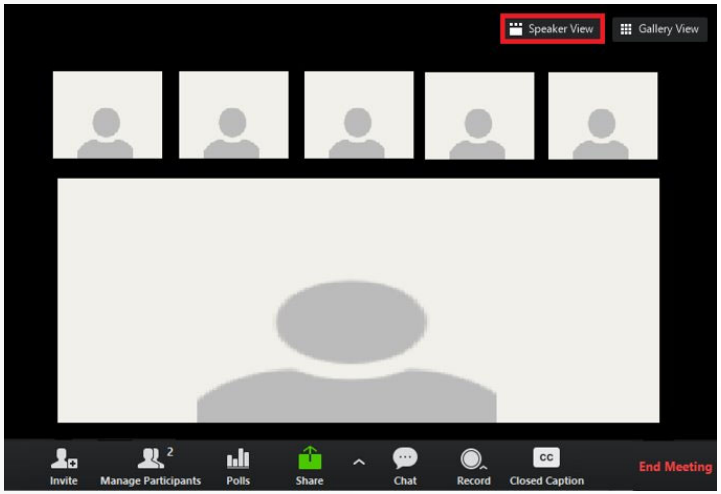
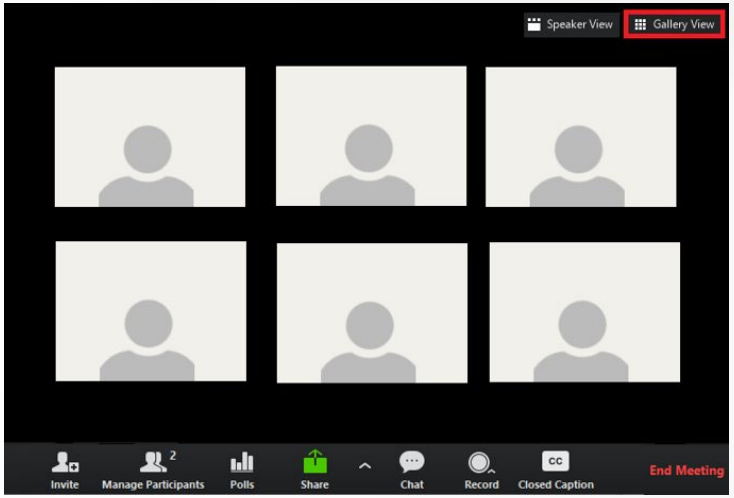
Speaker View vs. Gallery View

Speaker View



Gallery View



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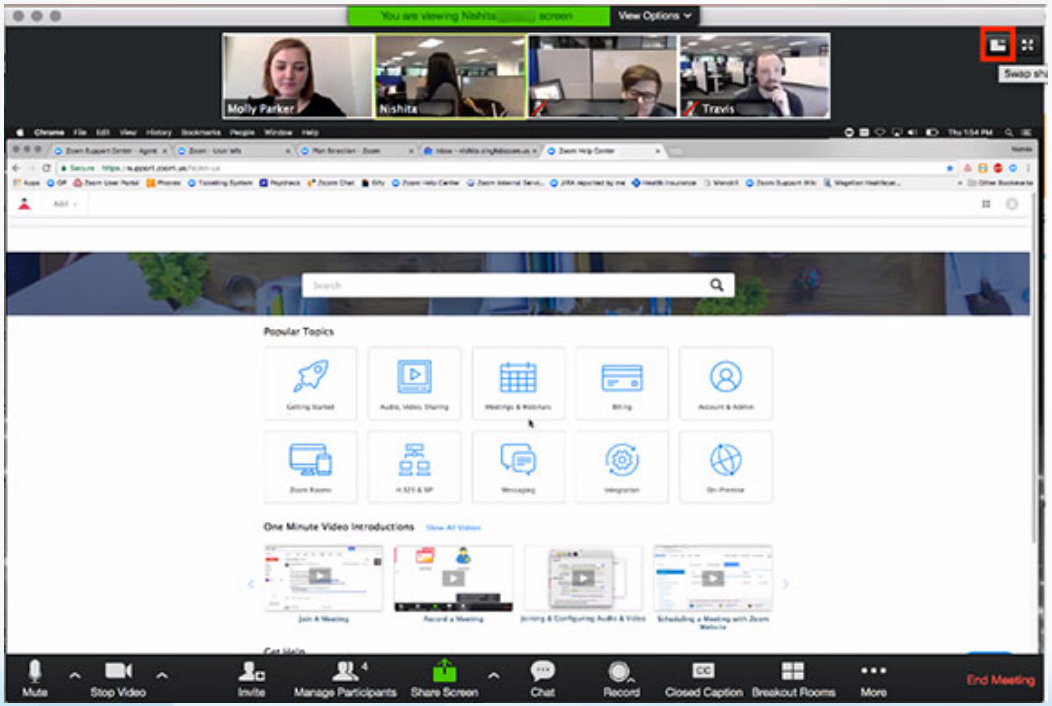
Click on Speaker View in the top right corner to see the presenter at the time and any document they may be sharing.



Speaker View

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Muting and Unmuting

To Speak:

- Unmute your call on the menu at the bottom of the screen OR
- Hit Alt +A OR
- While muted, hit and hold the spacebar to temporarily speak

To Stop Speaking:

- Mute your call on the menu at the bottom of the screen OR
- Hit Alt +A

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Having Trouble?

You can troubleshoot technical difficulties by using our livestream support site at

https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions

or by calling the School of Government Helpdesk at 919.962.5487.