YOU'VE GOT THIS! – Becoming More Comfortable on Zoom
Template for Taking Notes

IMPORTANT AREAS OF THE ZOOM SCREEN FOR CONTROLS [Bottom, Right, Right!]

- Lower tool bar on the of the bottom of the full Zoom screen
- **Upper right corner** of full **Zoom screen**
- **Upper right corner** of the **rectangle** in which you see your face and in the rectangle in which you are viewing others – look for the 3 dots ●●●
- Pop-out windows can be closed by looking for **X**

CAMERA, MICROPHONE, AND SCREEN NAME

- How to turn your camera on and off
- How to turn your microphone on and off (to mute and unmute)
- (For Computers ONLY) – When muted, how to use your spacebar to temporarily unmute your microphone
- IMPORTANT: Editing your screen name (rename yourself) – look for ●●●

HELPFUL TIPS

- Using **REACT** (icon shaped like a heart ♡)
    - How to raise and lower your hand, and how that helps during a meeting
    - How to use REACT both with and without effects

      React **WITHOUT EFFECT** posting a single emoji with your name on it throughout the Zoom meeting.

      React **WITH EFFECT** sending flurry of emojis in your Zoom "window"

    - Voting, "Speed Up" and "Slow Down" indicators

- Working with **"VIEW"** and how to view the Zoom screen in different ways: gallery view, different speaker views

  Gallery View:

  Speaker View:

  Multi-Speaker View:

- **PINNING and UN-PINNING** – What that means, when to use it, & how to do it. (This creates something similar to "Speaker View" for yourself that does not follow the sound. In some meetings, you may have the ability to pin multiple people.)

CHAT

- Accessing Chat for ALL Participants - look for word bubble on bottom Zoom screen toolbar

- How to post something on Chat with ALL participants in the Zoom meeting

- How to have a side conversation with a specific person via Chat.
  The easiest way is to go to the upper right side of their specific Zoom window and look for ●●● and click for dropdown menu. iPad users, hold finger on person's rectangular screen and popout options will be seen.

- How to edit or delete what you have put in the Chat – look for ●●●

- How to save a Chat conversation IF allowed by the host – look for ●●●

SUPPLEMENTAL INFORMATION – If there is time and interest

- **Closed Captioning** – look at the bottom toolbar for an icon with the letters "CC" surrounded by a rounded rectangle. This converts, what is being spoken to written words that can be seen on your screen.

- **Video** OR **Audio Troubleshooting**: What to do if you have enabled your video and you still cannot be seen by others online **OR**
  What to do if you have unmuted your microphone and you still cannot be heard by others online

- How to try to get rid of an echo that is heard when people speak on Zoom.

- What to do if you are on supposed to be in a breakout room with other people during a meeting and find that you are alone

- How to change your background (blur and other options)