

Tips for Using Zoom

Participating with your computer, tablet or smartphone...

Things to plan ahead of time:

- Have a working camera (most laptop computers have one above the screen). Separate webcams that plug into your desktop computer in a USB port are cheap and widely available.
- Have working speakers or headphones. (Many people find that headsets/headphones work better as there can be an echo, depending on microphone placement.)
- Have a working microphone. (Again, this is built into most laptops and webcams, and also into many headsets/headphones.)
- Download the app. You will be given the chance to do this automatically when you click a link for any Zoom meeting. If you've already done it, your computer will invite you switch to that app, which you should do.

Tips for Participating in a Zoom meeting:

- If given the option, sign in with your full name. Not your first name, not a nickname. This can be done in before you click the button to join the meeting in the same dialog box as the meeting ID number, or you can change your own name with the meeting controls.
- *The following apply primarily to PC/Mac users, but the same features are generally available in the tablet and smartphone apps – they may just be in different places.*
- Your view
 - “Speaker View” will highlight the person currently speaking
 - “Gallery View” which will show you all the people on the call. You can choose from a variety of configurations that show you some or all of them. Changing the size of your window will allow you to see more pictures, or to make them bigger.
 - The button to toggle between these is in the upper right.
 - You can go “full screen” or confine these controls to a window.
 - Most other controls are along the bottom of the window/screen.
- Mute/Unmute
 - You may mute/unmute using the button with a little microphone logo. At your computer, you can unmute by holding down the space bar, and will be muted again when you release it. *Tip: In a meeting of more than a few people, please remain muted at all times unless you are speaking.*
- Video
 - You may stop/start your own camera with the button with a little camera on it. *Tip: Generally keep the camera on, but if you need to step away for a moment, or if you are experiencing low bandwidth, it's fine to turn off your camera temporarily.*

- Participants
 - This gives you a list of all participants. Depending on what your host has set up* there are other features there, including:
 - Raise Hand (to get the host’s attention, ask a question, make a motion, etc.)
 - Yes/No buttons, useful for voting
 - Other reaction buttons (thumbs up or down, I need a break, etc.)
 - This list appears at the right of your window. If you are in “full screen” mode, it appears in its own separate window (useful if you have multiple monitors available).
- Chat
 - This allows you to send and read messages to everyone or to one other person in the meeting. (Be careful not to send something to everyone if that isn’t your intent!)
 - This is a good way to ask a question or provide an answer without interrupting the flow of the meeting.
- Sharing screen
 - The host or others can share a document or screenshot with everyone. This will make the pictures of meeting participants smaller and allow the focus to be on the document.
- Polling
 - This is a more cumbersome but more private way of voting than the Yes/No buttons in the participants box. Questions can be set up ahead of time and a box will appear on the screen and participants can vote. The host can then close the poll and show the results.

If you are joining by phone...

Phone callers can still hear everything in the meeting but functionality is obviously more limited. (Some meeting hosts may choose not to allow phone participants.) If you do join by phone there are a couple of helpful tricks to improve your participation:

- To mute or unmute, press *6
- To “raise your hand,” press *9

More info and training:

More info for participants on user controls, system setup, etc., can be found in this document:

https://www.goucher.edu/learn/graduate-programs/distance-learning-resources/documents/student_documents/HowtoParticipateInAZoomMeeting.pdf

* Hosts should activate the “Nonverbal feedback” features, which are found in the host’s online account settings under “Meeting Settings > In Meeting (Advanced)”