

ZOOM Basics for
Chapter Meetings

June, 2020

American
Sewing
Guild



zoom



ZOOM Controls

Where are they on my device?

Adapted from *Where are My ZOOM Controls*,
by Diana Quinn, Atlanta Chapter ASG

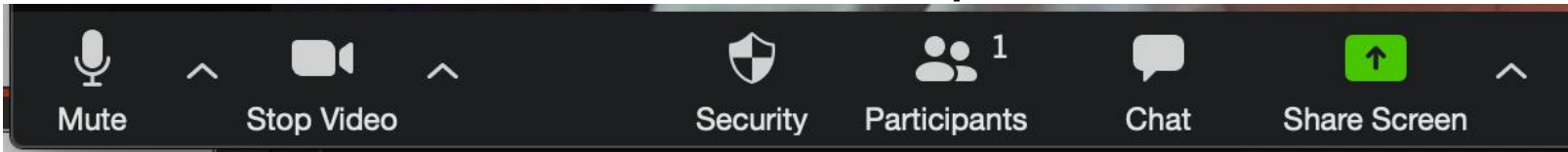
ZOOM Controls – Computer

Move cursor to bottom of screen,
to show the controls

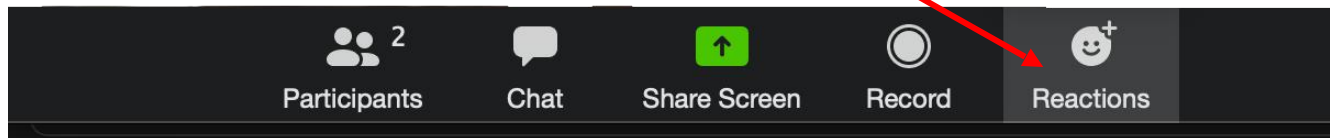
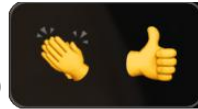


Mute/
Unmute
Audio Start/Stop
Video

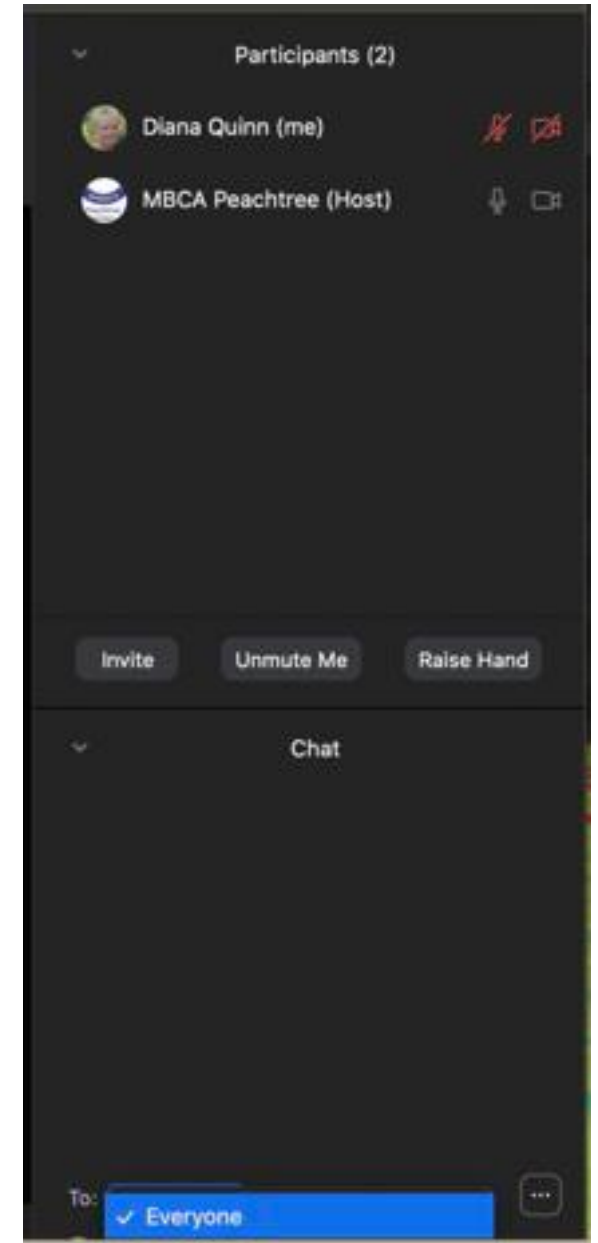
Participants Chat



Reactions
Thumbs
Up or Clap



Chat with Everyone
or
Select a Participant
to Chat Privately



ZOOM Controls – Tablet/iPad

Tap the UPPER Right Hand corner of the tablet screen, to show the controls

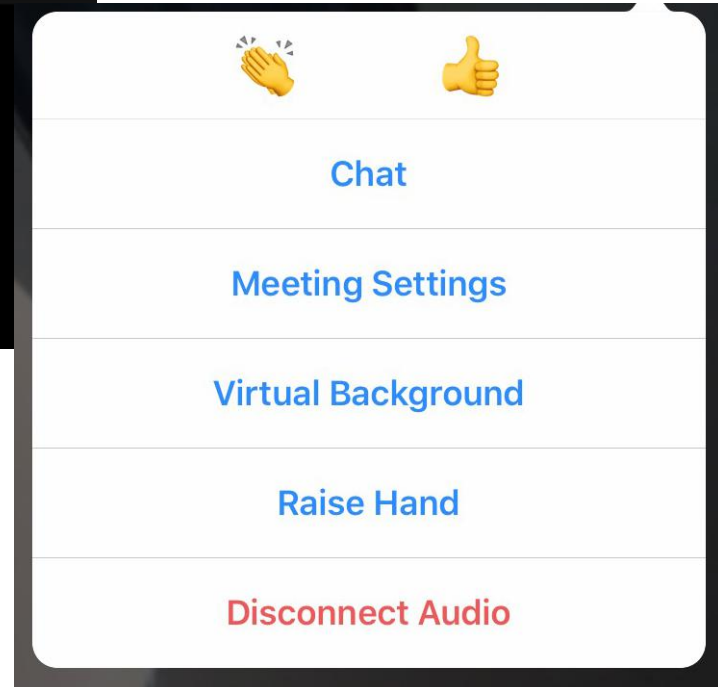


Tablet
iPad

Mute Start
Unmute Stop
Audio Video

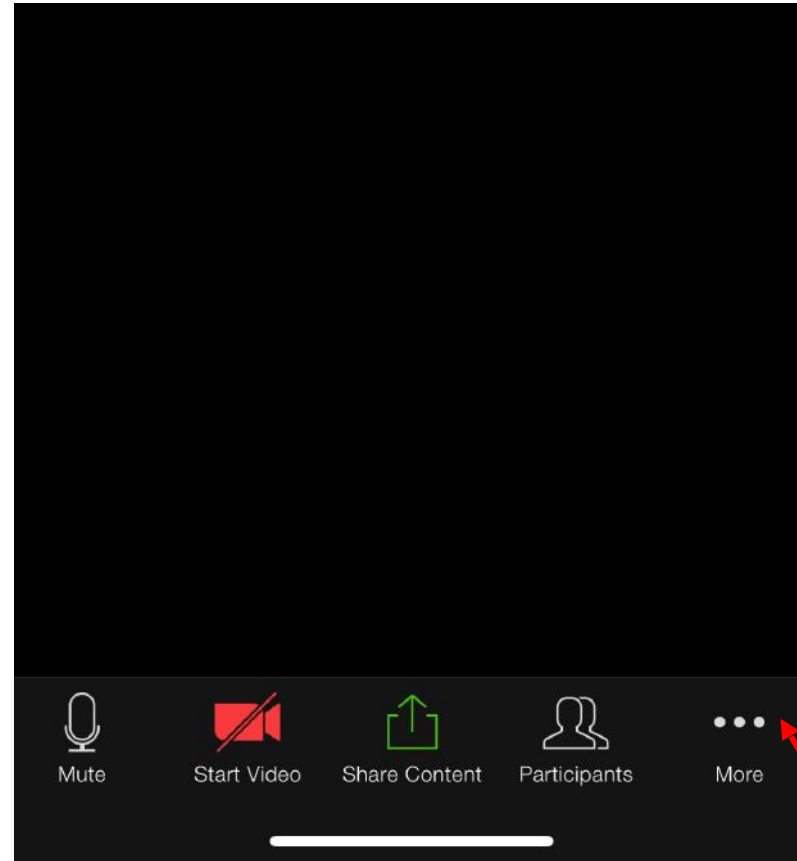
Chat, Raise
Hand or
Give
Feedback
Click More

Thumbs
Up or Clap



ZOOM Controls – Smartphone

Controls appear at the bottom of the screen



Mute
Unmute
Audio

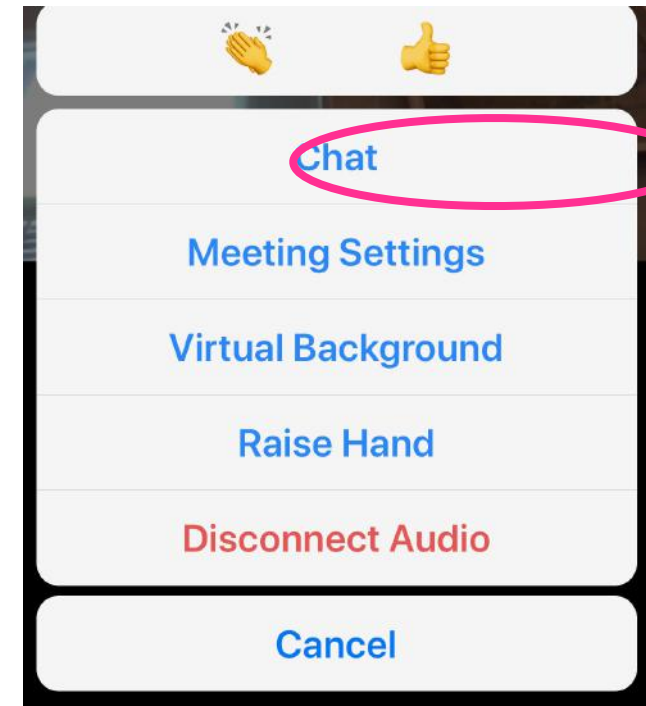
Start
Stop
Video

Chat, Raise Hand
Give Feedback
Click More



Smart
Phone

Thumbs Up
or Clap



Chat

Gallery View vs Speaker View

Gallery View - Shows small Video Windows of all participants. The number of windows depends on the device's capabilities.

Speaker View - Full screen view of the person who is speaking. It is important to keep your audio muted so ZOOM does not detect background noise and switch speakers.



Gallery View

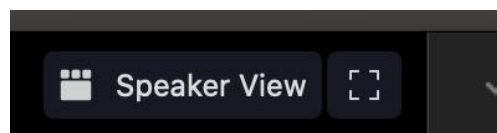
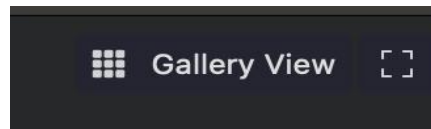


Speaker View



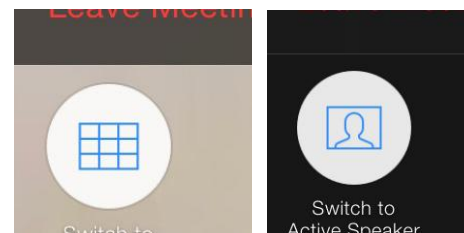
Computer

Top Right of Screen
Gallery View/Speaker
Toggle Buttons



Tablet
iPad

Tap Upper Left screen
Gallery View/Speaker
Toggle Button



Smart
Phone

Swipe **RIGHT** → Gallery View

Speaker View ← Swipe **LEFT**

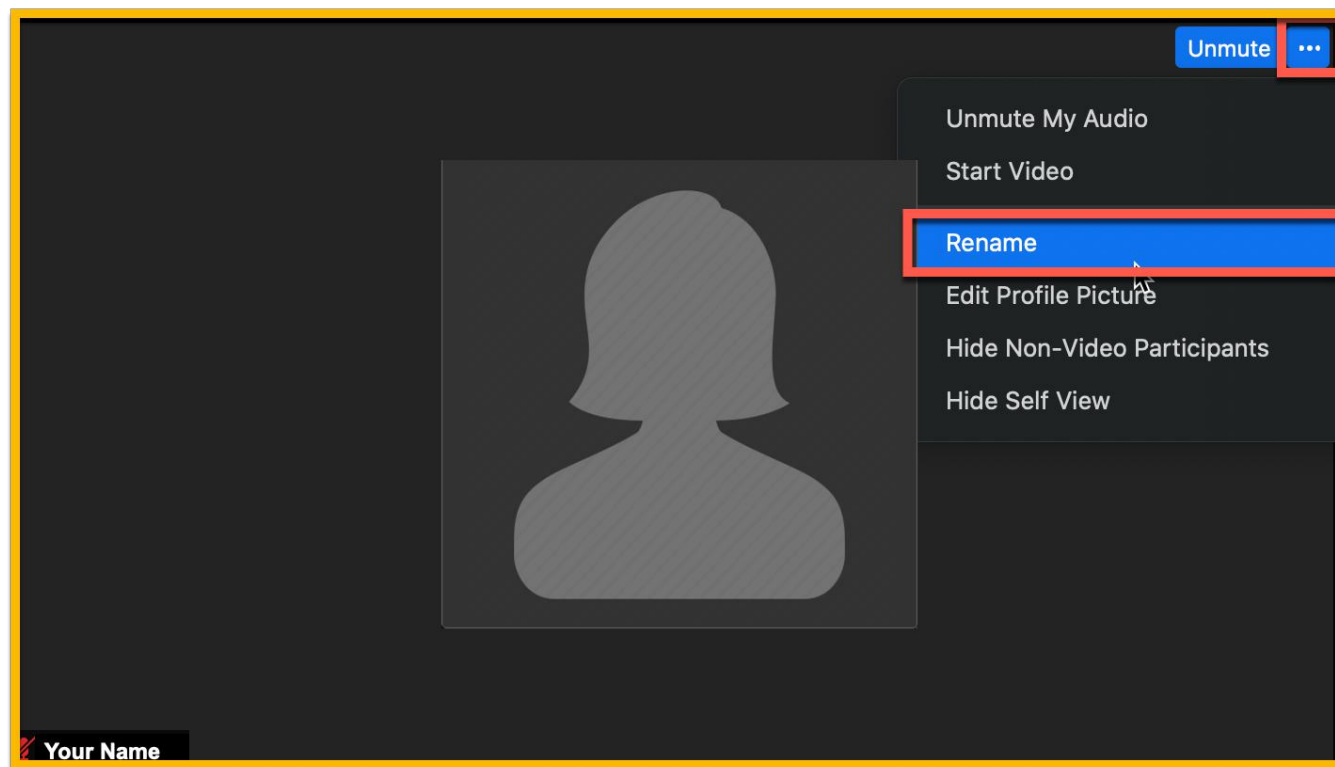


Rename Yourself - Computer

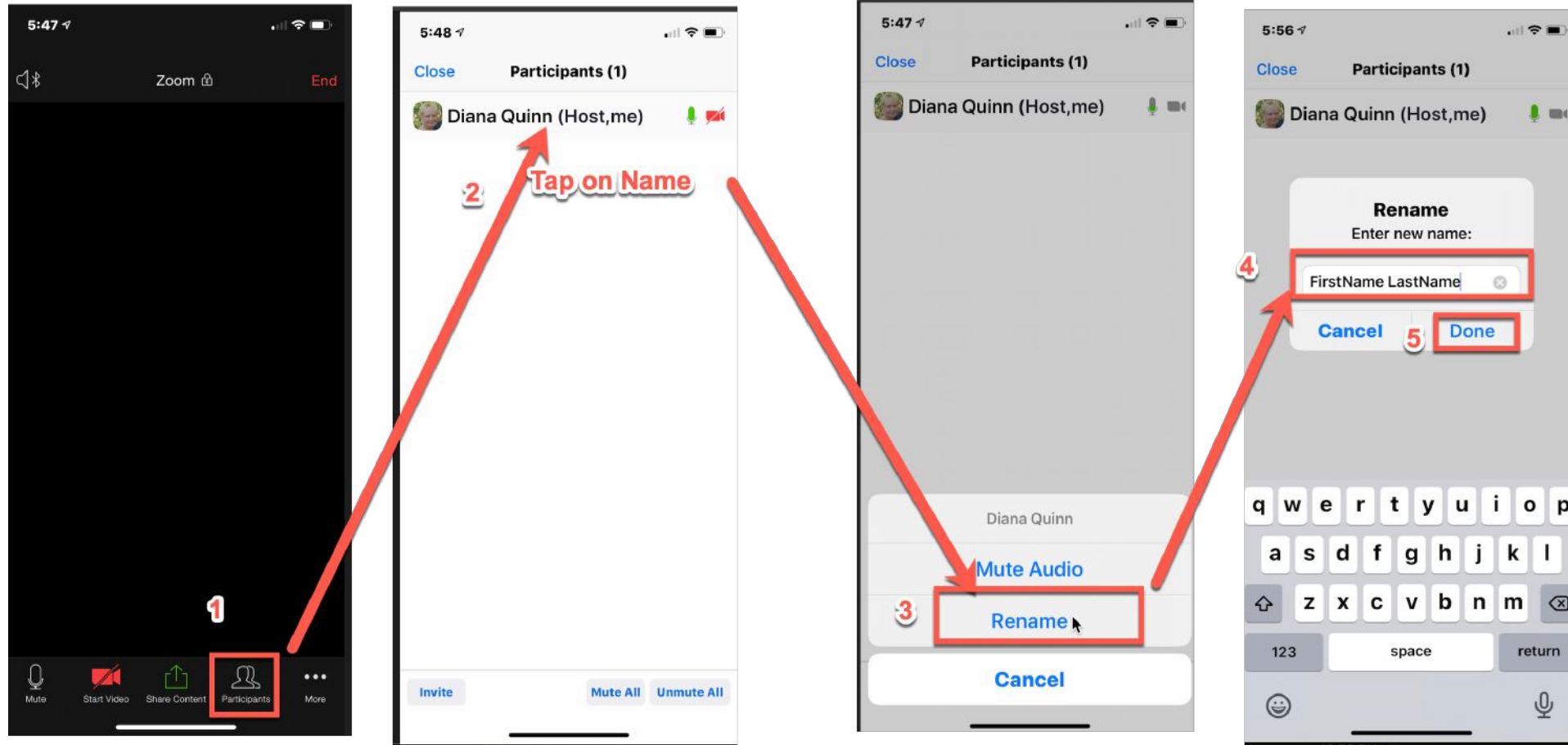
It's important to identify yourself to everyone in the meeting.

When entering the ZOOM meeting rename yourself, if necessary

Click the Three Dots (...) in the Upper RIGHT of your Video Window and select RENAME option



Rename Yourself – Smartphone/Tablet



Tablet is the same as Smart Phone except
Participants Button is in the **UPPER RIGHT** of screen

Virtual Background - Computer

Next to the Start Video icon,
Select the **UP ARROW**

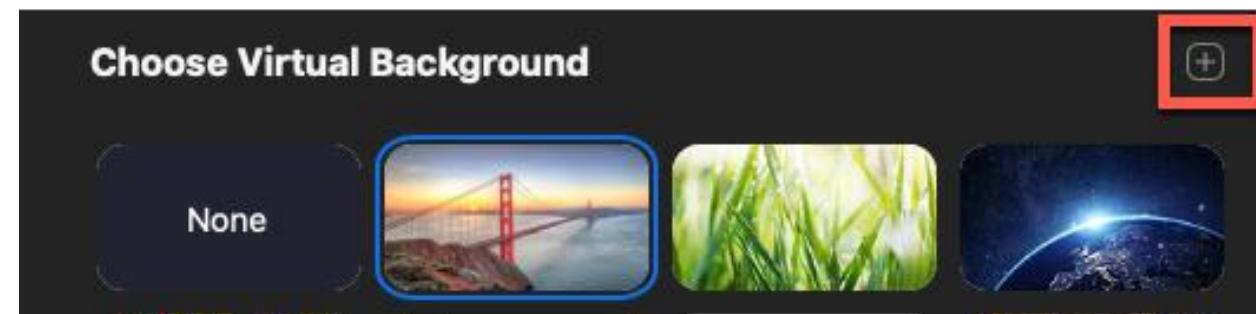
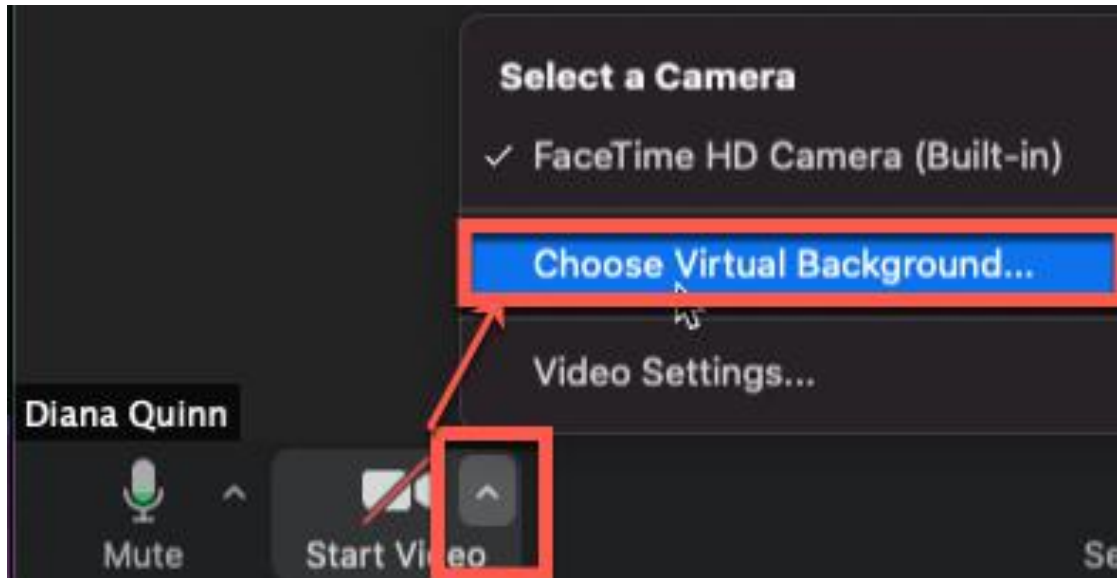
To reveal a pop-up menu

Choose Virtual Background



Computer

Select a Background or ADD your own
Click + to ADD a background from your
computer

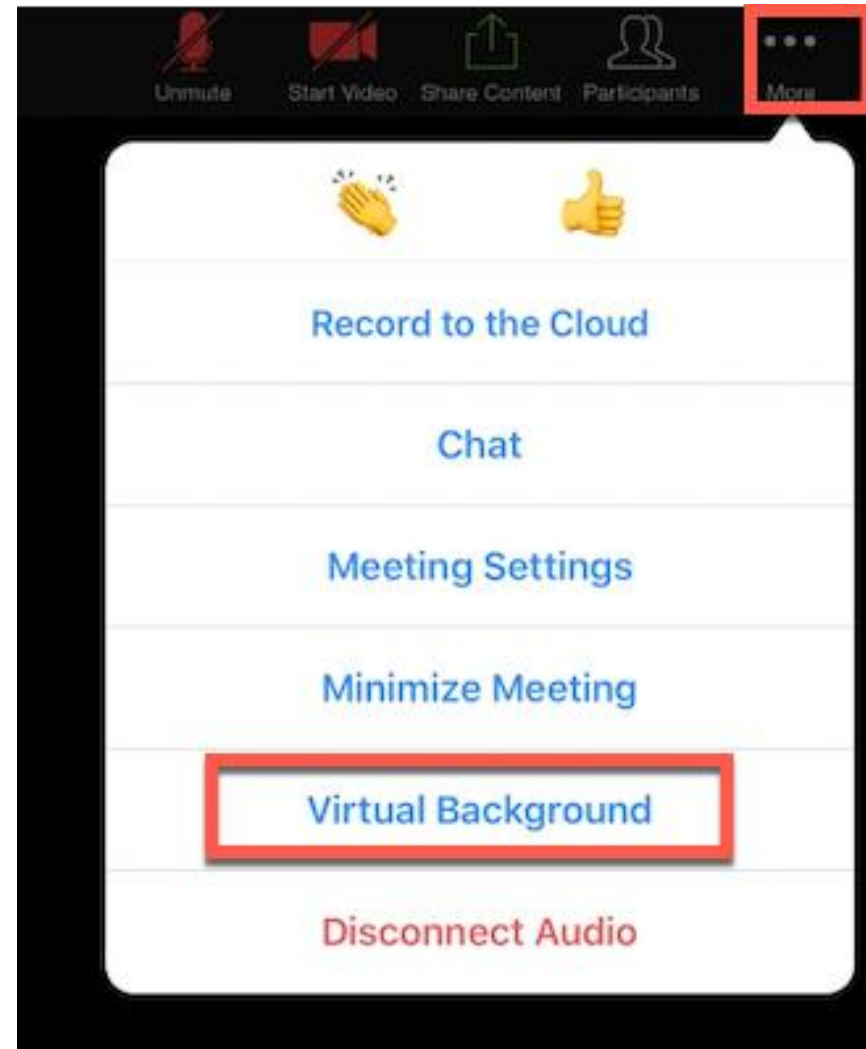


Virtual Background – Tablet/iPad

Tap the **UPPER** Right Hand corner of the tablet screen, to show the controls

1. Tap the three Dots ...
2. Select Virtual Background
3. Select a Background or ADD your own
4. Close the window with the “X” in upper RIGHT of screen

Select a Background or ADD your own
Press + to ADD photos



Tablet
iPad

Virtual Background – Smart Phone

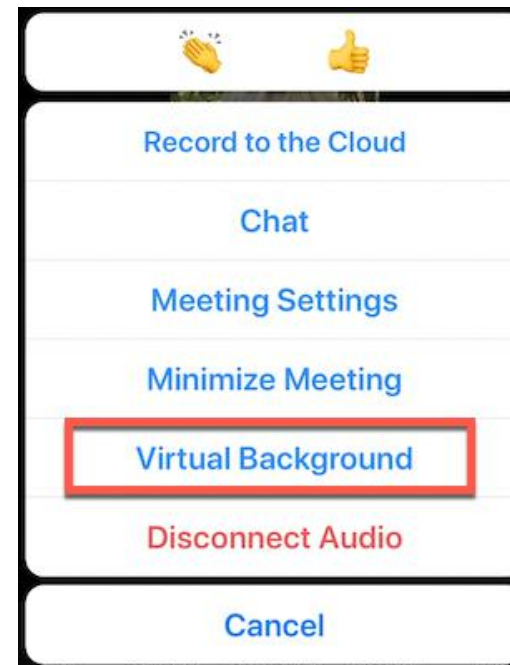


Smart
Phone

Tap on BOTTOM of your smartphone screen to show the controls

1. Tap on the three Dots ...
2. Select Virtual Background
3. Select a Background or ADD your own
4. Press CLOSE

Select a Background or ADD your own
Press + to ADD photos



Meeting – Rules of Engagement

- Stay Muted
- Rename Yourself – so that we know who you are
- If you choose, activate your Video so others in can see you
- Chat your Questions – the presenter/moderator will go through them
- Raise Your Hand if you wish to speak