

BEGINNER'S GUIDE TO ZOOM

Really, it's not that hard! 😊

We will cover...

- Joining a Zoom meeting
- Muting and unmuting
- Chat feature
- Changing your name
- Audio and video tips
- Q & A

Audio & Video

Zoom Meeting



Rectangular Snip

Meeting Topic: Zoom training - AM
Host: ESA Headquarters
Password: 1929
Invite Link: <https://us02web.zoom.us/j/84767495483?pwd=eENIOGikV...>
[Copy Link](#)
Participant ID: 252793



Join Audio

Computer Audio Connected



Share Screen



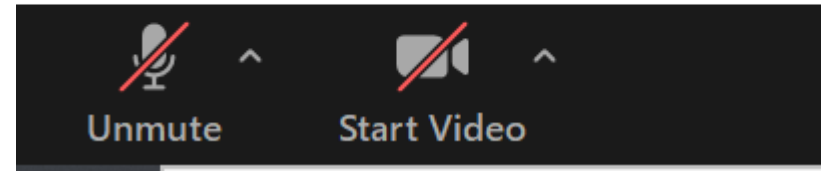
Invite Others



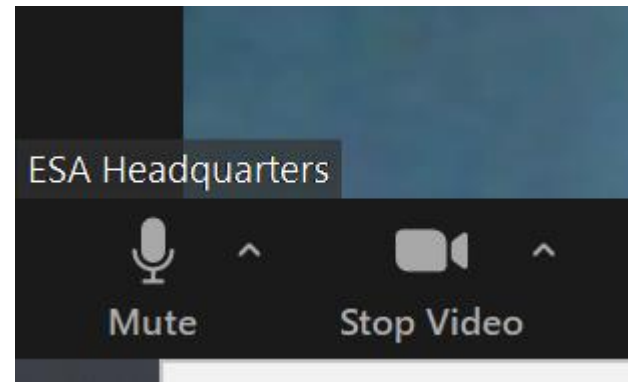
Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms End

Audio & Video

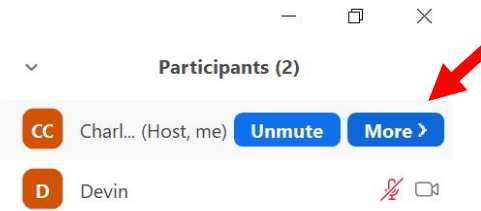
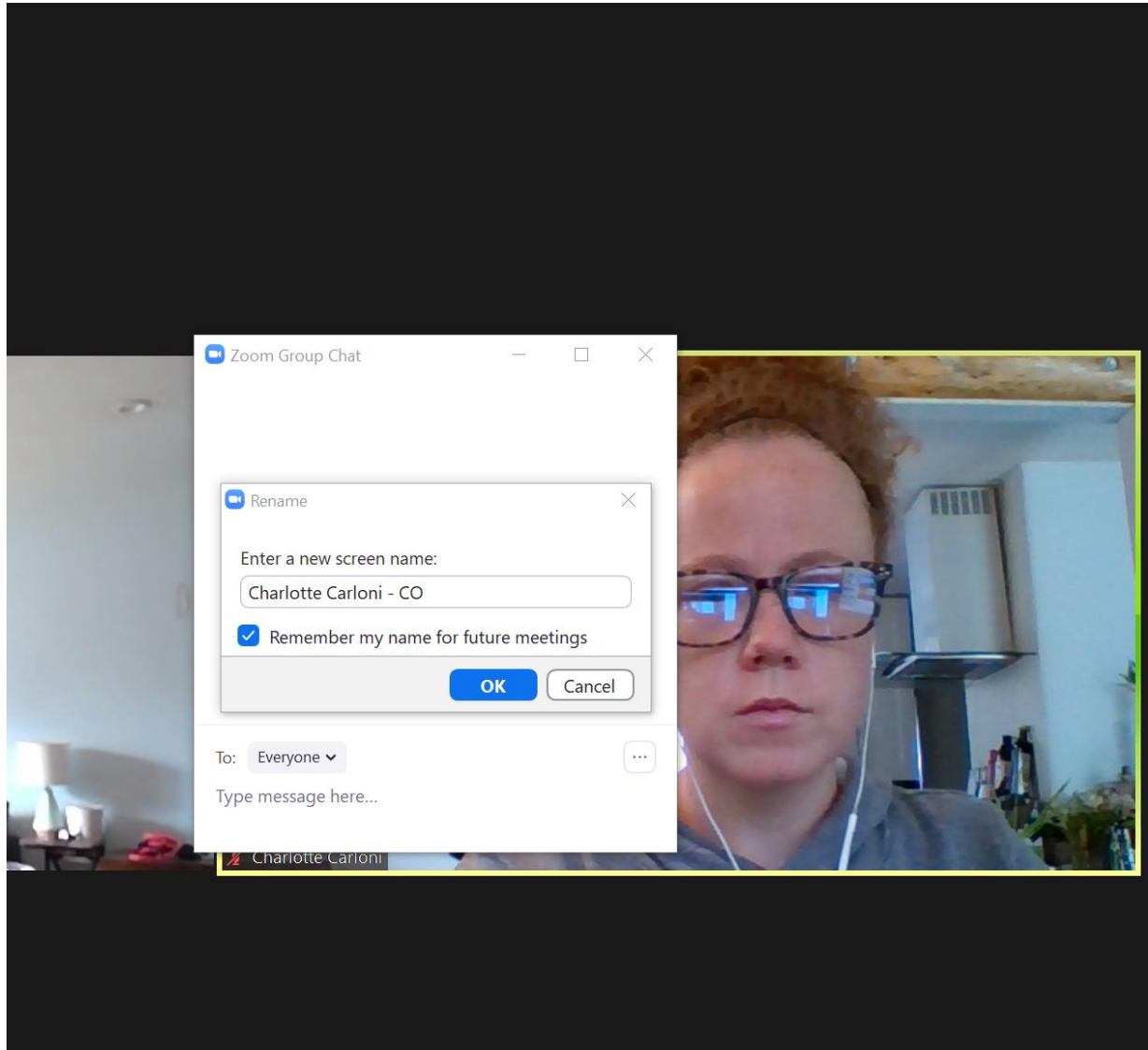
Muted & video off →



Unmuted & video on →



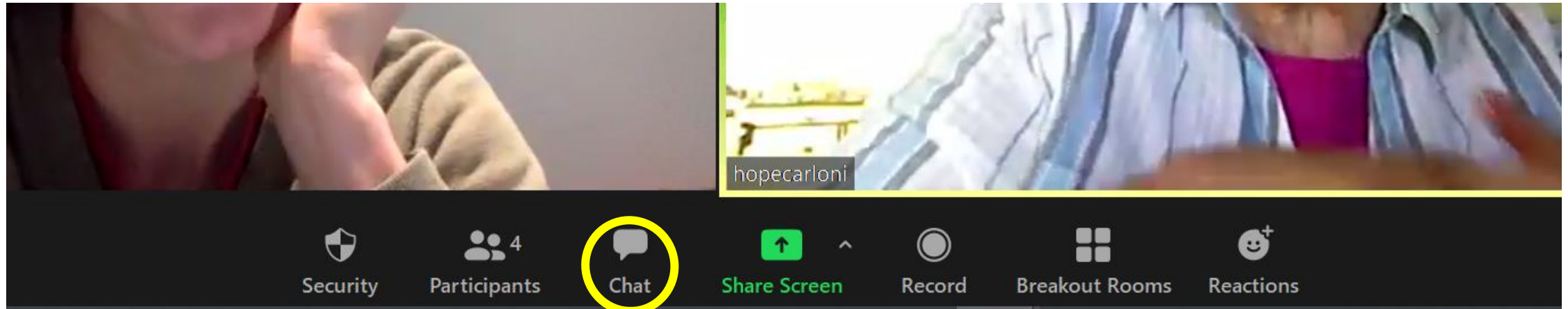
Change your name



Hover over your name in the righthand sidebar, select "more" and "rename"

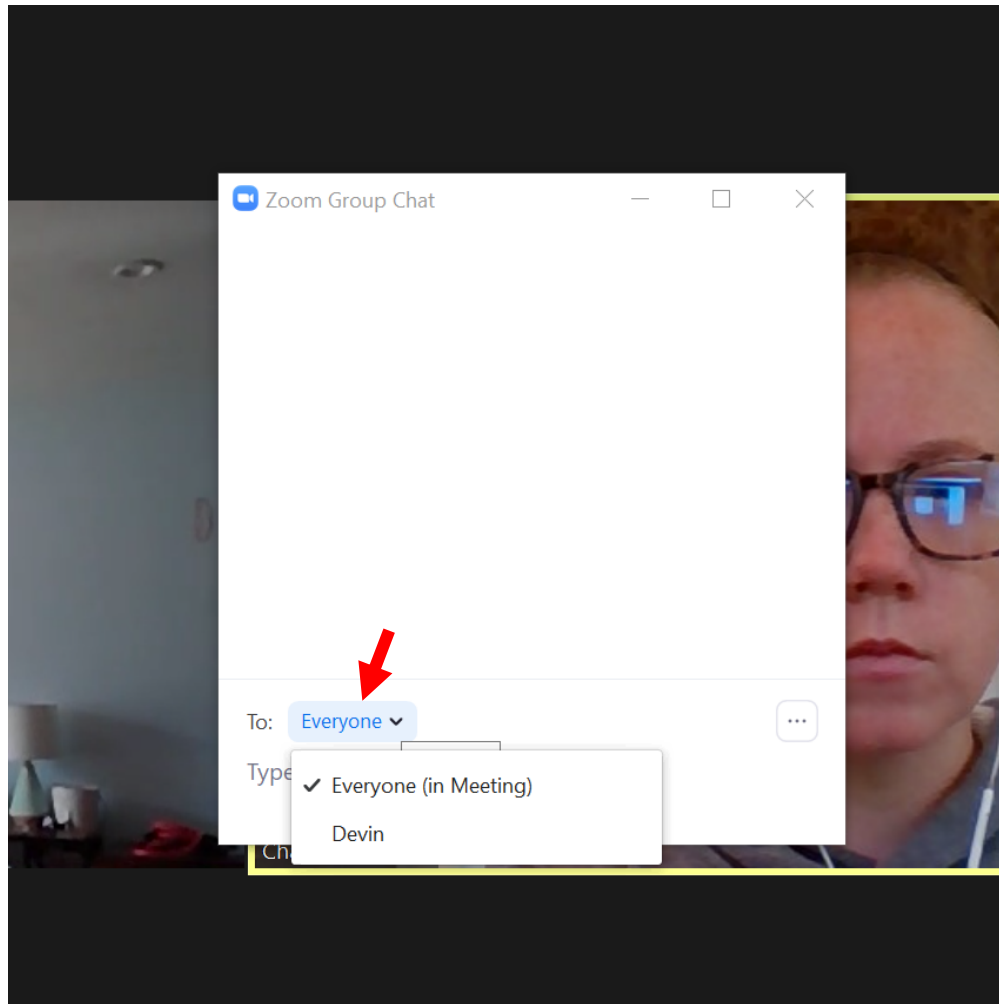
Note: for IC Convention, we will ask that your Zoom name be *First Last – State*

Asking questions – chat feature



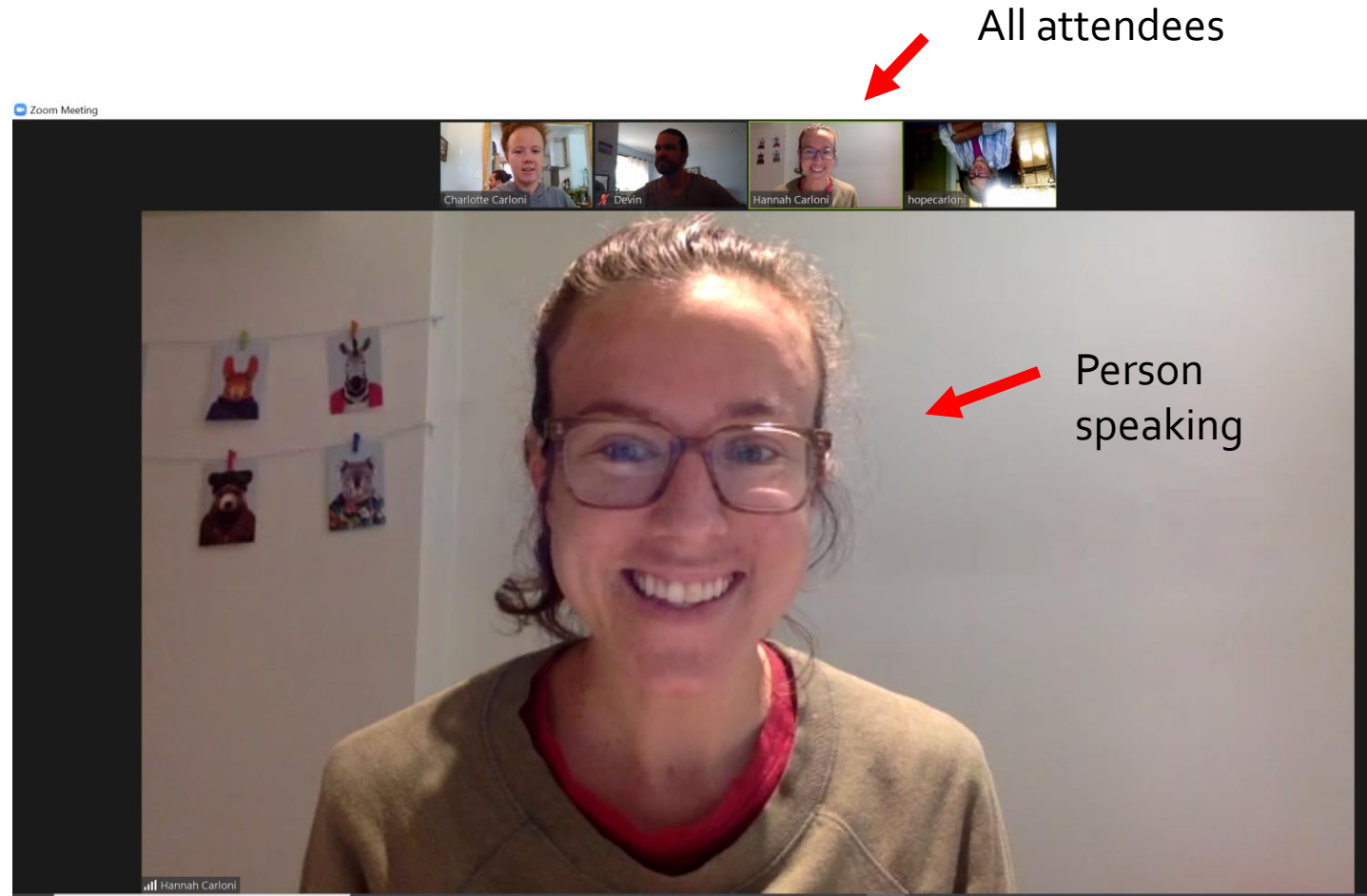
The chat feature allows you to send messages to all participants or to select participants.

Asking questions – chat feature



The default setting in the chat box is to send a message to everyone on the call. To select a specific person to message privately, click the down arrow next to “everyone” to access a pull-down of all participants.

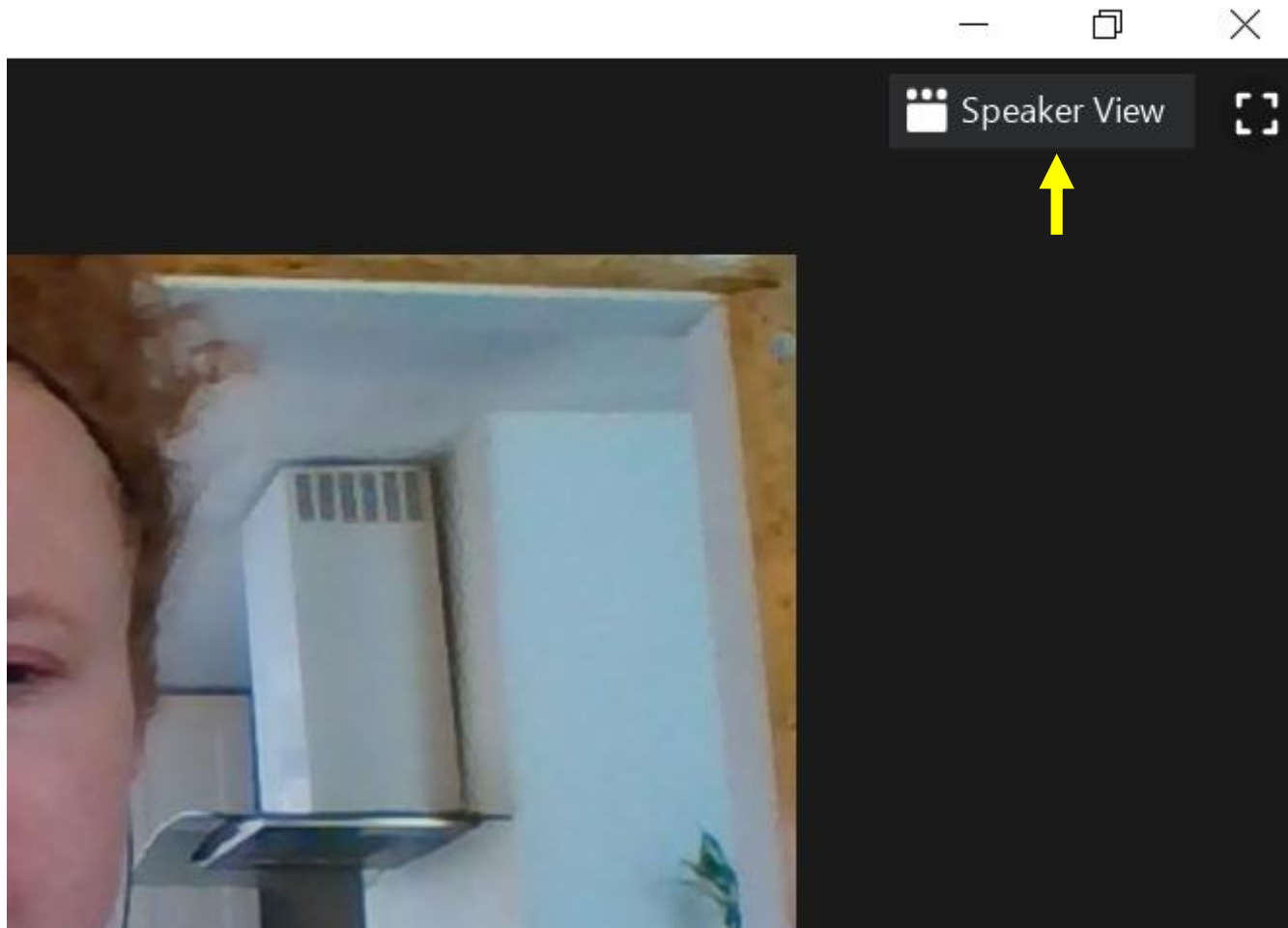
Views – Speaker View



Views – Gallery View



Views – Change View



Upper right-hand corner of your screen, click on “speaker view” and it will automatically change to “gallery view”

Audio tips

- For IC Convention, all attendees who are not presenters will be muted for the entire conference. If you have a question, use the chat feature.
- For other meetings, audio is best when listening and speaking through headphones.
- Make sure you are in a quiet room away from other people when you are on a Zoom call. Your audio will pick up things like TV noises and other conversations.
- It is always best to be muted when you are not speaker to avoid any distractions.