

Zoom Basics, Rev 1.  
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September 12, 2024

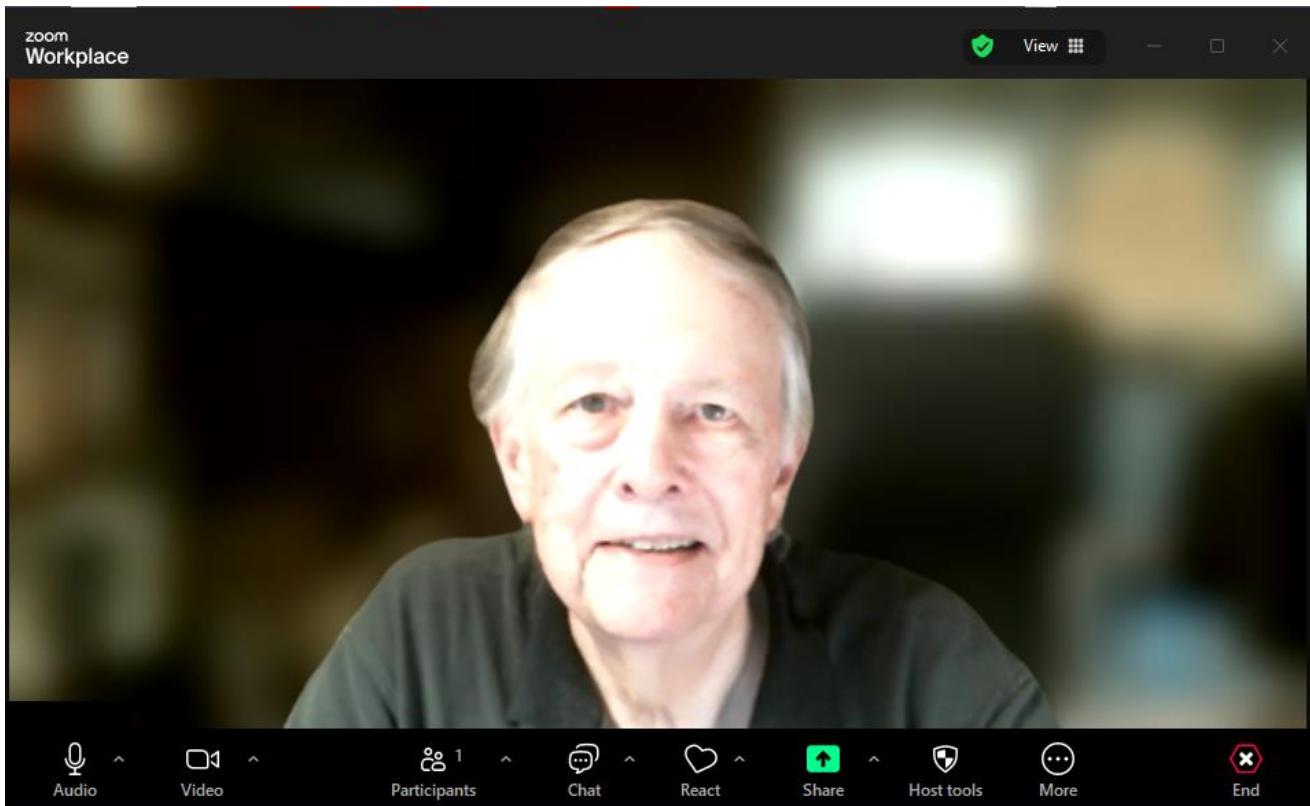
## Introduction

This set of instructions should be used with an actual Zoom meeting. In this meeting, we are going to discuss and actually learn how to use the more essential parts of our Zoom application. This will cover View, Mute, Video, Chat, Screen Share, Reactions (namely Raise Hand - Lower Hand). At this point in the meeting, we assume you have clicked on a JOIN button or have copied the Zoom Invite code into your browser, and were allowed to enter via the Host recognizing you. We assume you have your screen up and operating correctly. When you do, you should see something like this:



This is a screen capture of a Zoom meeting.

**When you move your cursor over your Zoom presentation screen, additional icons appear and have very specific functions that will help you get the most out of a Zoom meeting.**



## Icon Discussions

Zoom, from time to time, will change the layout and as such, these instructions may not be current.

There are two icons in the upper right corner of your Zoom screen. The rest appear along the bottom of your screen. The upper icons are the “Meeting Information” icon, a green shield with a black check mark inside the shield and the “View” icon with the word “View” followed by an array of dots presenting pictures of the participants.

Clicking on the Shield brings up meeting information that can be copied and sent to a potential participant.

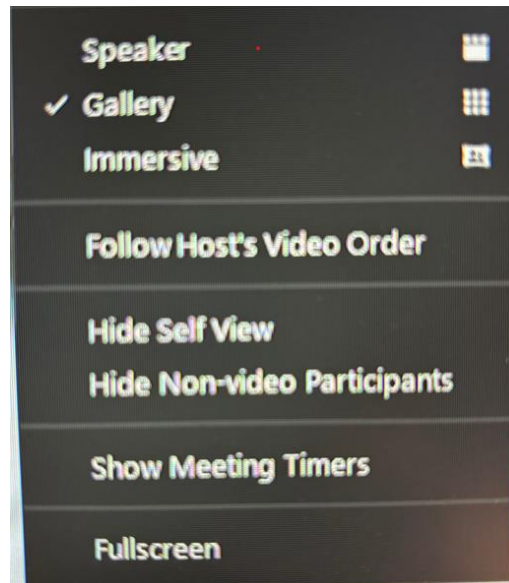
The other is the “View” icon and this is what it looks like:  
Click View and then on each item to see what happens.



When the Meeting Information icon is clicked, a screen of the Meeting Information appears along with a Settings icon that appears in the upper right hand corner. Clicking on the later brings up a Settings screen where you can make adjustments to your Video, Audio, Share Screen, Team Chat, Zoom Apps, Background & Effects, Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility preferences.

I would recommend NOT changing any of these settings. **After the meeting or sometime later**, I would recommend that you download and register your Zoom app, log in, click on “New Meeting” and then play with your settings.

When the View icon is clicked, a menu will appear that will let you set preferences on how you would like to see the attendees.

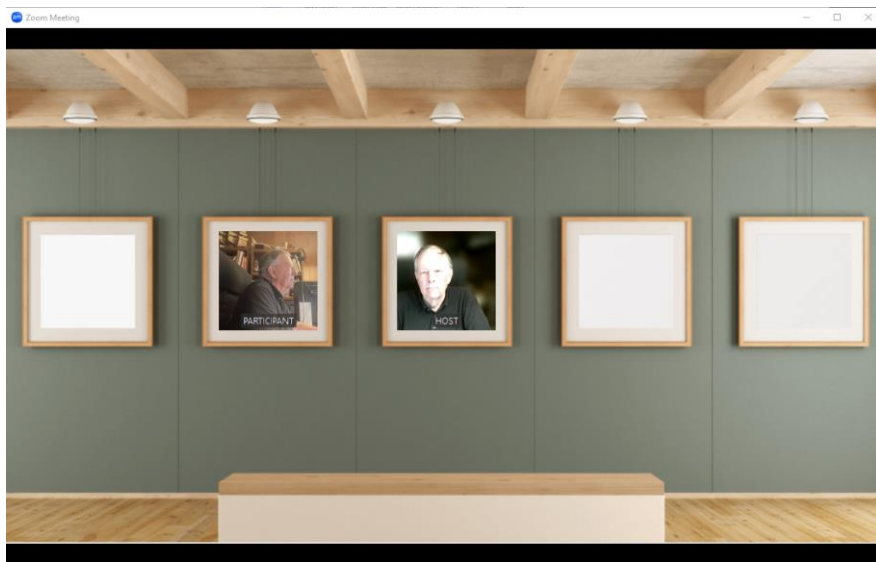


The Speaker setting is selected, you will only see the person talking. This may be just the person off to the side of a presentation.

Gallery will show “everybody” but you might have to scroll you window to see all the participants.

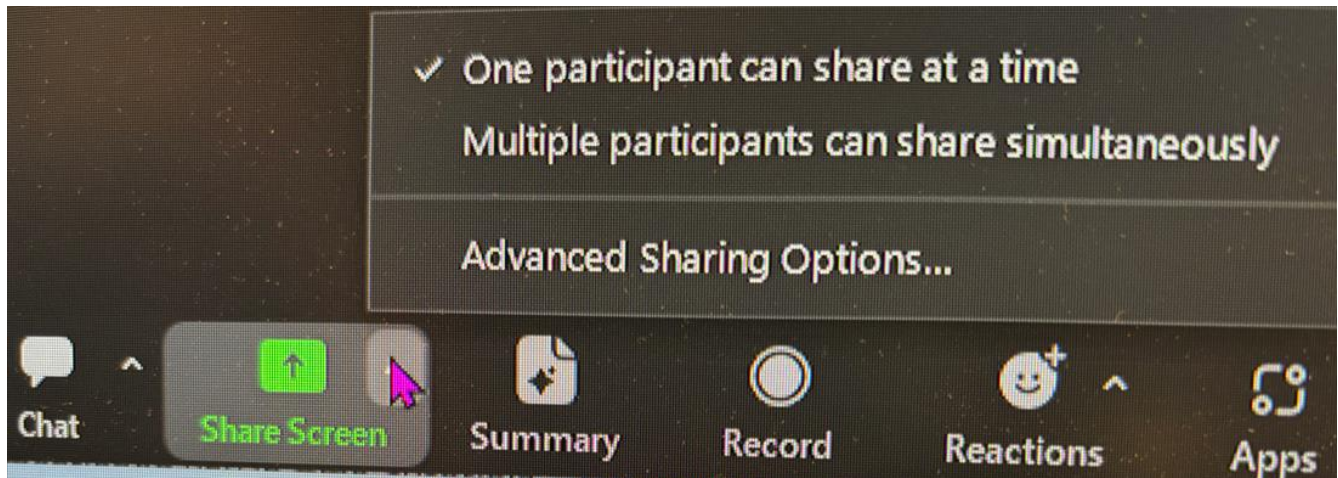
Fullscreen will fill your screen with the Gallery pictures. Press the “ESC” key to return to normal viewing.

Immersive places everyone in one screen like so:



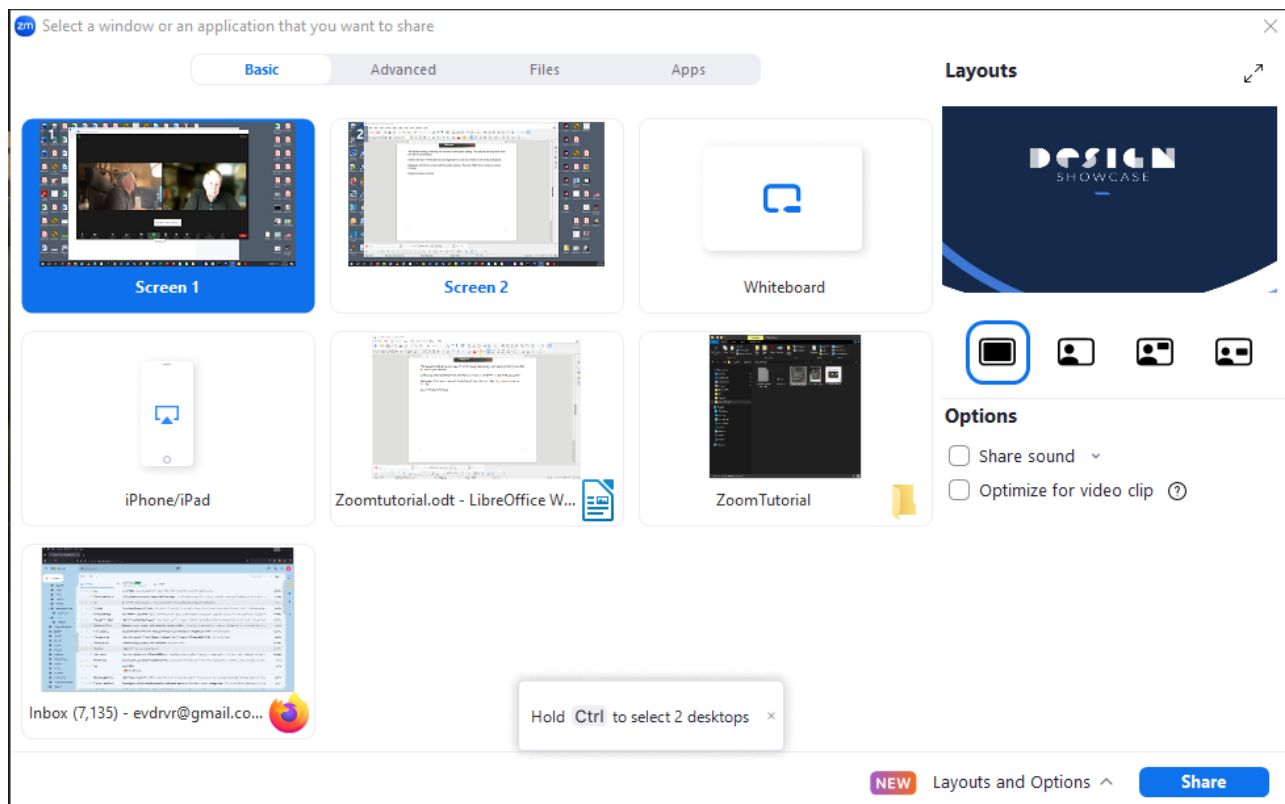
## Share Screen

**Share Screen is a very important part of disseminating information.** For a participant to share their screen, the presenter needs to move their cursor over their picture and click on the Screen Button (NOT the little arrow attached to the right of the icon). Clicking on the little arrow provides some additional sharing options.



But clicking the non arrow part of the icon, brings up screens that can be shared.

For those with more than one monitor, Screen numbers will appear as shown in the upper left of this figure. Also, a Whiteboard can be selected. Some of these options may only be available to the Host. There are some features in the Layout section on the right.



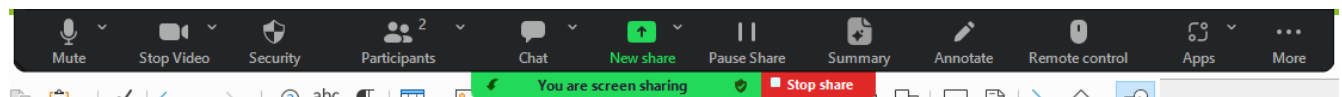
If you select a Screen, anything there on that screen will be seen once the Share Button, in the lower right, is pressed. Also, you can open up an application, file, etc. in that screen and it will appear. All this may take a moment due to data formatting and transit times.

The other selectable items are just ONE application that can be viewed. Notice in the numbered screen how the desktop icons can also be seen. Give it a try!!

When the time comes, you can **stop sharing** by clicking the red “Stop Share” button on the top of the screen seen here:



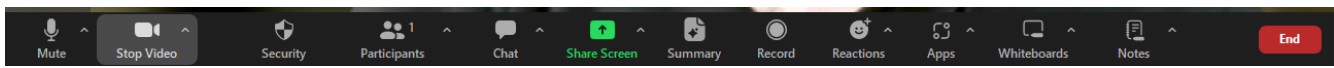
If you have something else to share, you can place your cursor over the green “You are screen sharing” icon and an additional menu will appear with a green “new Share” icon above the Screen Sharing icon.



This is really a very powerful way to communicate and videos can also be played. The Bottom Row Icons

When you move your cursor over your picture, additional icons will appear and disappear after you move your cursor off your picture. Here is how they appear:





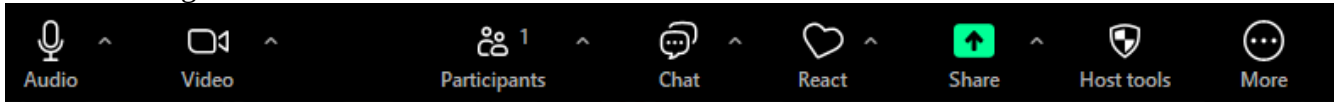
Mute Video

Participants Chat Screen

Record Reactions

End

This has changed to this:



in a more recent version.

**Mute** - You can Mute and unMute yourself by pressing this icon (but try not to hit the small arrow attached to the right of the main icon). The small arrow will allow you to change the microphone settings.

In the Gallery of participant pictures, you can also click on the Mute icon that will appear there.

**Video** - You can turn your video feed off and on by clicking this icon. Again, do not click on the little arrow attached to the right of the main icon as this will bring up video options.

**Participants** – click on this will bring up a list of participants AND any titles such as Host, Panelists, etc. Each title has certain permissions to perform certain functions such as being able to Share Screen, MUTE ALL, Mute someone who may be inadvertently making noise or can't find their mute button.

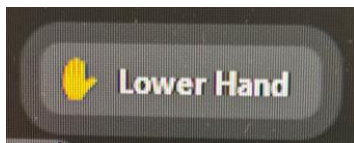
The little Participant arrow will allow a person to send out an invitation as long as they have the permission to do so.

**Record** – Hitting the Record Button will allow a participant to record the meeting.

**Reactions** - **The MOST IMPORTANT reaction is the Raise Hand Button!!!** Pressing that button will move your picture to the upper left and place a Yellow Raised Hand in the upper left of your picture. This will allow the Host to see your need to speak.



After the Raised Hand appears, a “Lower Hand” button will appear on your picture. Once you are through talking, you can press the Lower Hand button to let the Host know that you are through talking.



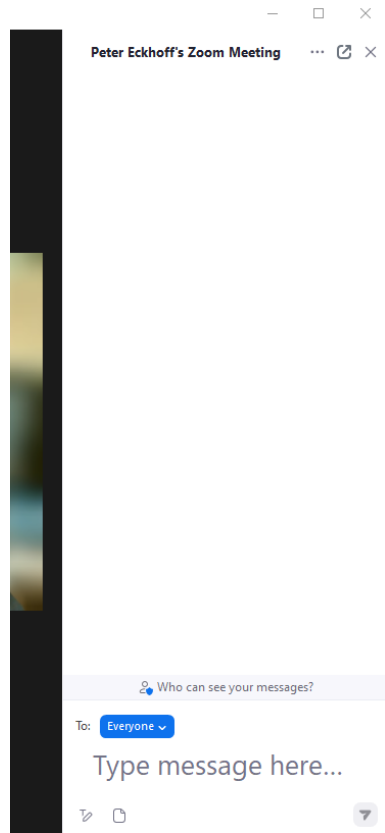
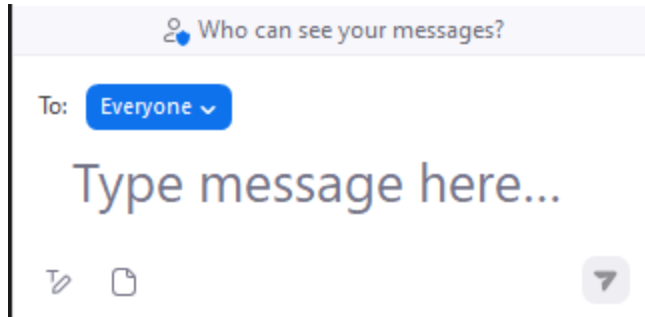
In the later version, **Raise Hand** is under the React icon.

**Chat**

Sometimes it is necessary to want to send a message to the whole meeting group which might contain a link, a file, graph, photo, etc. This can be done through the Chat icon.

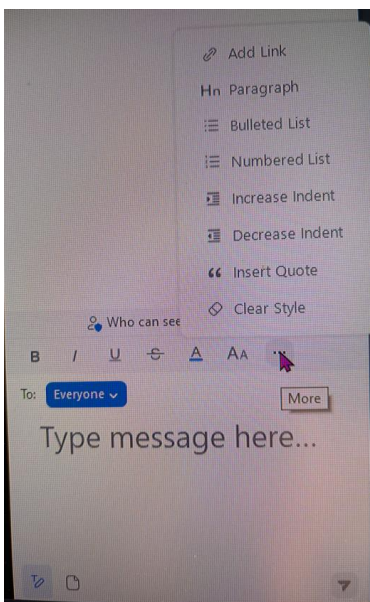
When you click on the Chat icon, a Chat Panel will appear to the right of the presentation screen like so:

Any messages sent will appear in the upper part of the panel. Messages are created in the Message Box at the bottom of the Chat Panel.

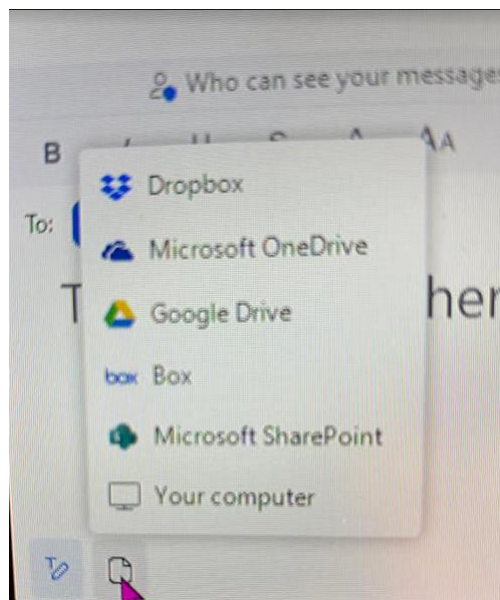


One important habit is to make sure you select the Address in the To: address area. Pressing the Enter key will send the message and NOT create a new paragraph.

At the bottom of the Message Box are 3 icons. The furthest right is the Send button. The other 2 are for formatting and linking up links, data, and whatever you want to send to the participants. Here are two screen shots that may help to illustrate the features of Chat:



Note cursor →



Questions?