

Microsite Training Uses Zoom - You Can TOO!

8/31/25 by Peter and Deborah. Editing by Leslie, Carol, Martha. Last edit: 9/04/25

Click (or double click) the URL link you received to join a Zoom meeting. When the browser or your Zoom app opens a Zoom window, click the “Join” button to join this session. The Zoom controls at the bottom of your screen will provide the access you need.

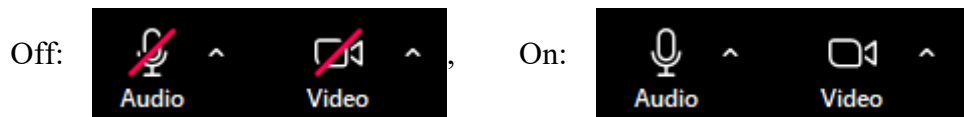
Zoom Screen



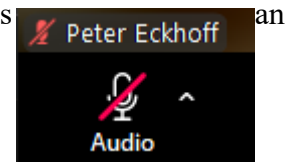
The top and bottom rows of icons will appear as you move your mouse cursor. Try moving your mouse cursor over your Zoom screen to see what appears and disappears.

Zoom Controls

The two most essential parts of the above Zoom screen are your Audio and Visual buttons in the lower left-hand corner. To see and activate them, your mouse cursor must be on the screen; otherwise, Zoom disables all icons. Clicking on them will mute and unmute your microphone **or** start and stop your video. Give it a try.

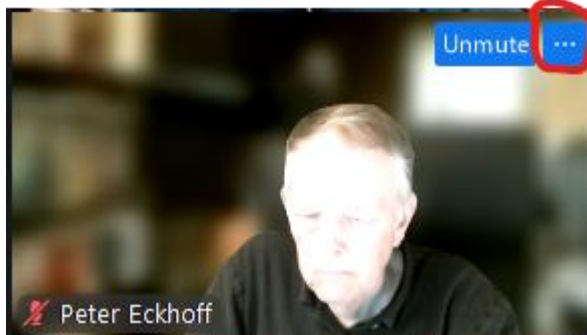


When you are muted, a small Audio Muted icon will appear before your name, either in the lower-left corner of the Zoom screen **or** in your picture in the list of participants. This is an example:



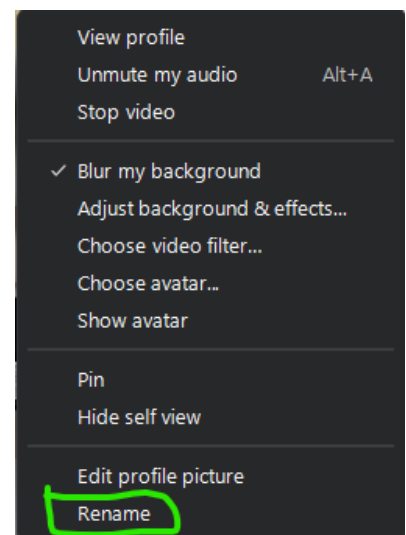
Muted icon symbol in the lower left-hand corner of a Zoom screen-->

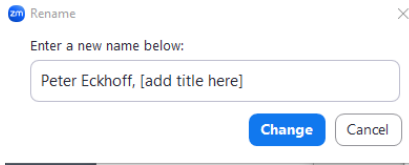
The Host may mute all participants or an individual during a lesson if there is too much background noise coming through their microphone. For more information, see the Appendix.



Update Your Name

To update your name and add identifying information such as your federation (TX) or chapter (#1234), find your participant window and click on the 3-dot symbol, shown circled in red:

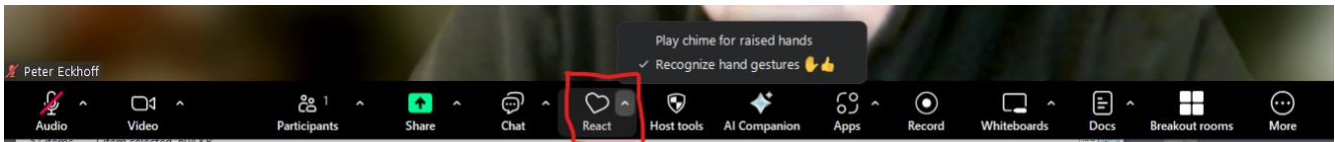




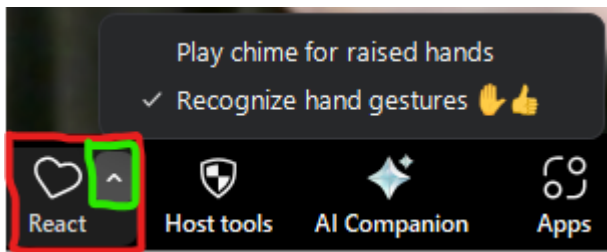
Click on the “rename” link and to rename yourself or identify the microsite you will be working on, then click the blue “Change” button.

Raise Your Hand

You can raise your hand to ask a question or provide additional comments. The software may recognize your hand gesture. However, keeping your hand up until recognized can be tiring. Zoom provides a “Raise hand” icon along the bottom row of icons in the **React** icon:



The **React** icon is shown outlined in red above, and in an enlarged image below:



Clicking on the green box will enable the “Recognize hand gestures” to appear. This may have been set automatically, but if you use a hand gesture and the Raise Hand icon does not appear, check out the menu to see if it has been set. If not, click on it.

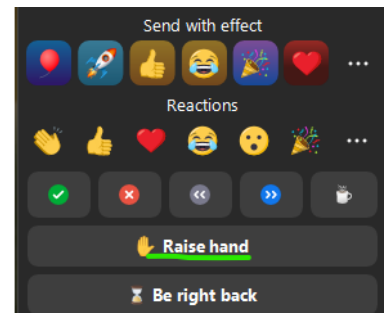
Outside the green box area is the React icon. Clicking on that button will bring up a host of reaction

symbols:



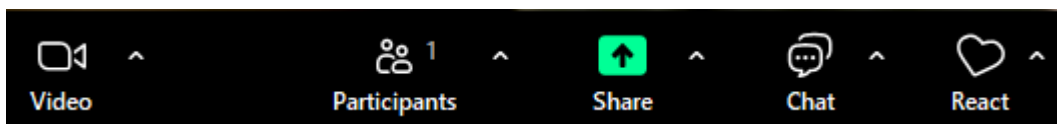
Including the Raised Hand symbol:

When clicked, the Raised Hand symbol will appear in the upper left-hand corner of your Zoom screen, indicating to the Host that you have a question or comment. This symbol may disappear after a few minutes, either due to exceeding a **time-out** setting or by the Host lowering your “Raised Hand” but remembering that you want to add something.



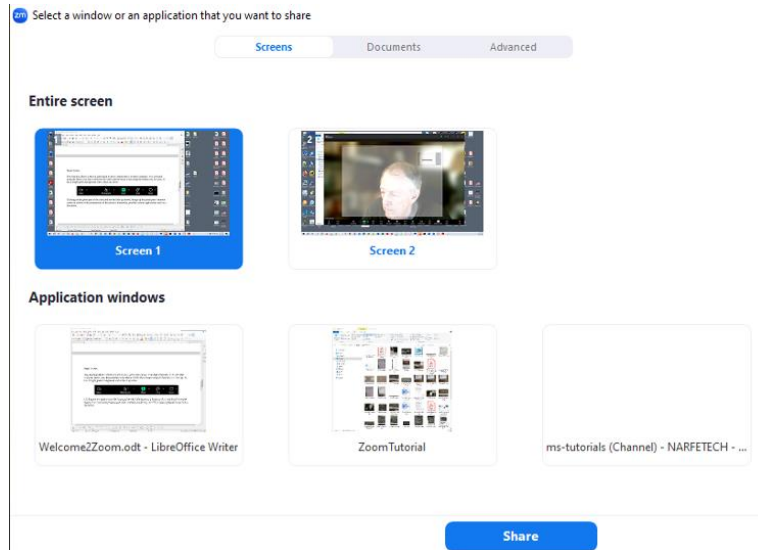
Share Screen

The **Share** function allows the Host or a participant to show content that is on their computer screen. It is activated by using the **Share** icon, located between the **Video** and **React** icons in the bottom row of icons. It has a bright green background with a black up arrow (^):



Clicking on the green icon (and not the little up arrow) opens a screen that displays the participant’s monitor screen, showing the person’s “Entire screen” or “Desktop” icon, and whatever documents or applications are open, including the browser.

Here is a sample **Share** screen:

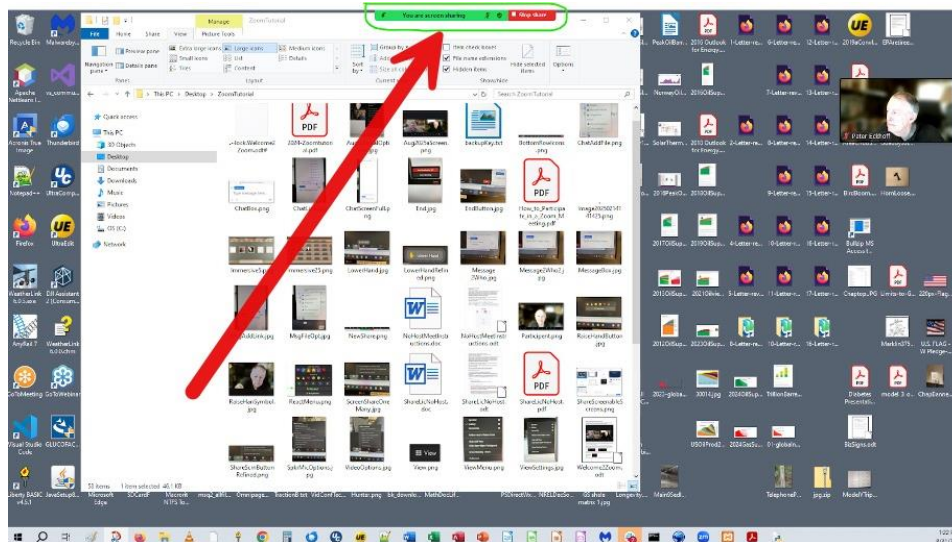


Click on what you want to show. In the above example, “Screen 1” was selected, as shown by the blue selection background. Anything displayed on that monitor will be visible. If the “ZoomTutorial” is clicked, that document will be shared instead.

Share

To actually share a selection, click the blue **Share** button, located near the bottom center. Select the specific screen or document you wish to share; what you see on your screen is the same that others will see.

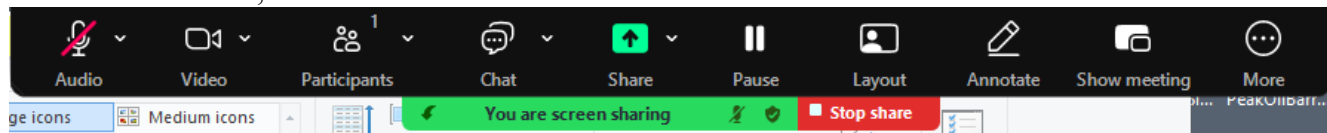
Since “Screen 1” was clicked, what is on the entire desktop will appear:



Notice the green “**You are screen sharing**” and the red “**Stop share**” buttons at the top center of the screen, circled in green. Here it an enlarged version of the above pair of icons:



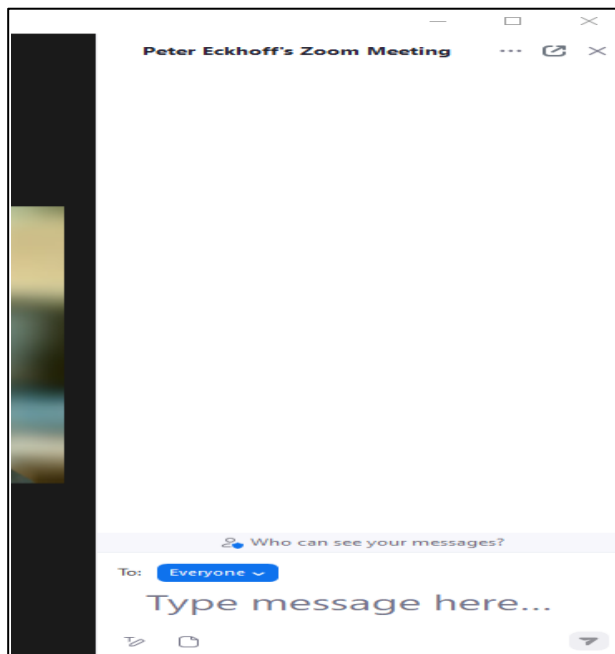
Clicking on the red “Stop share” button will close a screen share. Moving a cursor over the green “You are screen sharing” icon will bring up additional icons like the ones usually available in the bottom area of the Zoom screen, like so:



This can take some practice, but mentors are here to help as you master these functions.

Chat

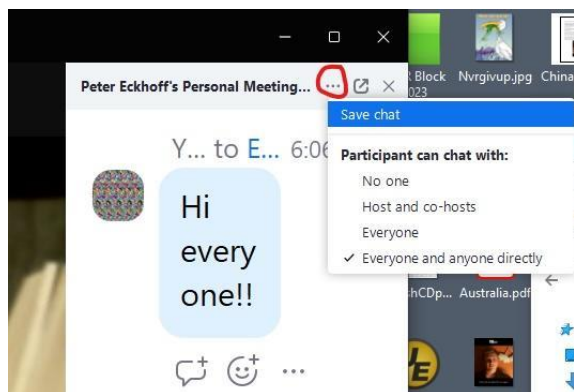
The last major part of learning about Zoom is the **Chat** area. Along the bottom row of icons, to the right of the **Share** icon, is the **Chat** icon. Information can be shared with either the entire group of participants or a single person. Clicking on the **Chat** icon opens a separate area that can “pop out” to float over the screen or be integrated with the main Zoom screen, as shown here. In this case, the main Zoom screen moves a little to make room for the Chat screen, like so:



Any dialog, links, pictures, will appear in the upper part of the area to the right. This area extends almost to the bottom of the Chat screen. Chat can be resized and moved.

In this Message area, messages are created. Do not press the Enter key until you are ready to send your message. Links can be copied and pasted here, along with the contents of files and other relevant information. To send a message, either press Enter or click the arrow icon in the lower right of the message area—more on this in the attached **Appendix**.

To save a Zoom chat, click the three circled horizontal red dots in the Chat window. Click on "Save chat". The chat is automatically saved to your computer.



To find a saved Chat, look for a folder titled “Zoom” inside the “Documents” folder.

Open the “Zoom” folder and find the chat folder. It will be listed by date, time, and title.

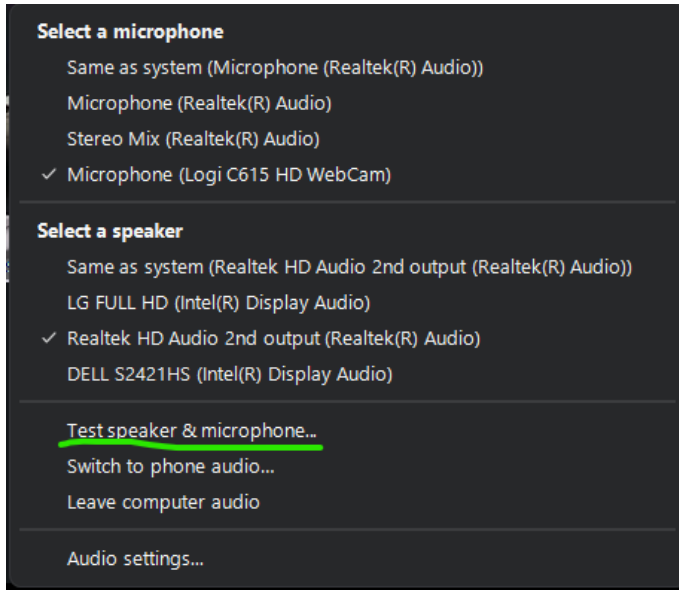
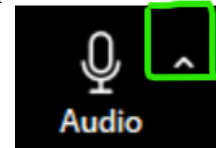
Click the folder to open and double-click the .txt file to open using the default text editor. OR right-click to select “Open with...” to open using a word processor or text editor (for example: TextEdit, NotePad, Word,

or Libre Office).

Appendix

Audio

Clicking on the small up arrow in the upper right-hand corner of the Audio icon will display available audio selections. Here is an example of which you may or may not have the same availability of devices:

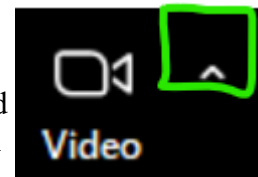


If your audio is not working, there is a “Test speaker & microphone” area. If your speaker is not working, ensure the speakers have been turned on as the first step.

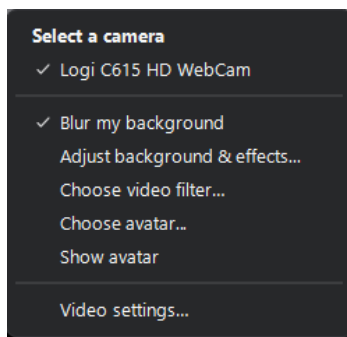
Clicking on Audio settings displays numerous additional options, information, and a link to support services.

Video

Clicking on the small up arrow in the upper right-hand corner of the Video icon will display available video selections.



Here is an example of which you may or may not have the same availability of devices:



Clicking on "Video settings" brings up several additional options, information, and a link to support services.

Chat

To send a message to “Everyone”, click the “Everyone” button. To send a message to just one person, click the “New Chat” button, and a list of participants will appear. Only one person can be selected.

External Links

Zoom offers a variety of support videos, and numerous YouTube videos are also available.

Note: Many of the latter are dated, and even the Zoom videos may not be exactly current. However, with the Zoom links, the information is current but not necessarily the screen layouts that accompany the information.

Here are a couple of Zoom links that may be useful:

- Basic In-Meeting Navigation: <https://www.youtube.com/watch?v=02UmBR4UK58>
- Joining a Zoom Meeting: https://www.youtube.com/watch?v=pAMDxH_H-Cs
- Zoom Learning Center: <https://learning.zoom.us/learn>
- Test your current Zoom application: <https://zoom.us/test>