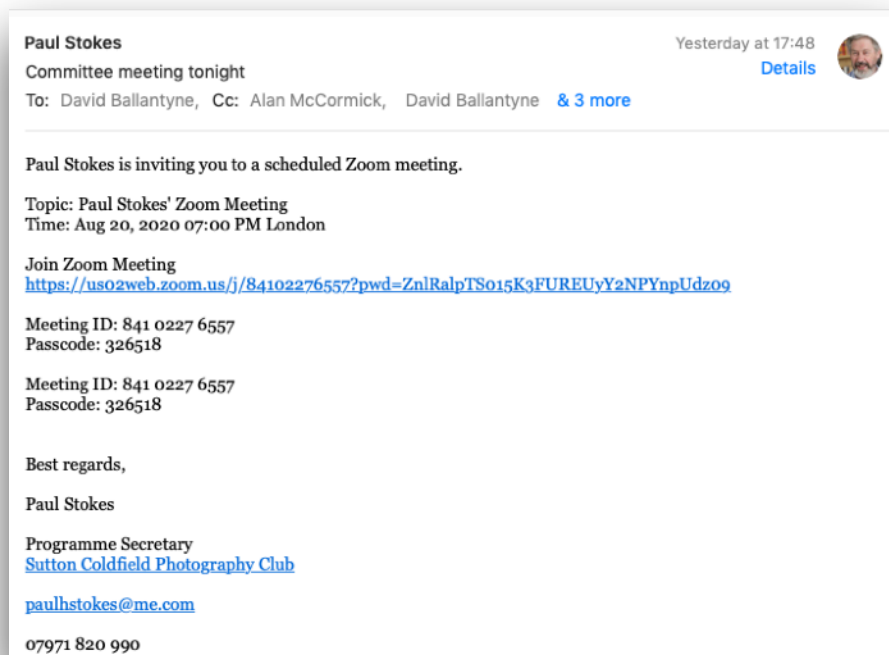


A brief guide to Zoom

A. Join a meeting

(This is the only page that you need to read to get started with Zoom)

The most common way to join a Zoom meeting is by email. the email would look something like this:

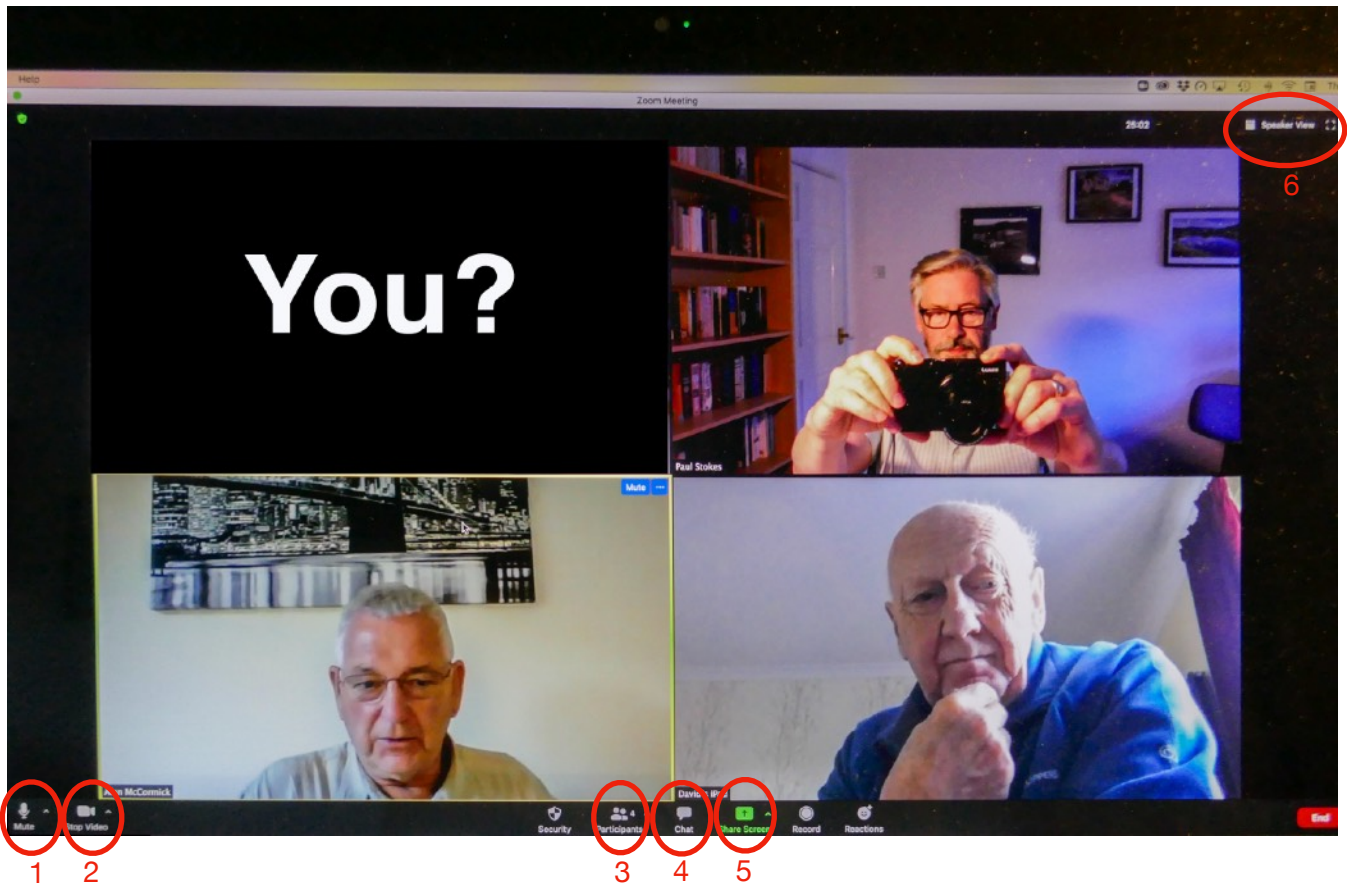


Just click on the link in the email and Zoom will download and install automatically (if not already installed). You may need to grant permission as the installation process proceeds.

If you have not used Zoom before, I recommend clicking on the link and installing Zoom before the meeting starts as installation can take a few minutes.

Zoom works on Windows and Mac computers, as well as most tablets and smartphones.

B. Meeting Controls



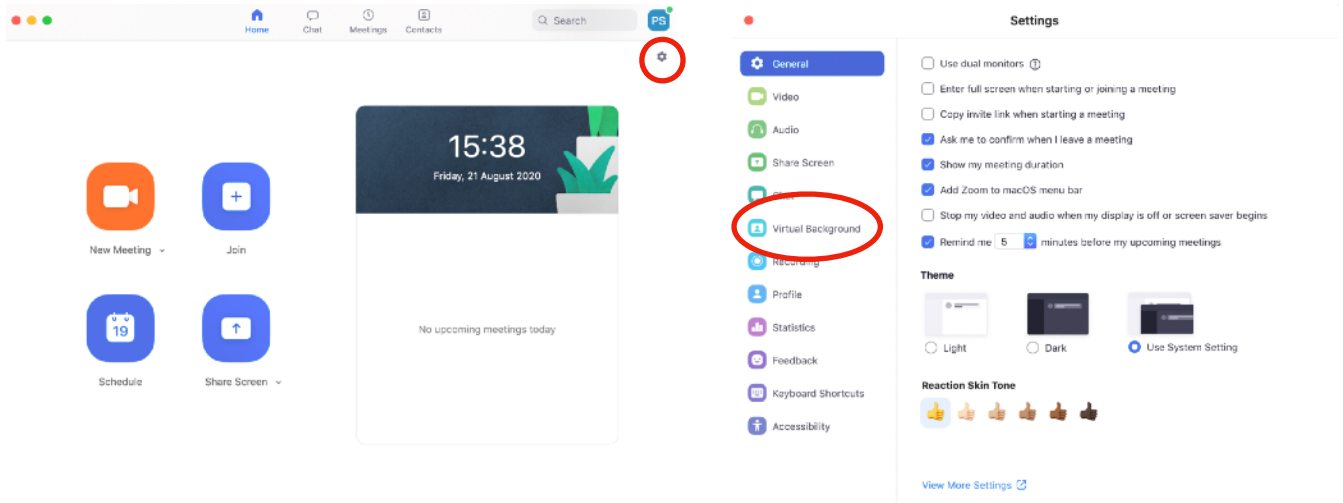
1. Audio control. Clicking on this will mute or unmute your microphone. Clicking on the ^ symbol will give access to the audio menu and settings, which will allow you to select input and output options.
2. Video control. Clicking on this will turn your camera on or off. Clicking on the ^ symbol will give access to the video menu and settings, which will allow you to select a camera and choose a virtual background.
3. Participants. This shows the number of people attending the meeting.
4. Chat. Clicking on this opens the chat window which allows live text comments to be displayed.
5. Share screen. Clicking on this brings up a window with allows you to choose a screen, or individual application to share. It allows single or multiple screen sharing.


More information is available in the video at this link:

<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting>

6. Toggle between Speaker or Grid view. Grid view shows all participants at the same size (as above). Speaker view shows whoever is speaking at the full size of the Zoom window, with thumbnail views of everyone else.

C. Virtual Backgrounds



In your Zoom application click on this  symbol, then in the left-hand side of the settings window, click on “Virtual Background”.

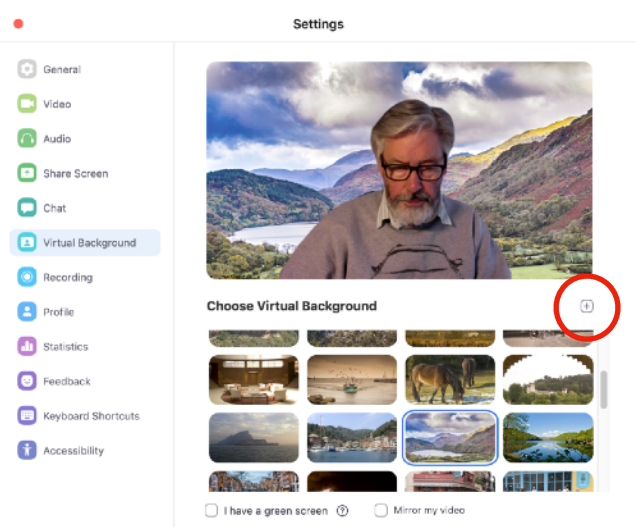
OR:

If you're in a meeting, click on the ^ symbol next to the Video Control, then click on “Virtual Background”.

A small selection of images are provided by Zoom.

Clicking on the + (on the right of the window) will allow you to add your own background images.

More information is available here: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>



I hope that this briefest of guides will be helpful. Please contact me if you require more help.