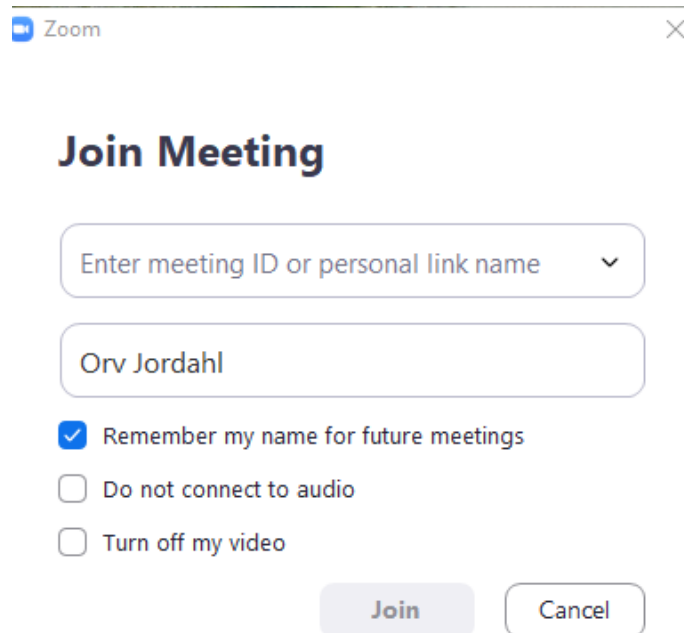


UWRA Intro to Zoom

UWRA Electronic Technologies Committee Tech Clinic
November 17, 2020

Three ways to join a Zoom meeting

- Click (or touch) the Zoom meeting web link
e.g., <https://us02web.zoom.us/j/89940937451?pwd=eHhIU1N...>
- Go to <https://join.zoom.us> then enter the “Meeting ID” and “password”
- Start the Zoom app on your device, then Enter the “Meeting ID” and “password”.



The screenshot shows the Zoom mobile app interface for joining a meeting. At the top, there is a title bar with the Zoom logo and a close button. Below the title bar, the heading "Join Meeting" is displayed. There are three input fields: a dropdown menu for "Enter meeting ID or personal link name", a text field containing "Orv Jordahl", and a checked checkbox for "Remember my name for future meetings". Below these are two unchecked checkboxes: "Do not connect to audio" and "Turn off my video". At the bottom, there are two buttons: "Join" and "Cancel".

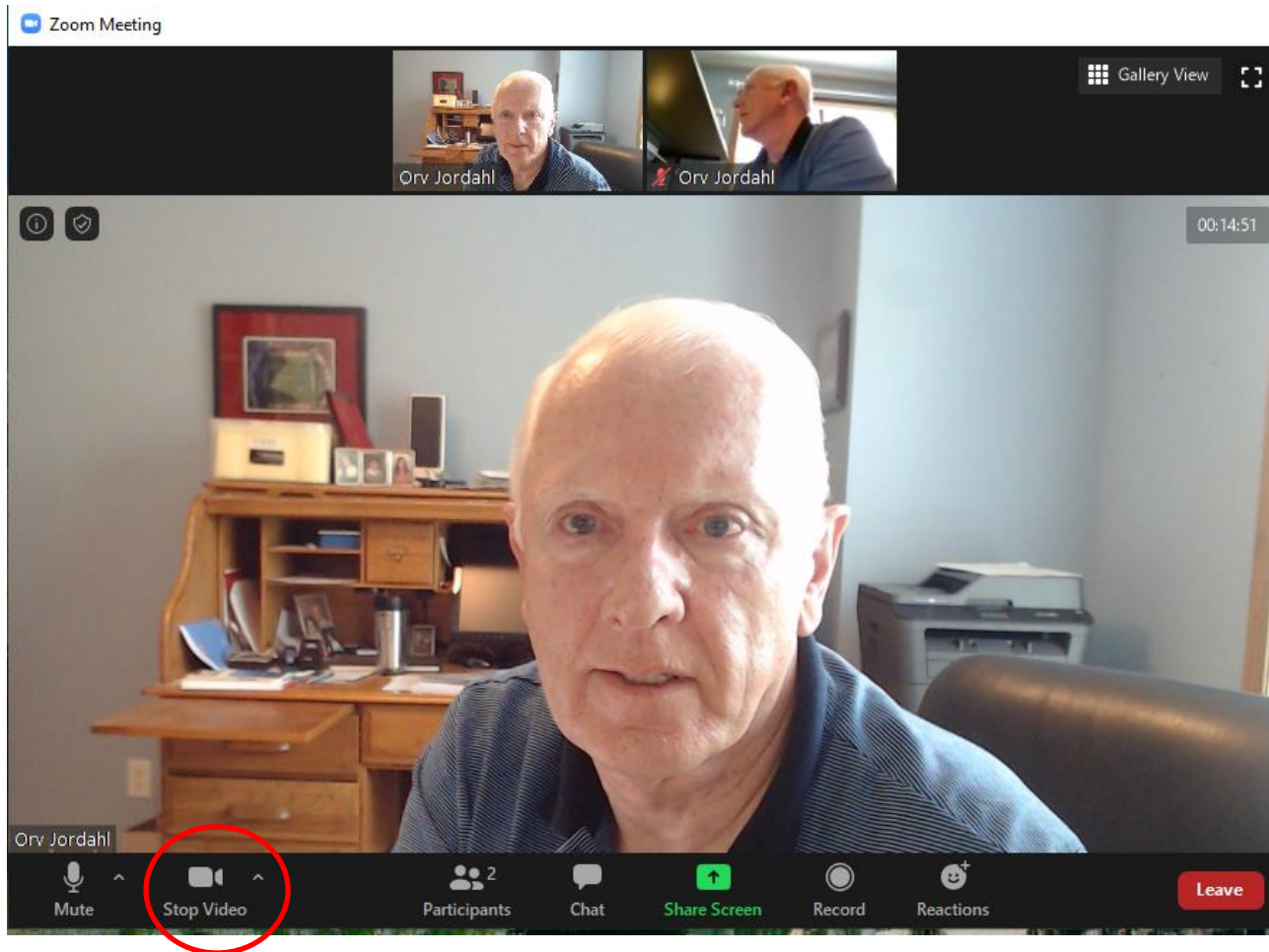


After joining a Zoom meeting on a laptop or desktop, display the meeting controls by moving the mouse pointer within the Zoom video window. When not needed these controls auto-hide.



Mute your microphone by clicking the “Mute” icon.

**Try muting and un-muting your microphone now...
Or... unmute your microphone and then mute it again.**



Stop your video by clicking the “Stop Video” icon.

Try “Stopping” and “Starting” your video now.

The image shows a Zoom meeting interface. The main video feed displays a man in a blue shirt. The top bar shows two smaller video feeds of the same man. The bottom toolbar includes icons for Mute, Stop Video, Participants (circled in red), Chat, Share Screen, Record, Reactions, and Leave. On the right side, the Participants list is open, showing two participants: 'Orv Jordahl (Me)' and 'Orv Jordahl (Host)'. The 'Participants (2)' title is circled in red. Below the list, the 'Raise Hand' button is circled in red. The Zoom Group Chat section is also visible.

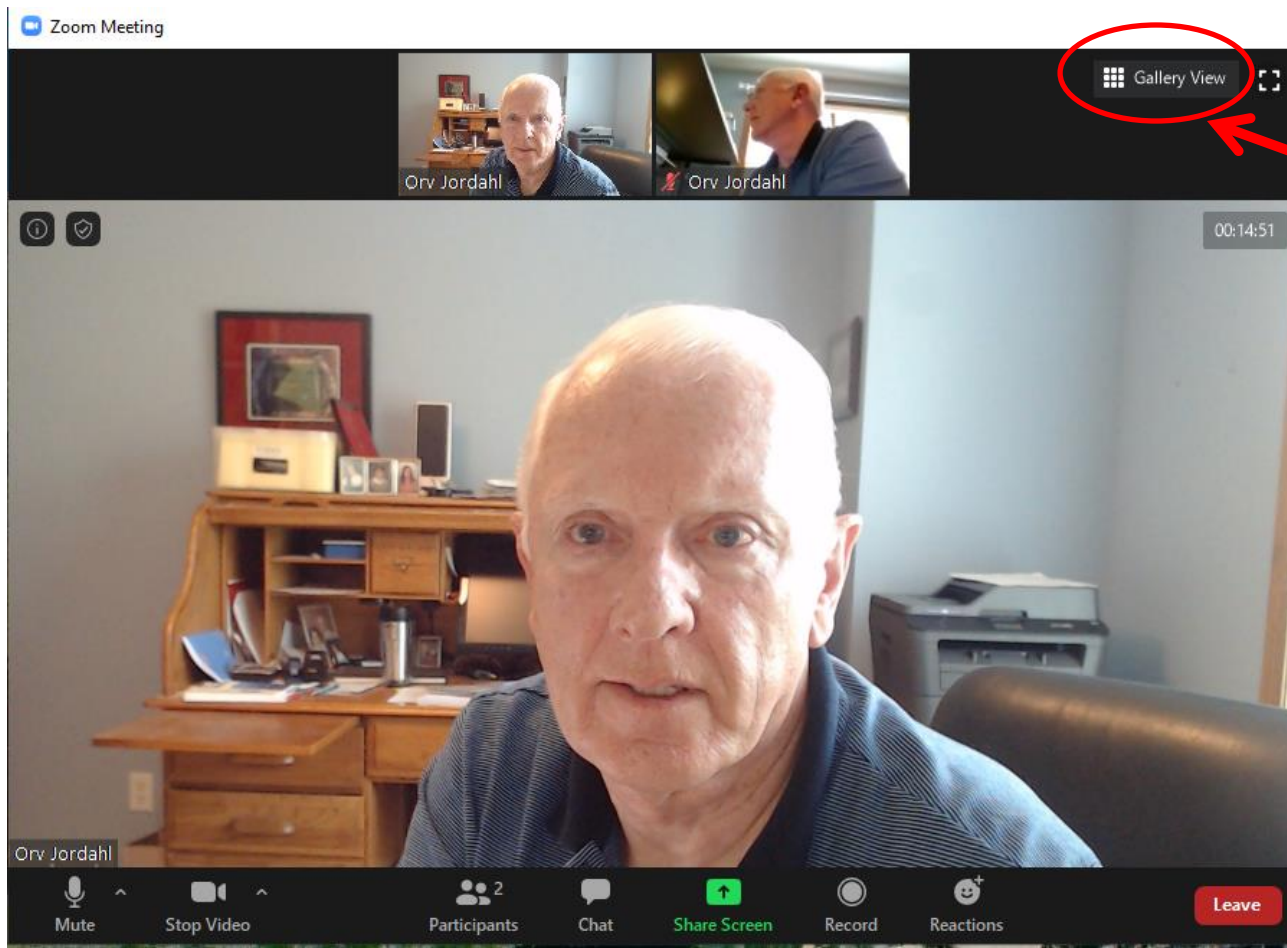
Display the “Participants” list by clicking on the “Participants” icon.

Give it a try, then use “Raise Hand” and “Lower Hand”

The image shows a Zoom meeting interface. The main video feed displays a man in a blue shirt. The top bar shows two smaller video feeds of the same man. The bottom controls bar includes icons for Mute, Stop Video, Participants (2), Chat, Share Screen, Record, Reactions, and Leave. The Chat icon is circled in red, with a red arrow pointing to it. The right sidebar shows the Participants (2) list, with buttons for Invite, Mute Me, and Raise Hand. The Zoom Group Chat window is open, showing a 'To:' dropdown menu set to 'Everyone' (circled in red) and a text input field.

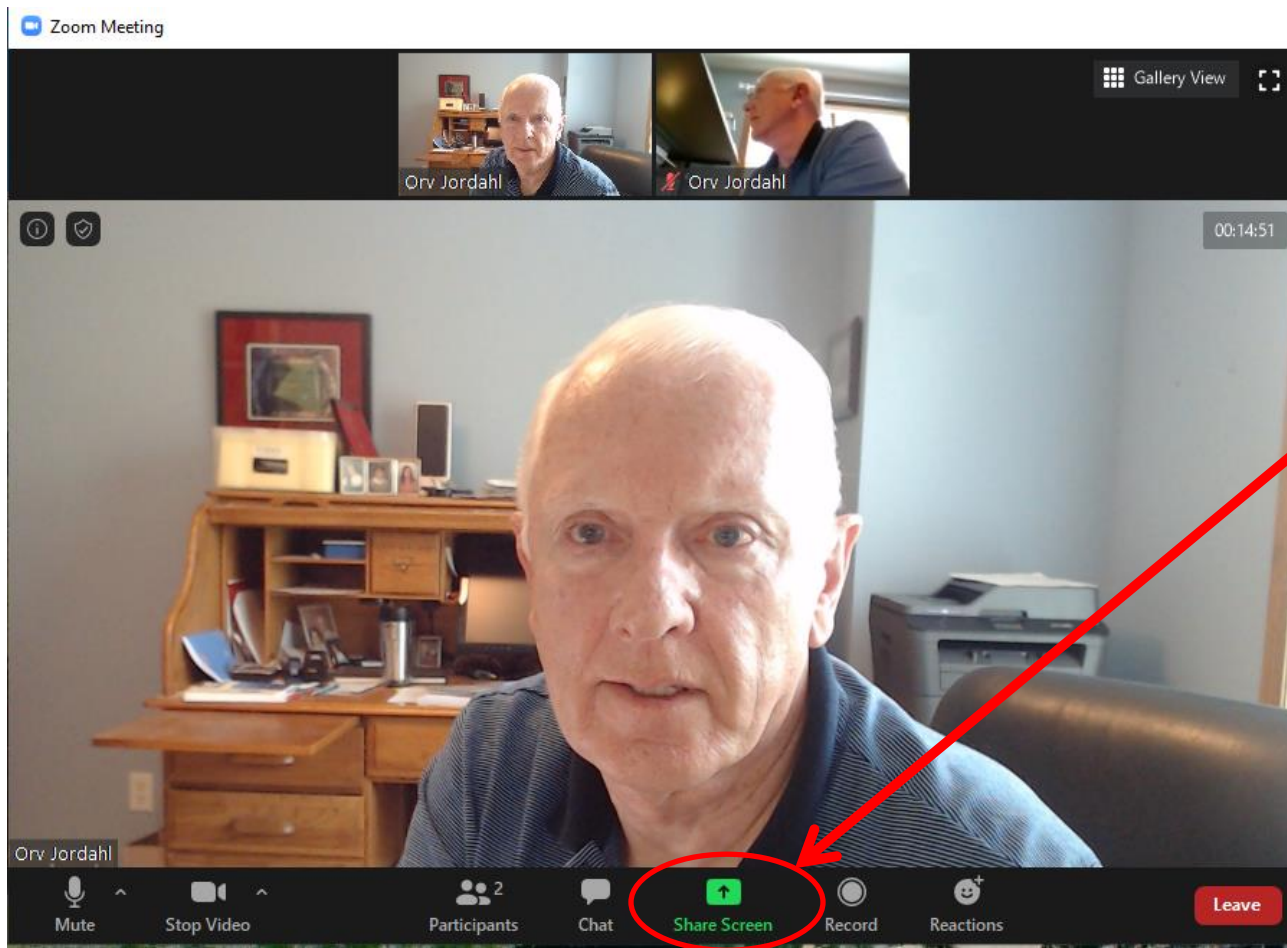
Display the text “Chat” window by clicking on the “Chat” icon in the meeting controls bar.

Note that you can send chat text to everyone or an individual person.



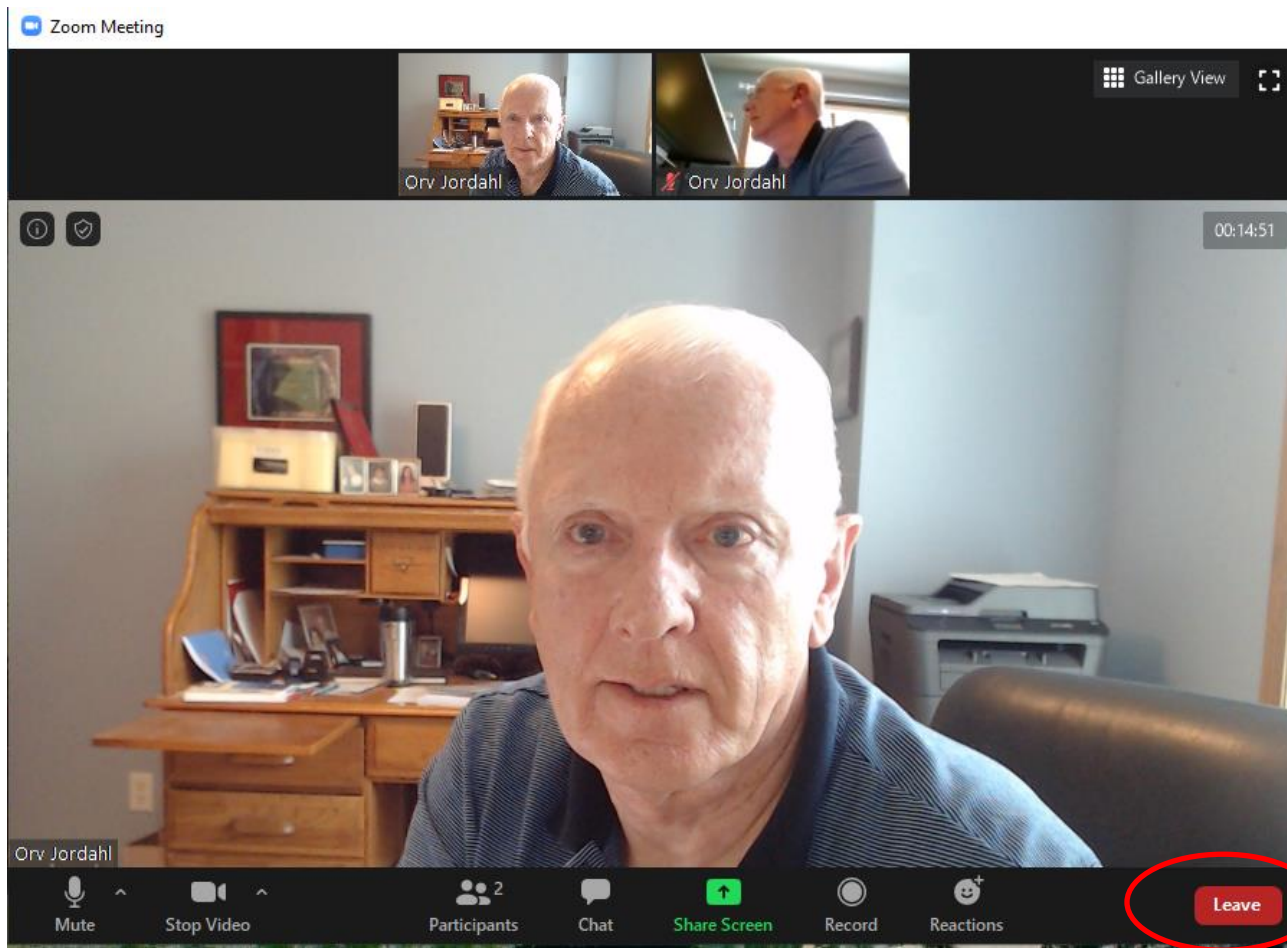
Switch from speaker view (shown above) to “Gallery View” by clicking on the “Gallery View” icon in upper right. This icon then changes its name to “Speaker View” for switching back.

Give it a try.



You can share a window on your computer with others in the Zoom meeting by clicking the “Share Screen” icon.

You are then prompted to select the window you want to share.



To leave a Zoom meeting at any time, simply click the “Leave” icon.

Now for Zoom layout on tablets

Leave

Zoom 21:58

Mute

Stop Video

Share Content

Participants

More



Switch Camera



Switch to Active Speaker

Rachel Baker

Orv Jordahl

Ann Wallace

Kathy

On tablets, meeting controls are displayed when you touch or slide your finger somewhere within the video window. Controls are across the top, on the left, and a pull down "More" menu top right.

Leave

Zoom 21:58

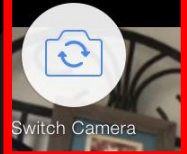
Mute

Stop Video

Share Content

Participants

More



Switch Camera



Switch to Active Speaker

Rachel Baker

Orv Jordahl

Ann Wallace

Kathy

Switch from front camera to rear camera by touching the “Switch Camera” icon. (Probably not the most useful for most Zoom sessions.)

Leave

Zoom 21:58

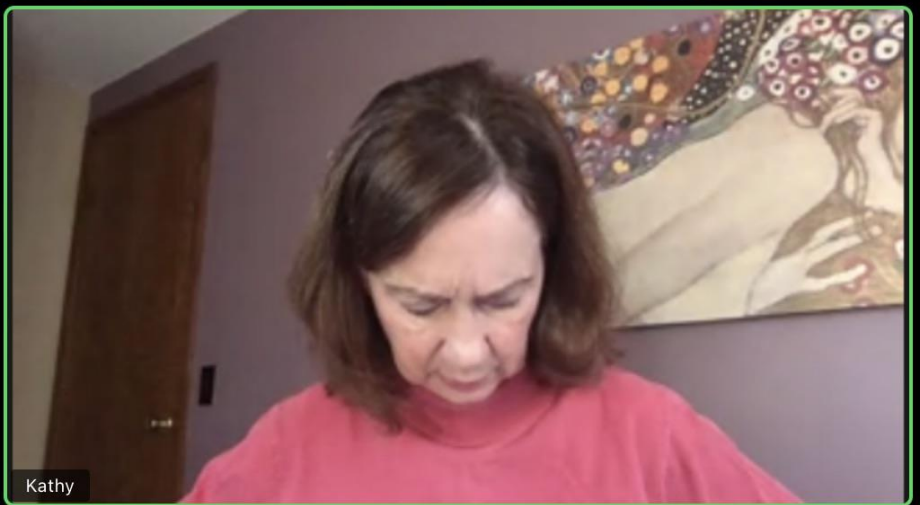
Mute

Stop Video

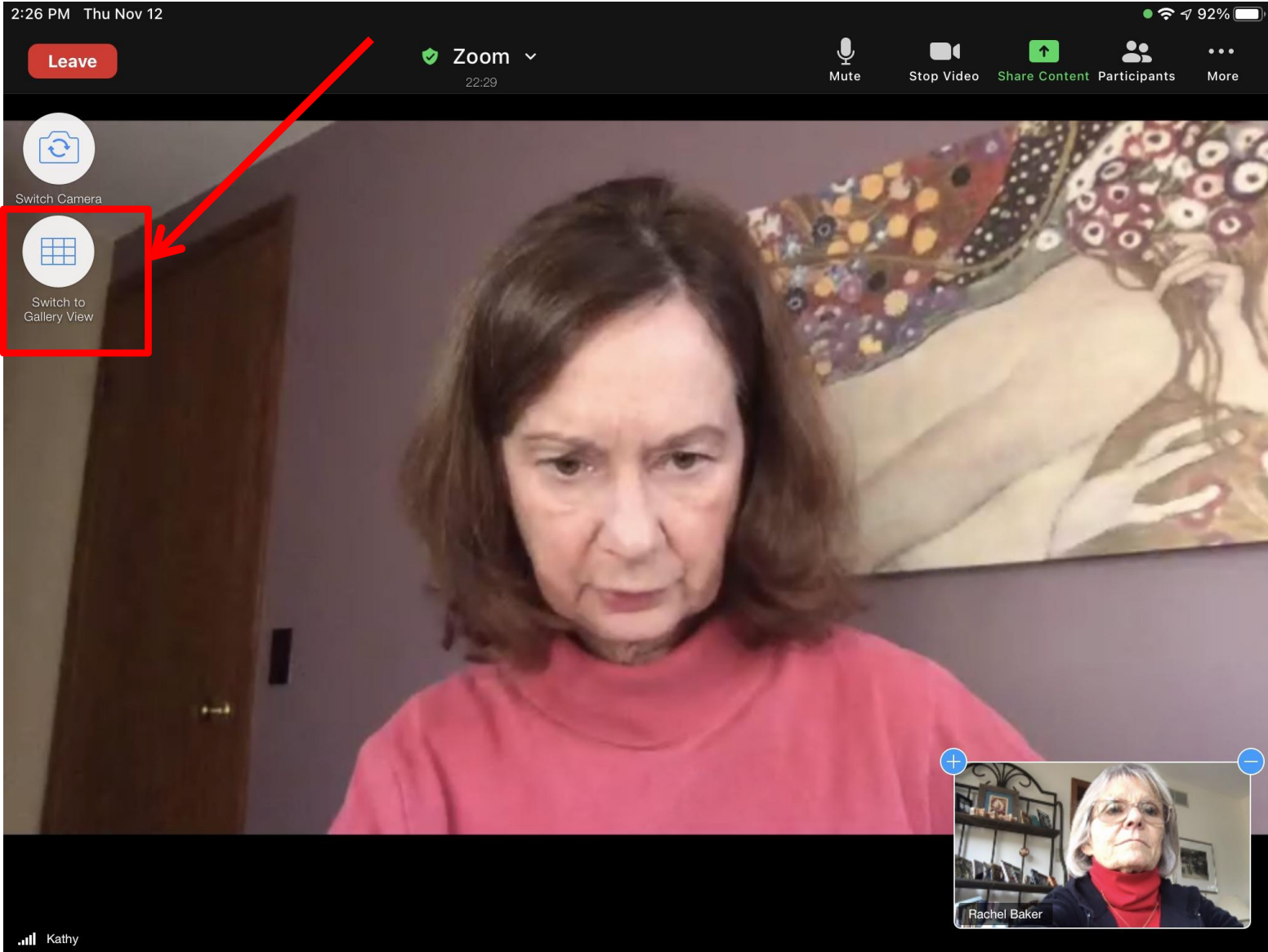
Share Content

Participants

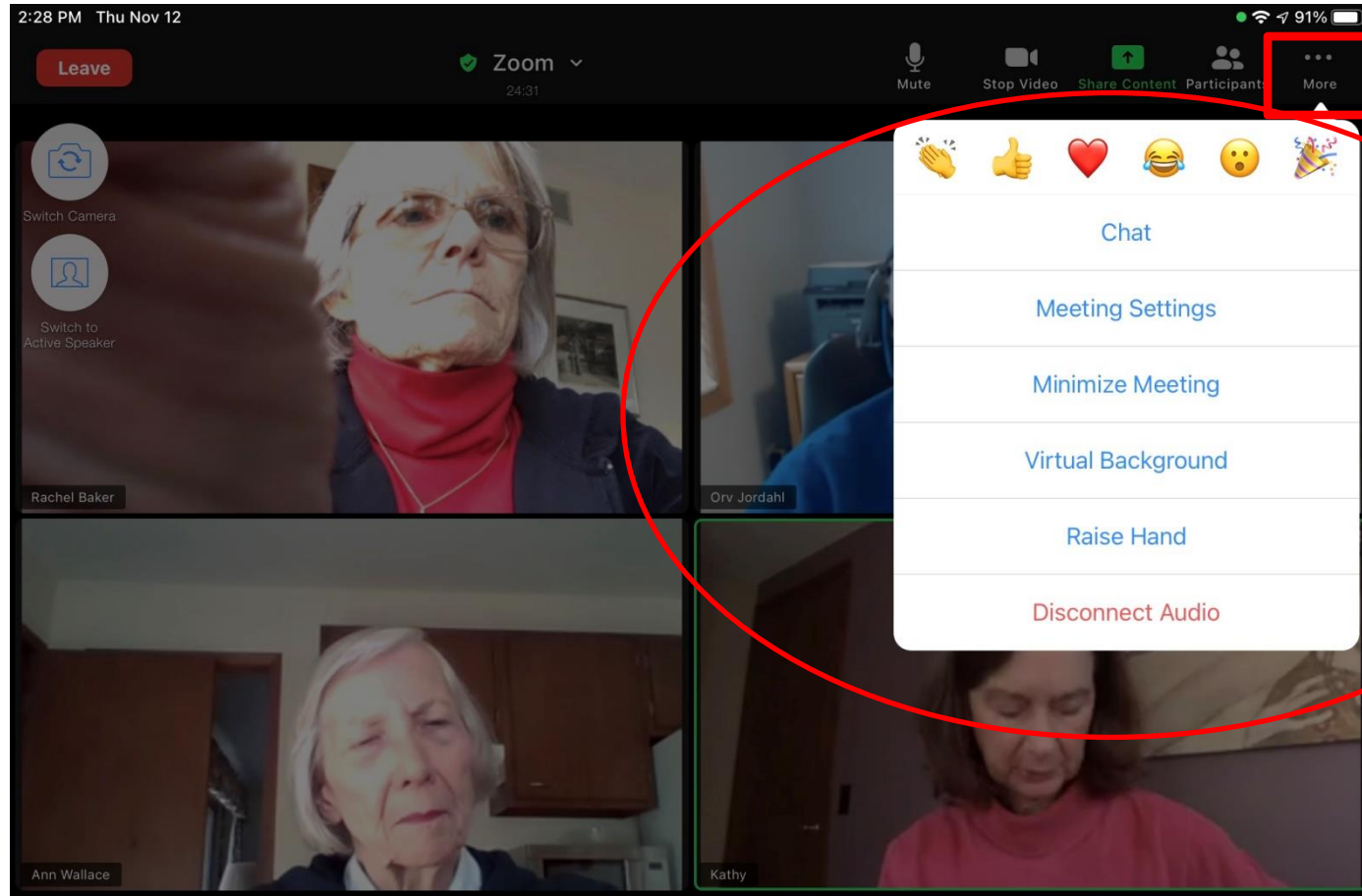
More



Switch from Gallery View to Speaker View by touching the “Switch to Active Speaker” icon.



Switch from Speaker View to Gallery View by touching the “Switch to Gallery View” icon.



The “More” pulldown menu (top right) provides additional controls for you to use.

A word of caution re using tablets and smartphones for Zoom (or Facetime or any other video meeting software)...

- 1. Elevate your device so it's pointing straight at your face, not pointing up your nostrils.**
- 2. Keep the device steady, don't try to hold the device by hand.**
- 3. Shared content may be difficult to see due to reduced screen size. I.e., phones & tablets are not very good for webinars.**

**Please send any questions or
comments to:**

uwra.tech@gmail.com

also...

**Please send us suggestions for
future ETC programs you'd like.**

**Now for a live demo with
Questions & Answers...**