

Tips For Zoom Session Participants

Views:

Gallery View: grid style

Speaker View: switches the video feed to show whoever is talking. Gives you the option to hide other participants' faces.

You can toggle between the two view options by clicking the icon at the top right of your video screen.

Video/Audio:

After joining the call, use the buttons at the bottom left corner of the toolbar to turn on your camera and your microphone, if not on already.

Please stay muted when you are not speaking.

To *briefly* unmute yourself, hold down the space bar. It works like a walkie-talkie button, keeping your line open as long as you're pressing it. Release the space bar, and you go back to being muted.

If the space bar trick doesn't work, go back into the audio settings (zoom.us → preferences → audio settings) and check the box for "Press and hold SPACE key to temporarily unmute."

Corded headphones work best.

Screen sharing:

Click the big green button in the middle of the in-meeting taskbar that says "Share Screen." You can choose to share any single open application (like PowerPoint or your web browser) or your entire desktop.

SHORTCUT: *S is for share*. Press Cmd+Shift+S (macOS) or Alt+Shift+S (Windows) to share your screen.

Chat feature:

To view chat and participant screen simultaneously, click on chat feature when Zoom is NOT in full screen.

Other fun chat applications: participants can "raise" their hands, and you can chat directly to certain people. The host can save the chat.

Un-mirroring:

Zoom videos are mirrored by default, because it looks more natural to see yourself reflected back at you in that way. If you want to share a physical object and would like to turn mirroring off, go to your video settings and uncheck "Mirror my video."

Collaborative annotation session:

Annotation tools let all the meeting participants draw and highlight what's on screen.

View option (from top of zoom window) → Annotate. Use the toolbar to annotate!

You can use the save button on toolbar to capture complete image with annotations as a screenshot.

You can also annotate on someone's shared screen!

Troubleshooting:Poor connection:

Unlikely you'll be able to fix the speed of your wifi, so use this trick if you're experiencing choppy video:
Go into video settings and uncheck "Enable HD."

Calling in by phone:

When the meeting host sends out an invite, it will have a phone number attached. Just dial that number and you'll be connected to the meeting with everyone else.

Sources:

<https://www.wired.com/story/tips-for-using-zoom/>

<https://zapier.com/blog/zoom-tips/>

<https://www.owllabs.com/blog/zoom#zoom-tips>