

# Zoom Introduction for Rotary

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**TIP:**

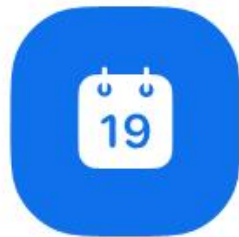
Download the Zoom App  
Apple: App Store  
PC: Zoom Website  
Create a Free Account



New Meeting ▾



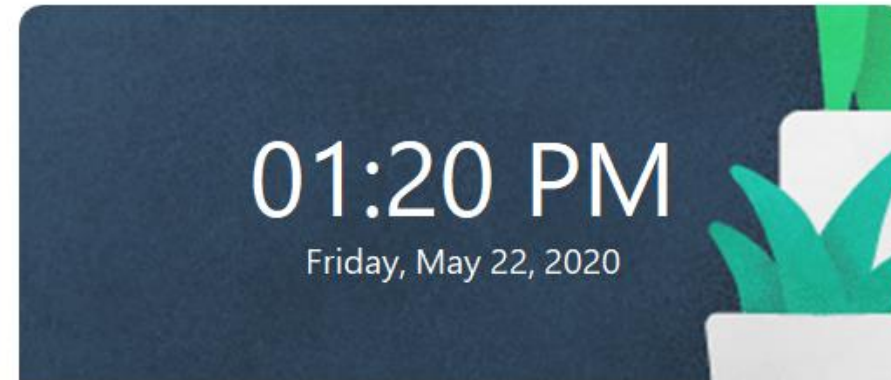
Join



Schedule




Share screen ▾













No upcoming meetings today

**TIP:**

Click on above Gear to begin entering your personal settings in Zoom

 **General**

-  Video
-  Audio
-  Share Screen
-  Chat
-  Virtual Background
-  Recording
-  Profile
-  Statistics
-  Keyboard Shortcuts
-  Accessibility


- Start Zoom when I start Windows
- When closed, minimize window to the notification area instead of the task bar
- Use dual monitors
- Enter full screen automatically when starting or joining a meeting
- Automatically copy invite link once the meeting starts
- Ask me to confirm when I leave a meeting
- Show my connected time
- Remind me  minutes before my upcoming meetings
- Stop my video and audio when my display is off or screen saver begins

**Reaction Skin Tone**




**TIP:**  
Under the General tab, choose which items suit your zoom use

The settings shown can be used until you choose to change them

[View More Settings](#) 

Settings

- General
- Video**
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**Camera:** USB2.0 HD UVC WebCam

16:9 (Widescreen)  Original Ratio

**My Video:**

- Enable HD
- Mirror my video
- Touch up my appearance






**Meetings:**

- Always display participant names on their video
- Turn off my video when joining meeting
- Always show video preview dialog when joining a video meeting
- Hide non-video participants

Advanced

**TIP:**  
The Video tab shows various selections for video quality and size

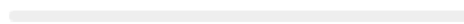
The selected items may be used for a computer web cam

 General Video **Audio** Share Screen Chat Virtual Background Recording Profile Statistics Keyboard Shortcuts Accessibility**Speaker**

Test Speaker

Speakers (Realtek High Definition... ▾)

Output Level:



Volume:

**Microphone**

Test Mic

Same as System ▾

Input Level:



Volume:

 Automatically adjust volume

- Use separate audio device to play ringtone simultaneously

---

- Automatically join audio by computer when joining a meeting
- Mute my microphone when joining a meeting
- Press and hold SPACE key to temporarily unmute yourself
- Sync buttons on headset

**TIP:**

Check the box in front of Automatically join audio by computer when joining a meeting to skip the pop-up window asking how to join meeting

Check the box in front of mute my microphone when joining a meeting to mute yourself upon entering the meeting

During the meeting, it is easy to press the space bar to unmute yourself to speak if you have the Press and hold the space bar to temporarily unmute yourself checked

If using a headset, check the box to Sync buttons on headset during the meeting

- General
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- Enter full screen when a participant shares screen
- Maximize Zoom window when a participant share screen
- Scale to fit shared content to Zoom window
- Enable the remote control of all applications
- Side-by-side mode
- Silence system notifications when sharing desktop

**TIP:**

Enter full screen when a participant shares screen allows the presenter show in real space on your monitor what they are trying to demonstrate

Maximize Zoom window when a participant share screen permits the presenter screen to occupy the entire screen on your computer

Scale to fit shared content to Zoom window gives permission for the computer to automatically correct the aspect ratio

Enable the remote control of all applications permits someone else to control your computer

Side-by-side mode shows both speaker and shared screen

Silence system notifications when sharing desktop will turn audio signals off when sharing screen

[Advanced](#)

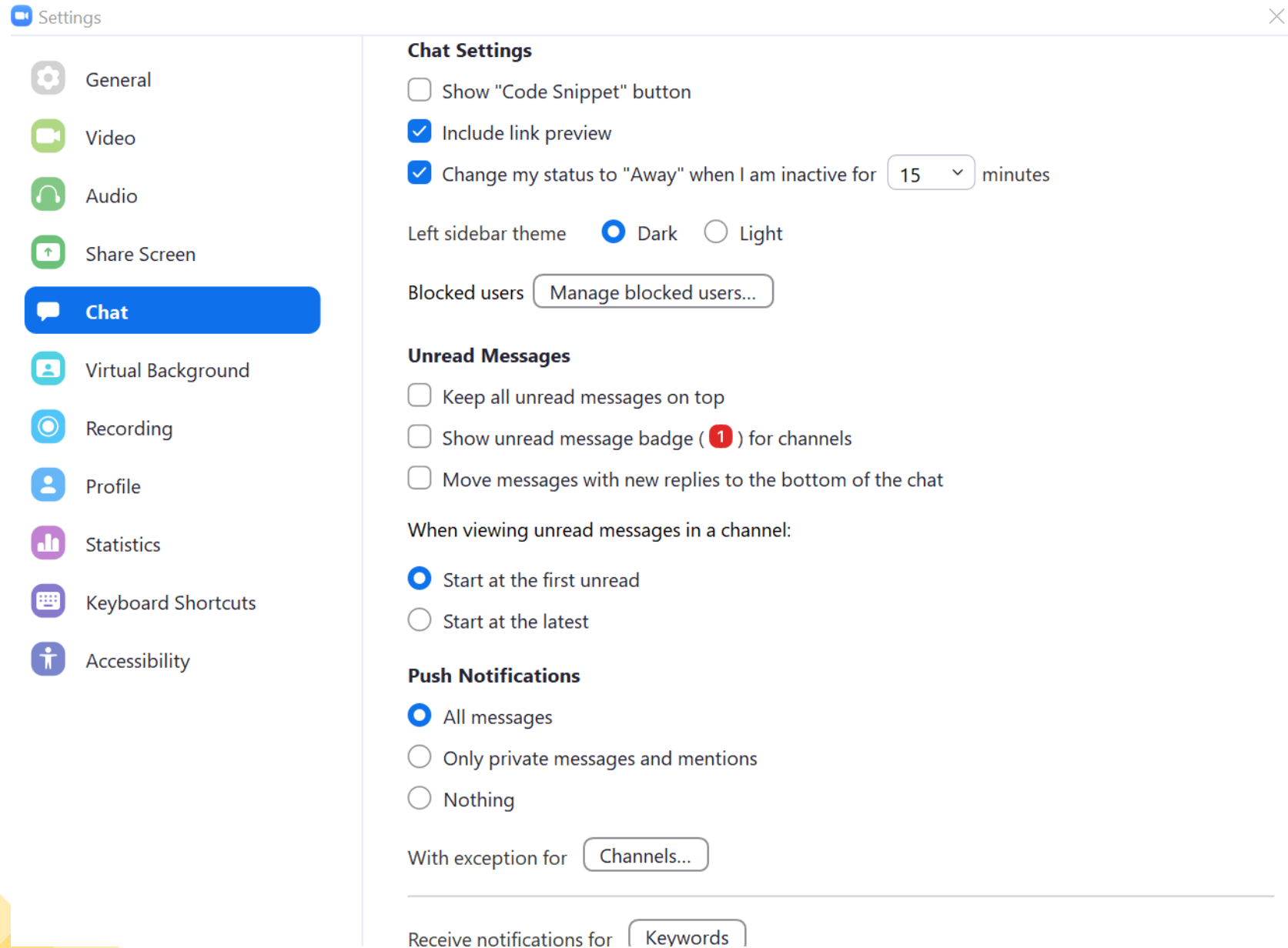
**TIP:**  
Chat is to message others during the meeting

Usually found at the bottom or top of screen

Click to activate

Can either choose private message or everyone to send your text

While learning the program, try logging into the meeting a few minutes early



The image shows a screenshot of the Microsoft Teams settings interface, specifically the 'Chat Settings' section. On the left, a sidebar lists various settings categories: General, Video, Audio, Share Screen, Chat (highlighted in blue), Virtual Background, Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility. The main content area is titled 'Chat Settings' and contains several options:

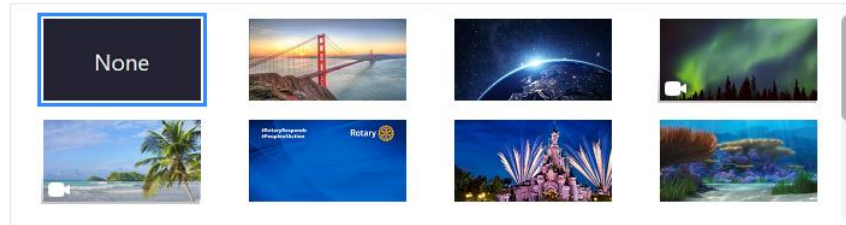
- Chat Settings**
  - Show "Code Snippet" button
  - Include link preview
  - Change my status to "Away" when I am inactive for  minutes
  - Left sidebar theme:  Dark  Light
  - Blocked users:
- Unread Messages**
  - Keep all unread messages on top
  - Show unread message badge ( **1** ) for channels
  - Move messages with new replies to the bottom of the chat
- When viewing unread messages in a channel:
  - Start at the first unread
  - Start at the latest
- Push Notifications**
  - All messages
  - Only private messages and mentions
  - Nothing
- With exception for:
- Receive notifications for:


Settings

- General
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Choose Virtual Background



I have a green screen   Mirror my video

**TIP:**

Virtual backgrounds are either pictures you have taken or sourced from the internet

They work with a green screen placed behind you

Click on the plus sign at the top right of the background pictures to add your images or videos

Click box at bottom left to notify the system there is a green screen in place



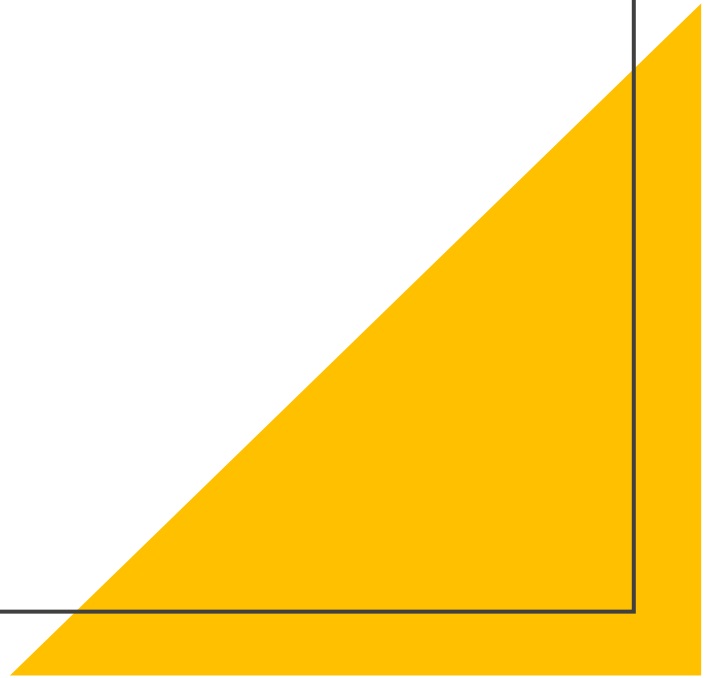
- General
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**Local Recording**

Location:


171 GB remaining.

- Choose a location for recorded files when the meeting ends
- Record a separate audio file for each participant who speaks
- Optimize for 3rd party video editor [?](#)
- Add a timestamp to the recording [?](#)
- Record video during screen sharing
  - Place video next to the shared screen in the recording
- Keep temporary recording files [?](#)



Settings

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**Belinda Rodebaugh** •

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Edit My Profile

Upgrade to Pro

View Advanced Features

**TIP:**  
Edit My Profile is  
where a personal  
image can be  
added



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

JOIN A MEETING

HOST A MEETING ▾

SIGN IN

SIGN UP, IT'S FREE

## Sign In

Email Address

rode2health@gmail.com

Password

●●●●●●●●

[Forgot password?](#)

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

Stay signed in

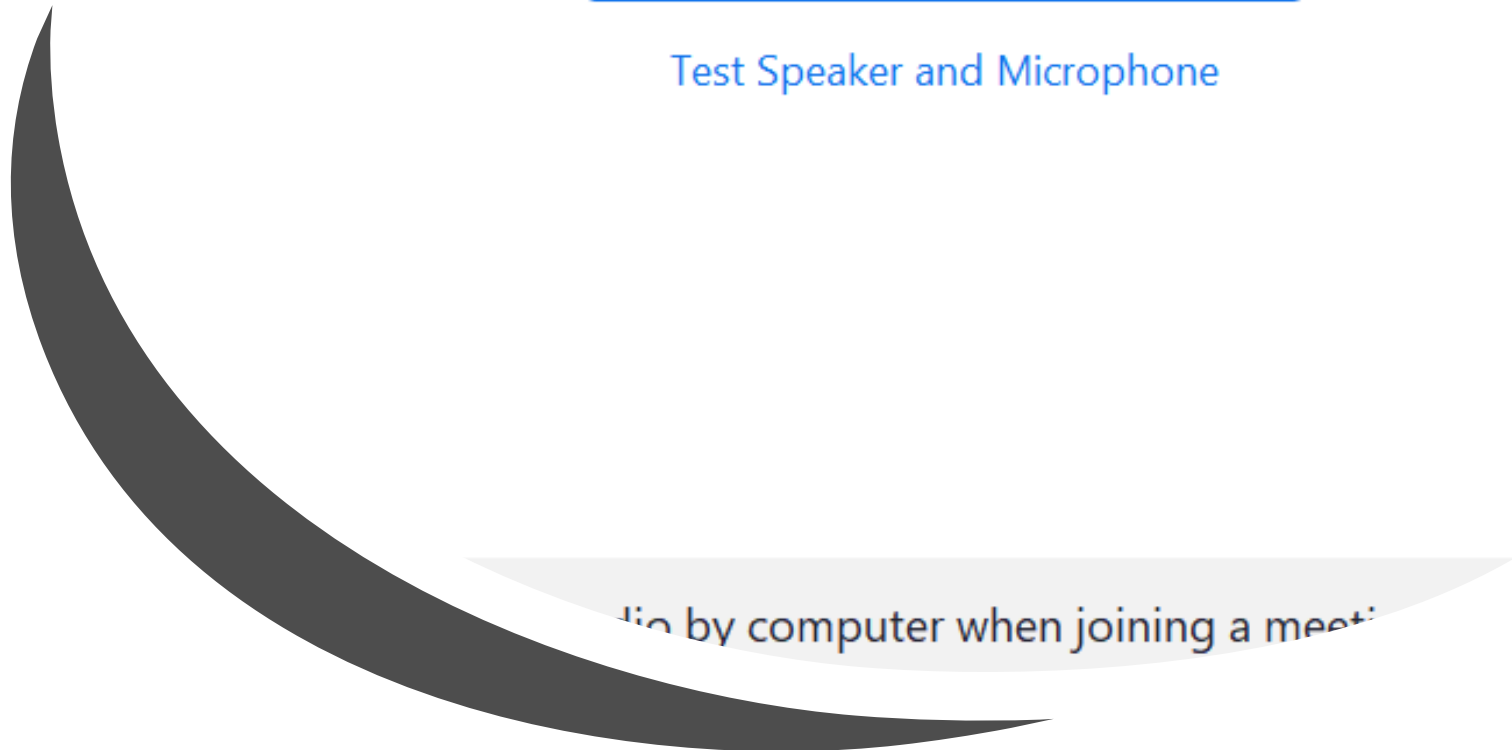
New to Zoom? [Sign Up Free](#)

or

**TIP:**  
Each Zoom user will need to create and login with their own account

Having an account gives the user the ability to create a unique profile with their own picture





## Join with Computer Audio

Test Speaker and Microphone

**TIP:**

Prior to joining the meeting with computer audio, it can be a good time to test speaker and microphone functions

Join by computer when joining a meeting



Testing speaker...

**TIP:**  
Follow prompts to  
test speakers and  
microphone thru  
the test phase

# Do you hear a ringtone?

Yes

No

---

Speaker 1: Speakers (Realtek High Definition A... 

Output Level:



## Change Picture



Please select a jpg/jpeg, gif or png image file with size smaller than **2M** to upload and crop an image to be your profile picture.



Upload

Save

Cancel

**TIP:**

Upload the chosen picture and save

This picture will then appear for the profile image

Settings

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**Overall** Audio Video Screen Sharing

<b>CPU</b>	2.9GHz Cores: 2	<b>Memory</b>	15.89 GB
Zoom	0%	Zoom	89 MB
Overall	10%	Overall	3.97 GB

**Bandwidth** - -

**Network Type** -

**Proxy** -

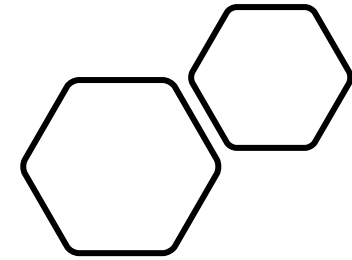
**Connection Type** -

**Data Center** -

**Encryption** -

**Version** 5.0.2 (24046.0510)

Found a problem? [Send report](#)



Settings

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- Accessibility

Description	Shortcut	Enable Global Shortcut <span>?</span>
Navigate Among Zoom Popup Windows	F6	<input type="checkbox"/>
Change Focus to Zoom Meeting Controls (On Top when Sharing Screen)	Ctrl+Alt+Shift	<input checked="" type="checkbox"/>
View the Previous Page of Video Participants in Gallery View	Page Up	<input type="checkbox"/>
View the Next Page of Video Participants in Gallery View	Page Down	<input type="checkbox"/>
Always Show Meeting Controls	Alt	<input type="checkbox"/>
Switch to Speaker View	Alt+F1	<input type="checkbox"/>
Switch to Gallery View	Alt+F2	<input type="checkbox"/>
Close Current Window	Alt+F4	<input type="checkbox"/>
Start/Stop Video	Alt+V	<input type="checkbox"/>

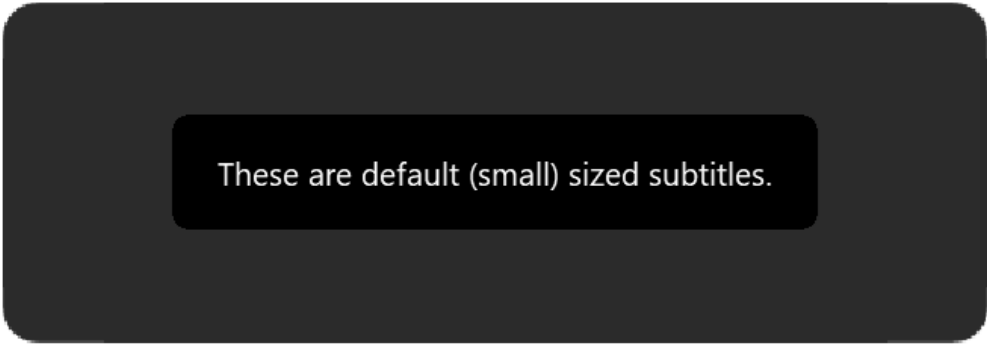
Restore Defaults



- General
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### Closed Caption

Closed Caption Font Size:  Normal Medium Large



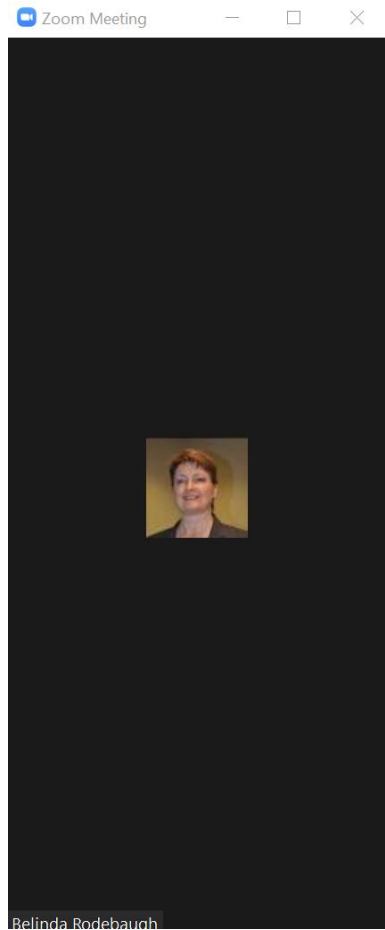
### Meeting Controls

Always Show Meeting Controls  
You can also use the Alt key to show/hide meeting controls

### Chat Display Size (Ctrl+/-)

100% ▾

**TIP:**  
Join with Computer  
Audio will enable the  
speakers on your  
computer



Join Audio

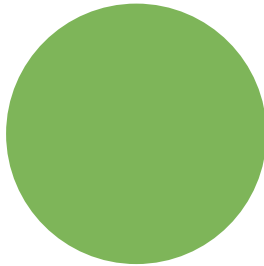
**Join with Computer Audio**

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

**TIP:**

Enter meeting ID or personal link name is where you can type in the meeting ID number to join the meeting



## Join Meeting

Enter meeting ID or personal link name 

Belinda Rodebaugh

Do not connect to audio

Turn off my video

Join

Cancel

**TIP:**

Scheduling a meeting is as simple as filling out the form to the right

Enter topic of meeting

Start is the date and time

Duration is set for 30 minutes for free (can go over as of now)

Meeting ID will be assigned automatically if checked

Password if checked will require a meeting password to be entered by attendees

Video is either on or off for host or participants

Calendar schedules meeting

**ADVANCED OPTIONS:**  
Enable Waiting Room allows host to pre-screen attendees

Schedule meeting ✕

**Topic**  
Belinda Rodebaugh's Zoom Meeting

Start: Mon May 25, 2020 01:00 PM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Eastern Time (US and Canada)

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 765 001 8068

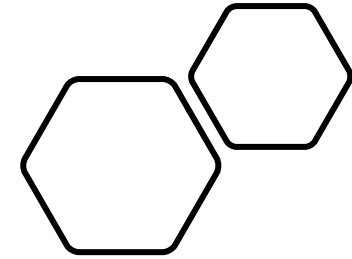
**Password**  
 Require meeting password 8hgqn2 ?

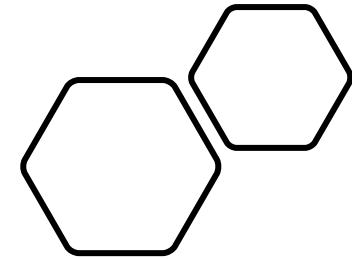
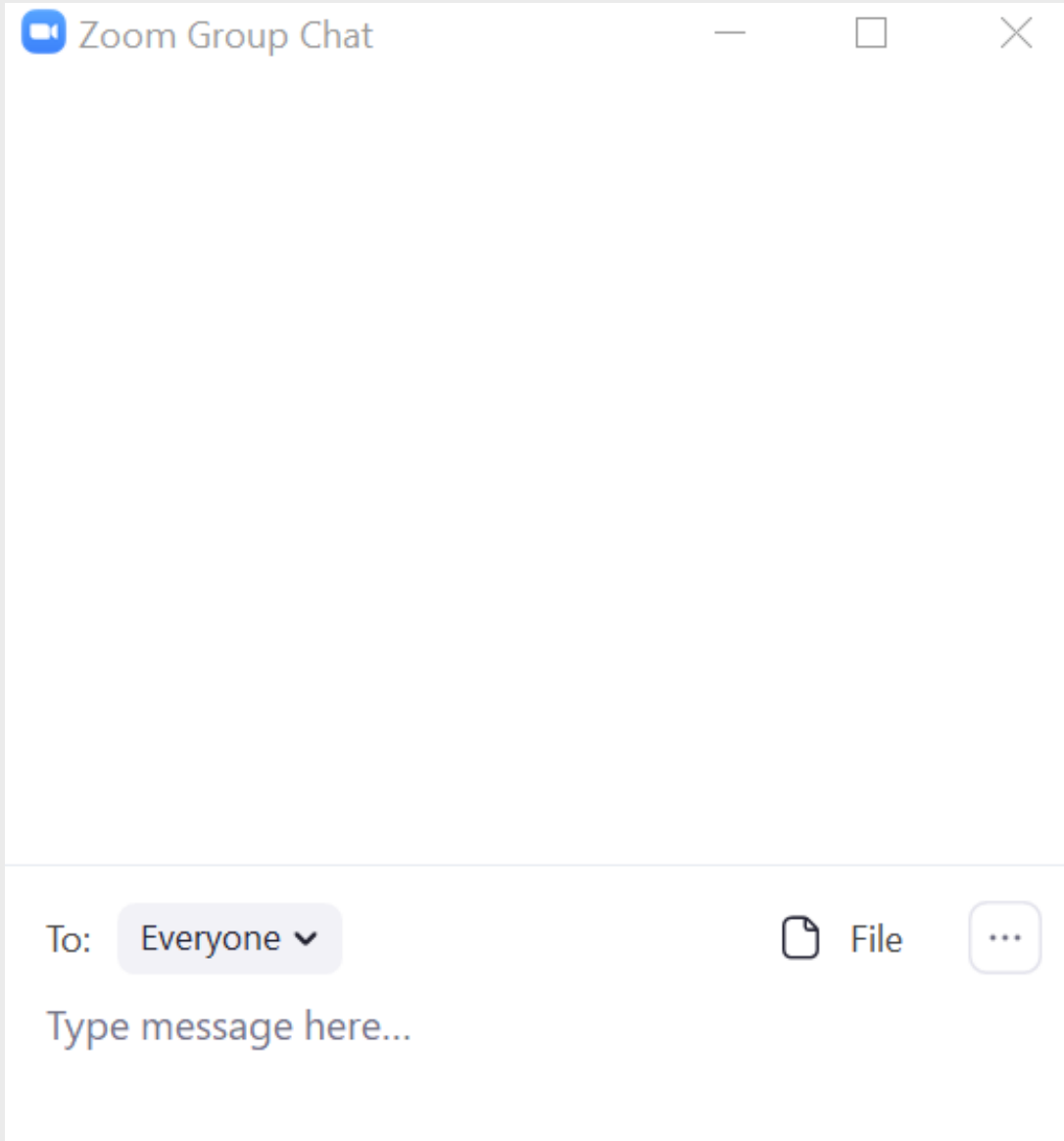
**Video**  
Host:  On  Off Participants:  On  Off

**Calendar**  
 Outlook  Google Calendar  Other Calendars

**Advanced Options** ^

Enable Waiting Room  
 Enable join before host  
 Mute participants upon entry  
 Automatically record meeting on the local computer

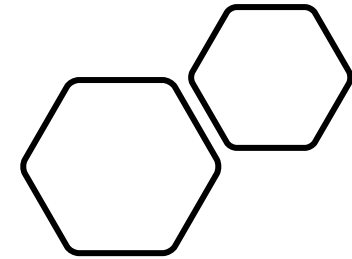
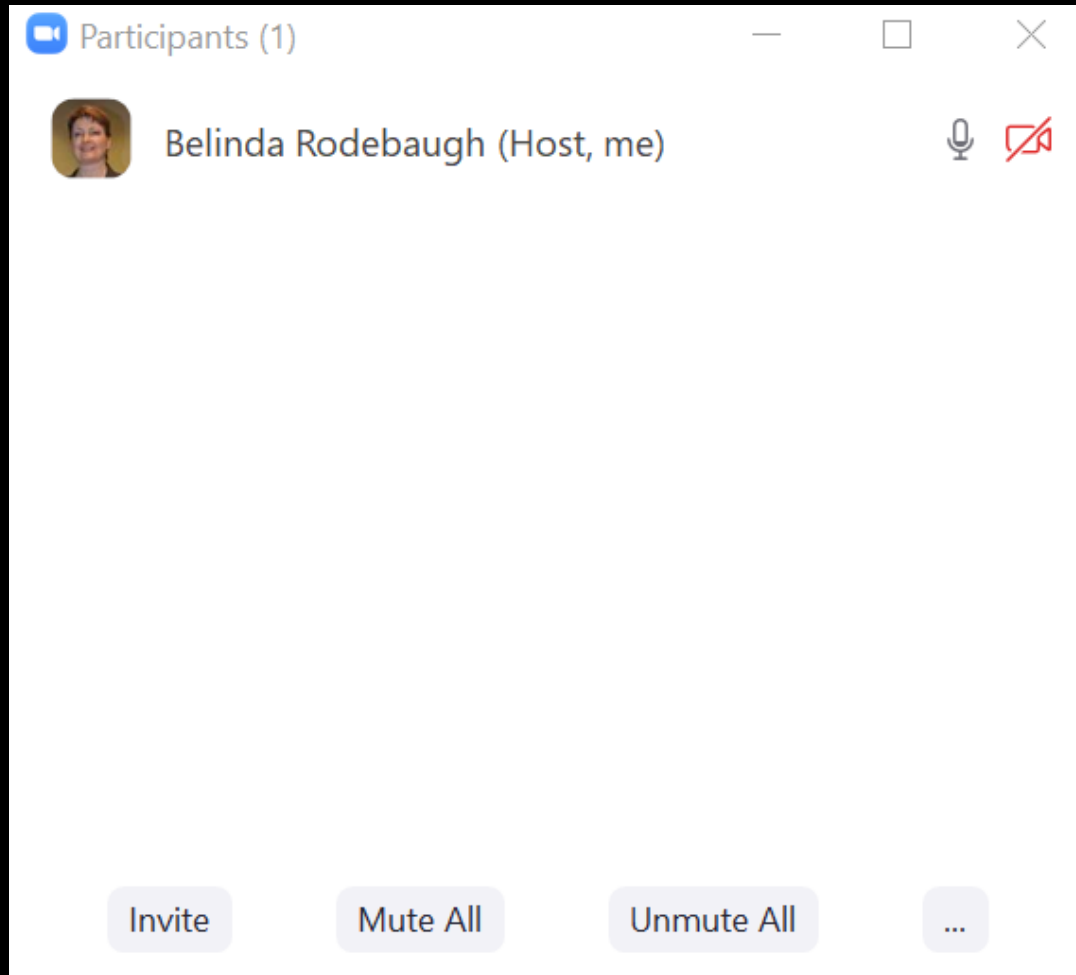




**TIP:**  
Zoom Chat shows messages

The To allows sender to select a private message to one participant or to everyone

Type message an enter to send



**TIP:**  
Participants shows who is attending the meeting

This screen allows the host to mute all attendees or unmute all attendees at one time