

# Zoom Meeting Guide

A pictorial guide for participants using Zoom computers and laptops

## Zoom: Joining a Call

These 2 screens come up as you join a call.

Always show video preview dialog when joining a video meeting

Join with Video

Join without Video

1:

On this screen, you can decide whether you'd like to display your video to the call participants. Within this window a preview of what your camera can see is shown. Please be aware that anything within this preview will be seen by other users when you join the call. If you choose to join without video, all participants will see is a black box with your name.

2:

Please select 'Join with Computer Audio' so that you can hear the meeting.

If you select the tick box at the bottom left of this window, you can skip this change on future calls and join calls with the sound on automatically.

Once in the call you can switch your mic on/off if you'd like to speak to others.

Choose ONE of the audio conference options

Phone Call

Computer Audio

Join with Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

## Zoom: In-Call Control Bar

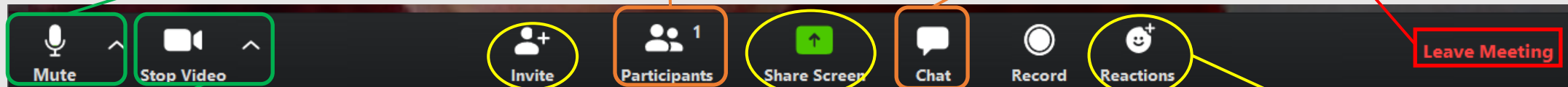
This control bar will appear at the bottom of the screen in all views. If it's hidden, a slight movement of the mouse should reveal it.

**Mute/ Unmute:** Turns your mic on/off. The arrow has additional audio settings that are only need if more than one speaker is available on your system.

Click to show or hide the list of participants on the right of the window.

Click to show or hide the chat area on the right of the window.

Clicking here will remove you from the meeting. If done accidentally make sure to click 'Cancel' on the confirmation screen



Turns your video on or off. Additional settings are not required by most users.

**Invite:** This will give you an option to share the meeting link. Only share links with people if allowed by the organisers.

**Share Screen:** Your screen is shown to all participants. Only presenters or hosts should use this function. If clicked accidentally, please click 'Cancel' on the confirmation screen.

**Reactions:** Clicking here gives you a range of reactions in the form of emojis. If you click any of those it will be displayed to other users within your video frame on their screens.

# Zoom Call Screen (1): Speaker View

Zoom Meeting ID: Meeting Number

Participant's screen name

Speaker View:

- The person who is speaking at the time will be in this large section
- Other participants will appear in smaller boxes at the top of the screen.

Red line on mic: You cannot be heard by other participants.  
Red line on camera: You cannot be seen by other participants  
Click icons to switch mic or camera on.

The red crossed mic indicates that this caller is muted and will not be heard by other callers.

Clicking on this grid icon will switch you to Gallery View and you will see multiple callers arranged in a grid. (See Zoom Gallery View for more info)

Type here to chat with participants using text. Replies will show in this white area on the right of the screen.

Speaker's Name

Unmute Start Video

Invite Participants 35 Share Screen Chat Record Reactions

Leave Meeting

To: Everyone File

Type message here...

## Zoom Call Screen (2): Gallery View (Part 1)

Speaker View

The current speaker's image is surrounded by a yellow box.

Gallery View:  
Multiple participants appear on your screen together arranged in a grid.  
If there are a large number of participants, they will not all appear on the screen at the same time.

Participants who are not showing their video will appear as black boxes with their name.

Hiding non-video participants will leave more space for the video squares.

Click here to return to 'Speaker View' (See Zoom Speaker View for more info)

Right click on a black square and select 'Hide Non-video Participants' to hide them from the grid.

You will still be able to hear a hidden participant if they are speaking.

### Gallery View Notes:

Participants will not be in the same position on every caller's screen. The number of participants on a screen varies based on the number of callers and the size of the Zoom window on each computer.

- When there are too many participants to fit on 1 screen, the buttons on either side of the gallery will let you see other participants.
- Move your cursor over the screen show these buttons.
- They are only available when there are more callers than the number that fits on your screen.

Clicking 'Participants' will display a list of people on the call in this area.

Clicking 'Chat' will display the text chat in this area.

(See 'Control Bar' for more info)

# Zoom Call Screen (4): Screenshare Screen

Total non-video participants: 30

Speaker View

## Screenshares

- When a presenter would like to share material with participants they will use the 'Share Screen' function.
- The white area within this green box will display whatever is on their screen to all participants.
- In gallery view, call participants will appear in the orange box on the right.
- Clicking 'Speaker View' will show only the speaker in the orange area on the right.

Note: The green and orange boxes on this screenshot are for illustration only and do not appear within the Zoom window.

1. Adjust the size of the shared screen on your display.
2. Unchecking (clicking) 'Side by Side View' will put the screenshare over your entire screen and the callers will be in a small floating box on your screen.

- If you cannot see the buttons shown in the red circles, hover your mouse over the area between the screenshare and picture areas to reveal them.
1. The faint double grey line within the red circle allows you to adjust the size of the screenshare and picture parts of the screen.
  2. Clicking the small arrow at the bottom of the picture area will let you scroll through the rest of the participants in turn.

