Ten Top Tips for Zoom Participants

Although these tips are specific to people who are using a Windows PC or laptop, the functions and the buttons are available on Apple products as well although the location of the buttons might be in different locations.

Tip One: **Can you hear me now?**
My phone rang and I don't want my Zoom-ers to hear my phone call.

1. Let your mouse hover at the bottom left of the screen.

2. Locate the **Mute** button.

3. Click it. Your microphone is turned off and the button is changed to:

4. Turn on your microphone again by clicking the **Unmute** button.

5. You can see if your microphone is muted by looking at the lower left corner of your square.

6. You can also right-click the microphone and left-click *Unmute My Audio* or click the blue **Unmute** button in the upper right corner of your square.

Tip Two: **Peek-a-boo. I see you!**

1. OY! I didn't put on earrings! I don't want anyone to see me!
Let your mouse hover at the bottom of the screen.

2. Locate the **Stop Video** button.

3. Click it. Your active video is replaced by a box with your name. If you have added an image to your profile, the image is shown. The button changes to:
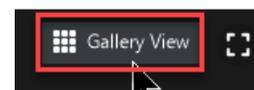
4. Turn the video on again by clicking the **Start Video** button.

Tip Three: **Where is everyone? I only see the speaker.**

1. Move your mouse to the upper right corner of the screen.

2. Click the **Gallery View** button to see everyone.

Tip Four: **Where is everyone else? I hear some people that I can't see.**

1. In the gallery view, you can scroll right and left through all the images.

2. If you are looking at a shared screen and in gallery view, the participants are on the right and you can scroll up and down. Or they might be above the shared screen and again, you can scroll right and left.

Tip Five: **When all the pictures are on my screen (Gallery View), how do I know who is talking?**

Look for the yellow box!

Tip Six: **Get the attention of the host.**
                    You've been told to "raise your hand." How?

1. Let your mouse hover at the bottom of the screen.

2. Click **Participants**. Click **Raise Hand**.
The host sees that your hand is raised.

3. When you have finished speaking,
click **Lower Hand**.

Tip Seven: **My picture seems to be just a silhouette.**
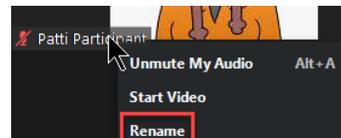
If your lighting is behind you, you are seen in shadow. If you can find a way to light your face from in front of you, your silhouette will change to a real person.

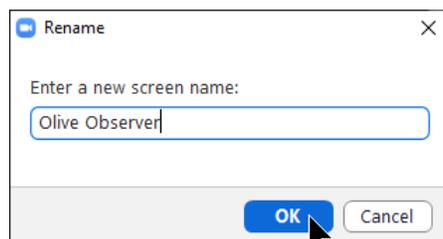**Tip Eight:** **People are looking up my nose!**

1. Figure out where your camera is. (On most Dell laptops, it's in the lower left corner, hence the nostril view.) You can do this by watching yourself in the video as you move you finger around the screen.

2. Adjust your laptop / iPad / phone appropriately. (Sometimes people pile a bunch of books on the table and put the device on top of the books.)

3. Once your device is properly placed, please don't move it unless you first turn off your video. It's amazing how many ceiling fans, area rugs, and bare feet we see while people move around with their devices.

Tip Nine: **My name appears as "iPad485." How can I change it?**

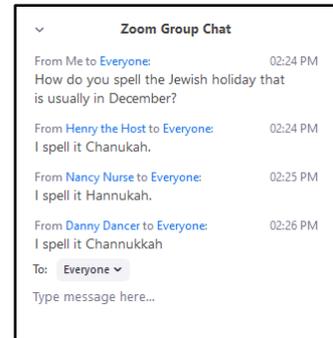1. Right-click your name and then left-click **Rename**.

2. In the box that appears, type the name you would like to use. Then click **OK**.

Tip Ten: **Sometimes I see a *Chat* icon at the bottom of my screen and sometimes it's not there. What is it and why is it there only for some meetings?**

1. First of all, what is it? When you click the **Chat** button, you see a column to the right in which you can communicate in writing with other participants in the session. Think of it as texting or using an instant messenger service. For example, in a book group discussion, perhaps you want to share the name of a book or a link to the bio of an author. Type it into the chat pane and everyone has it available!

2. Why is it available only sometimes? Zoom is a very flexible application that can be highly controlled by the host. For example, during services, we are encouraged to be present spiritually which might be difficult if we are distracted by a chat column.