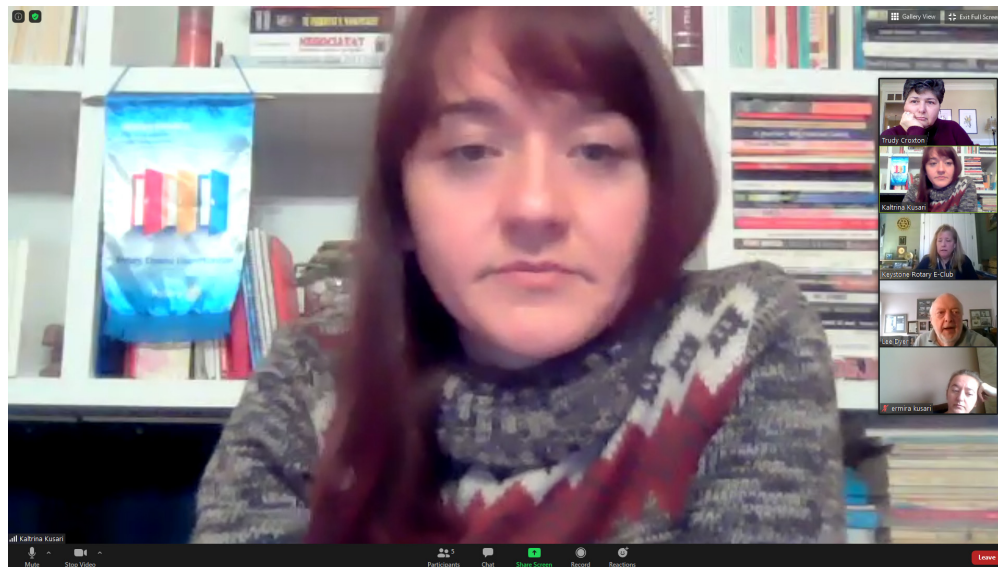


Zoom Cheat Sheet

Best Tips and Tricks:

- Use a headset or ear buds with a microphone to reduce background noise and to be heard well
- Look your best by having a light/lamp come from in front of you or from the side to light your face
- Look at the webcam and not the screen when you are speaking
- Mute your microphone when not speaking. Mute/unmute button is at bottom left of screen.
- Turn video on so that all club members can see your smile.
- By default, the Zoom mobile app displays the Active Speaker View. To change view, swipe left from active speaker view to gallery view. You can view up to 4 participants at a time. Swipe right to the first screen to switch back to active speaker view.

Active Speaker view. The large video window will switch between who is speaking. In the example below, Kaltrina is in a larger window than the other participants.



Gallery View (shown below). Displays picture thumbnails of all participants. Darla is speaking so she has a yellow highlight border around herself.

Speaker view icon

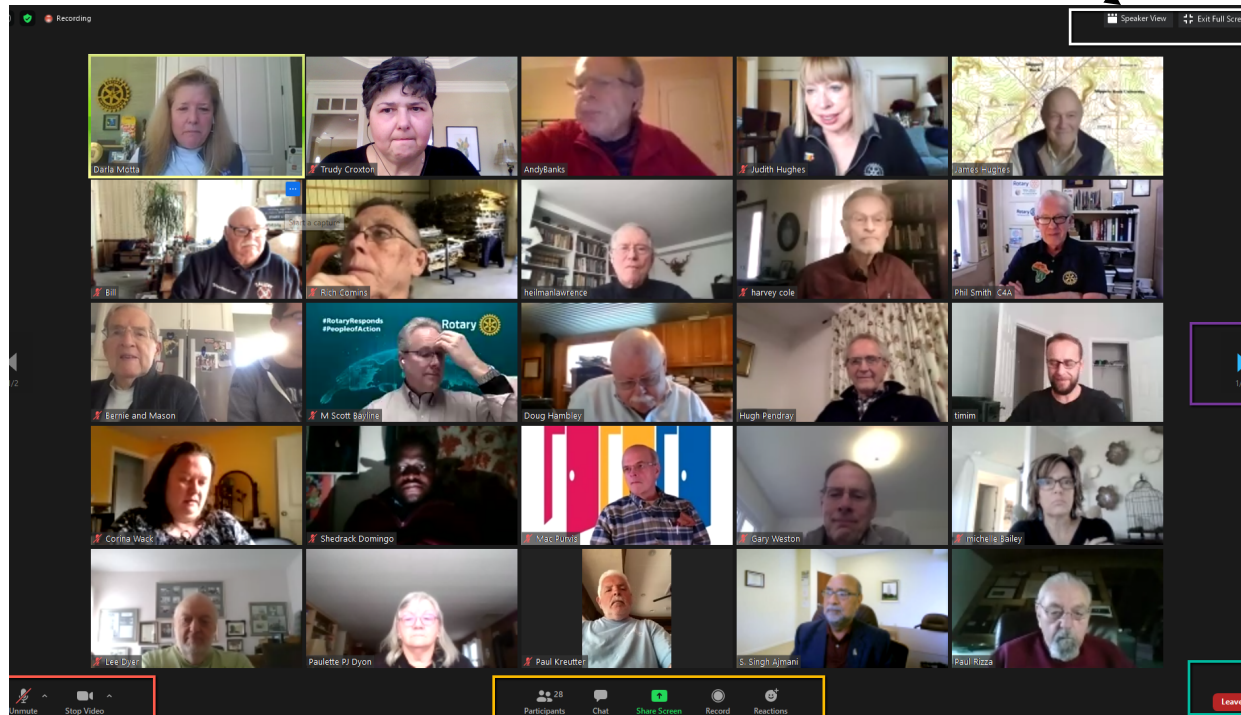
Exit Full Screen icon: click on this to go from full screen to smaller screen view

Click on arrow to go to next screen of participants. There is also an arrow located on the left side of screen to go back to previous screen.

Leave meeting icon. Click here if you want to exit the meeting.

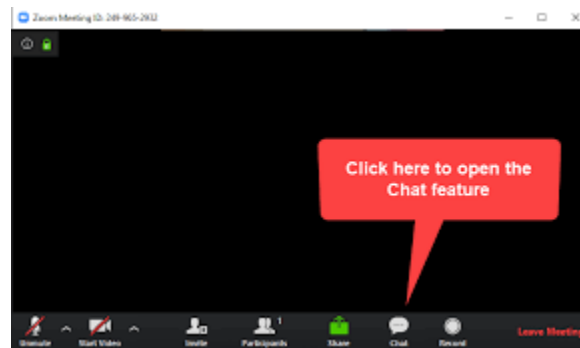
Mute/unmute self
Share/stop sharing video of self

- Lists number of participants.
- Chat feature. Click to pop open
- Share screen icon if you are presenting
- Reaction icon for showing appreciation such as emoji clapping hands



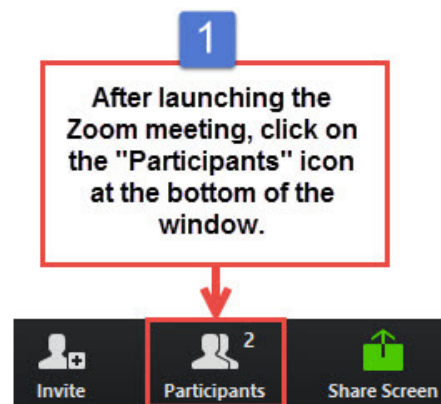
Mute feature: you can mute/unmute yourself by clicking on the microphone icon far left in controls at the bottom window. **OR** if you are muted, hold the spacebar when you want to talk. The microphone icon will appear red if you are muted and green if you are talking.

Chat feature: In your controls at the bottom window, click “Chat.” If you are on a mobile device, tap Participants, then Chat. The chat window will open on the right side of your screen if you are not in full screen mode. If you are full screen mode, it will open in a window that you can move around your screen.

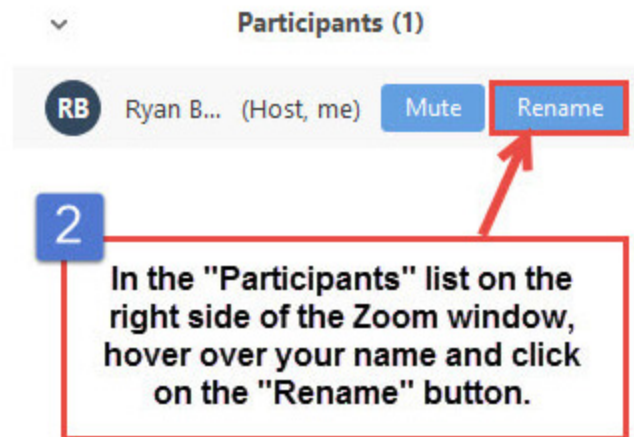


You can chat with other meeting participants: either a group chat message or a private message to an individual. Once chat box is open, click on dropdown next to “To” if you want to send a message to a specific person. When new chat messages are sent, a preview of the message will appear and the Chat button at bottom of screen will flash orange. Click the button to view the chat window.

Changing Your Name: after entering the meeting, click on the Participants” button on the bottom control



Hover over your name in the “Participants” list on the right side of the Zoom window. Click on “rename.”



Enter your first and last name and the city you live in and click “ok.”

