

## Zoom Feature Overview Explanation

Zoom has many features that can be used during a Zoom meeting

### During the Meeting

#### **Speaking**

- Mute yourself unless you are speaking
- If you desire to speak the easiest thing to do is:
  - Physically **raising your hand** so it can be seen
  - Use the **Chat** feature and type a message indicating that you would like to speak
  - If you are on telephone, you can request to speak by stating your name and that you would like to speak. Then wait until you are recognized to speak.
  - The Zoom Host (Jacob and Clark) will monitor who is desiring to speak
  - The Greg will call on the person to speak next.
  - Be sure to unmute yourself when you are called upon to speak. And remember to put yourself back on mute after speaking.

#### Upper right hand corner

You have 2 options for what shows on your screen

- **Speaker View**—when you are in “Speaker View” mode, the person speaking will appear large and in the center of the screen.
- **Gallery View**—When you are in “Gallery View”, all of the participants will appear in equal size squares. Up to 25 squares can appear on one screen. If you have more than 25 participants, you can move to the next screen to see additional participants.
- When “Share Screen” is being used to display a document, only a few squares will appear during screen sharing. You can arrow down and up to see more participants.

#### Across the Bottom of the Screen

**Microphone**—Speaking is represented by microphone on the bottom far left :

- **Mute** -- Microphone will have a diagonal red line when you are muted; Word Unmute will be below; click on microphone to be able to speak and the diagonal red line will disappear. You can also press on spacebar to briefly unmute yourself
- **Unmute**-- appears as Microphone with word Mute below; In “Unmute” mode you can speak at any time and any background noise will be heard by others. Click on the microphone to mute yourself.
- Only one person in the meeting can talk at a time. Zoom indicates who is speaking by highlighting their image with a yellow square.

**Camera**—Video is represented by camera to the right of microphone

- Camera means you can be seen and you will see yourself in one of the participant squares.
- Click on camera to turn off video as indicated by red line through camera. Your picture will be replaced with name or symbol depending on how your Zoom is set up.
- If a participant is calling in by a telephone or has a computer without a camera, no picture will appear, but you can still participate in the meeting.

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### **Chat**

- You can send a message to everyone or a private message to one individual. (Privately) will be indicated when it is a private message. To Everyone will be indicated for public message
- Type message where it says “type message here”
- Please be brief in any messages sent so that they are easy for others to read.

### **Breakout session**

- When a breakout session occurs, you will be assigned to a small group. When a message comes up be sure to accept your room, otherwise you will stay on the main screen.

### **Voting**

- When a vote is taken, please just raise your hand. If you are on the phone, wait until you are asked for your vote.

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