

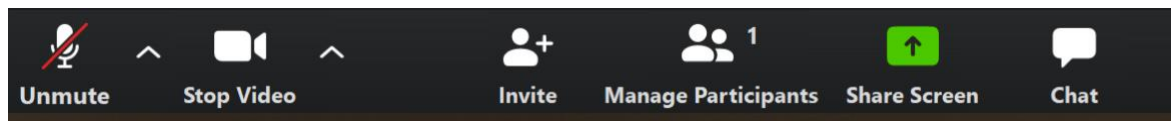
ZOOM MEETING TIPS

CONNECT TO ZOOM

- Use the required meeting details received via an email or calendar invitation.
- When you connect, a window may open to advise you *“Please wait for the host to start this meeting”*. It is a host option to have participants wait until the host is ready to start the meeting.
- If the Host has started before you connect, the screen activity in progress will appear.

PARTICIPANT TOOLS

- **SESSION TOOL BAR:** The tool bar is often located at the bottom of your screen. The key icons are described below.



- **Mute/Unmute:** It is suggested to leave your microphone on mute unless you are actively speaking. This will improve everyone's ability to hear the host and speaker(s).
 - **Start/Stop Video:** Use this feature to turn your video on or off. The up carrot (^) to the right of the video icon is where you can review/change your video settings and select a virtual background.
 - **Invite:** Generate an email or calendar invitation for others to join the meeting.
 - **Participants:** View the names of who has joined this session. Use the icon to “raise your hand” for the host to acknowledge you.
 - **Chat:** Select “Everyone” to send a chat for all participants to see, or select an individual name to send a private chat.
Note: Private chat may be disabled by the host in advance of the meeting/session. It has been recommended by GCCCD IT that private chat be turned off.
 - **...More:** Opens options for **Chat** or **Record** (if not displayed in tool bar).
 - **Record:** Sends a request to the host for permission to Record this session.
Note: The host has the option to allow or disable participants to record the session. If recording is allowed, the file will download to your own computer.
 - **Leave Meeting** (not shown): When you are ready to leave the meeting, click this button (red text on tool bar).
- **SCREEN SHARING TOOL BAR:** When the host is sharing screens, the content is displayed in **Full Screen** mode. The tool bar moves to the top of your screen, and a **View Options** menu appears. Click to choose from several, self-explanatory options.
Note: GCCCD IT recommends that screen sharing be set for “Host Only”.
 - **Fit to Window** resizes the screen.
 - **Side-by-side Mode** splits the video gallery and content on the screen, resize the split windows by grabbing the vertical split line.
 - While in **Fit to Screen** mode, change back to **Original Size** from the **View Options** menu.
Note: Annotate and Request remote control options are available only in Full Screen, Fit to Window, or Original Size.
 - Click **Annotate** to mark-up on shared screens; the annotation tool bar appears – select your tool and colors.
Note: The host has the option to disable participant annotations.

PARTICIPANT WINDOW FEATURES

- Click on the **Participants** button in the session tool bar to display/view the list of people who have joined this session.
 - Use the **Raise Hand** icon at the bottom of this window to “raise your hand” for the host to acknowledge you. When called upon, unmute your microphone and state your question or comment.
 - **...More**: Click here to see additional window options such as **like**, **dislike**, **clap**, **need a break** (coffee cup), or **away** (clock).

