

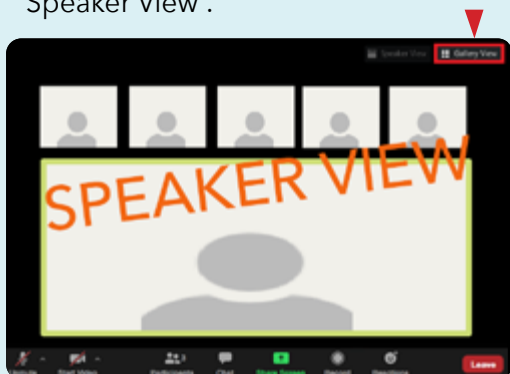
# ZOOM GUIDE

## for participants

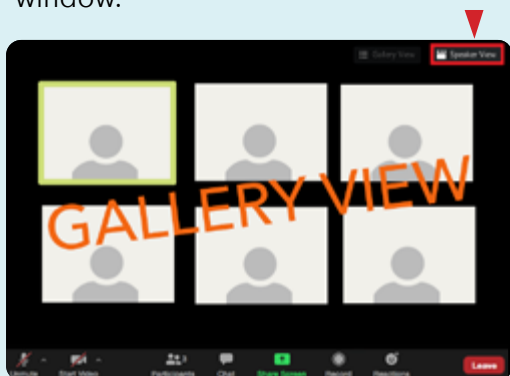


### WHAT TO EXPECT:

Zoom is like any meeting room. When you join you will see a large frame and smaller windows - this is "Speaker View".

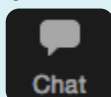


To see more participants change to "Gallery View" by clicking the icon in the top right corner of your Zoom window.



**TIP** - avoid light behind you (or a window) as you will appear to be a faceless silhouette. Try a desk lamp shining toward your face.

Because Zoom can only let one person speak at a time, your microphone will be on "mute" or you will be asked to "mute" when you join. It is polite to stay on mute, (especially if there is background noise at your location) unless you are invited to unmute. You can use the CHAT feature to type messages and questions to the leader and participants.



### HOW DO I JOIN?

We recommend you join on a device with a big screen (desktop computer or laptop).

- Click on the link in the meeting invitation

**FIRST TIME ON ZOOM?** You will be asked to "download & run Zoom". We recommend that you do this the day before.

#### HAVING TROUBLE DOWNLOADING ZOOM?

Watch Marcia's helpful video <https://youtu.be/9isp3qPeQ0E>

- Press the blue "JOIN" button

**PHONE OR TABLET?** See these Zoom instructions for [OTHER DEVICES](#).

- You may see a message to test your mic and speaker - we recommend you do this! See *p2 for troubleshooting tips*.

### HOW DO I CHAT?

- Click on the "CHAT" button in the menu bar at the bottom of your Zoom screen. This will open the window where you can see conversations.

**TIP:** scroll your mouse over the Zoom screen to see the menu bar.

- To share a message, go to the bottom of the window and choose who you are sending it to by clicking the blue button that says "Everyone." This will open a drop-down list of everyone who is in the meeting.

If you want ALL participants to see the message, leave it as "Everyone."

If you wish to "privately" message one person find them in the drop down list and click on their name, but please keep it nice! **NB** Private messages will become visible when the chat is saved as a document.

- Type your message and press enter.

**NEED HELP?**

CRAIG 0439 380 373 [craig@cmvic.org.au](mailto:craig@cmvic.org.au)

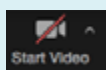
# ZOOM AUDIO AND VIDEO



## CONNECTING

The better your internet connection, the better quality your video and sound. If the Presenter's window is fuzzy, breaking up or freezing, or the sound is getting out of sync with the picture, it may help to disconnect other devices (e.g. your phone) from your wifi and close any programs that draw on your internet "bandwidth" (e.g. internet browsers, spotify, netflix, etc.).

Plugging an internet cable into your modem also helps, as can turning off your own video in Zoom using the "Stop Video" button on the bottom left of your Zoom screen.



**FIRST TIMERS** - if this is your first time venturing into the online jungle, we recommend you do this with a friend (don't forget your friendly physical distancing!)

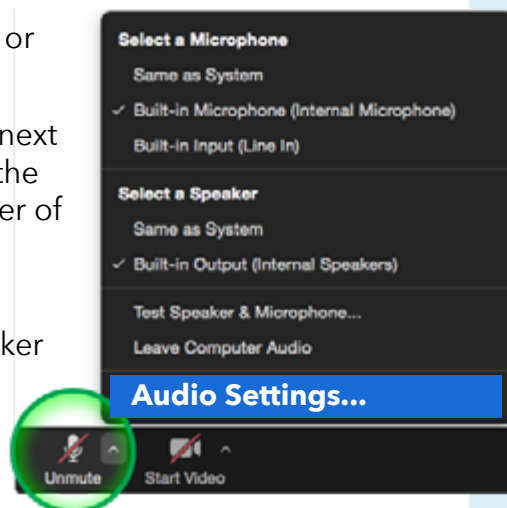
## Zoom can't find my webcam or mic

- You may need to give Zoom permission to access these in your device's System Settings/ Preferences.
- Be sure to turn off other programs that may be using the webcam as this may stop Zoom being able to access it.
- Check out this detailed "how to" guide [HERE](https://www.androidcentral.com/how-fix-zoom-audio-problems)

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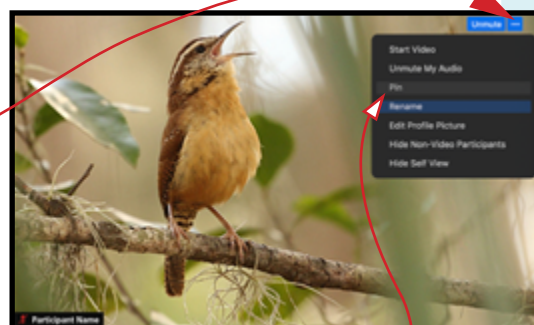
## Why can't I hear the presenter?

- Are your headphones or earbuds connected?
- Select the up (^) icon next to the microphone in the bottom left hand corner of the Zoom screen.
- Check the correct microphone and speaker are selected
- Click on Audio Settings...
- Check the volume for your speaker (or headphones) and microphone. Ensure the volume is high enough that you can hear the presenter while you sing/play - you could try connecting an external speaker.



## Can I change my screen name?

- Hover your mouse over your window - a blue button with 3 dots appears
- Click on the dots to drop down a menu. Click on "Rename"
- Type in your name and press "Enter"



**DID YOU KNOW** - If you want to focus on just one screen you can "Pin" it, which makes it the largest window (like "Speaker View" but for a window of your choice). Hover over the chosen window, click the three dot menu and choose "Pin".

**NEED HELP?**

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