This is a short tutorial of the Zoom program. All of the menus and buttons described below are within the Zoom program.
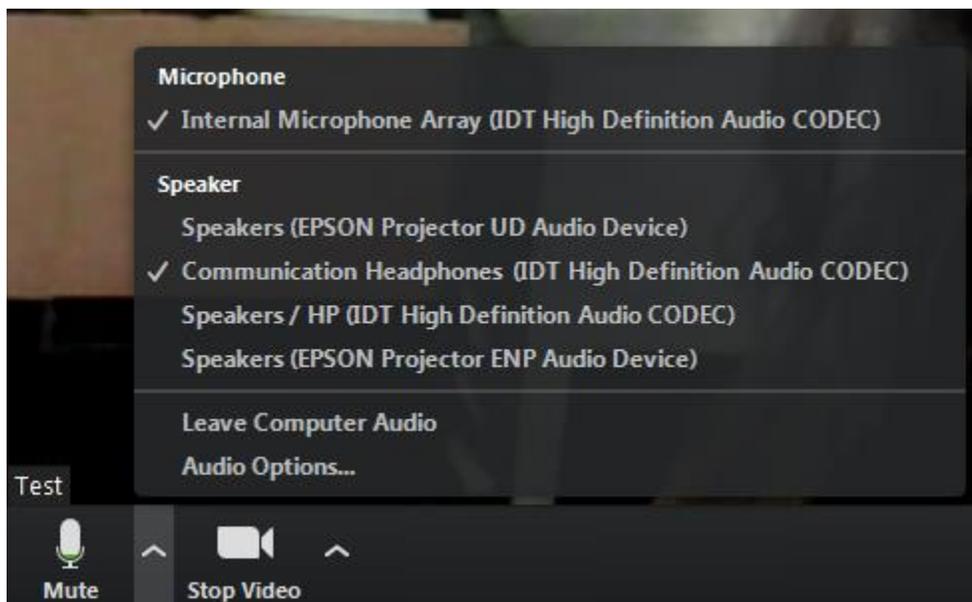
The controls on Zoom are easy to access. The basic mute button and stop video button can be found on the bottom left.

The other features can be found as described below.

Microphone and Video Menus

Mic and Video settings can be found on the **bottom Left** corner.
- Click the little up arrows next to the Mic or Camera symbol, and select from a list of options


- The microphone and speaker being used by the Zoom program will have check marks next to them. If you would like to select a different microphone or speaker, click on the one you would like, and the check mark will move.

To change the view of the classroom

On the **top right** of the zoom screen, there are a couple view options:

1. "**Enter Full Screen**", which will adjust the Zoom meeting to take up your whole computer screen.
2. Also at the top right is "**Gallery View**" and/or "**Speaker View**".
    a. In Gallery View
        i. You will be able to see all the participants equally, and a yellow border will appear around the person/people speaking
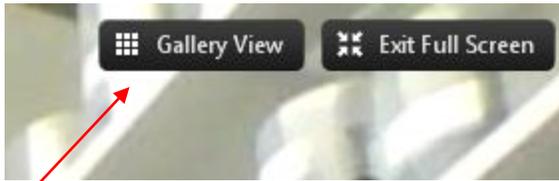

    b. In Speaker view
        i. The image of the speaker will take up your entire screen, and you have the option to see the other videos in a small thumbnail view.
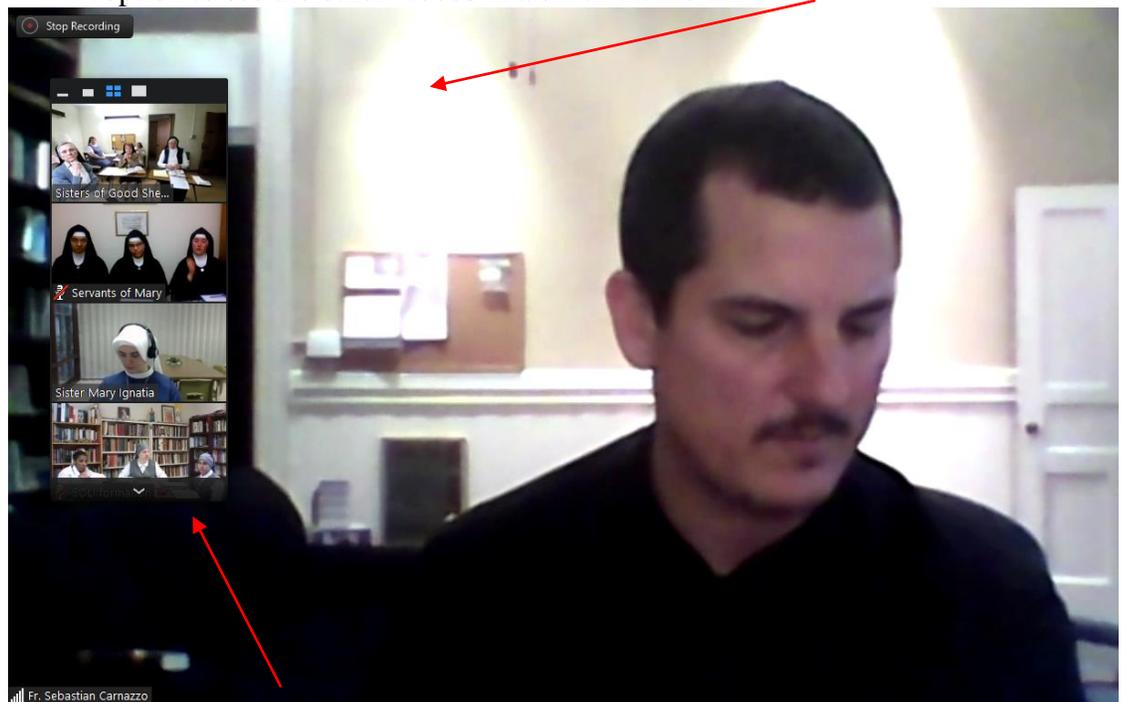
        ii. You cannot adjust the size of the thumbnail view for all the other participants, but you can scroll up and down to view all of the participants.
        iii. You can adjust **one** of the small thumbnail videos using the blocks just above all the thumbnail videos.
        iv. In Speaker view, the video may switch abruptly from speaker to speaker, if one person interrupts the other.

v. If you would like the screen to ALWAYS stay on one person's video (the professor, for instance), right click on **his** video and select "**pin video.**"
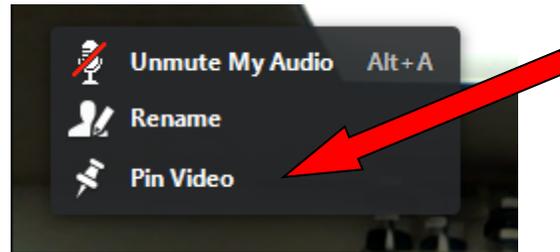
To Rename Yourself

You can rename yourself using the "**Participants**" button at the bottom of the Zoom screen, and hovering over your own name. It will then give you the option to rename yourself. Also, you can rename yourself by right clicking on your own video and clicking the **Rename** option.
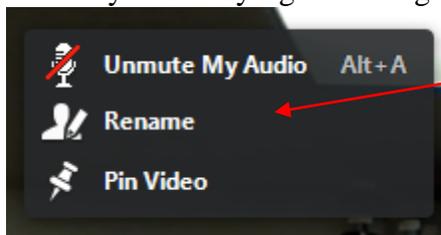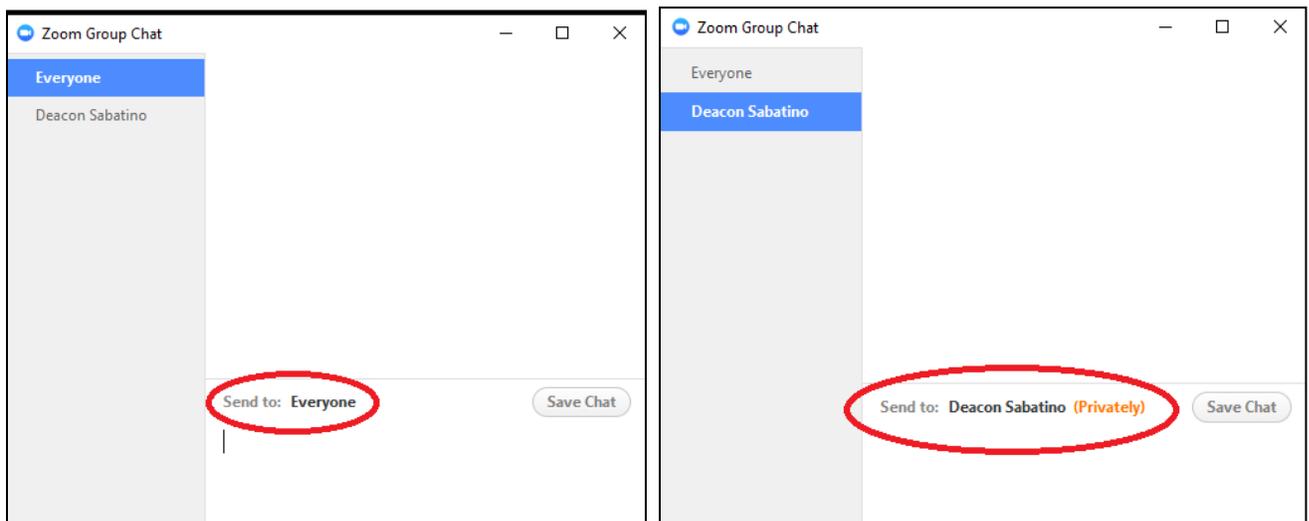

"Raise your hand"

You can raise your hand in the "**Participants**" menu, and the teacher (or you) can lower your hand as well. This helps when you find that the teacher cannot see your hand being physically raised.

Chat

The chat capability allows you to chat with everyone on the room, or with just one other person.

1. To type a chat, click in the lower blank area, and begin typing.
2. To send the chat, press enter.

If you are having difficulties with your technology but do not want to interrupt the class proceedings, you can simply contact Margaret via the chat button, and she will try to assist during the class without interrupting the professor.

If someone has responded to your chat or sent one to you, it will look like this:
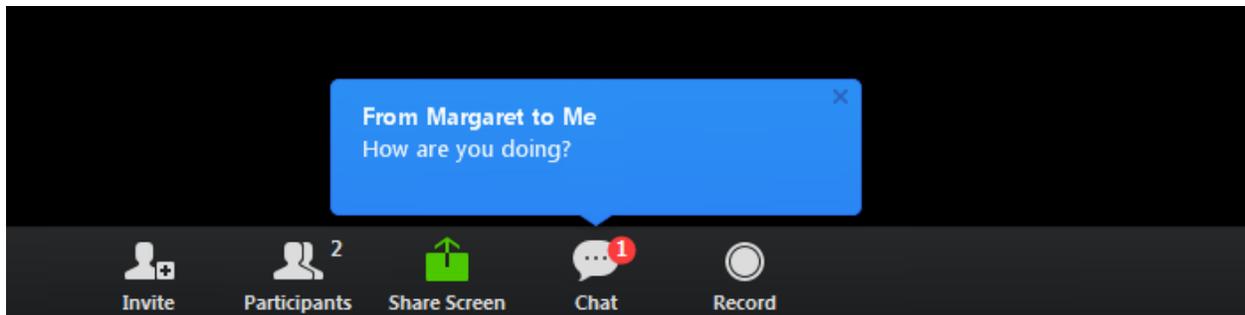
Leave Meeting

If you would like to exit the room, simply click on the red **Leave Meeting** button on the bottom right.
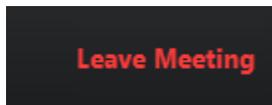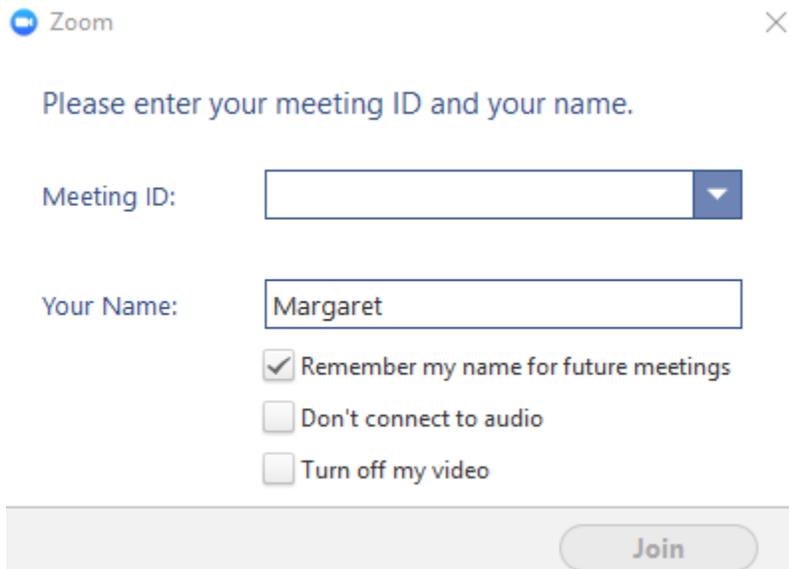

Re-entering Zoom

When you enter the classroom again via the blue link I send in an email, or via your desktop download, the screen that first pops up should look something like this.

Click on **Join a Meeting** and it should look like this. (Replace the "Margaret" written in below with your own name, or your community's name)

Then enter the meeting as you normally would, by clicking **Join Audio by Computer.**