APCUG - USING THE ZOOM TASKBAR
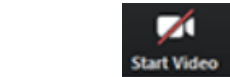
Zoom Taskbar – Move your mouse pointer to the bottom of the screen and it pops up.

Click on the mic/**Mute**   Click on **Participants** button, hover over your name
button to mute yourself   if you want to **Rename** yourself (perhaps your
Red diagonal across it.   phone number is on your thumbnail* rather than you).

Click on the video   Click on Chat   Click on **Reactions** for
camera/**Stop Video**   to send a message   Thumbs Up or Clapping.
(red diagonal across it).   to Everyone. Press   They will show in your
We will no longer see you,   the Enter key to   thumbnail.
just your name…..   'send' the message.
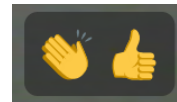
Click on the **Up arrow** to the right of **Mute** to check your speakers & mic, etc.
Click on the **Up arrow** to the right of **Stop Video** to choose a Virtual Background.
Click on the buttons again to **Unmute** and **Start Video.**
Press your spacebar to speak when you are muted.

***Gallery View/Thumbnail** is where you see participants
or, if you don't have a webcam or laptop camera
participants will see your name or static picture.

Participants/Rename
Click on Participants, hover over your name and click on the "Rename" button.
Type in the name you'd like to use in your Thumbnail and click OK.

Chat

Participants/Ask a question – If the host asks attendees to physically raise their hand to ask a question and your video is off, you can raise your hand via the Participants button. Click on it and hover over your name and click Raise Hand or use **Alt+Y**.
View – Controls are in the upper-right corner.
Gallery – You see Thumbnail pics of all participants (see above). A green or yellow line is around the person speaking. You can see up to 49 participants on one screen, depending on your monitor. If you see an arrow on the right side of the screen, click to see more participants.
Speaker View – This view fills the screen, with thumbnails at the top or right of the screen.
Full Screen – You only see the active speaker.