

USING THE ZOOM TOOLBAR

Zoom Toolbar – Move your mouse pointer to the bottom of the screen and it pops up. Pressing the Alt key toggles the toolbar on and off.

Click on the mic/**Mute** icon to mute yourself
Red diagonal across it.*



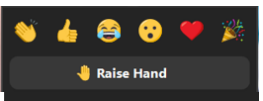
Click on the video camera/**Stop Video** (red diagonal across it).
We will no longer see you, just your name.....*

Click on **Participants** icon to see the name of everyone who is attending

Click on **Chat** to send a message to Everyone. Press the Enter key to 'send' the message.

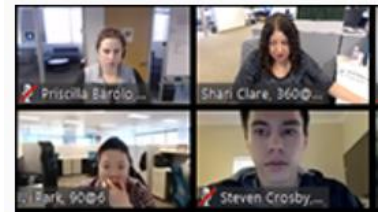
Click on **Reactions** then click on one and it will show in your thumbnail.
Q&A - Ask a question by raising your hand-- click on Raise Hand; it will show in your thumbnail. Alt+Y also raises and lowers the hand. Your thumbnail moves to the upper left corner.

Click Leave Meeting to exit the meeting.
At the end of the meeting the Host will End it.

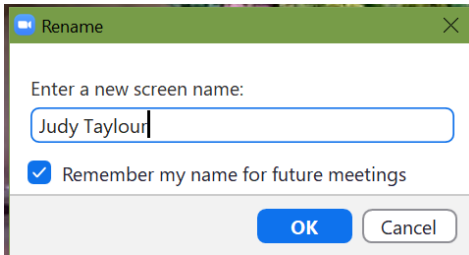




*When you are muted, you can also press and hold the spacebar (make sure you have clicked on the screen) to speak or Alt+A to mute/unmute.

***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. This is the Brady Bunch or Hollywood Squares view. Change your view in the upper right corner of the Zoom window.



Rename Yourself



If your name is not on your thumbnail picture, perhaps it is your phone number or Jake's iPad, click on the 3 dots in the upper right corner of your thumbnail and Rename yourself OR right click on your picture and Rename yourself. If you are attending an APCUG workshop, thanks for adding the name of your group

Chat – Everyone - Type your message and press the enter key. To send a private message, click on the down arrow and the person's name you want to send a private chat to. The meeting can be scheduled with Private chats disabled. You can Save (download) what is in Chat by clicking on the 3 dots. It saves as a .txt file in your Zoom folder.



Participants icon – Shows the Host, Co-host, and Participants and their status (mic on/off, video on/off), hand raised.....

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 computer screen. 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 the active speaker; the thumbnails will be at the top or right of the screen.

Full Screen – You only see the active speaker.

