

Six Ways to Enhance Your Zoom Experience

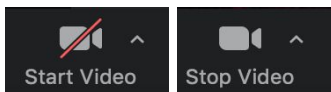
There are a few ways to enhance your Zoom experience and we hope these tips will help you.

1. Video Screen On/Off:

Some people like others to see them on the screen. Others prefer to be unseen, especially if they are eating or need to tend to something else while on the call.

PLEASE NOTE: If your video is on, be aware that people can see you, even if you are in speaker view. If another participant has their screen in the gallery view, they can see you eating, talking, or doing something else, **EVEN** if you are in speaker view. Be mindful of what you are doing, and if you don't want to be seen, press the **Stop Video** icon (instructions below)

For PC/Mac: If you would like to be viewed on the screen so that others can see you, **click** on the **Video** icon, on the lower-left corner next to the mute button. To turn off your video so that only your name or photo shows, **click** the **Video** icon when it says “**Stop Video**.” (You must have a Zoom account to show your photograph.)



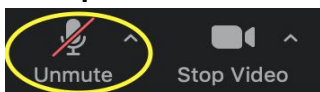
For iPad: Touch anywhere on the screen. The **Video** icon appears on the top right, second from the left (next to the mute icon)



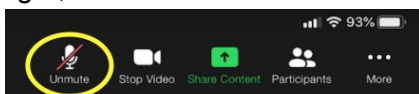
2. The Mute/Unmute Button:

You may want to turn your **Mute** icon on so that others on the call don't hear background noise. Then **Unmute** yourself if you want to speak to others on the call.

For PC/Mac: There is a **Microphone** icon on the lower-left corner of your screen. This turns your microphone on and off. A red line through it means you are muted and others on the call can't hear you. Just press the **microphone** icon to turn your microphone on.

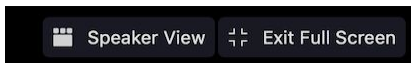


For iPad: Touch anywhere on the screen and the menu will appear across the top. The **Mute** icon is on the top right, the first item on the left



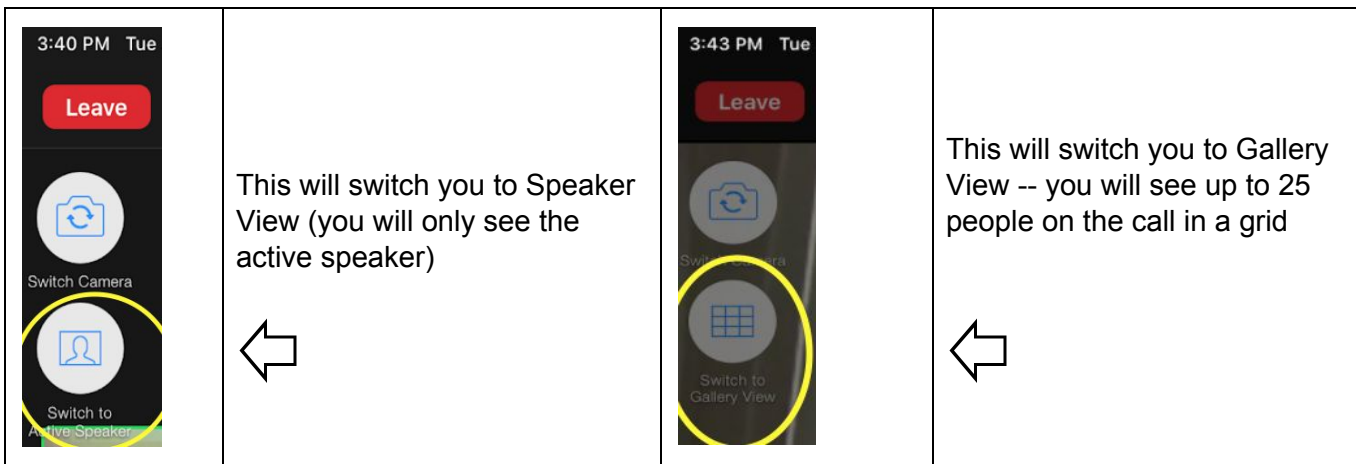
3. Speaker View and Gallery View:

For PC/Mac: If you only want to see the person who is speaking, click on the **Speaker View** icon on the top right corner. As others speak, the view will move to that person.



If you want to see everyone on the call, click on the icon on the top right corner that says **Gallery View**. This will enable you to see up to 25 people on a page (depending on your screen size). If there are more than 25 people on a call, click on the arrow in the middle right of the screen to see the next page of people.

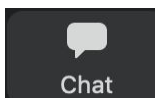
For iPad: Touch anywhere on your screen. **Speaker View** and **Gallery View** icons are on the upper left corner of your screen. Touch anywhere on the screen, and you can switch between Speaker View and Gallery View



4. How to Use the Chat Screen:

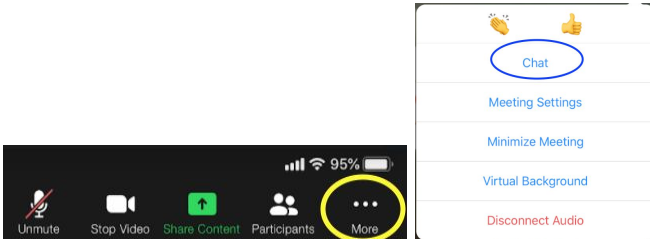
The **Chat** screen enables you to electronically chat with others in the class. It can be set by the host of the call to chat publicly, privately, or both, or with the host only. The permissions may change during the class. Clicking on the Chat menu will allow you to participate more fully in the class and ask questions. If it's set for public and private chats, click on a participant's name to send a private chat; if it's set for public chats, your chat will be seen by all participants.

For PC/Mac: At the bottom of your screen, you'll notice a box that says "**Chat.**" Click in there and start typing. The drop-down menu allows you to direct your chat to Everyone or to only one person in the class.



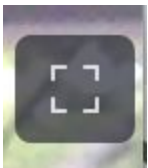
4. How to Use the Chat Screen (con't):

For iPad: Touch anywhere on the screen. On the top right corner, next to Participants, there are three dots, with the word “more” underneath the dots. **Touch** the icon with three dots, and the menu to **Chat** appears.

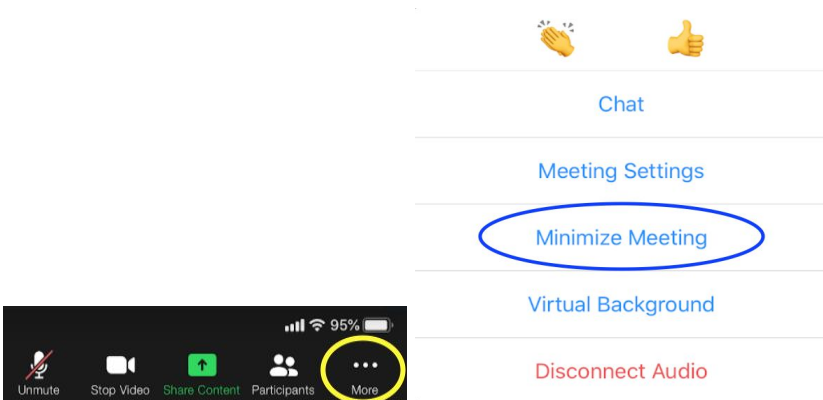


5. To See a Full Screen:

For PC/Mac: Click on the **Full-Screen** icon in the top right corner of the screen to have your video take up the entire screen.

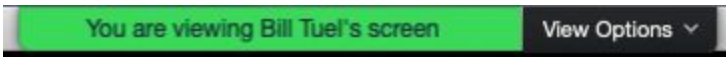


For iPad: To go from a minimized screen to a full screen, click on the three dots next to the Participants list that say “More,” and select **Full Screen**. To minimize, touch the three dots next to the Participants list that say, “More.”

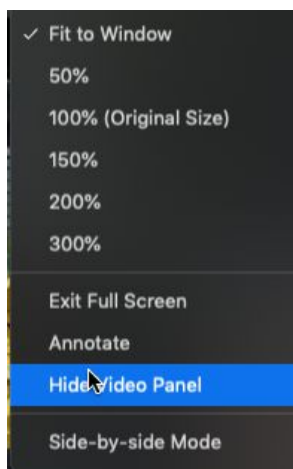


6. To Remove the Strip of Thumbnails on Your Screen While Someone is Sharing Their Screen:

For PC/Mac: Click on the **View Options** tab, next to the tab that indicates that the screen is being shared.



Uncheck “Side-by-side Mode”, and then select “Hide Video Panel”



For iPad:

Touch the screen and you will see a circle on the upper-right corner of the thumbnails, which typically are on the right side of the screen, but may be on top. Touch the **blue circle** with the “-” in it to hide the thumbnails.



To see the thumbnail videos, touch anywhere on the screen, and then touch the **Video** icon to show the thumbnails. The camera is generally in the lower right corner of the screen.

