

How to use Zoom Tools & Features

MAC and MACBOOKS

How to stop your own video

Snapshot 1

In your own video in the top right-hand corner - click on the 3 dots.

Snapshot 2

Click on 'Stop Video'.

Snapshot 3

Or at the bottom left hand side of the screen click the 'Stop Video' button.

How to start your own video

Snapshot 4

In your own video in the top right-hand corner - click on the 3 dots.

Snapshot 5

Click on 'Start Video'.

Snapshot 6

Or at the bottom left hand side of the screen click on the 'Start Video' button.

How to mute your own audio

Snapshot 7

In your own video in the top right-hand corner - click on the blue 'Mute' button.

Snapshot 8

Or at the bottom left hand side of the screen click the 'Mute' button.

How to unmute your own audio

Snapshot 9

In your own video in the top right-hand corner - click on the blue "Unmute" button.

Snapshot 10

Or at the bottom left hand side of the screen click the 'Unmute' button.

How to pin another participant's video

Snapshot 11

If you want the other participant to stay within your screen for example an interpreter, in the other participant's video in the top right-hand corner - click on the 3 dots.

Snapshot 12

Click on 'Pin Video'

How to unpin another participant's video

Snapshot 13

In the other participant's video in the top right-hand corner - click on the 3 dots.

Snapshot 14

Click on 'Unpin Video'.

How to switch from Gallery View to Speaker View

There are 2 video layout options: Active Speaker or Gallery.

Snapshot 15

At the top right-hand side of the screen - click on the 'Gallery View' button.

How to switch from Speaker View to Gallery View

Snapshot 16

At the top right-hand side of the screen - click on the 'Speaker View' button.

How to chat with participants privately or everybody

Snapshot 17

In the participant's video in the top right-hand corner - click on the 3 dots.

Snapshot 18

Click on 'Chat'.

Snapshot 19

Or at the bottom, almost in the middle of the screen click the 'Chat' button.

Snapshot 20

At the right-hand side of the screen at the bottom – you will see the participant's name on it with '(Privately)' on the side.

If you want to chat to everybody click on the white triangle pointing downwards and select 'Everybody'.

Type in your message and press the return key to send your message off.

What is a Screen Share in Zoom?

The host may do a slide show using PowerPoint and share it with the participants. This means participants can watch it from their device.

Only the host can run a slide show unless the host agrees in advance to let participants have their own slide show.

Snapshot 21

From the participant's device - this is what the screen looks like before the slide show starts.

Snapshot 22

This is what the screen looks like when the host starts the slide show. At full screen the host and participants are shown on the right-hand side of the screen.

Snapshot 23

If you reduce the screen size the host and participants will be shown at the top of the screen.

How to leave a meeting?

Snapshot 24

At the right-hand side of the screen at the bottom – click on 'Leave'.

Snapshot 25

Click on 'Leave meeting' or 'Cancel' if you change your mind.

WINDOWS DESKTOP AND LAPTOPS

How to stop your own video

Snapshot 26

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At the right-hand side of the screen at the bottom – you will see the participant's name on it with '(Privately)' on the side.

If you want to chat to everybody click on the black triangle pointing downwards and select 'Everybody'.

Type in your message and press the return key to send your message off.

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