



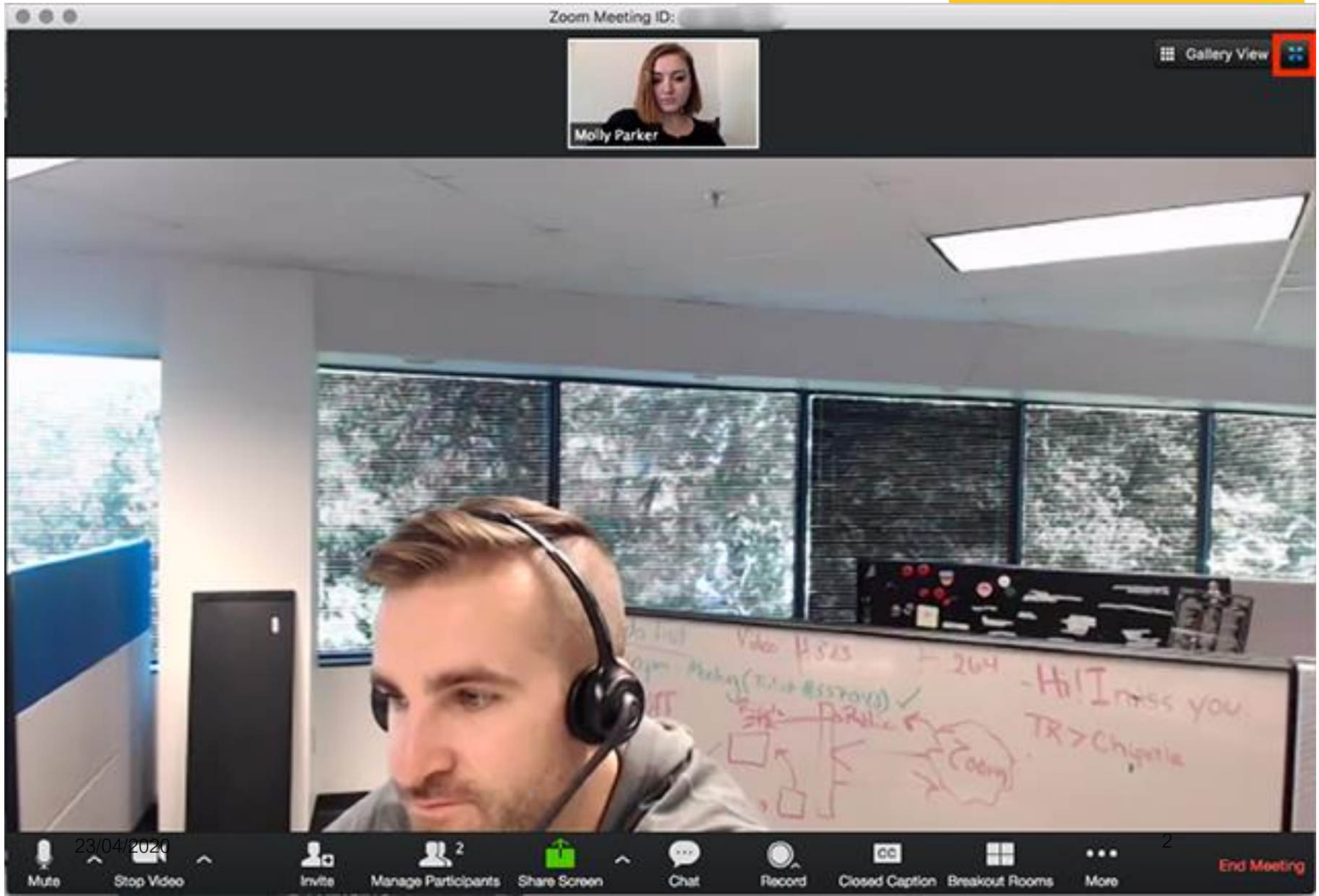
## London Region Zoom Training

Vivek Nanda

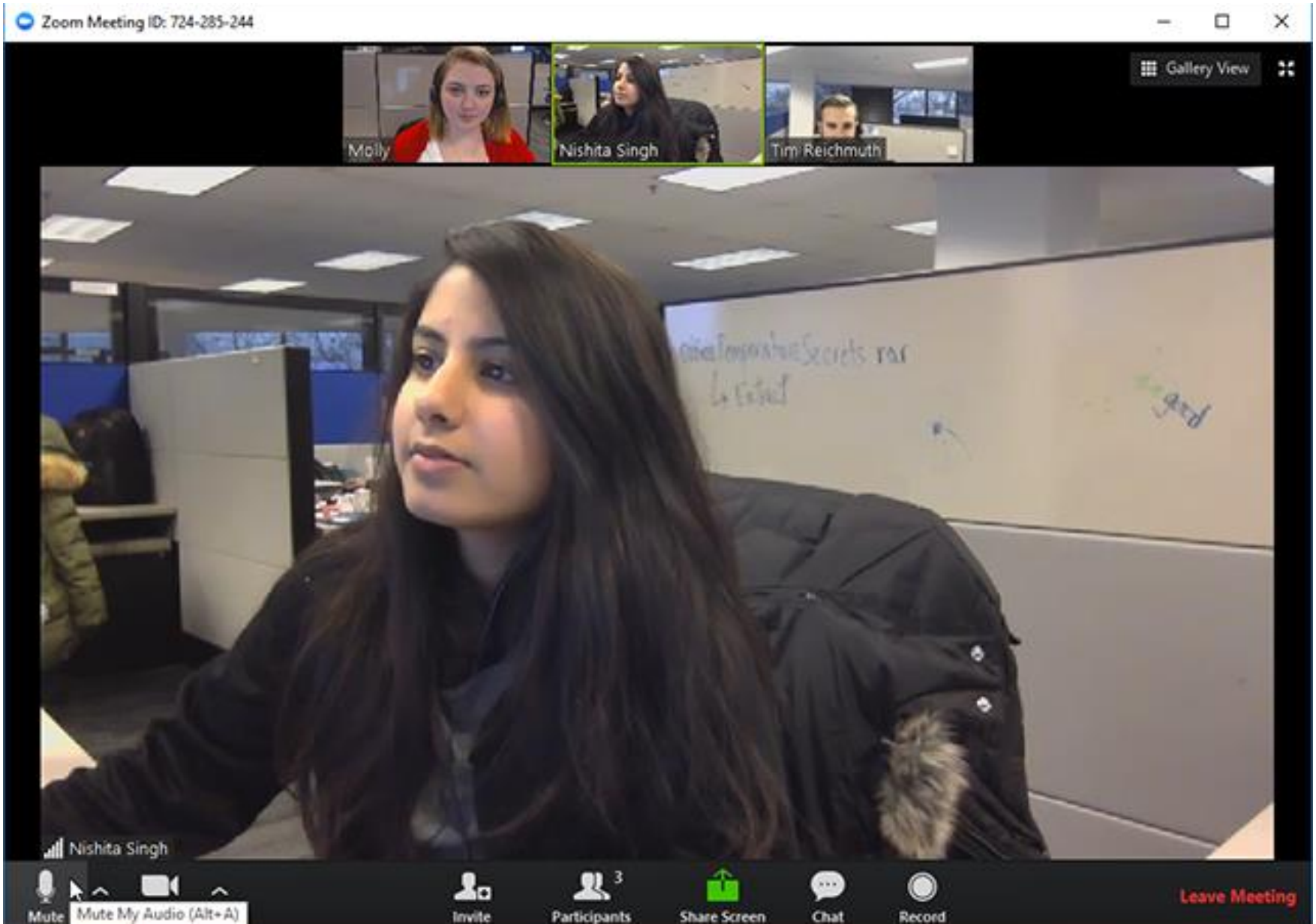
Islington U3A

24<sup>th</sup> April 2020

# Zoom Meeting Displays and Controls



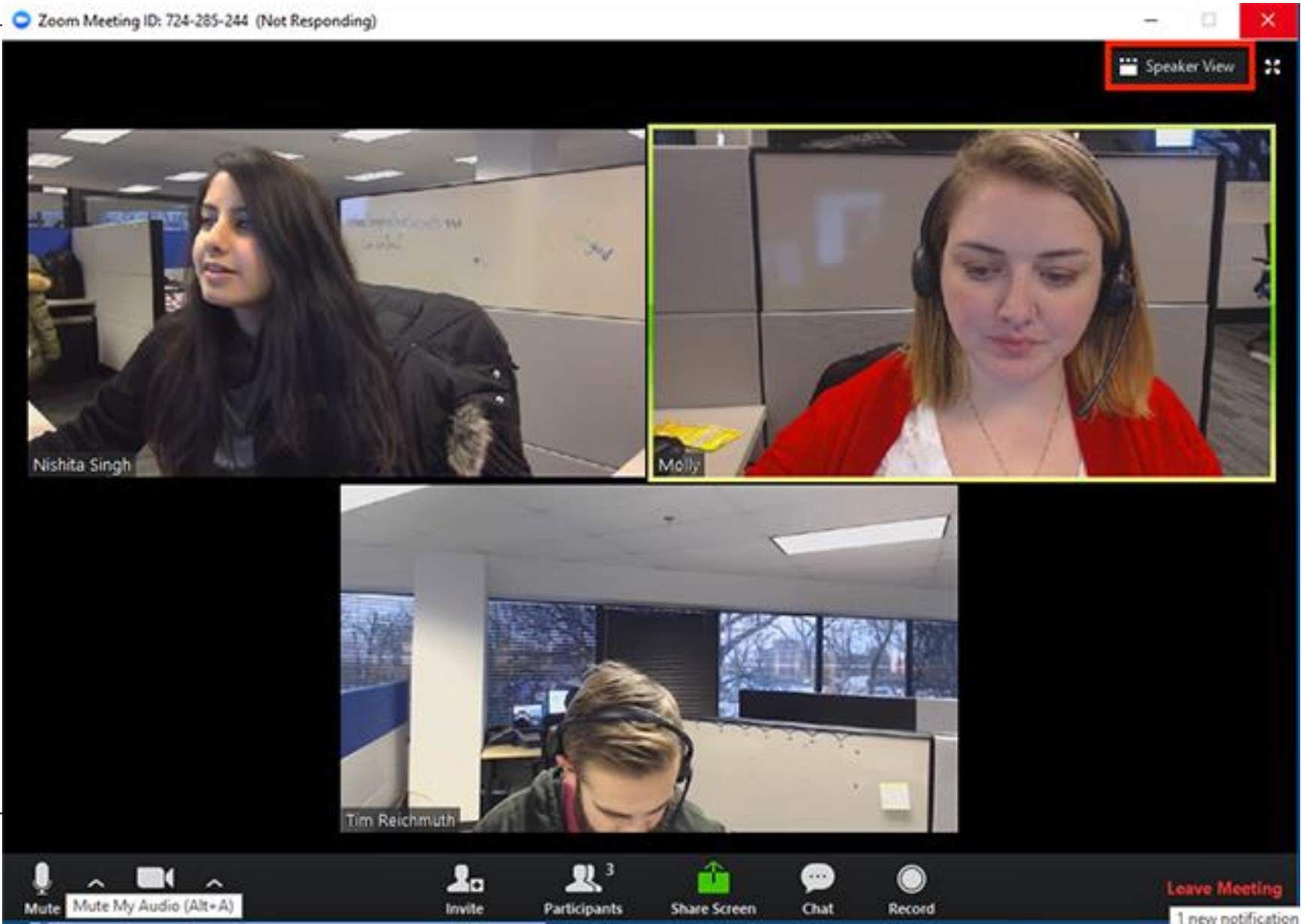
# Zoom Meeting Displays Default is Active Speaker View



# Zoom Meeting Displays Popular is Gallery View

LRU3A U3A

Zoom Meeting ID: 724-285-244 (Not Responding)



### Active Speaker

When you are in a Zoom meeting, Active Speaker is the default video layout. Active Speaker will switch the large video window between who is speaking with 3 or more participants in the meeting. If it is just you and one other participant, your video will be smaller at the top and their video will appear below.

### Full Screen

You can take any of the layouts except Mini Window into full screen by clicking on the icon with four arrows at the top right corner of your Zoom window. You can exit full screen by pressing **Exit Full Screen** in the same location or using the Esc key on your keyboard.

---

## Zoom Meeting Displays (2/2)

### Gallery View

You can also select to view your video layout in **Gallery View**. When using Gallery View, you will be able to see up to 49 participants at a time, and will have an arrow to scroll through the remaining participants.



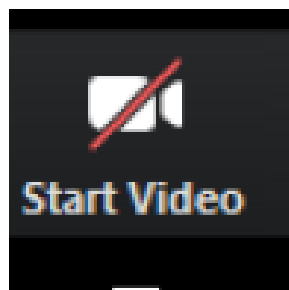
# Displaying participants in gallery view Controls while in a Zoom Meeting

The image shows a Zoom meeting interface in gallery view. At the top, the meeting ID is 406-718-1750. The interface includes a 'Turn on Original Sound' button, a 'Total non-video participants: 11' indicator, a timer at 00:00:49, and a 'Speaker View' button. The main area displays a grid of 48 participant video thumbnails, each with a name and ID. The bottom toolbar contains icons for Mute, Stop Video, Invite, Manage Participants (57), Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, and More. The 'End Meeting' button is located in the bottom right corner. A red oval highlights the entire bottom toolbar area.

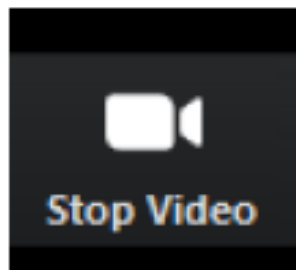
# Zoom Control Panel Features

## Zoom Video & Audio Icons

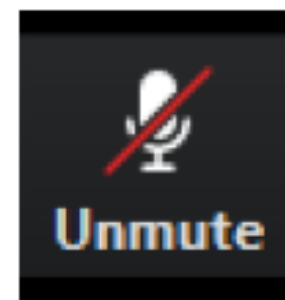
- Click on this symbol to turn on Video Camera



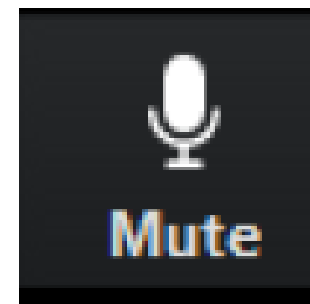
- Click on this symbol to turn off Video Camera



- Click on this symbol to turn on Microphone



- Click on this symbol to turn off Microphone



Mute



Start Video



Participants



Chat



Share Screen



Record



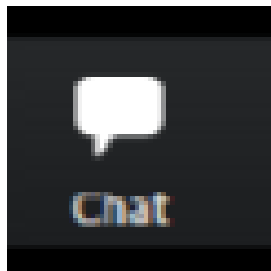
Reactions

Leave Meeting

# Zoom Control Panel Features

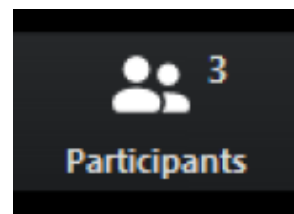
## Other Zoom Icons (1/2)

- Chat



- This works like texting. It brings up a box where you can see and send message to “Everyone”, or just to one person at a time. To type a message, put your cursor on “type your message here” at the bottom of the chat box, and press the “Return” or “Enter” key – the arrow used to start a new line.

- Participants



- Select this to see a list of the people in the call. On some equipment this is where you can find chat, and **rename your picture.**



Start Video



Participants



Chat



Share Screen



Record



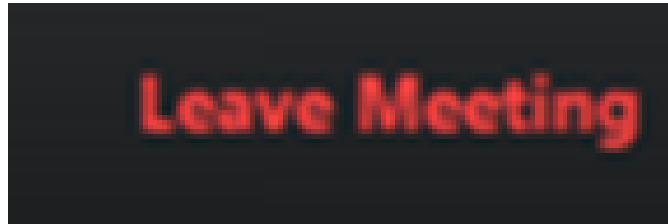
Reactions

Leave Meeting

# Zoom Control Panel Features

## Other Zoom Icons (2/2)

- **To leave the meeting**



- The host can also “end the meeting” for everyone.



Mute



Start Video



Participants



Chat



Share Screen



Record



Reactions

Leave Meeting

# Zoom Display on Computers

[move mouse, click on the screen,  
press Alt (Alt+Shift on some macs)]

Gallery view to see more people.  
Speaker view to see speaker.

Choose  
full screen  
view

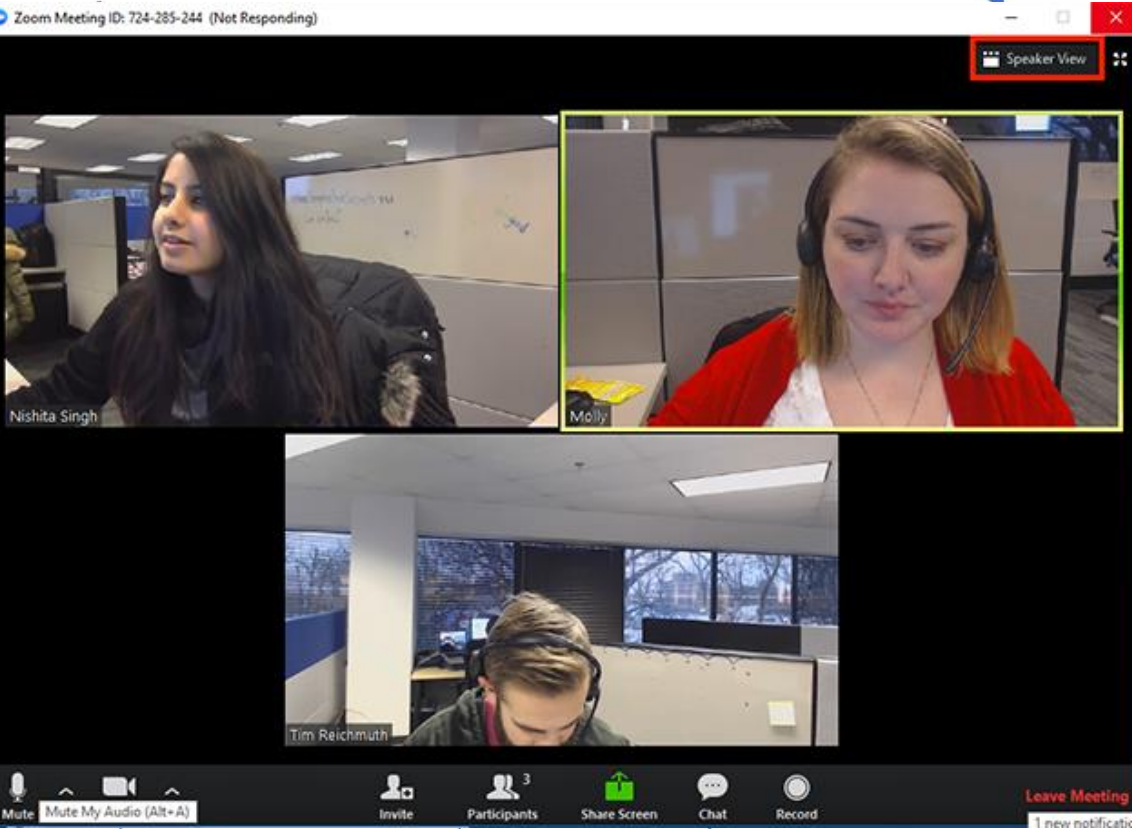
This person  
is speaking  
– yellow box

Leave  
meeting

Your  
name  
appears

See red  
line If you  
are muted

Mute/unmute  
your  
microphone

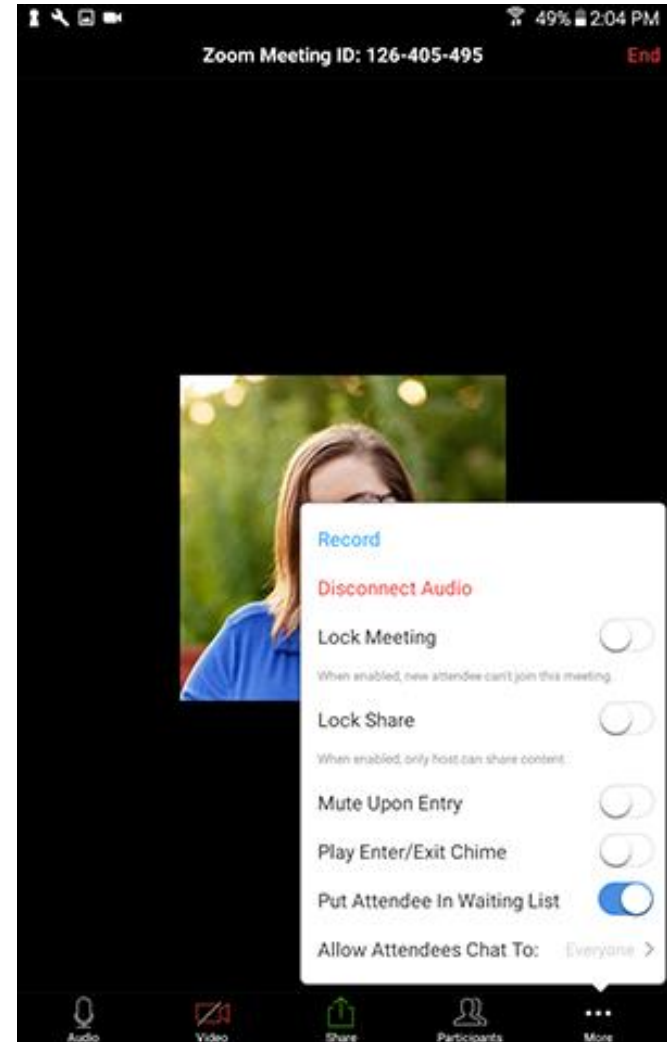
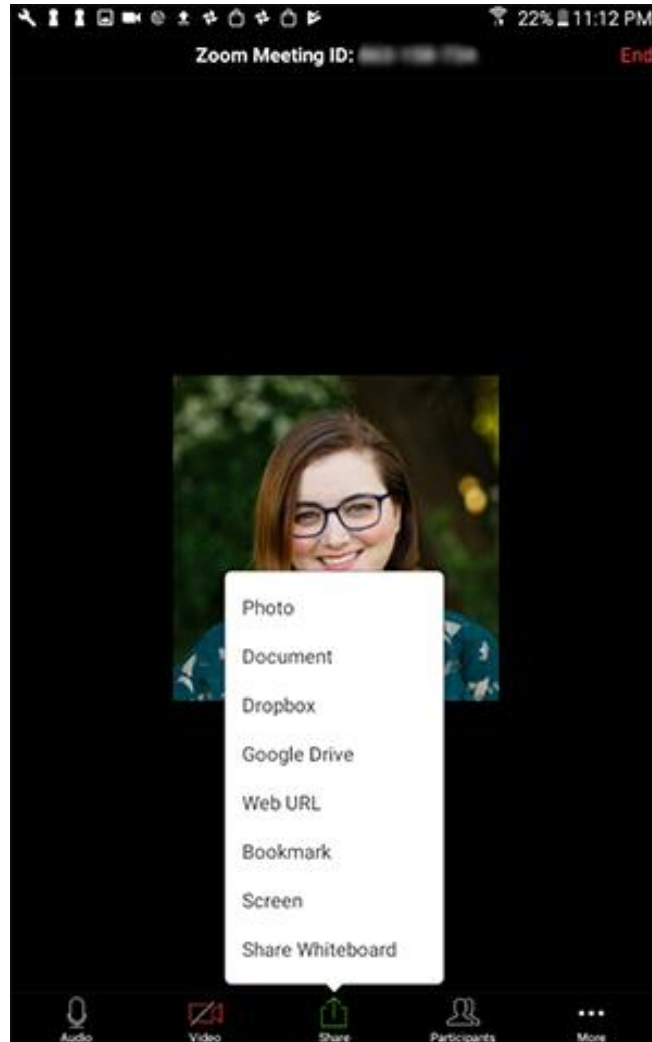


Start/ stop  
your video

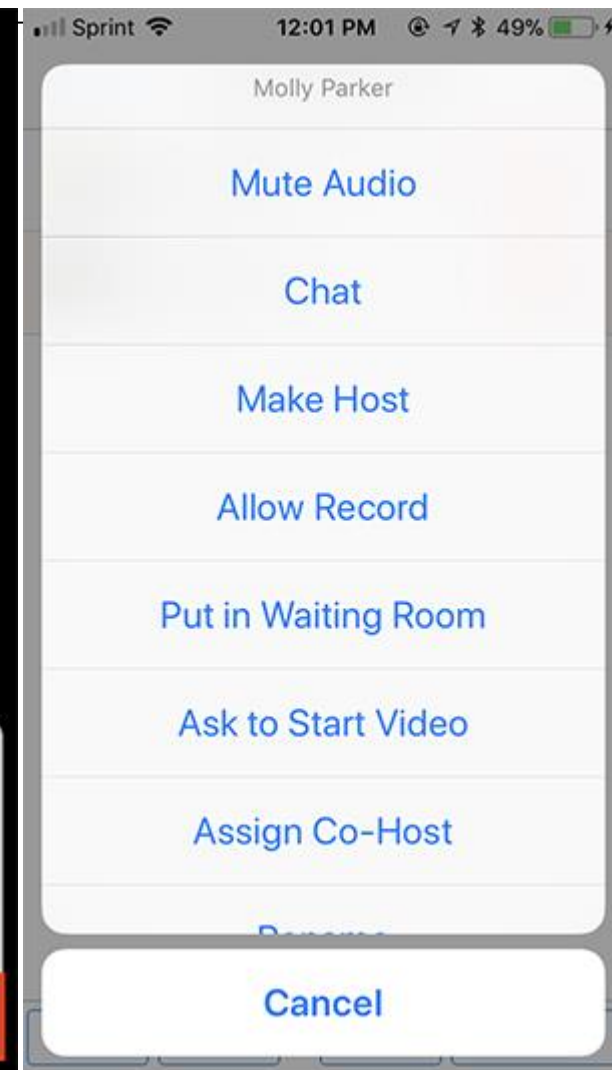
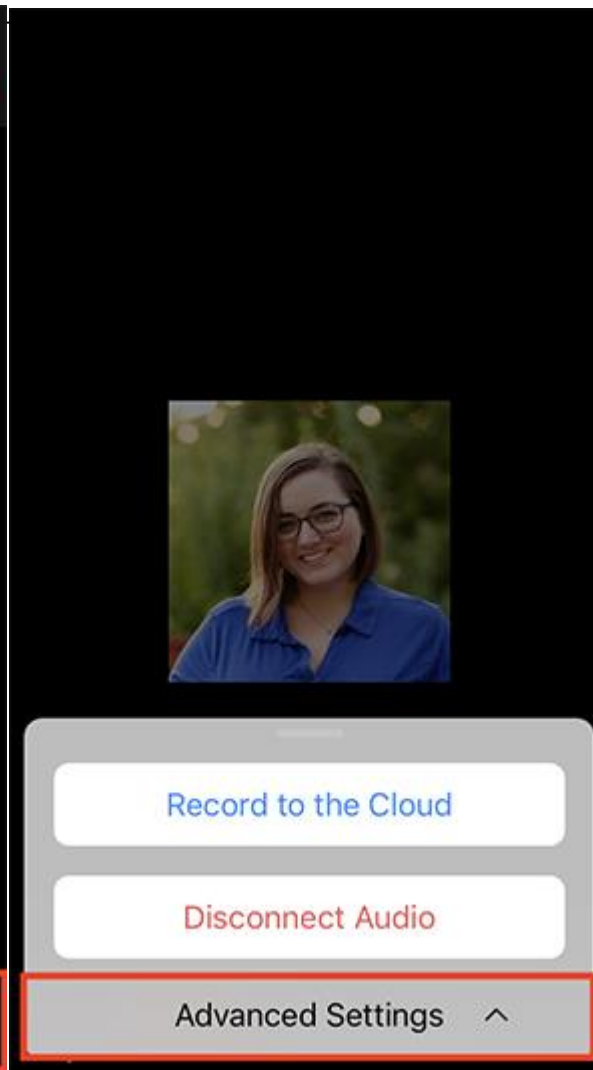
See list of  
Participants

See chat  
box

# Zoom User Interface On Android Smartphones



# Zoom User Interface On Apple iPhone



# Zoom Etiquette

---

- Join early – up to 5 minutes before the meeting start time
  - Have your video on unless you are experiencing connection issues
  - Find a quiet space without interruptions / background noise
  - Have a plain background – avoid backlight from bright windows
  - Have good lighting on your face so you can be seen clearly
  - Adjust your camera to be at around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera.
  - Mute your microphone when not talking
  - Try to avoid talking over / at the same time as other participants
  - Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone etc.
-

# Zoom Video Etiquette - avoid backlight from bright windows & have lighting on your face

LRU3A U3A



# Typical Zoom Meeting Invitation



Margaret Fell is inviting you to a scheduled Zoom meeting.

Topic: Your First Zoom Meeting

Time: Mar 17, 2020 10:00 PM London

Join Zoom Meeting

<https://zoom.us/j/848090936?pwd=VVpVWTM1N1RyWWwrdno5WW1CZiM5UT09>

Meeting ID: 848 090 936

Password: 156145

One tap mobile

+441314601196,,848090936# United Kingdom

+442030512874,,848090936# United Kingdom

Dial by your location

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 848 090 936

Find your local number: <https://zoom.us/u/aeaON8ZPfa>

**You may need these.**  
**If there is no password,**  
**you won't need one.**

# Zoom Meetings

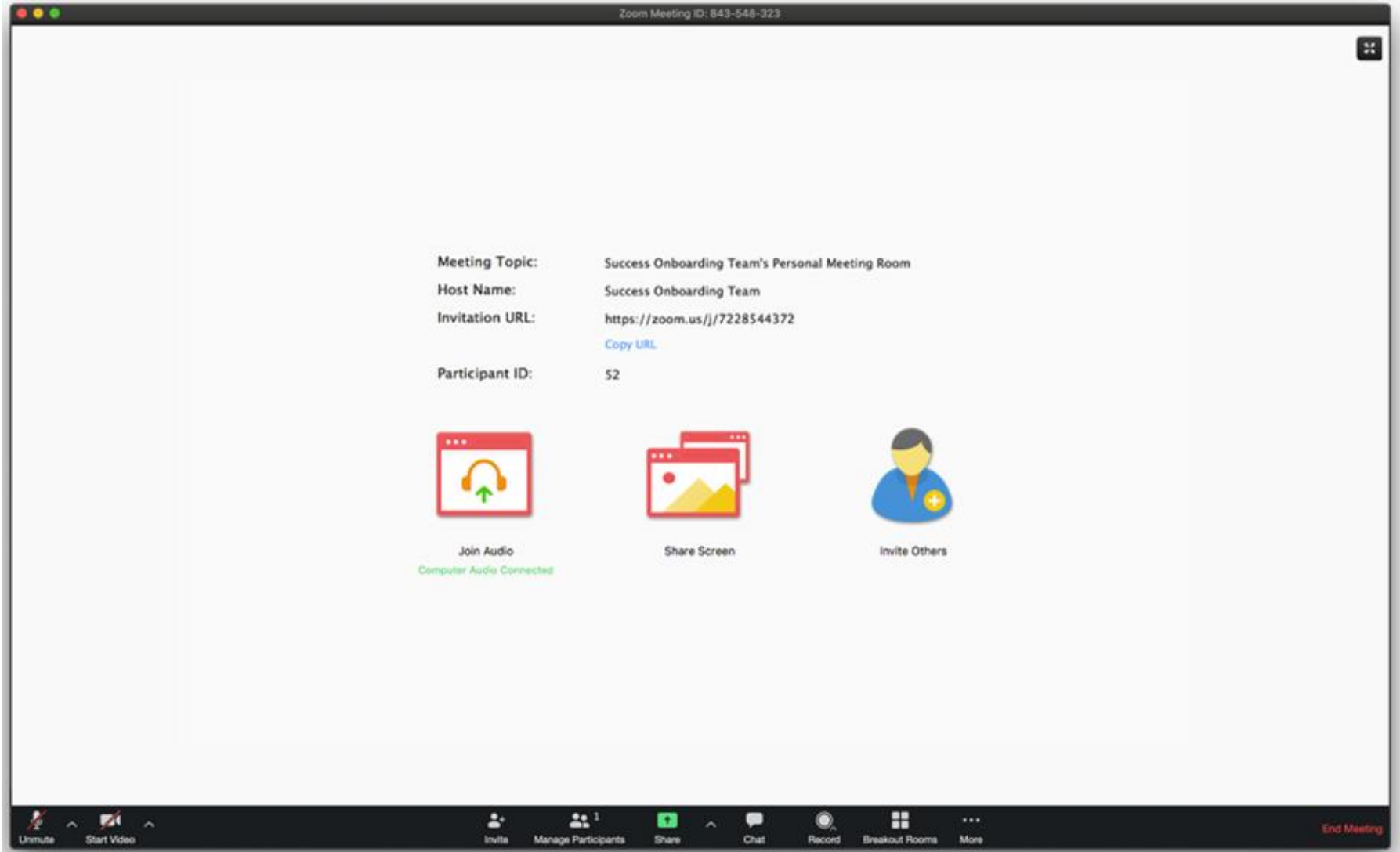
## Ways to join a zoom meeting

---

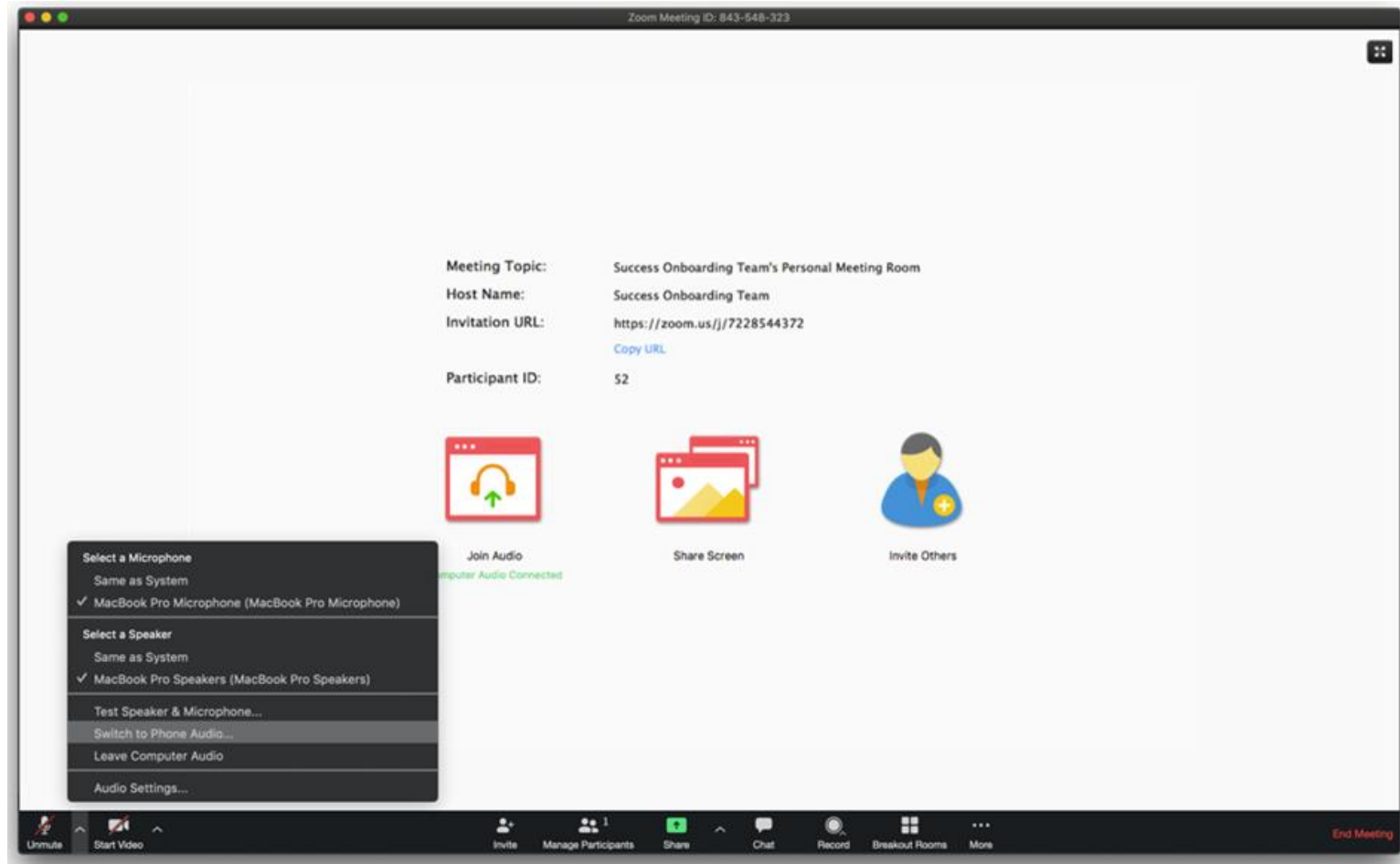
- Join from your email invite.
- It will look something like this: <https://zoom.us/j/544483763>
- The number at the end is the "Meeting ID". It may stay the same for lots of times, or it maybe a unique number for just one meeting. The invite might also include a password if the meeting has been set with a password.
- OR you could select on your Zoom icon on your device and type in the Meeting ID
- OR you could go to [www.zoom.us](http://www.zoom.us), select and type in the Meeting ID. remember to give your device permission to use the "video", and access "computer audio". Sometimes it is "camera" & "internet audio". Allow Zoom to use these settings, NOT dial-in. You should now find yourself in the meeting, and can use these controls

# Questions1?

# Zoom Meeting Viewer Generic/Browser

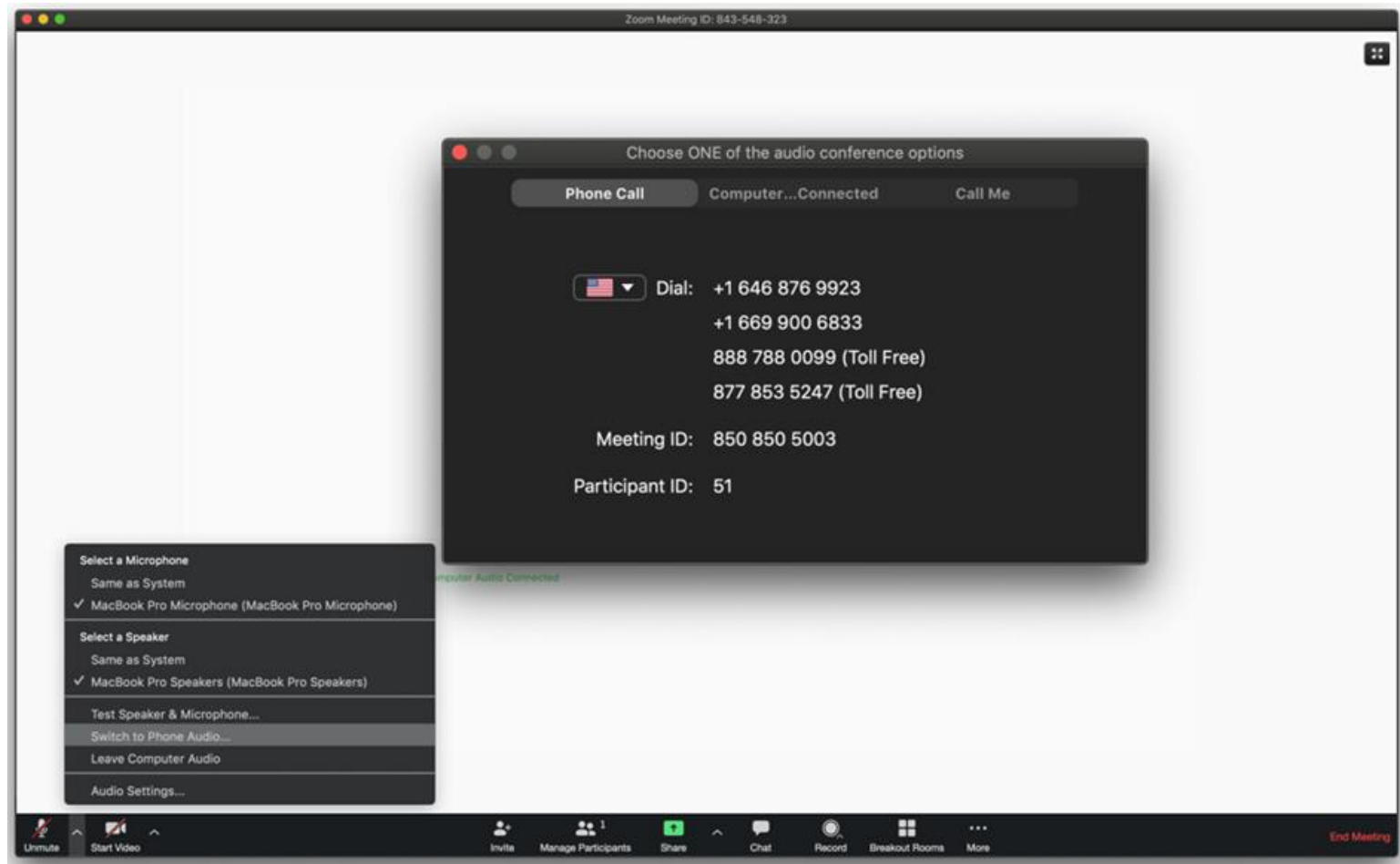


# Zoom Meeting Viewer Detailed Audio Options



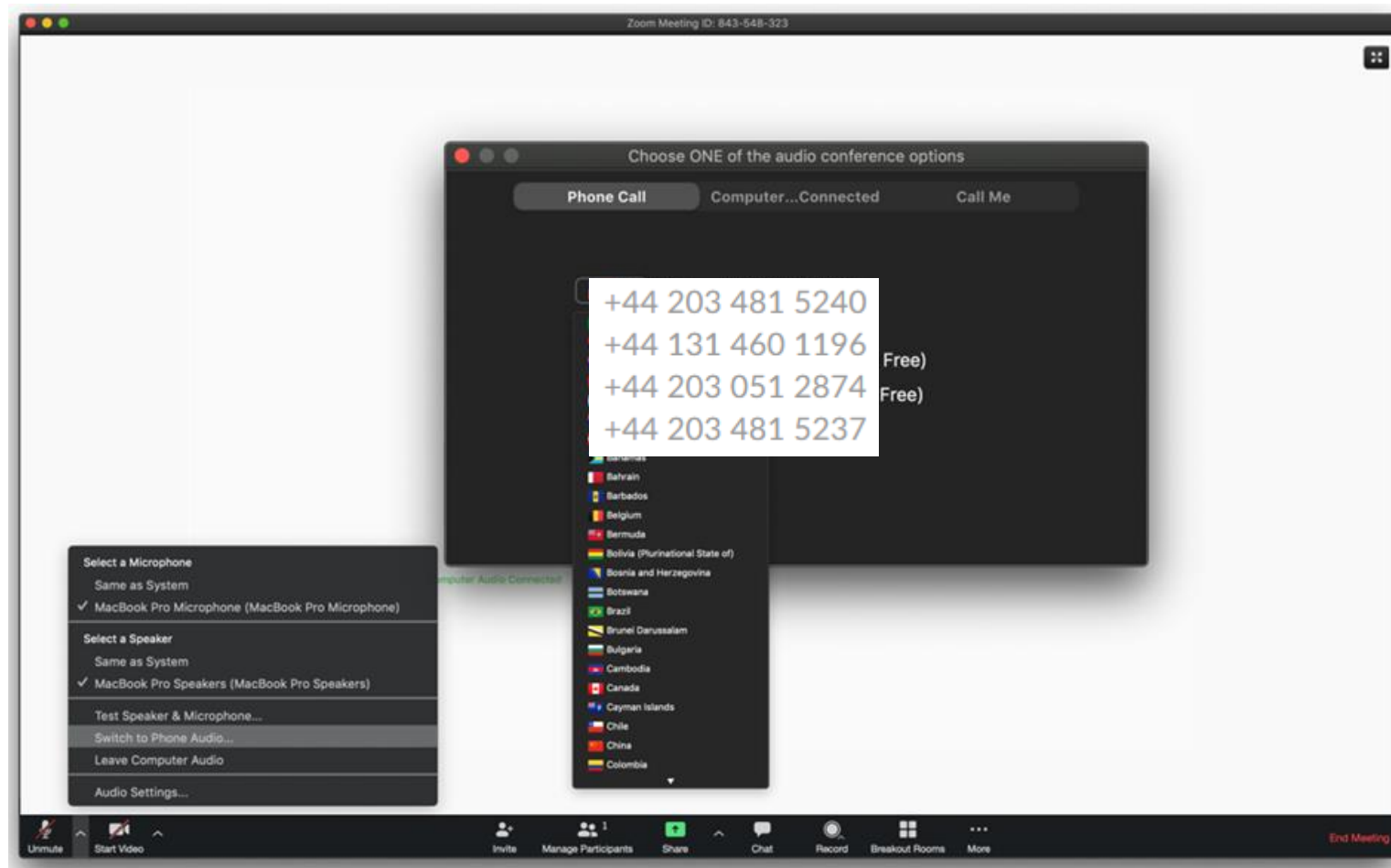
# Zoom Meeting Viewer

## Internet is not the only option

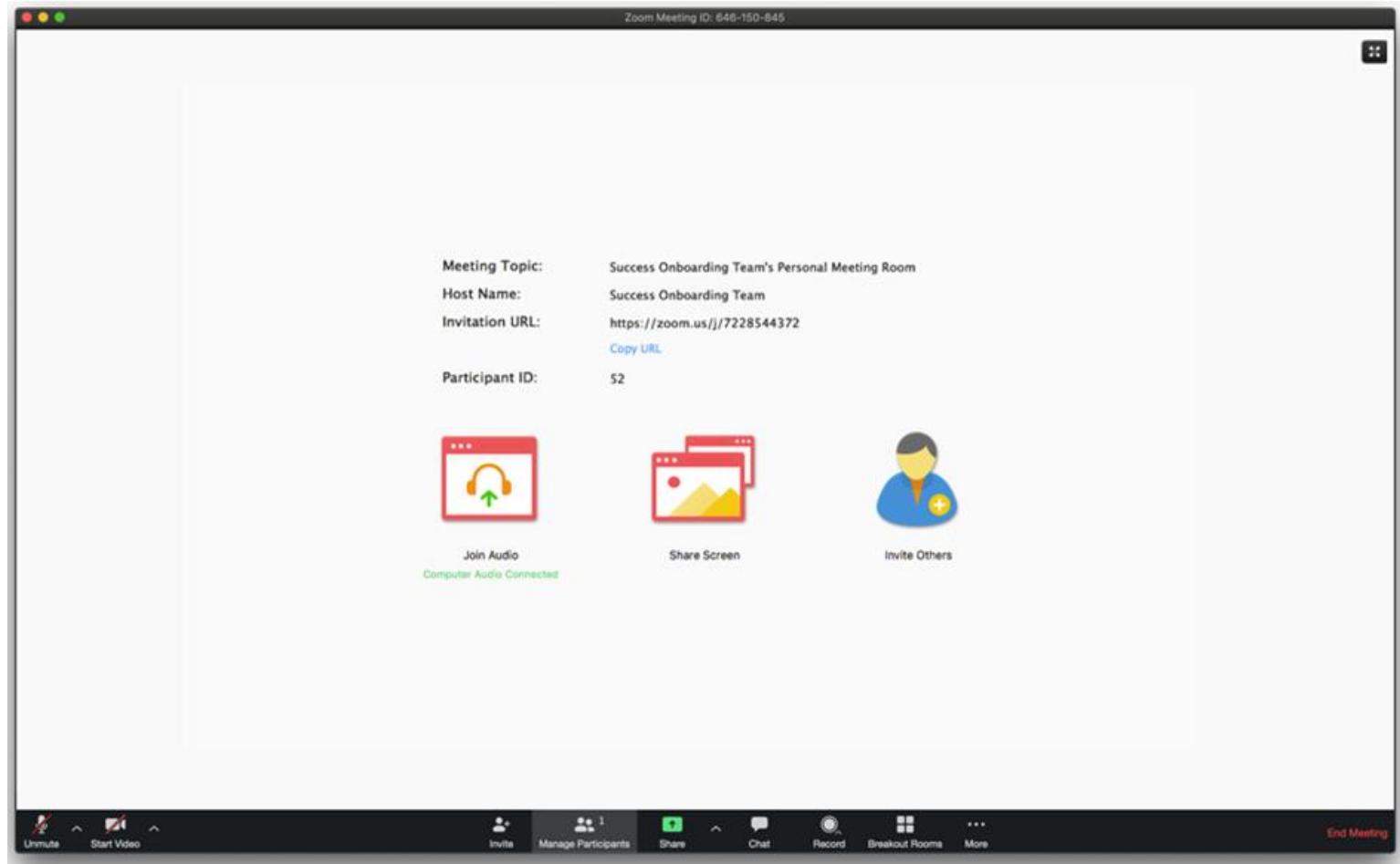


# Zoom Meeting Viewer

## Zoom has 4 UK nos. for joining by phone

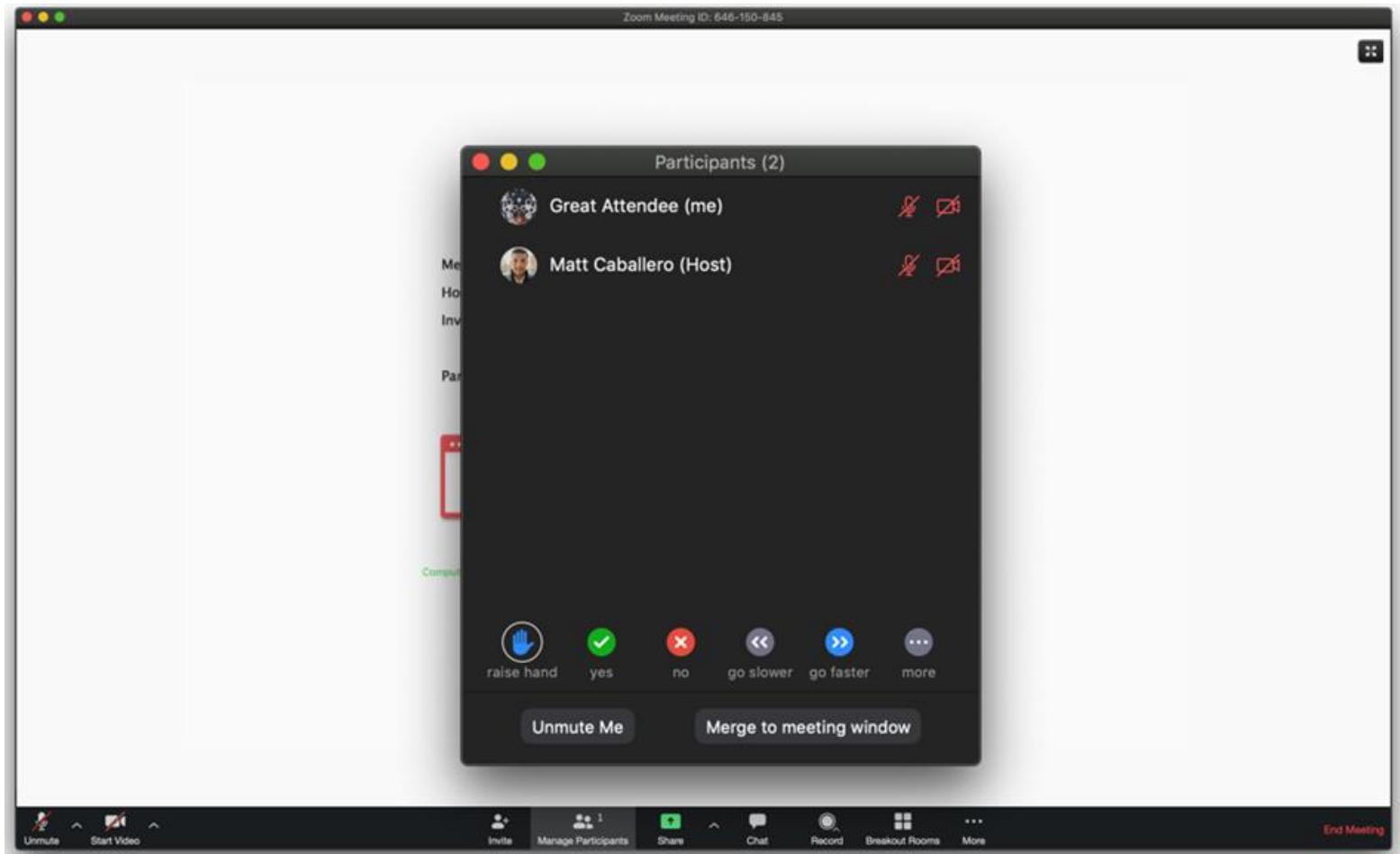


# Zoom Meeting Viewer View Participants Icon



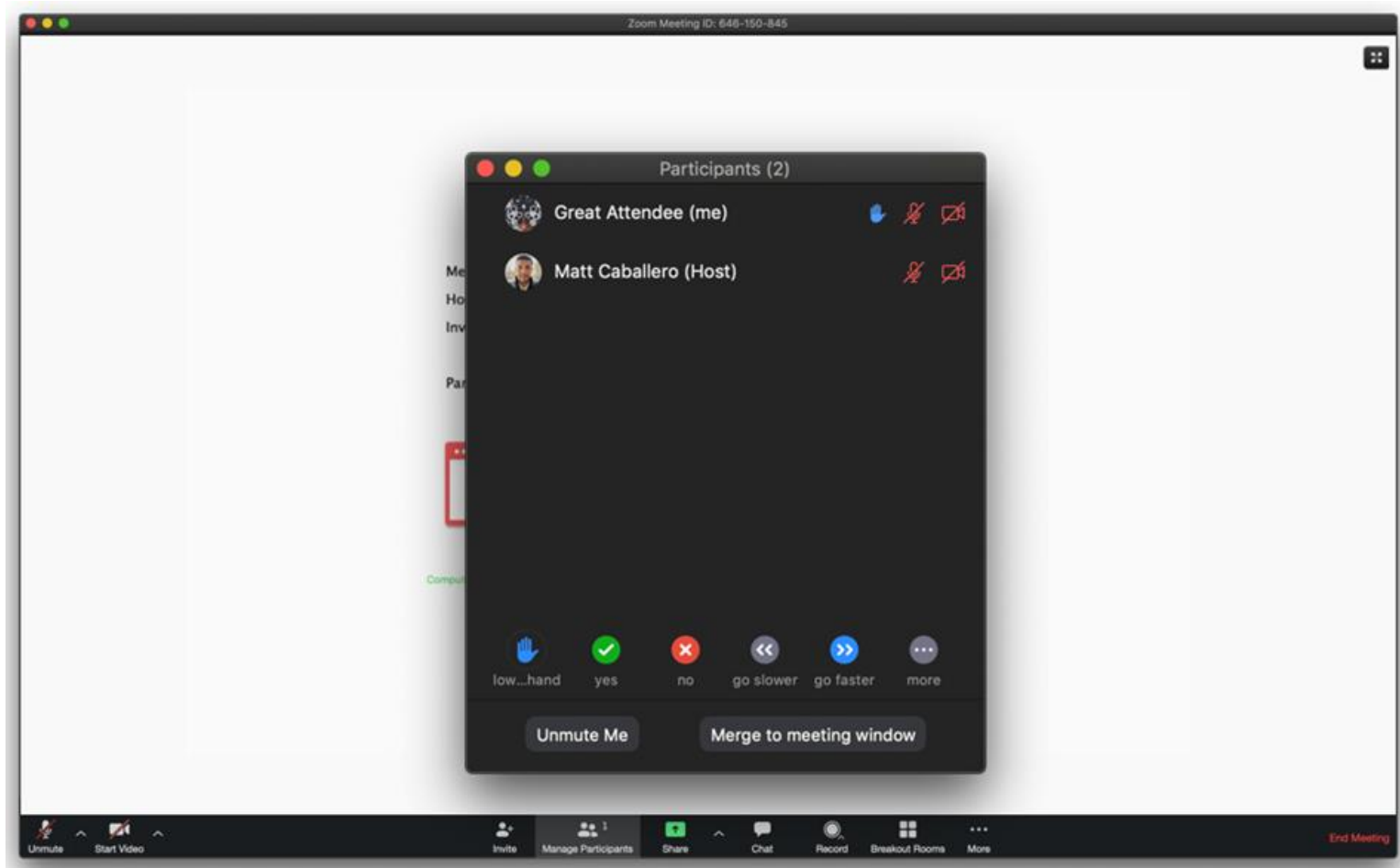
# Zoom Meeting Viewer

## View Participants Panel

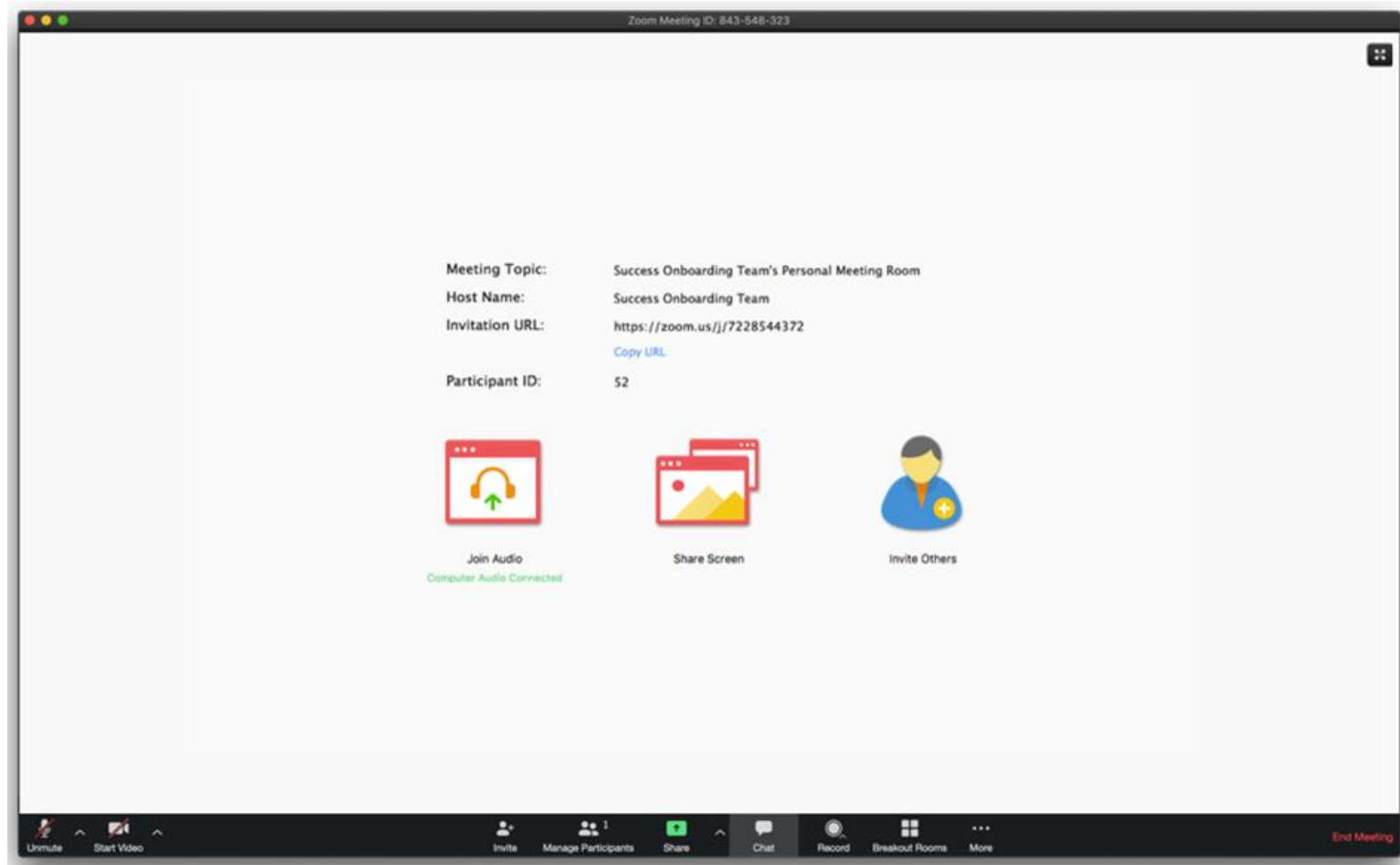
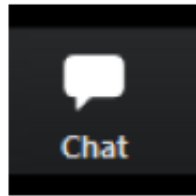


# Zoom Meeting Viewer

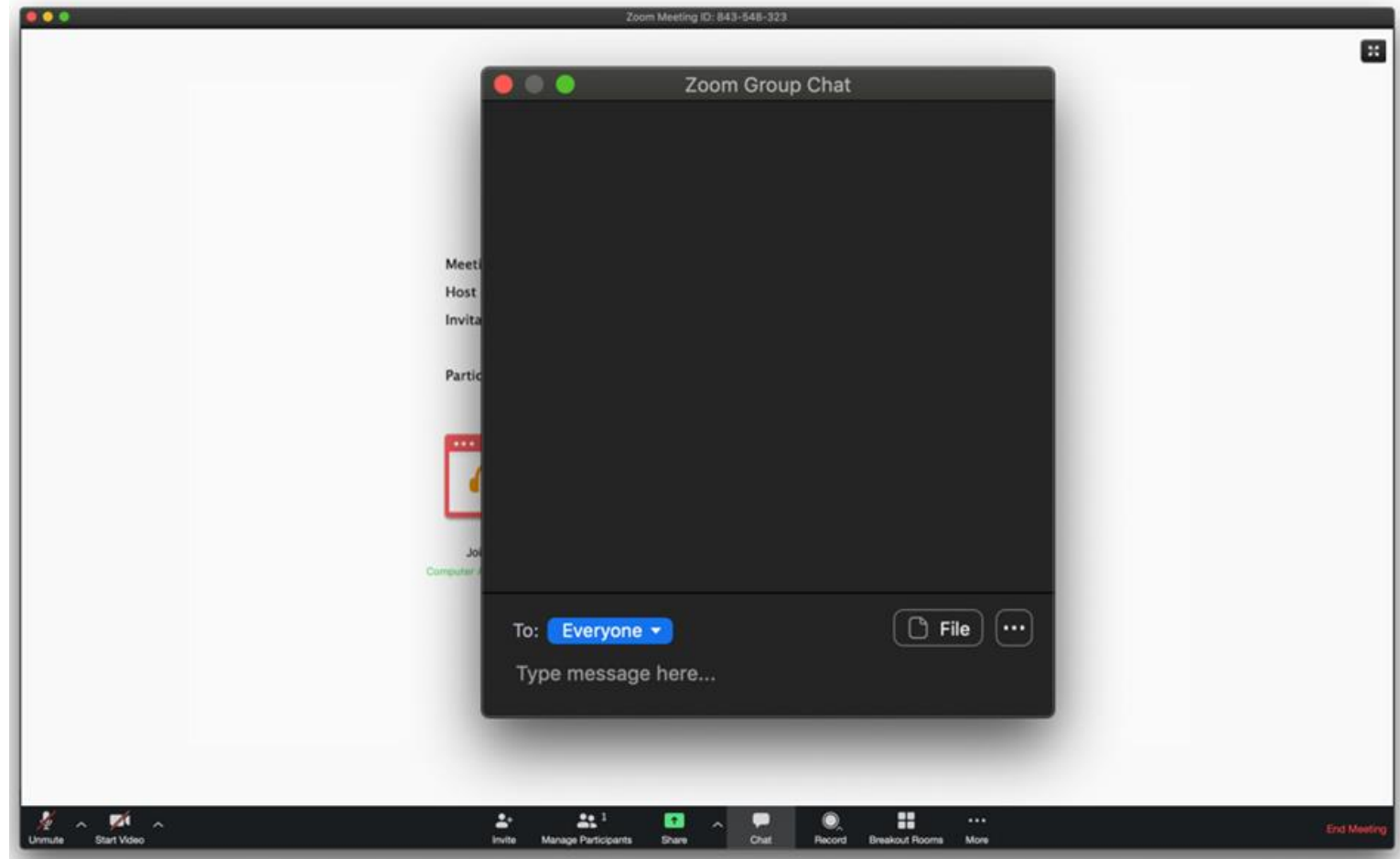
## View participants and raise hand



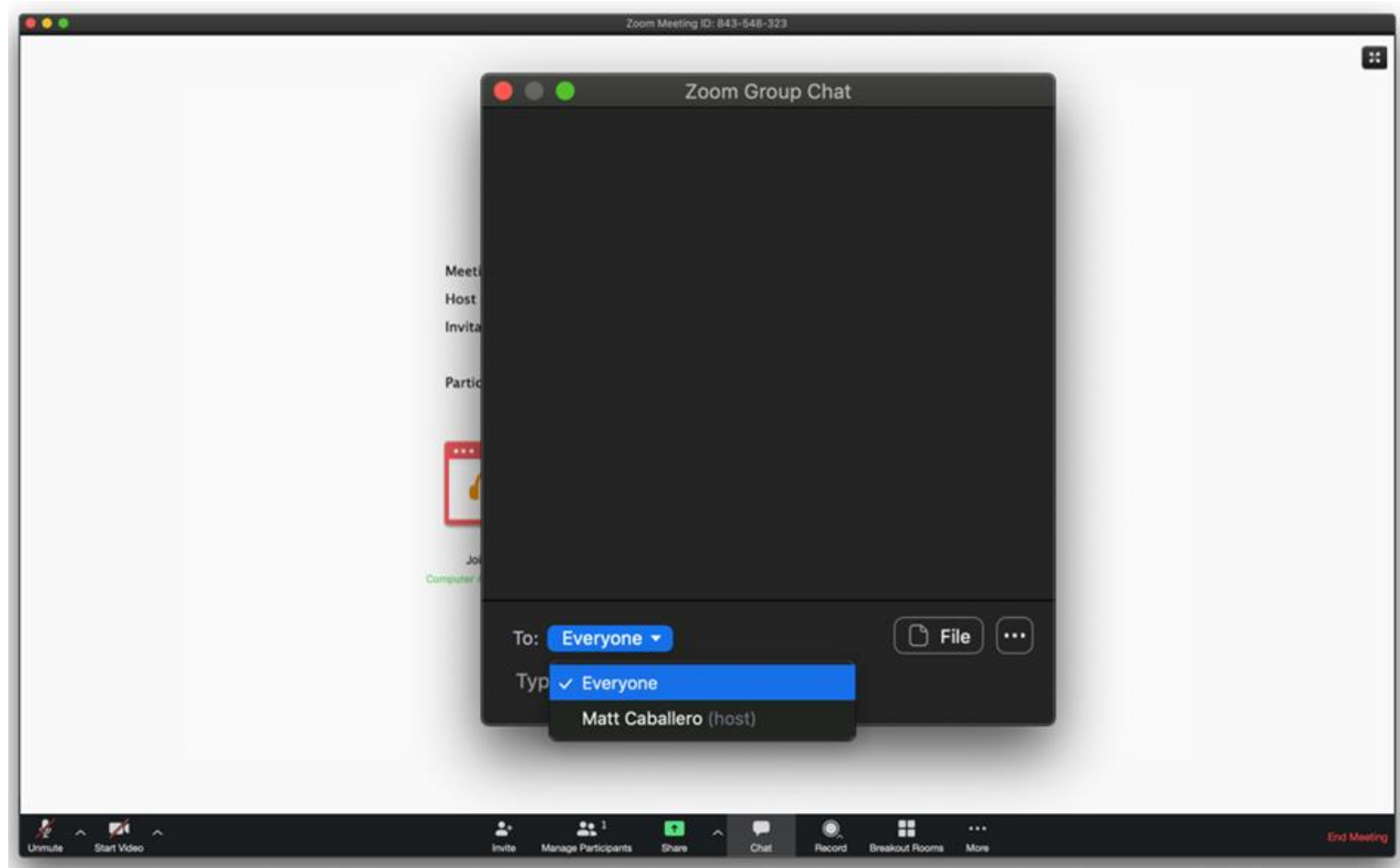
# Zoom Meeting Viewer Chat Icon



# Zoom Meeting Viewer Chat Panel



# Zoom Meeting Viewer Chat Messages (Public & Private)



# Questions2?

- **Hearing no sound?**
  - Is the volume turned up on your computer?
  - Are speakers or headphones plugged in?
  - Are external speakers switched on?
- **Too much background noise where you are?**
  - Mute your mic in Zoom by hitting the mic symbol.
- **Too much background noise from someone else?**
  - Ask them to mute their mic – verbally, or in the chat box.

### No-one can hear you?

- Your microphone may be muted in Zoom– with a red slash through the mic symbol. (Wiggle you mouse or touch your screen, to see our controls.) Tap on it to unmute.
- Is your microphone switched on, on your computer
- Did you select “Join with computer audio” when you joined? If not, click on the little up-arrow beside the mic symbol, and you will see settings you can change. Or try leaving the meeting and re-joining, choosing “join with computer audio” as you join.
- Ultimately, you could keep using your computer/device to see people and be seen, and join a second time using just a phone, so you can hear and be heard.

- Generally, if you are hearing echo, it means that there is a device out there that is channeling your audio back. To determine which participant is the issue:
  - Host can mute the attendee one at a time
  - Host can mute all, and unmute one at a time
  - Attendee can mute him/herself
  - The source of echo can also be from:
    - Speakers (such as TV or soundbar) that are too loud
    - Echo cancellation has failed (device or performance issue)
    - A bad microphone

- Causes of audio echo:
  - A participant has both the computer and telephone audio active  
Fix: Leave the computer audio
  - Participants with computer or telephones speakers that are too close to each other
- Fix: Leave the audio from one of the computers or hang up one of the phones
  - Multiple computer with active audio in the same conference room
- Fix: If you are in a conference room with multiple devices, please disconnect computer audio from the other devices.
- To leave the computer audio: Click up arrow next to microphone icon at lower left of screen.

### Your camera is not showing you to other people?

- Is your camera switched off in Zoom with a red slash through the camera symbol?
- Is your camera switched on, on your computer?

### Can't see everyone?

- Switch to “Gallery view” – often the button is top right or top left, depending on your device.
  - How many people you can see depends on your device's screen size and the strength of the internet connection. So a phone might only see 4 people, a tablet 6 or 9, and a computer screen 25 or 36. You can scroll to the right to see more screens of people (clicking or swiping)
-

### Video or sound keep breaking up?

- You may have a poor internet connect. Try turning off your camera, and just having audio. Or try connecting with one device for audio and another for video.
- Try this: <https://support.zoom.us/hc/en-us/articles/201362463-Wireless-WiFiConnection-Issues>

### Tool bar controls have disappeared?

- Move your mouse or tap on the screen. Tap and hold on an iphone or ipad.
- On a Windows pc or laptop, press the Alt key on your keyboard to keep the controls always on screen. On some macs it is Alt+Shift.

### Zoom has disappeared completely from your screen

- Tap on the Zoom blue camera symbol at the foot of your screen, or on a phone or tablet, go to where you see your open apps.



# Zoom Testing

---

- One can test device and connection settings, before joining any meeting, using this link:  
<https://zoom.us/test>
- One can help members of a Group thinking of having online meetings by setting a Zoom Test Session like this using the free Zoom Basic Account. This allows the first meeting to be much more effective, as most of the technical issues have been ironed out in advance.

# Good Practice/Zoom Etiquette

---

- In large groups, it is often best for most people to mute and only unmute when you want to speak.
- If the quality of the audio deteriorates, then only the speaker should share their video and everybody else should switch off their videos
- In a large meeting it is helpful to introduce yourself in the chat eg “Hello, I am in Manchester” or “Greetings from Aberdeen” and it appears to the whole group, along with your name, which should be First Name, followed by name of U3A, such as **Vivek@Islington**

# Questions3?