

Zoom How-to and Etiquette

For Participants

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Audio Settings

In the lower left-hand corner of your Zoom window, there should be an “Audio” button with a microphone icon.

- If there is a **red slash** through the microphone icon, that means you are muted
- If there is no red slash, that means your microphone is live.

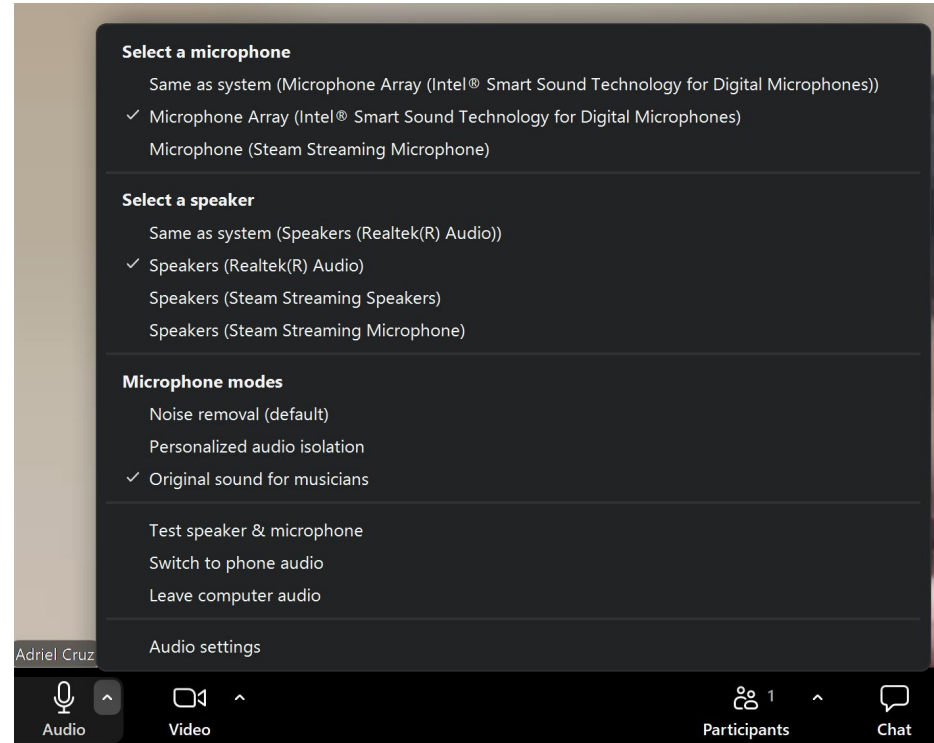


Audio settings

Click on the up arrow next to the microphone icon will bring up the audio menu.

Helpful features from this menu:

- **“Select a microphone”**: if you have multiple microphones connected to your computer, you can select which one to use.
- **“Select a speaker”**: this is helpful if you have connected headphones/earbuds to your computer
- **“Test speaker & microphone”**: if you are having audio issues, you can run this test to troubleshoot your audio devices



Video Settings

In the lower left-hand corner of your Zoom window, there should be an “Video” button with a camera icon.

- If there is a **red slash** through the camera icon, that means you are muted
- If there is no red slash, that means your camera is live.

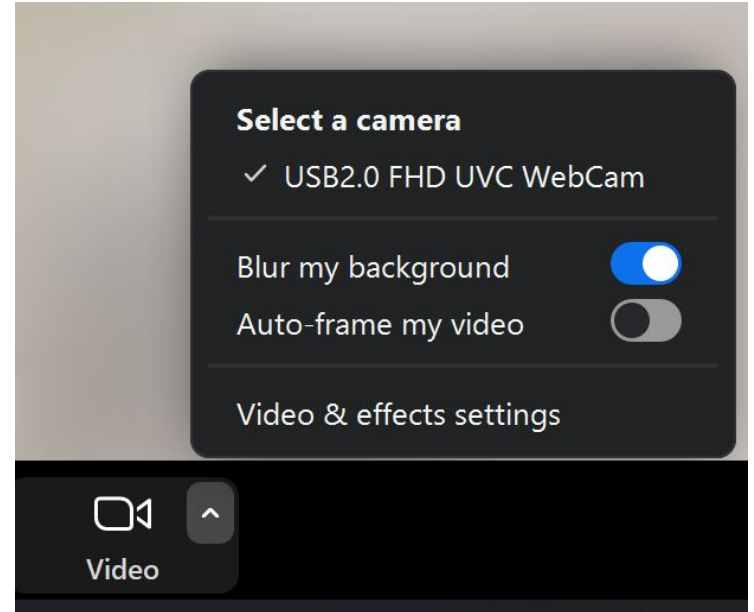


Video settings

Click on the up arrow next to the camera icon will bring up the video menu.

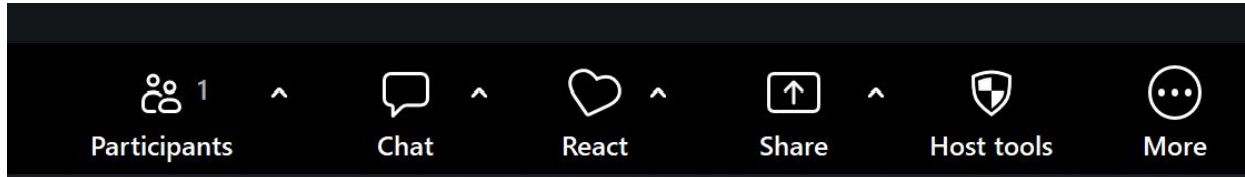
Helpful features from this menu:

- **Select a camera**: if you have multiple microphones connected to your computer, you can select which one to use.
- **“Blur my background”**
- **“Video & Effect Settings”**: this will bring up a pop-up menu where you can change various video settings, including setting a virtual background

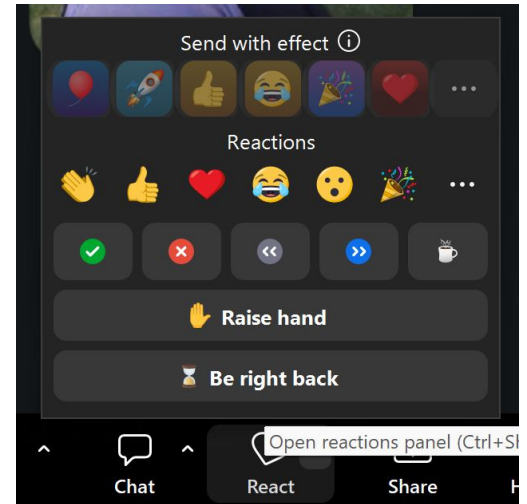


The Toolbar - Common Tools

The toolbar is typically found at the bottom of your window. This contains various functions you can use during the Zoom call



- **“Participants”**: clicking on this icon will bring up a list of all participants in the Zoom call
- **“Chat”**: this will open up the chat room
- **“React”**: this will open up the reactions box
 - You can react to the presenter using various emojis and effects
 - The **“Raise Hand Button”** is also found in the “React” menu
- **“Share”**: if you are presenting, this is the button you will use to share your screen

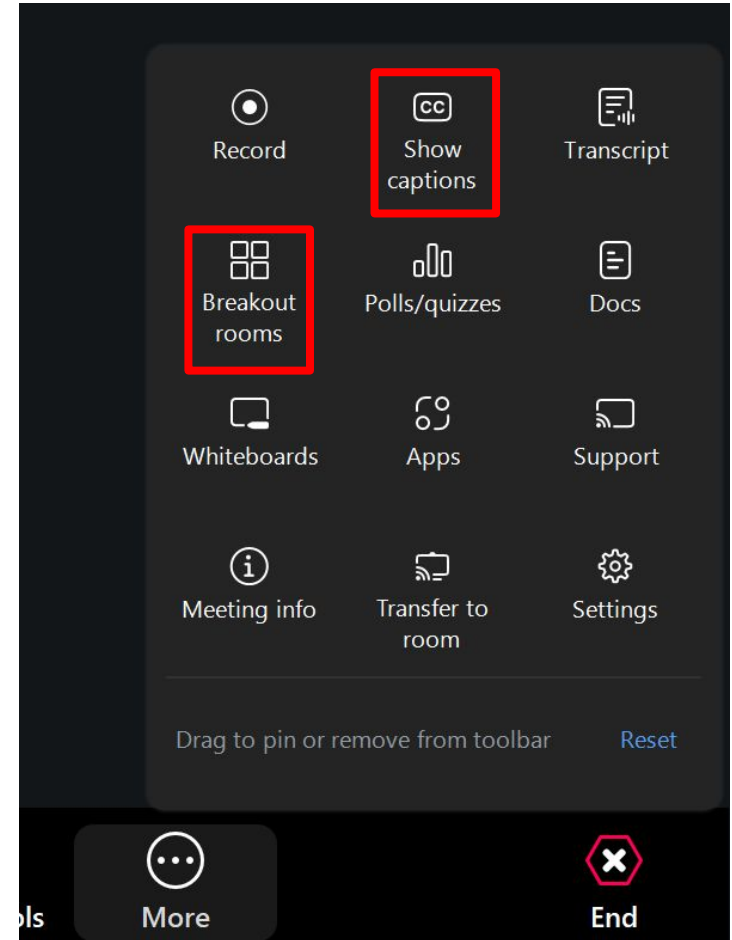


The Toolbar - More Options

Click on “**More**” in the toolbar will give you various other tools.

The following will be useful for the Zoom conference

- “**Show captions**”: if needed, this will turn on Zoom auto-captioning services
- “**Breakout rooms**”: throughout various times of the conference (concurrent short-talks, posters, etc.), we will use breakout rooms. You can use this button to select which breakout room to enter



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As such, we ask that you do NOT use the record feature for the duration of the Virtual Day Conference

