

Zoom

Tutorial, pictorial troubleshooting guide,
and explainer

Zoom Workplace

View

(Left) Click the Mic icon to turn it off & on.

When the mic is off, it'll have a line through it, like this



(Left) Click the Video icon to turn it off & on.

When the video is off, it'll have a line through it, like this



(Left) Click the Chat icon to read or type something into chat.

If the icon has a number inside, it means that there's an unread message.

(Left) Click on "View" to switch between "Gallery" and "Presenter" view.

"Presenter view" is usually better during classes so that you can see us better, along with any prompts we have on the screen.

You can turn on captions to make it easier to understand. You can even select your preferred language for automated translations.



Mic



Video



Participants



Chat



Share



Reactions



Apps



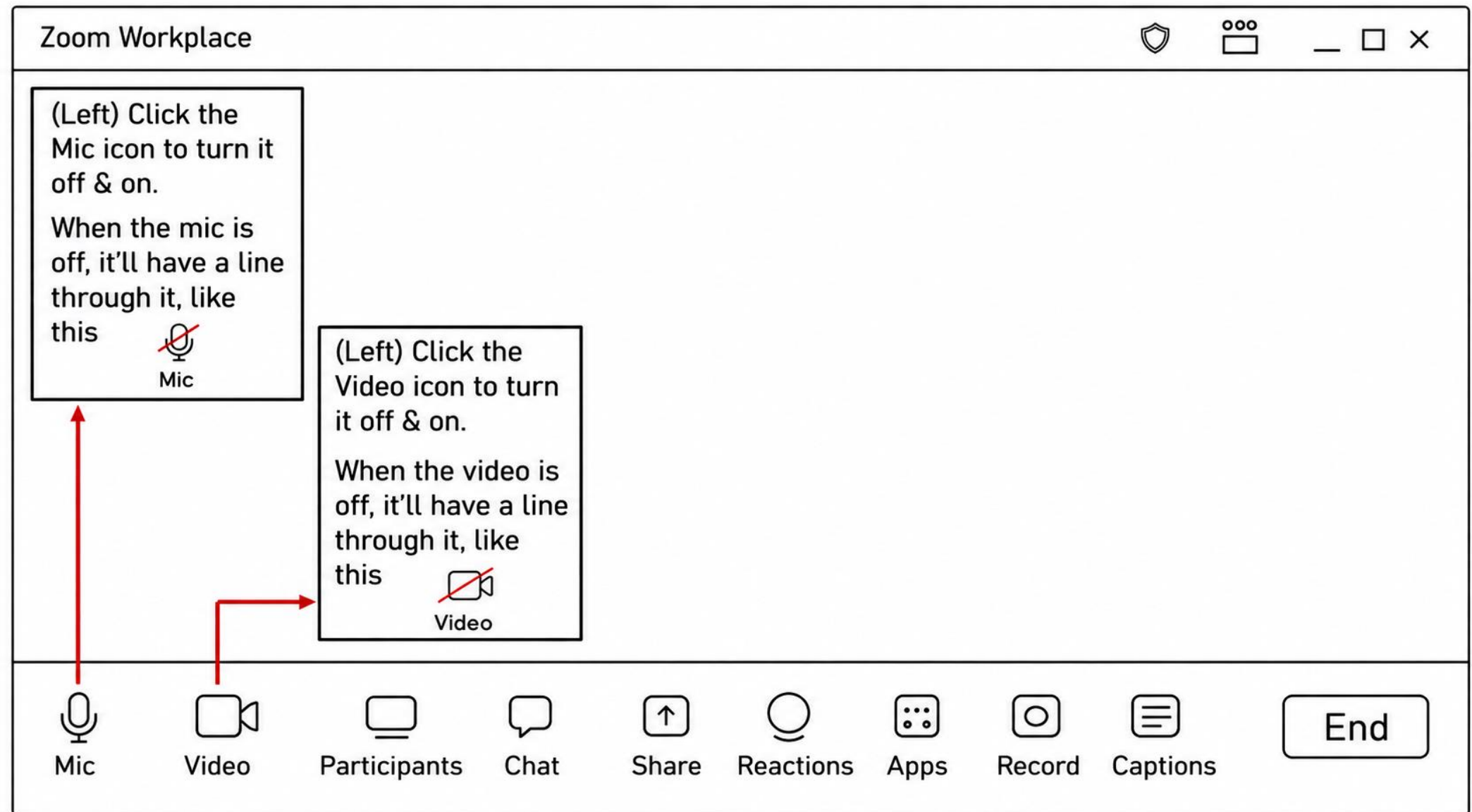
Record



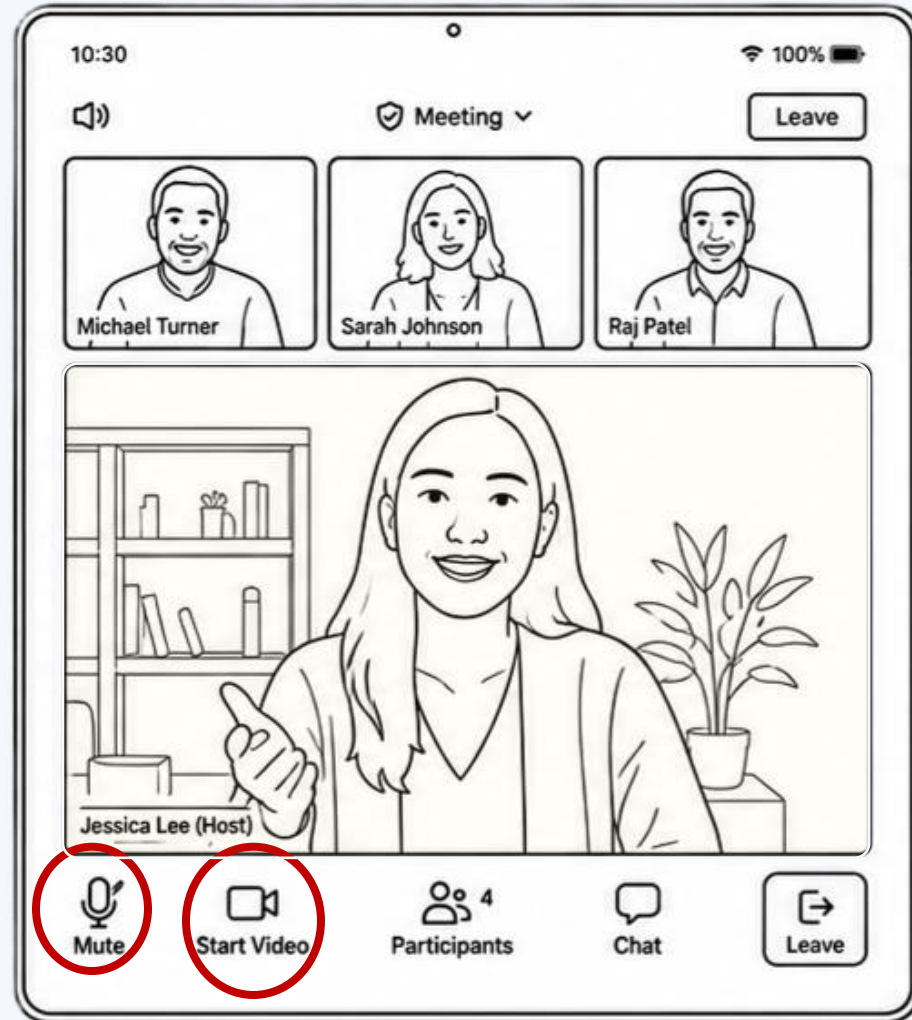
Captions

End

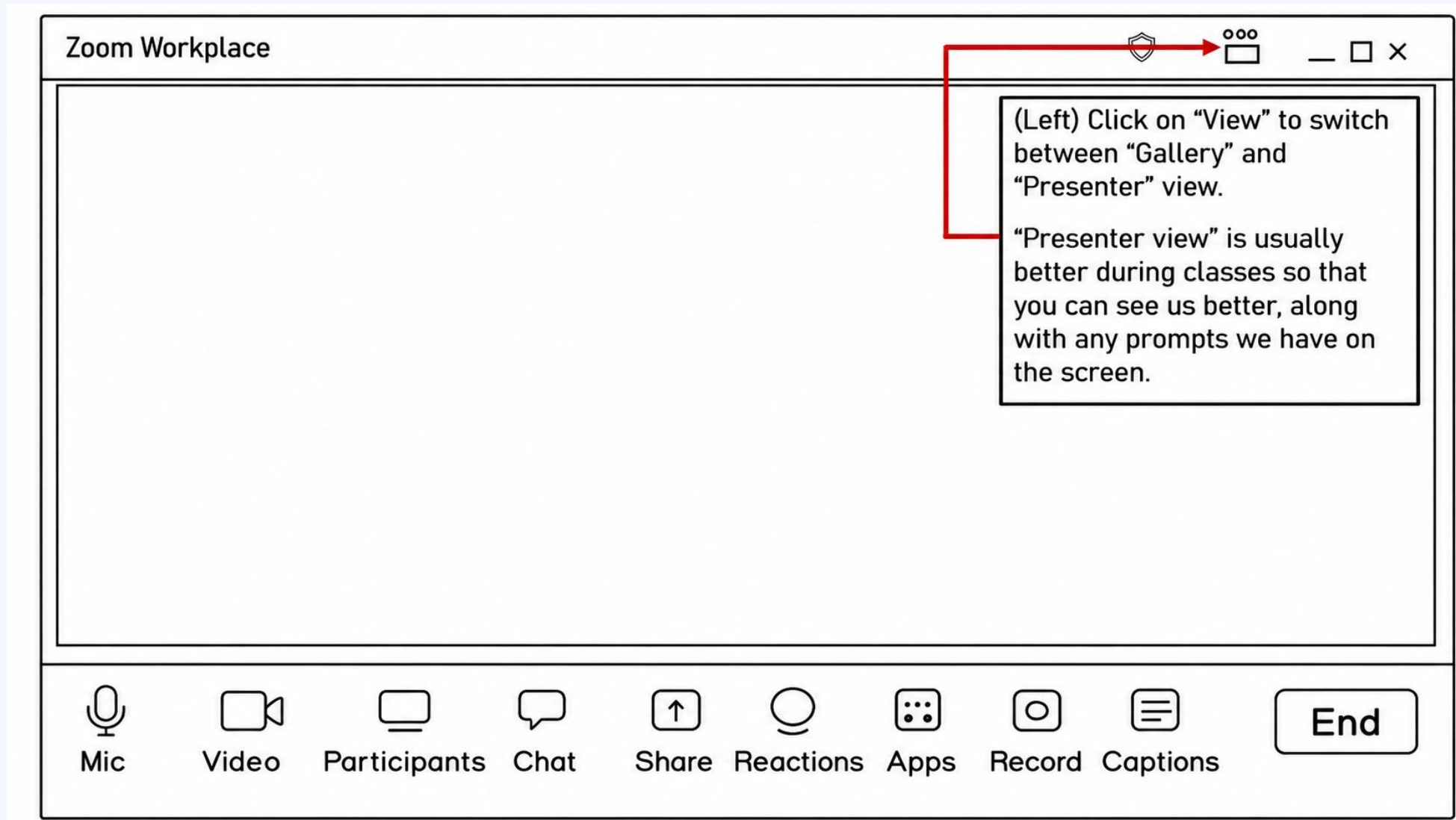
Zoom basics -Turn the camera & mic on & off

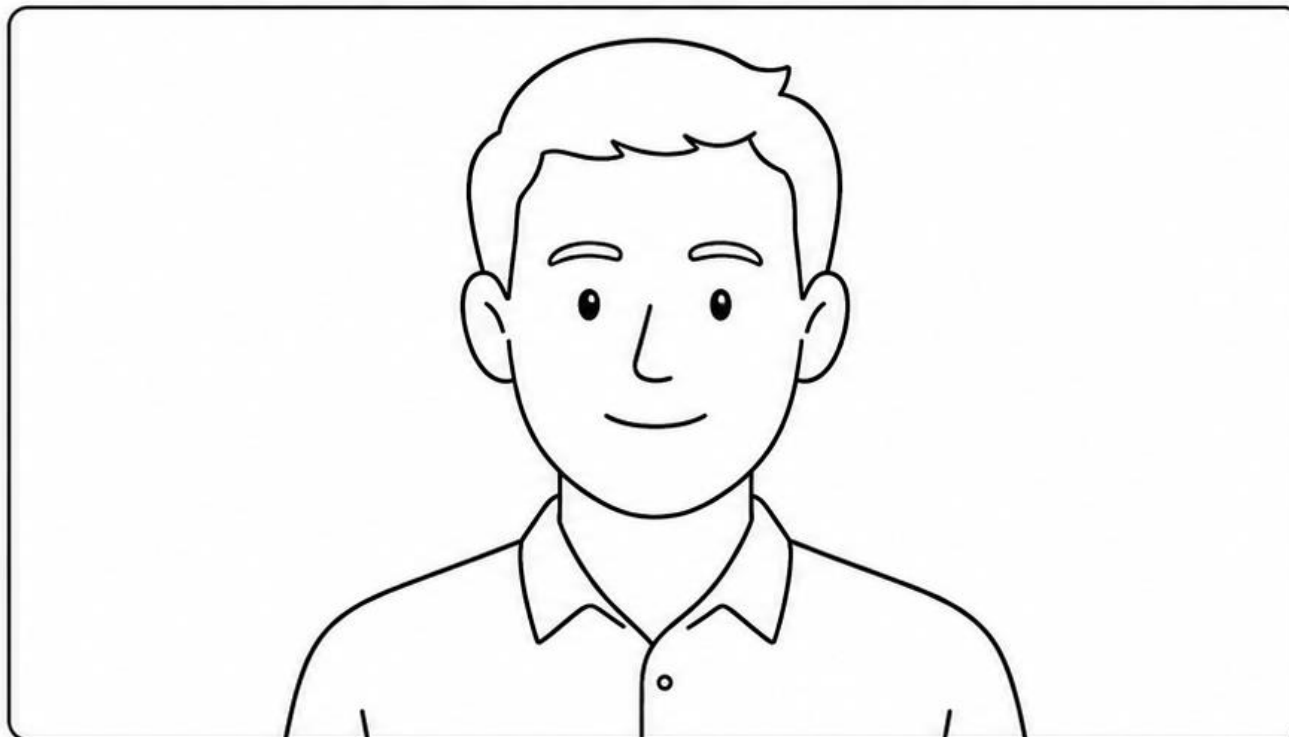
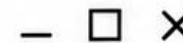


Zoom basics -Turn the camera & mic on & off



Zoom basics –Speaker View vs Gallery View





(Left) Click on “View” to switch between “Gallery” and “Speaker” view.

In Speaker view, the presenter appears large while other participants appear in a strip along the top.



Mic



Video



Participants



Chat



Share



Reactions



Apps

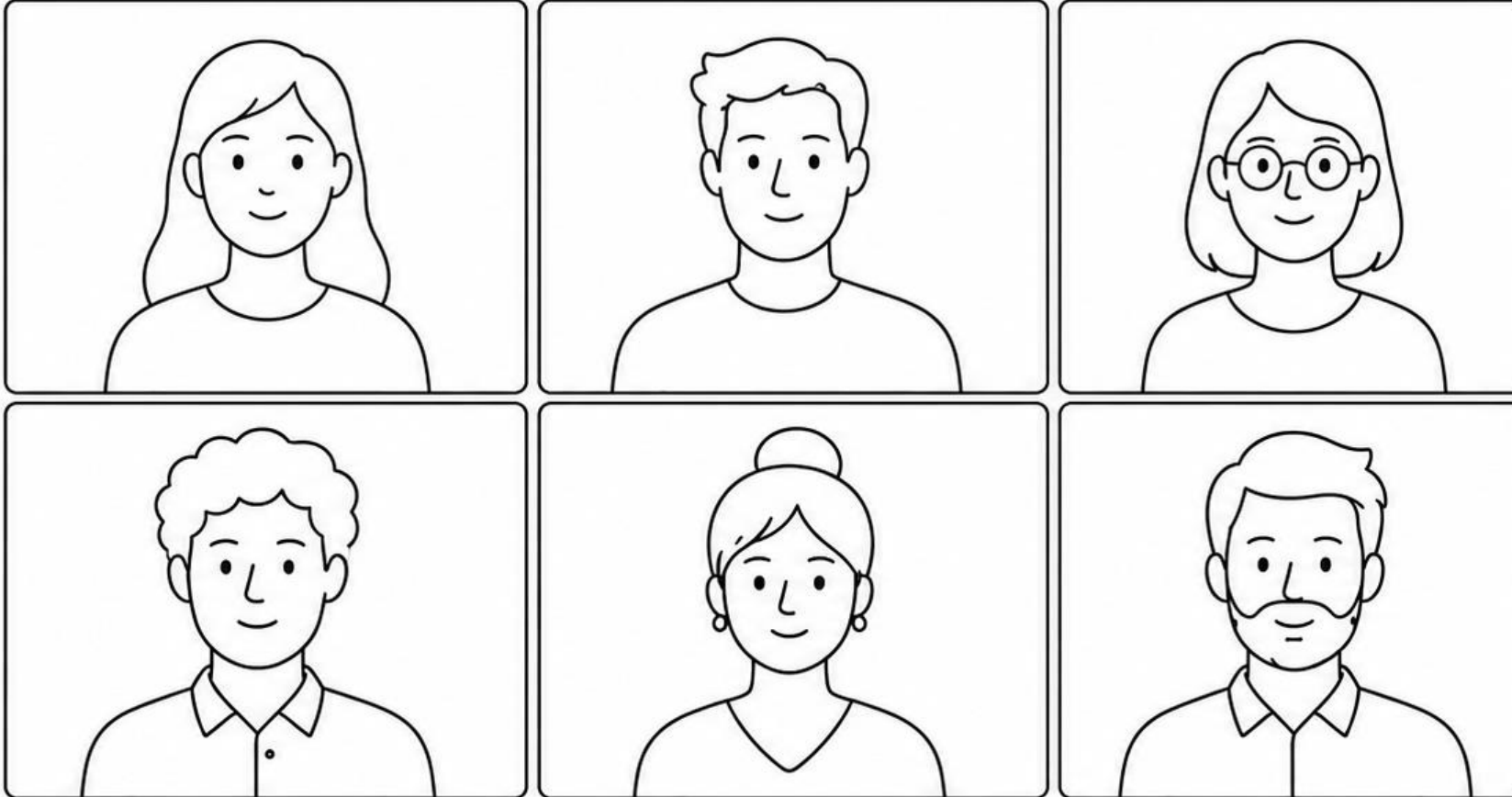
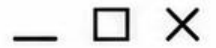


Record



Captions

End

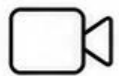


(Left) Click on “View” to switch between “Gallery” and “Speaker” view.

In “Gallery” view, everyone appears in equal-sized boxes on the screen.



Mic



Video



Participants



Chat



Share



Reactions



Apps



Record



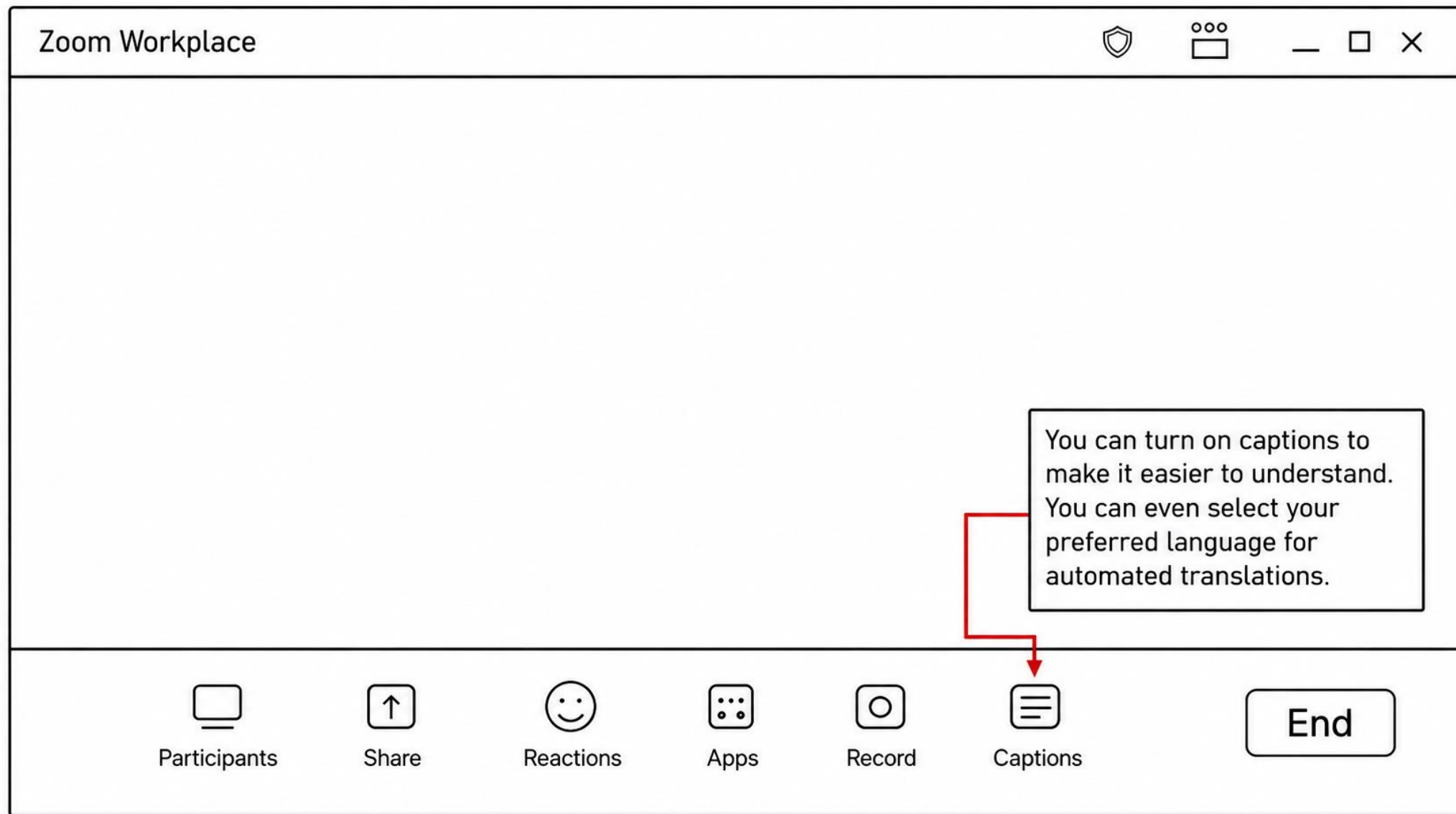
Captions

End

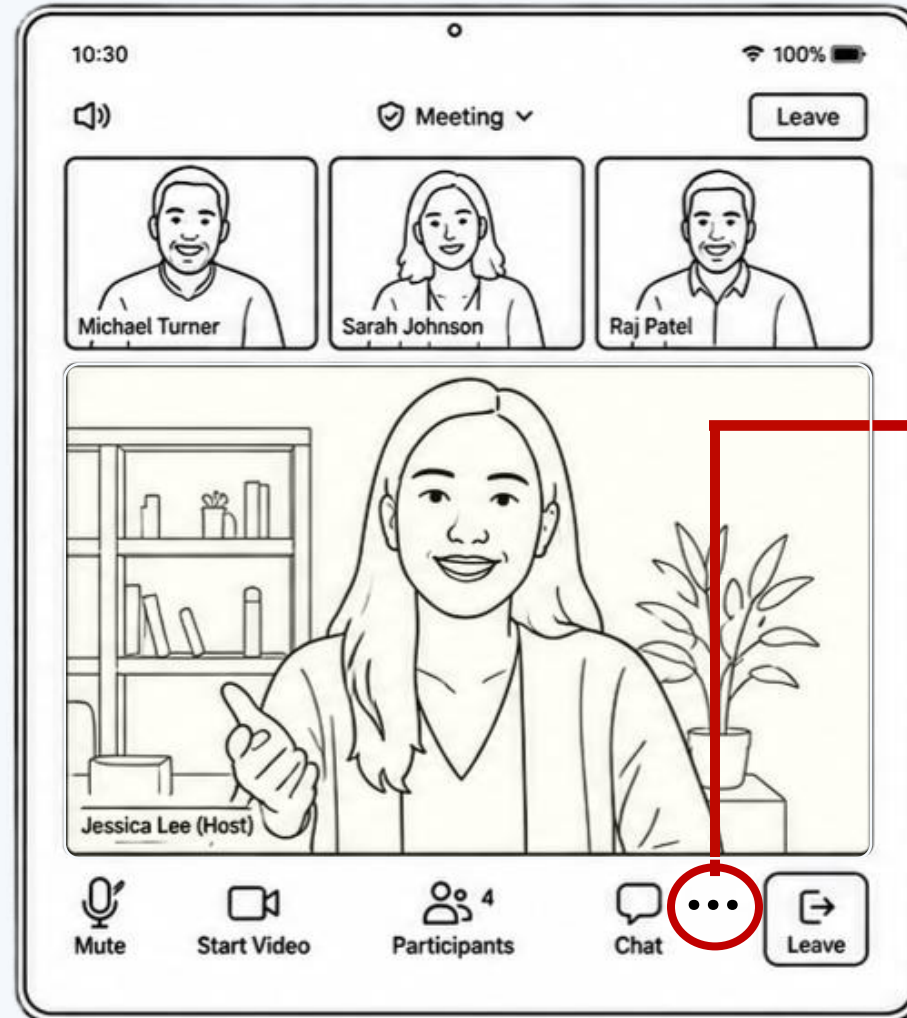
Zoom basics –Speaker View vs Gallery View



Zoom basics – Captions

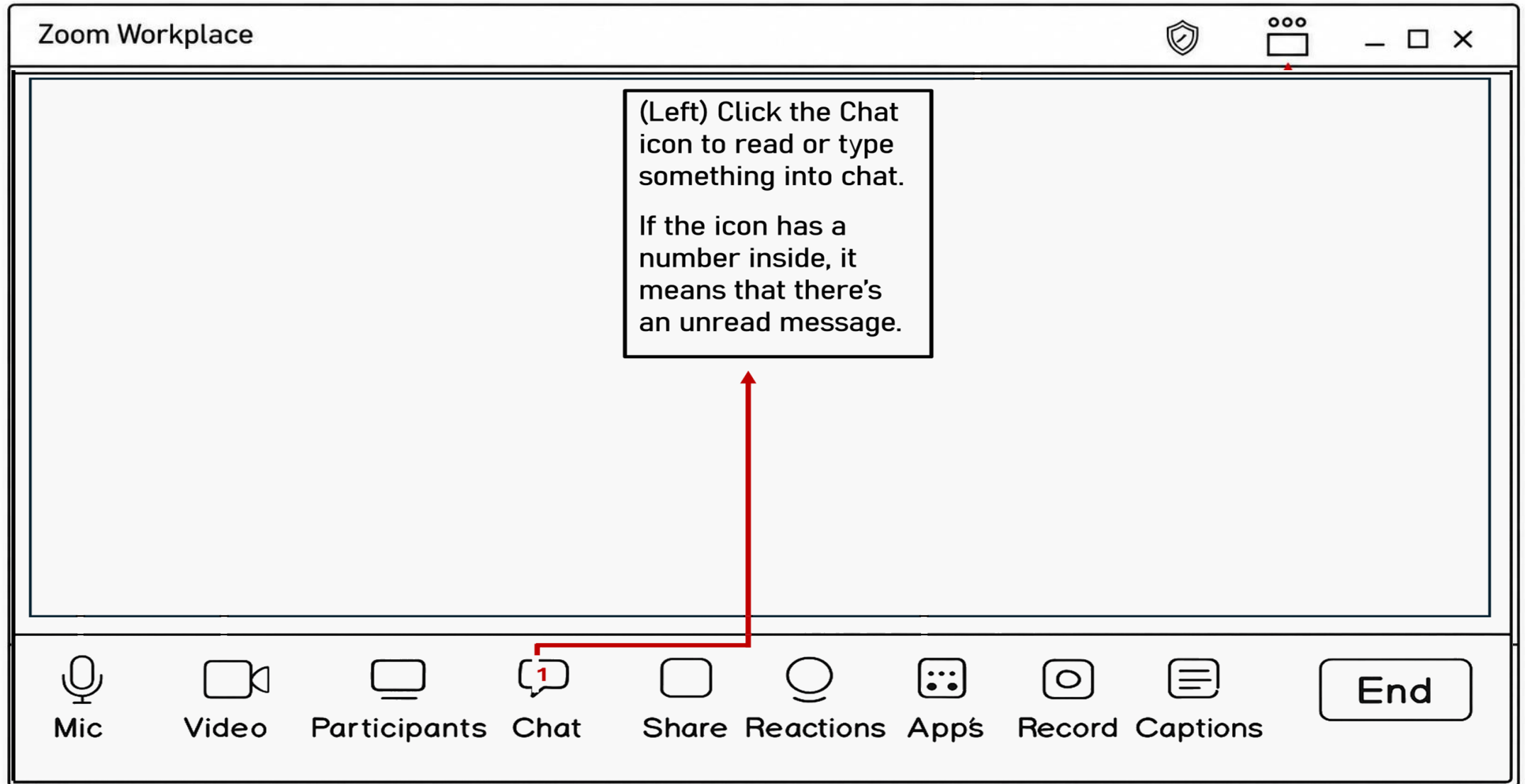


Zoom basics – Captions

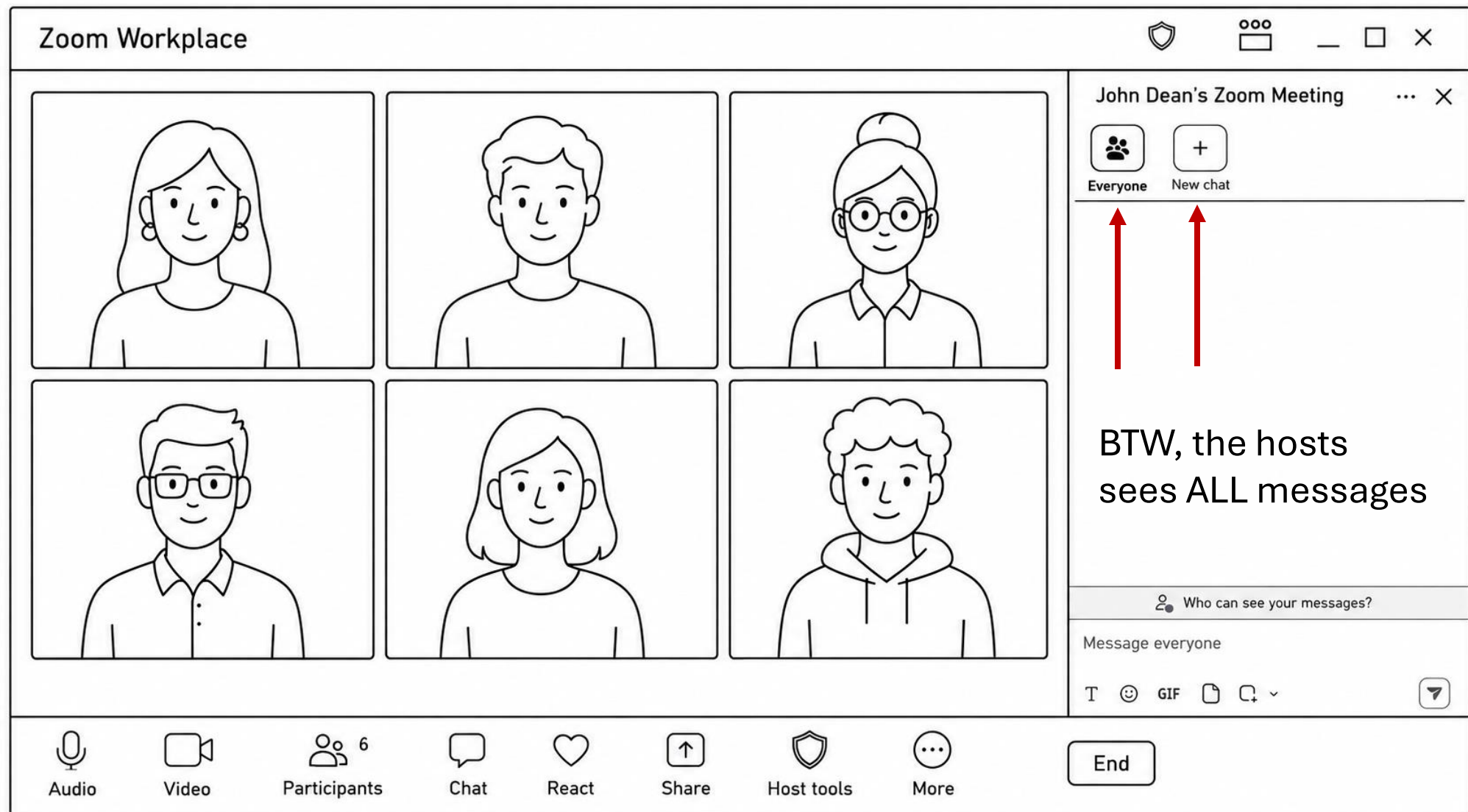


Select
"Captions"

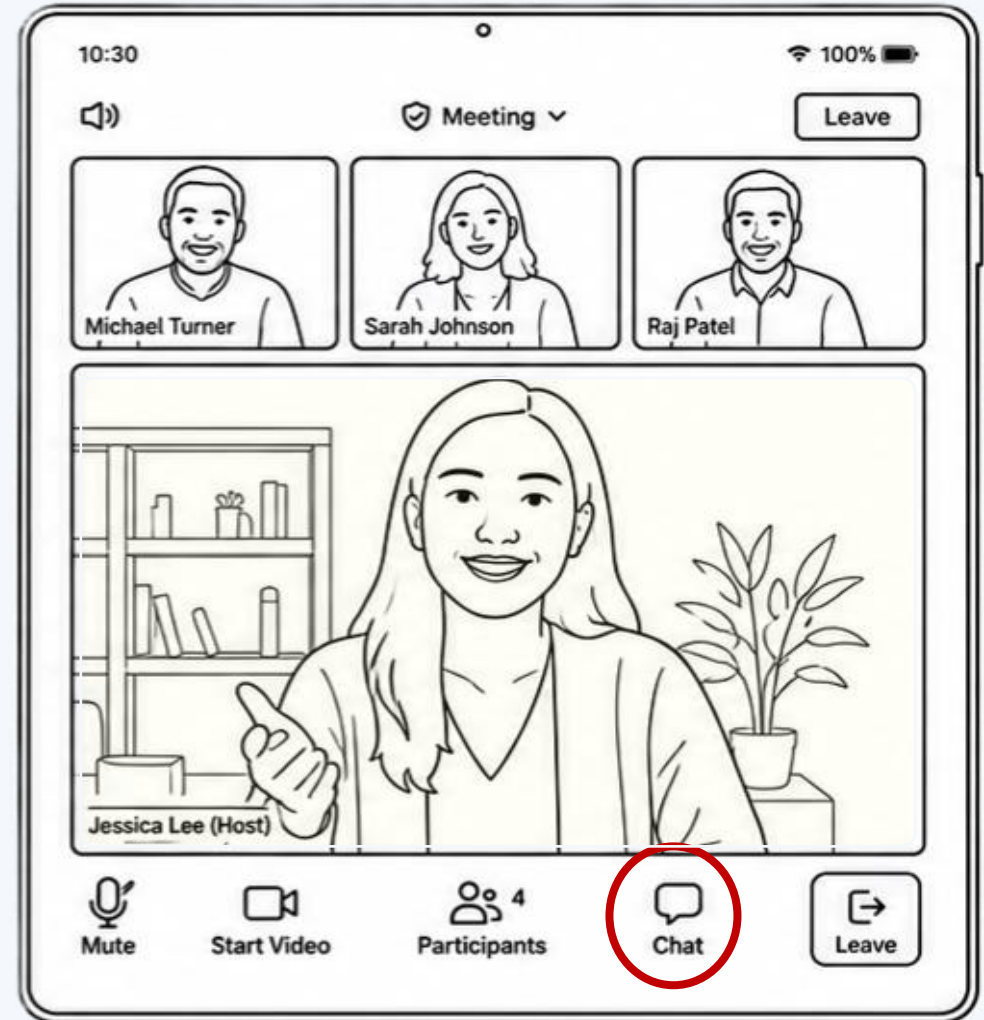
Zoom basics – Chat Basics



Zoom basics – Chat Basics



Zoom basics – Chat Basics

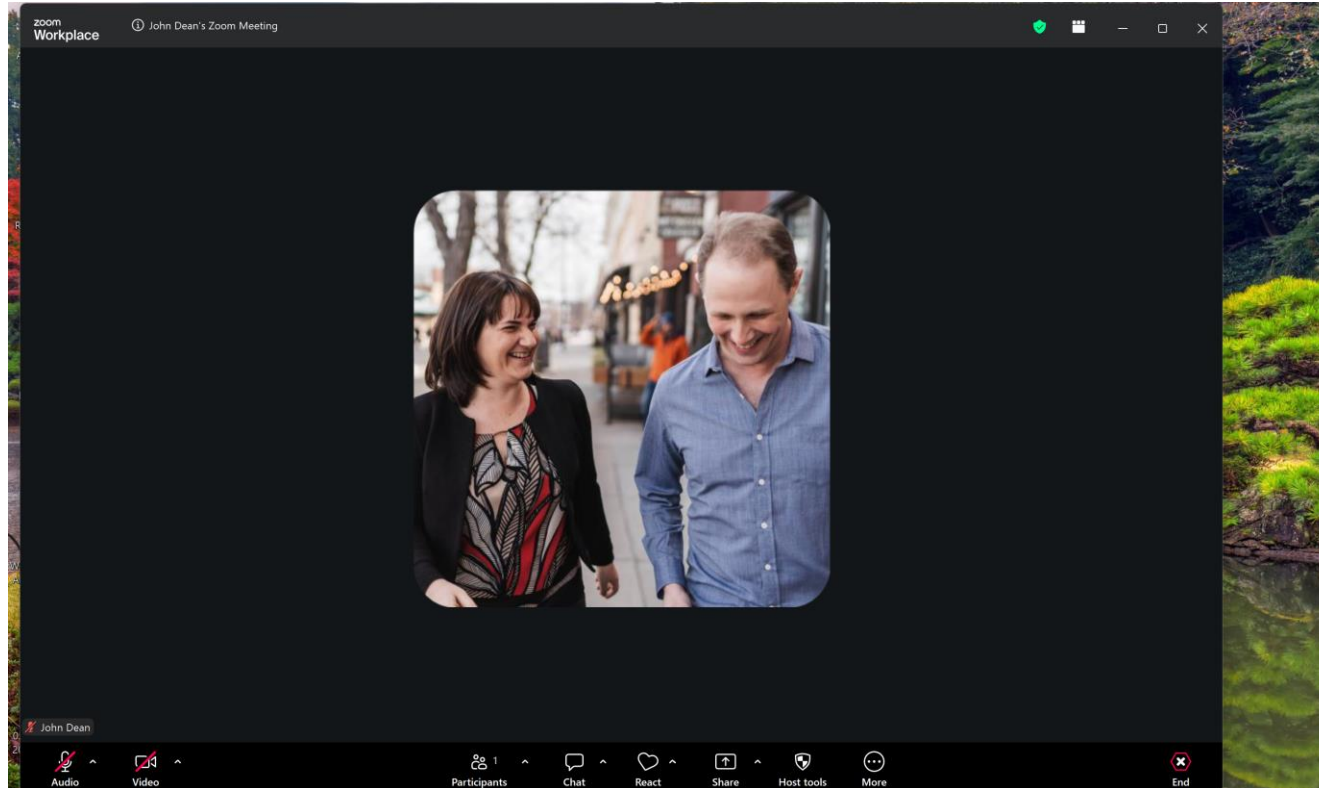




“The class has disappeared.

I can hear everybody, but I can't see anything.”

Can't see people (i.e can't find active window)?



Why?

- 1) Your Zoom window may not be maximized, and...
- 2) you probably clicked somewhere outside Zoom (which moved it into the background).

Solution:

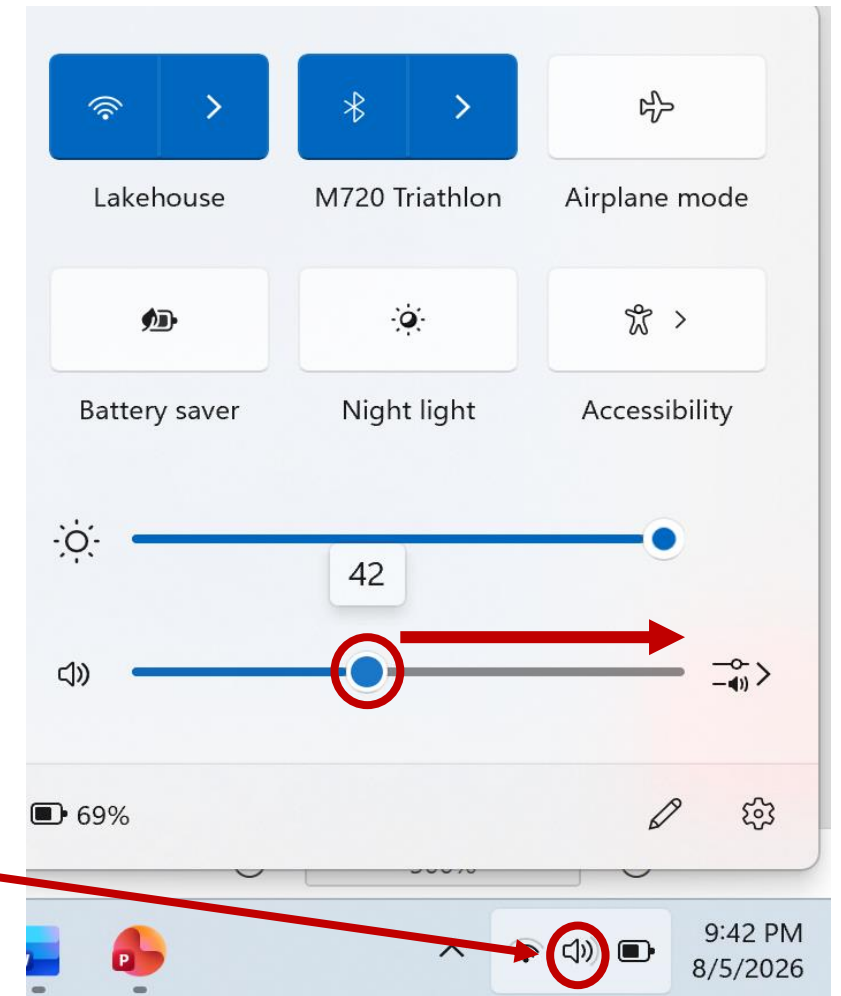
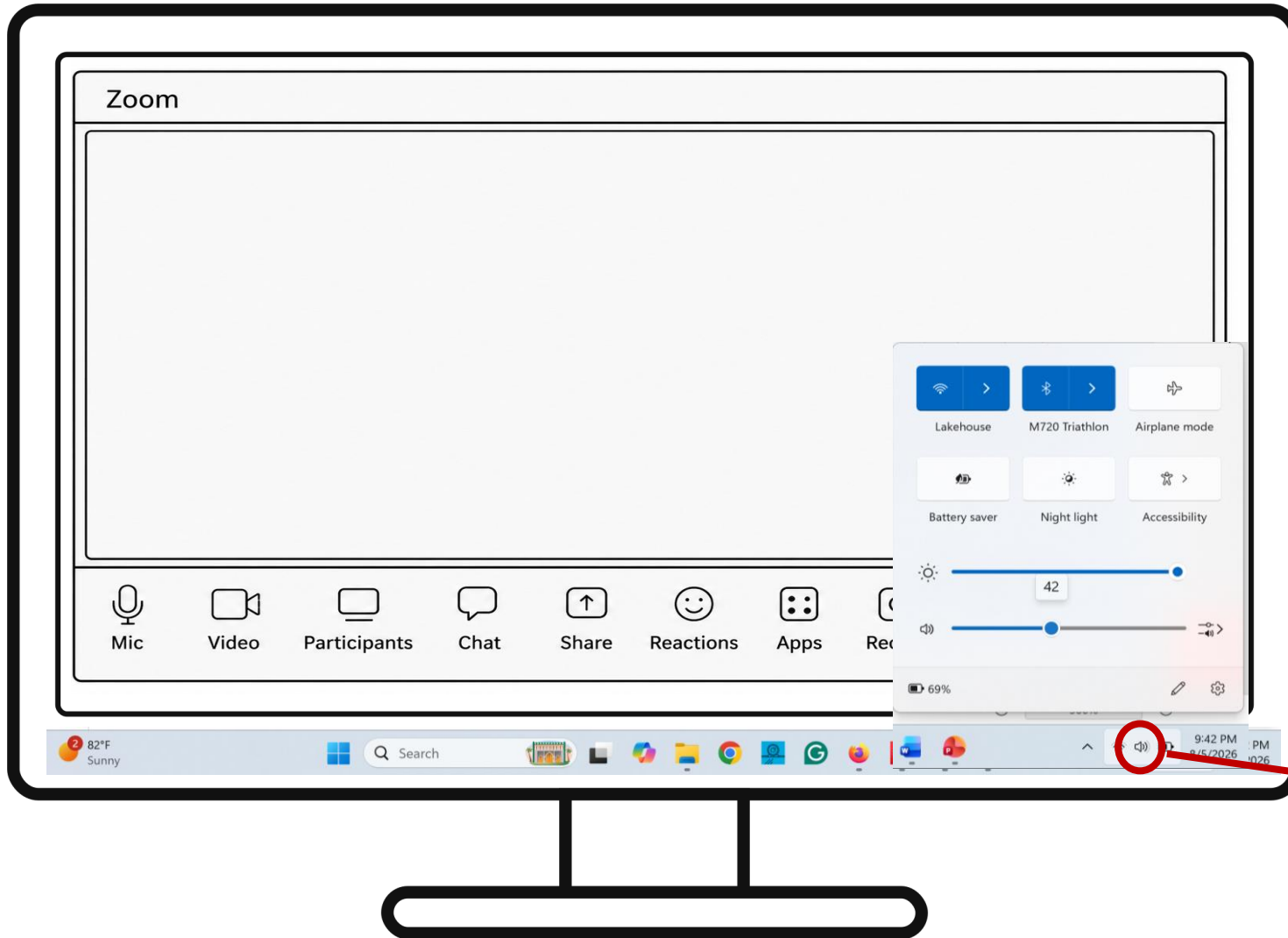
Part I – Press ALT + TAB to return Zoom to the front, or click Zoom icon in taskbar

Part II – Click on the ☐ in the upper right corner to maximize Zoom

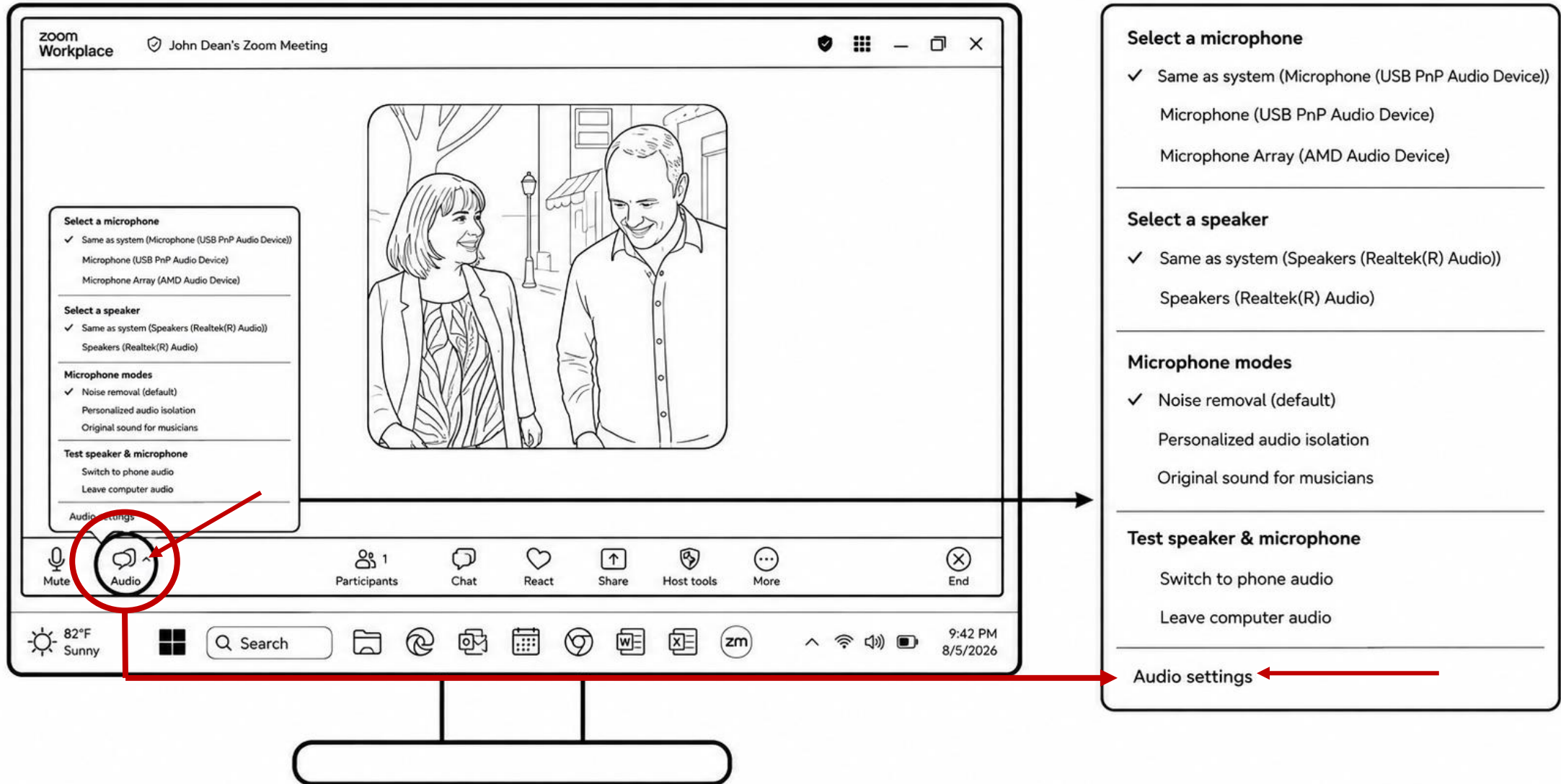


“How do I turn up the sound?”

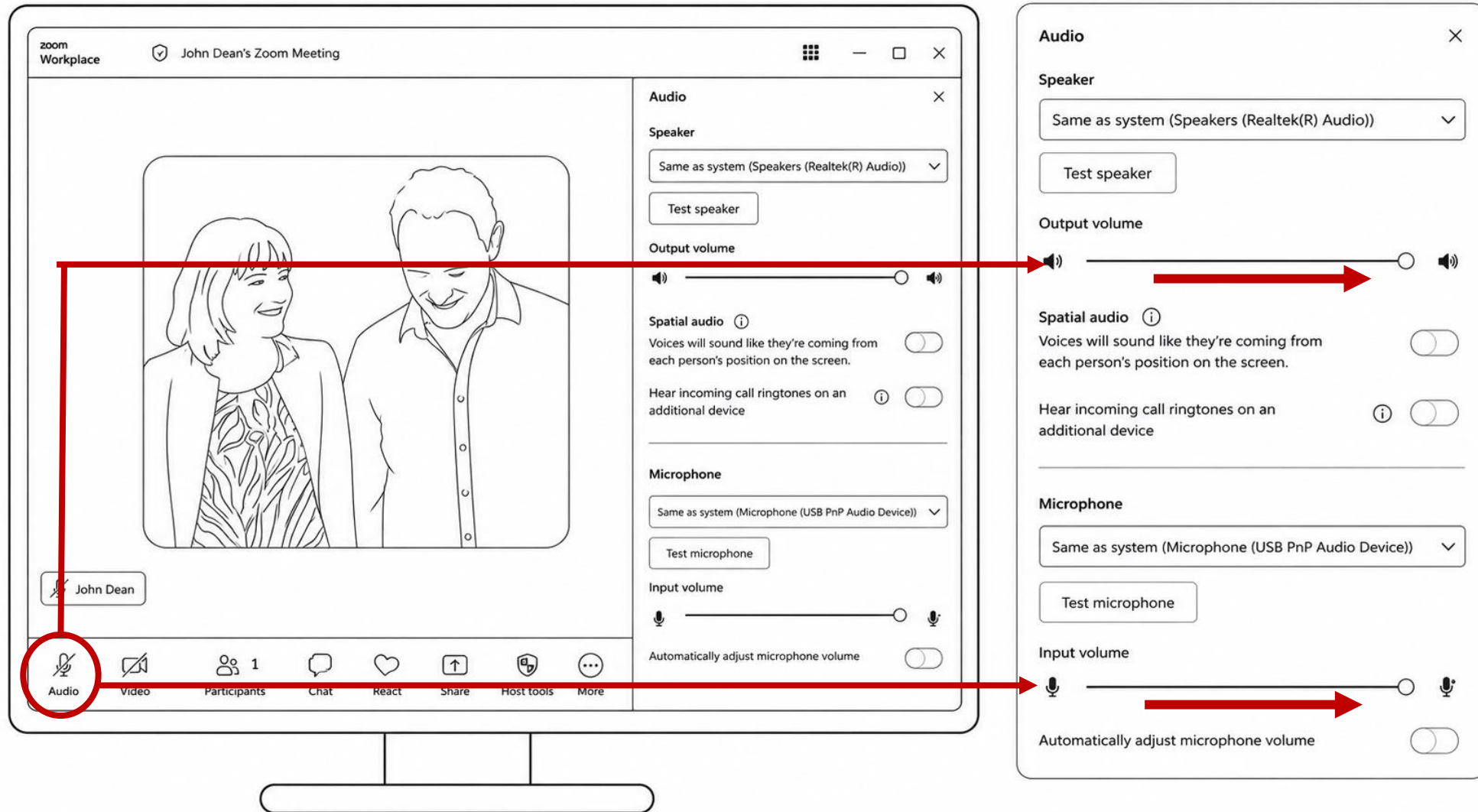
1. Turn **UP** the computer sound



2. Turn up volume in Zoom (via Audio settings)



Move sliders all the way to the right...

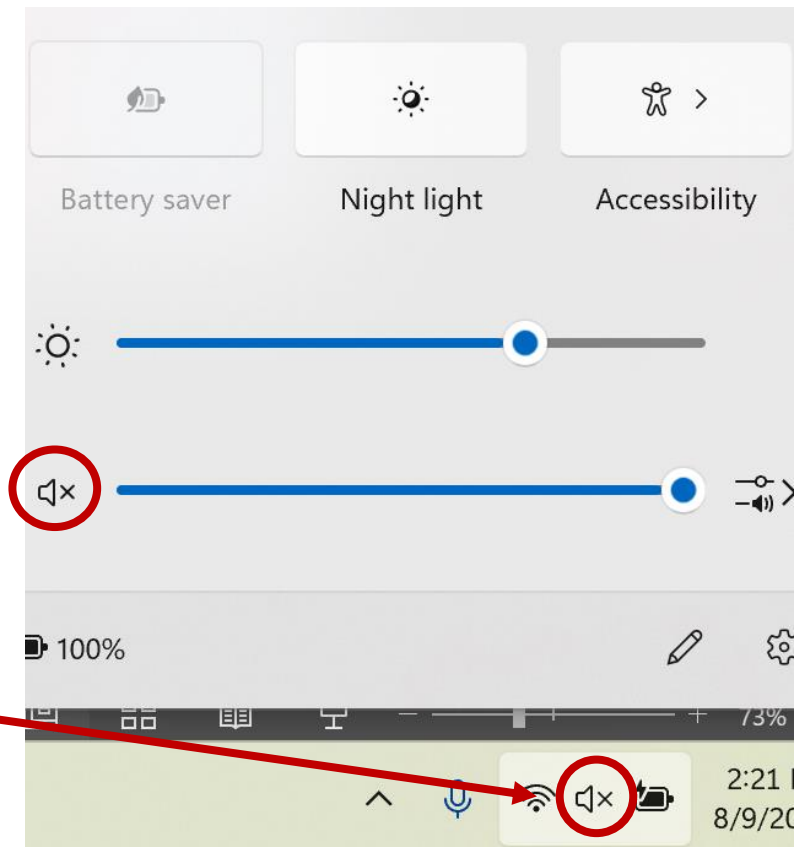
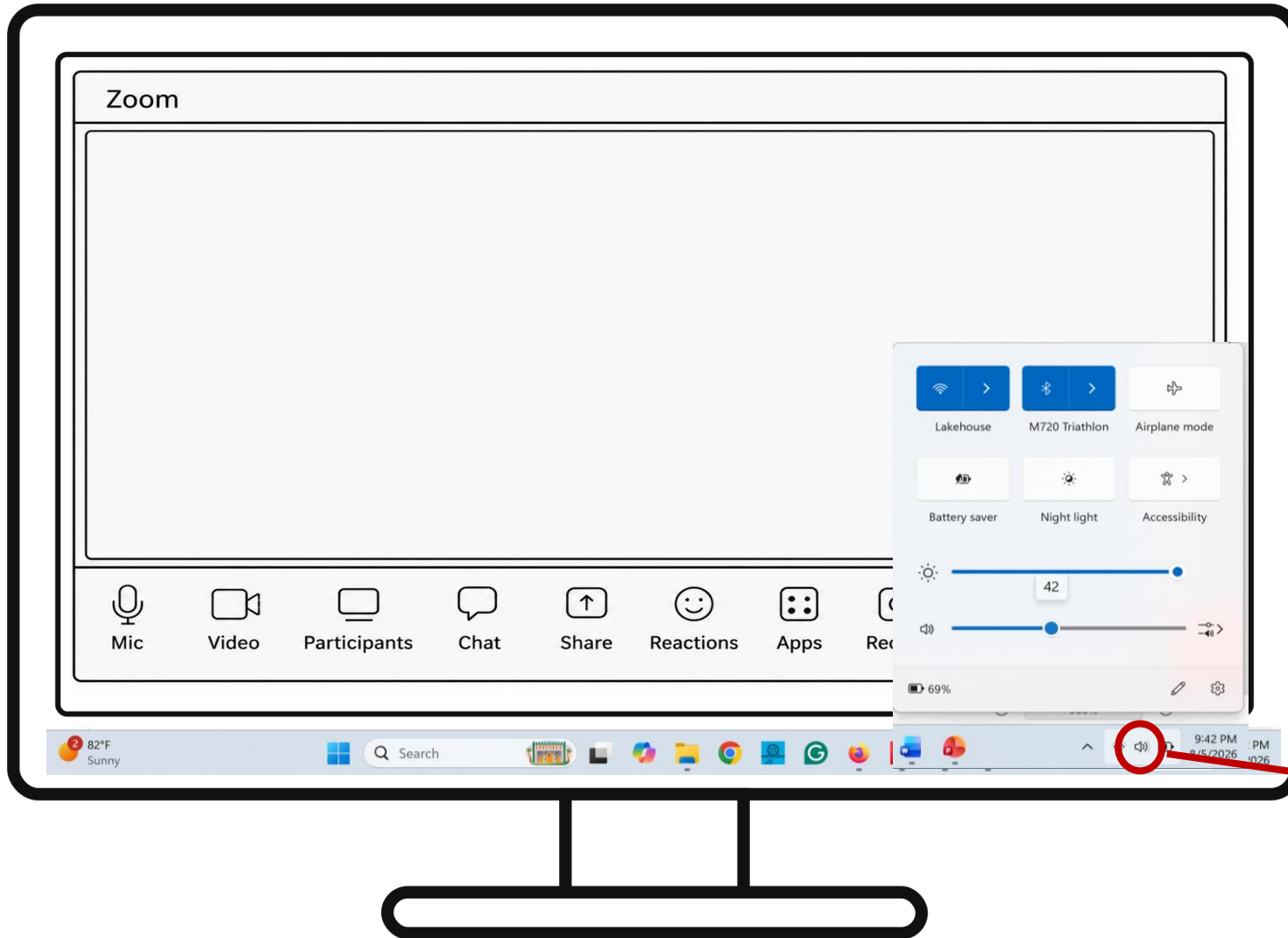


Including input volume (i.e. the mic...).



“What do I do if I don't hear any sound?”

1. Turn **ON** the computer sound (if it is “x’d” out)





Question? Anything we didn't cover?

john@johnmdean.com