

Guide for Using Zoom on a Computer

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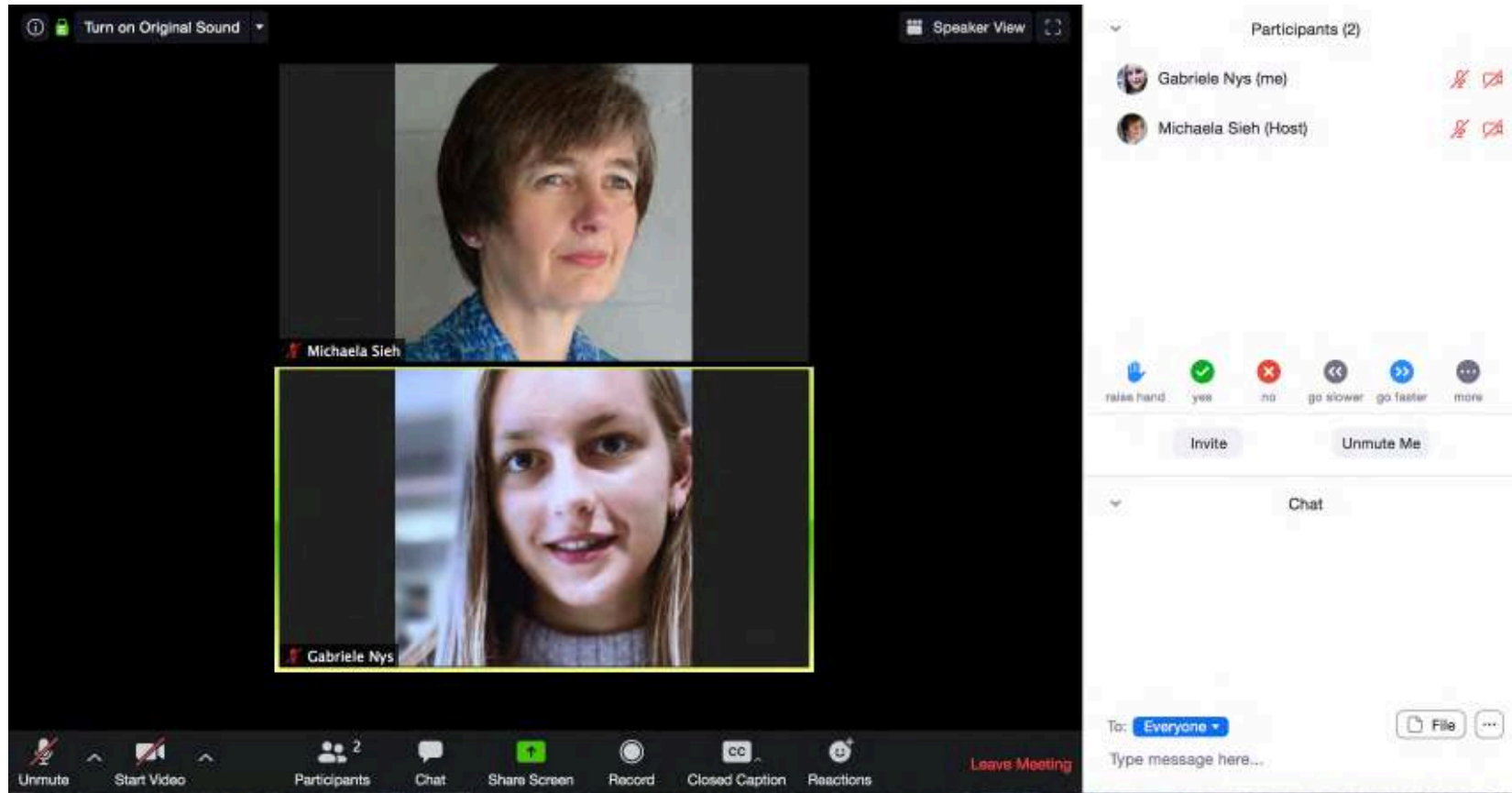
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Zoom Page

Here is an overview of a Zoom meeting page :

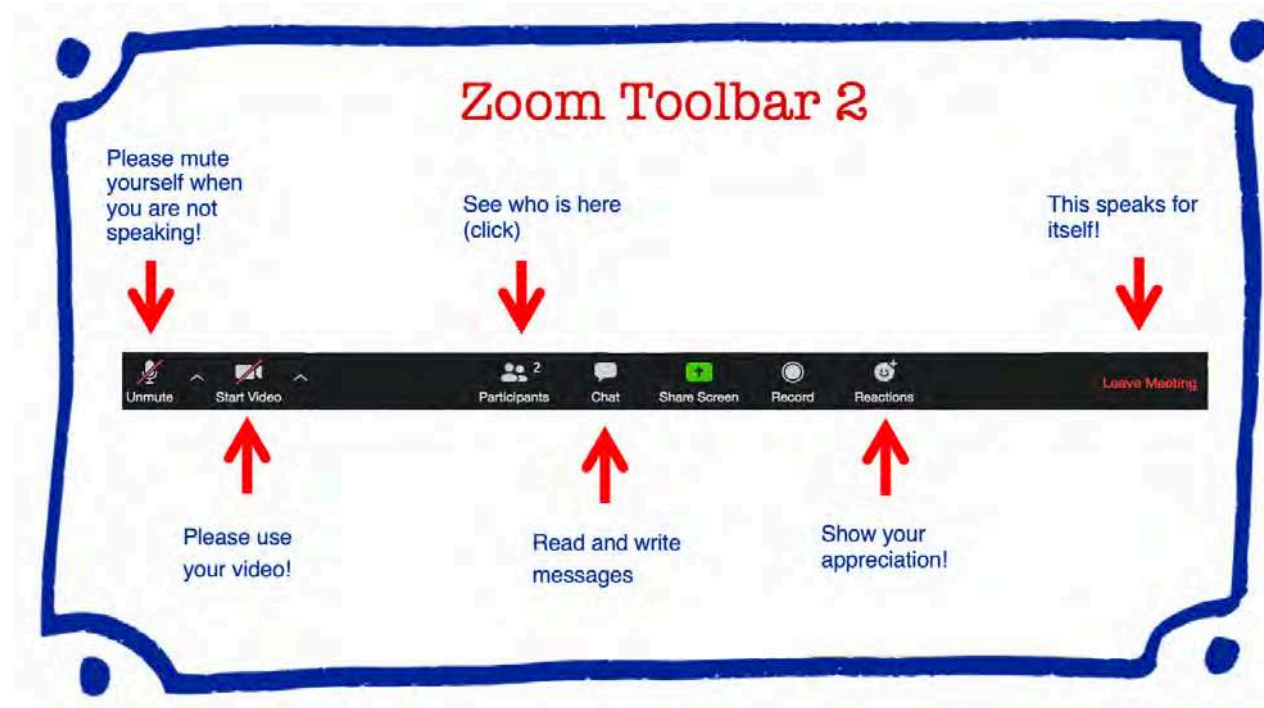


Zoom Toolbar

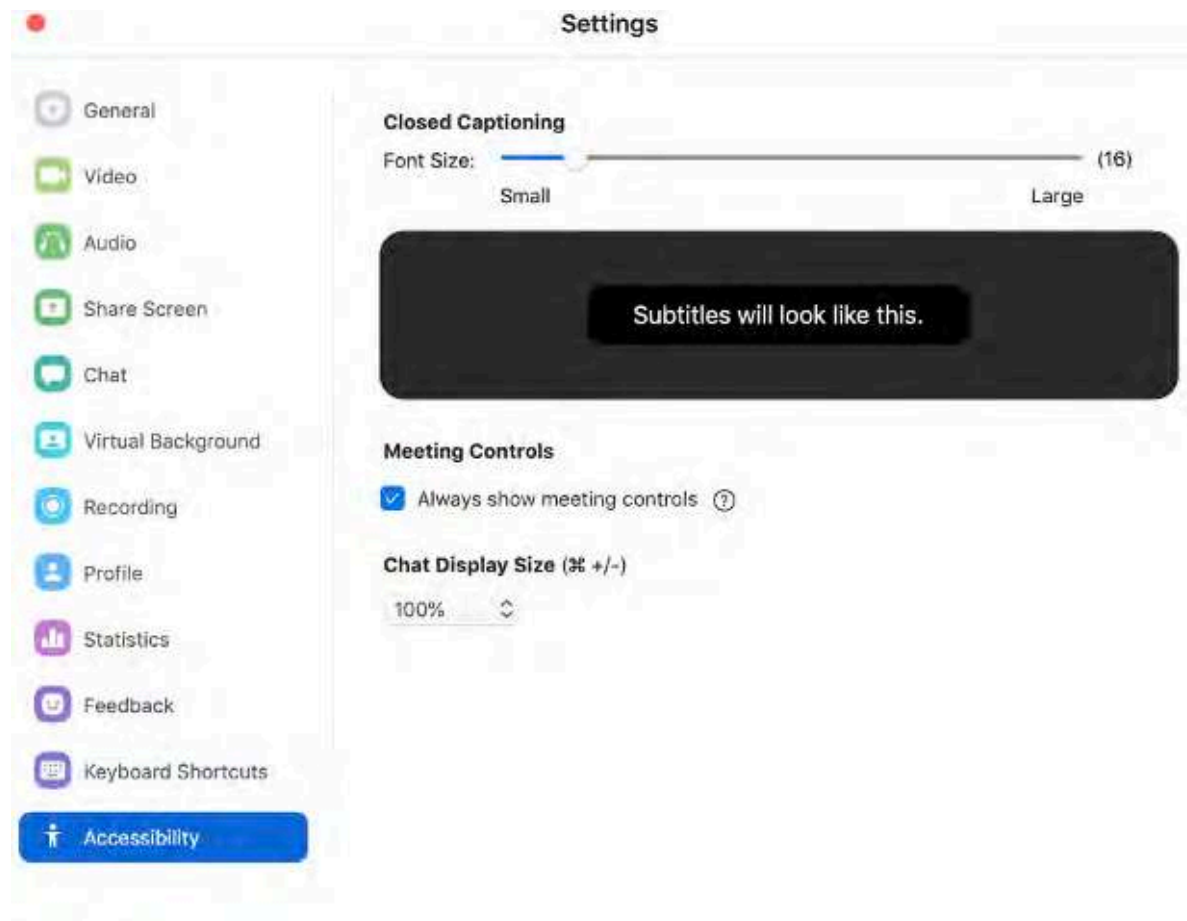
This is how the Zoom toolbar looks like:



If you don't see the Zoom toolbar, you may need to move your cursor around – and it will show up again, on the bottom of your screen.



To ALWAYS show the Zoom meeting controls (the Zoom toolbar):
Before the meeting, open the Zoom application. Go to Settings and then click on Accessibility. Check the box “Always show meeting controls”.



Connecting your Audio

You can choose between Computer Audio and Phone Call. If possible, please choose Computer Audio



If you are using your computer audio (preferred choice), you can mute and unmute yourself through toggling the microphone icon.



Click on the upward arrow next to the mic icon to select your audio choices.



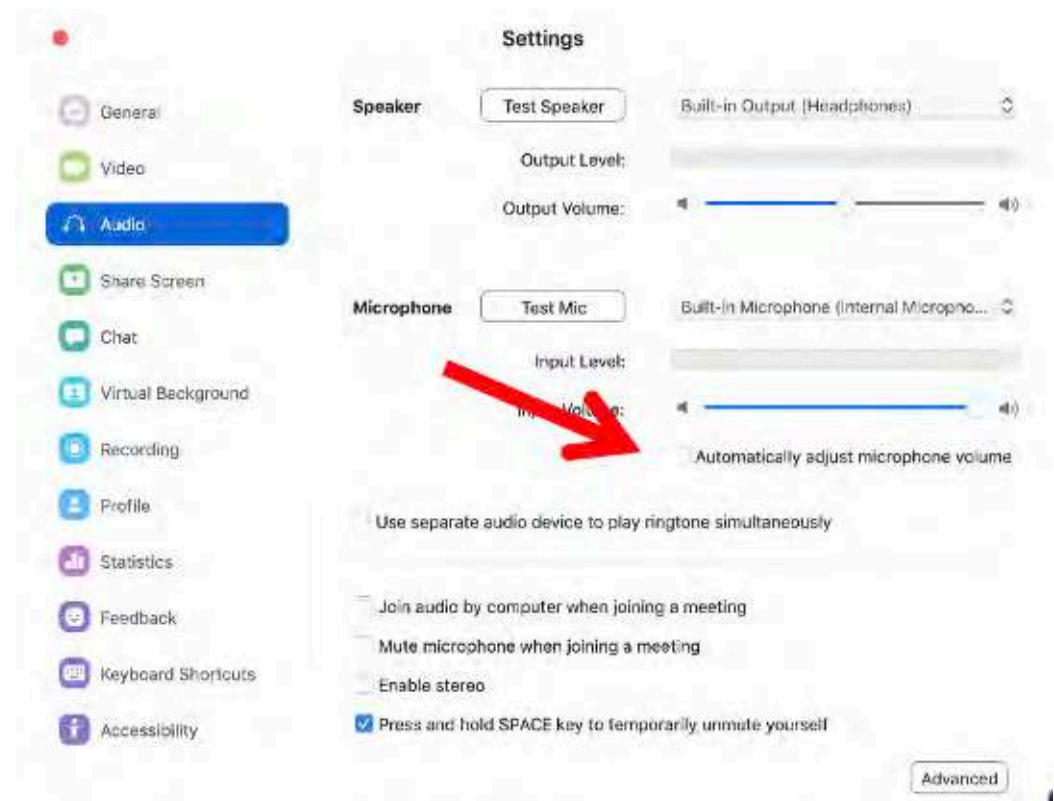
If you cannot hear or if others cannot hear you - test your speaker and microphone!



Click on Audio Settings for more options

Disable automatic adjustment of volume

You can test and see your speaker and microphone settings here



Choose the “Press and hold SPACE key to temporarily unmute yourself” option

If you need to use “Phone Call” (because your computer audio is not working) – this is how it looks like. Take your phone (smartphone or landline) and dial the number (You can choose your own country):



When using your phone for audio, you will be prompted to give the Meeting ID and your Participant ID on your phone dialpad – this is specific for the meeting, so please use the correct Meeting ID.

VERY IMPORTANT: To mute and unmute yourself on your phone, tap *6 on your dialpad (star, followed by 6).

How to use chat

Click on **Chat icon** in the Zoom toolbar



In the column that opens up to the right of the Zoom screen

→ Go to the **chat window** on the bottom of the screen



Choose chat message to “everyone” or to one person privately (click on the downward arrow to choose)



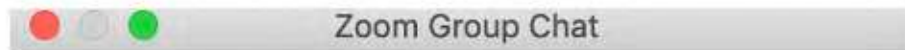
To: **Everyone** ▾
|Type message here...



To: **Gabriele Nys** ▾ (Privately)
Type message here...



This is how you will see chat messages:



From Me to **Everyone**:

Welcome to the first session!

From **Gabriele Nys** to **Everyone**:

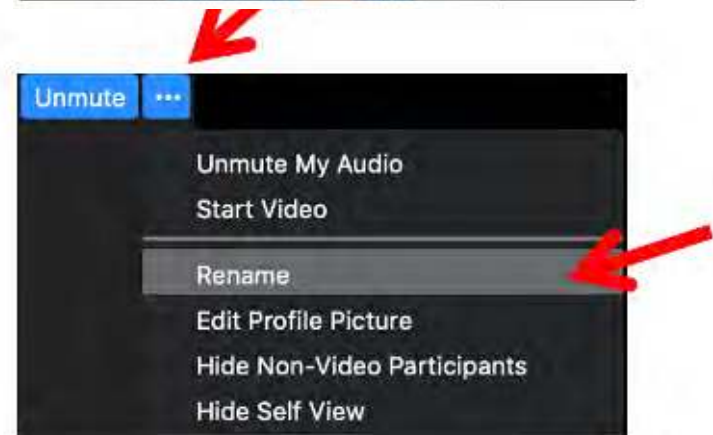
Thank you!

How to rename yourself

Move your cursor to your profile picture



Click on **the three dots** on your profile picture
Click on Rename



Enter your new name in the box
Click on Rename



This renaming process only applies for this specific session, so you will have to repeat it every time you log in. Sorry for the inconvenience.

(In case you have a Zoom account, you can change your name in your account settings.)

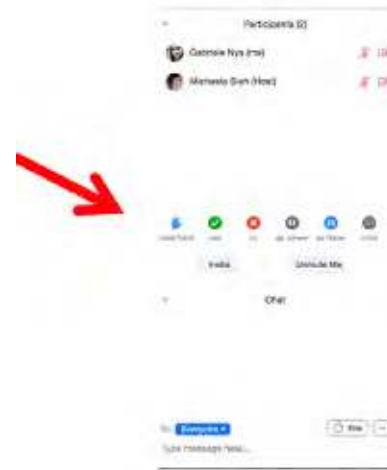
How to raise your hand

Click on **Participants Icon** in the Zoom toolbar

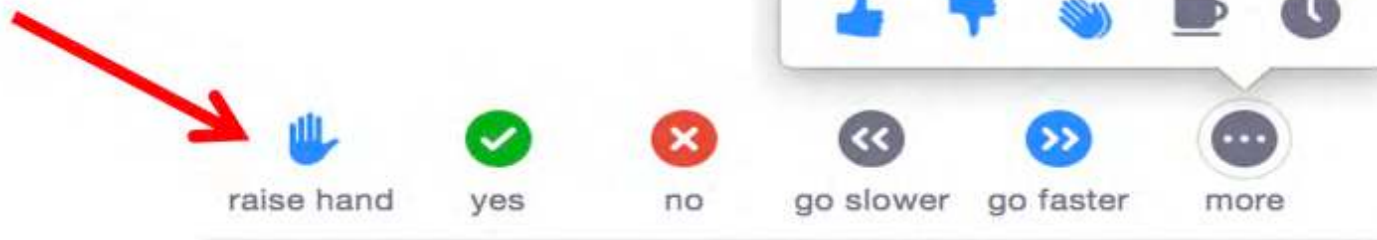


In the column that opens up to the right of the Zoom screen

→ Go to the **row of icons** on the bottom of the participants' list



Click on Raise Hand



Break-out Sessions

During the plenary sessions, we will also go into small break-out groups for a certain amount of time. The session facilitators will speak about that during the session.

You will be "tele-transported" directly to your small group.

Your tech host will be sending you short messages - indicating the timing.

These messages pop up on the top of your Zoom screen, during your time in a break-out group.

A screenshot of a Zoom chat message. The message is displayed in a light green bubble with a black border. The text inside the bubble reads: "From Michaela Sieh to everyone: Five minutes have passed, 15 more to go! Enjoy your conversation!"

From Michaela Sieh to everyone: Five minutes have passed, 15 more to go! Enjoy your conversation!

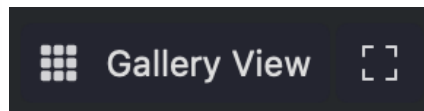
At the end of your break-out session, you will see this count-down timer. **Don't click "Return to Main Session"**.

Wrap up your conversation graciously - and let yourself be "tele-transported" to the main session.



Views – Gallery or Speaker view

On the top of your Zoom screen, you can change the views. In Speaker View, you'll see the person who is speaking in a large frame, with a row of thumbnail profiles on top. In Gallery View, you'll see the participants in a grid. Depending on your screen size, you can see up to 49 participants in one screen.

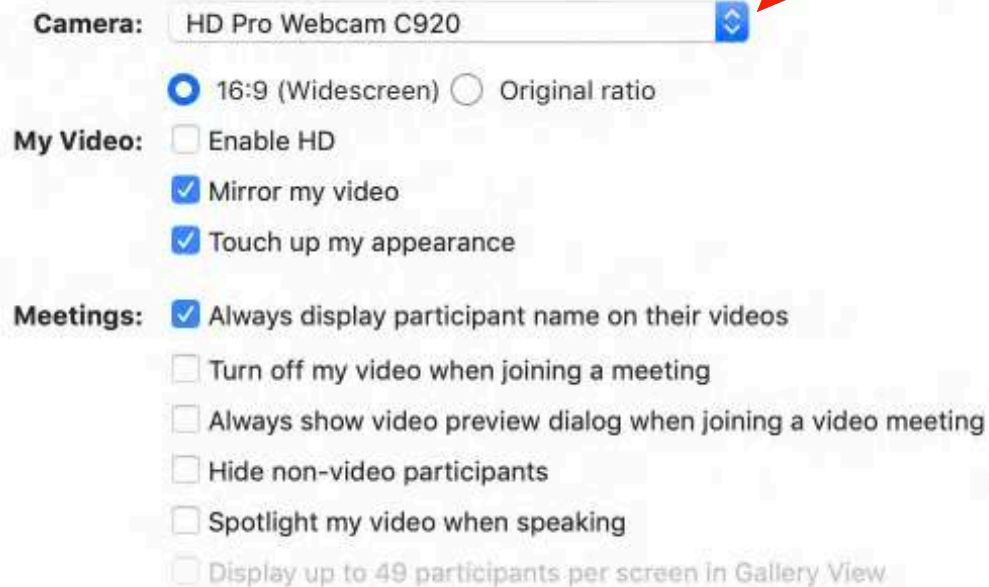
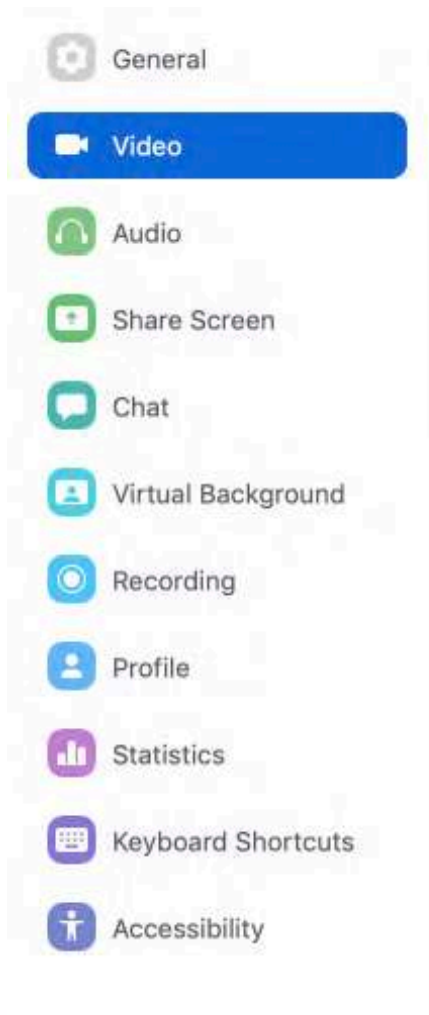


Video Settings and Virtual Background

Click on the upward arrow in your Zoom toolbar



Choose your preferred camera!



- General
- Video
- Audio
- Share Screen
- Chat
- Virtual Background**
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Choose Virtual Background



- I have a green screen ⓘ
- Mirror my video

Add your own photos as your personal virtual background



Credits:

Michaela Sieh, Raphaela Brunner and Gabriele Nys

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