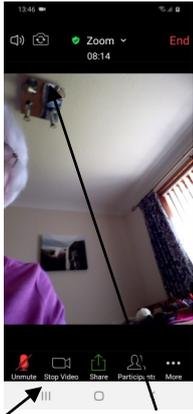


Getting the most out of Zoom



phone



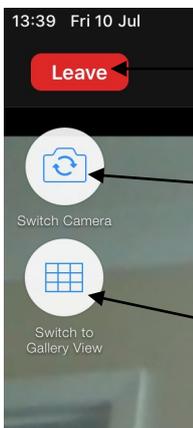
ipad



laptop

The controls for Zoom are similar whichever device you use. They may just appear in different locations. On an iPad, tablet or phone you may have to touch the screen for the control panel to appear.

Let's look at the controls in more detail.

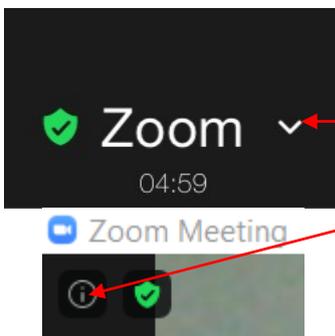


Press to leave or end a meeting

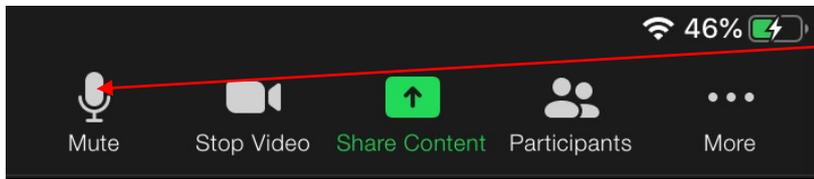
On a phone/tablet/ipad this changes the device camera to look in the other direction. (Not an option on laptop or desktop)

Switch to Gallery View and see multiple people in meeting. Then you will have the option to change back to Speaker View .

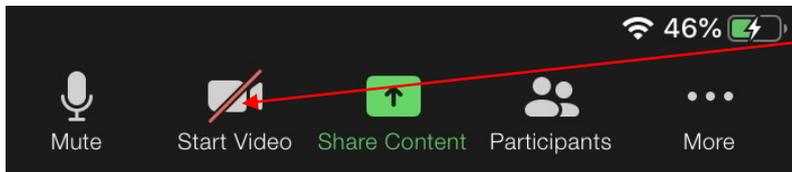
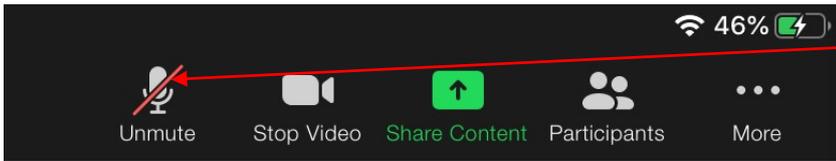
If there are too many participants to fit on your screen you will do one of the following to see more people:-
 laptop - click on arrow at right/left of screen.
 Ipad/phone - swipe left/right



By clicking the white arrow next to the word Zoom or the i in the circle on a laptop you will see meeting information.

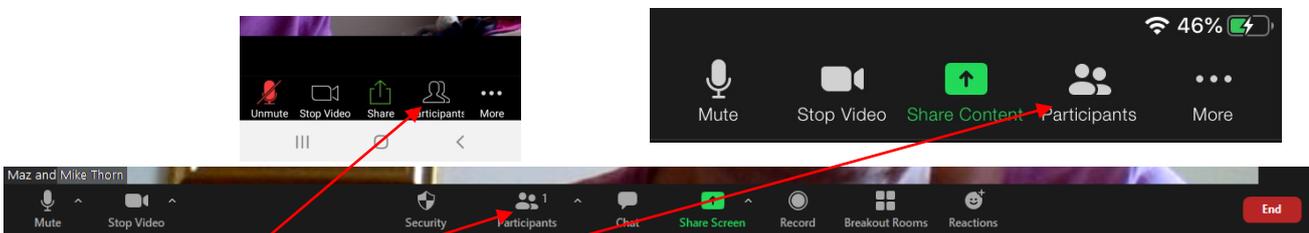


Click on the microphone symbol to mute yourself. This is important if there is any noise in your environment which might hinder others hearing clearly. A red diagonal line indicates you are muted. Click again to unmute.

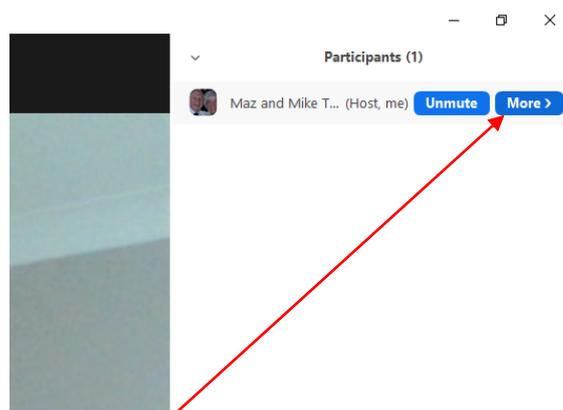
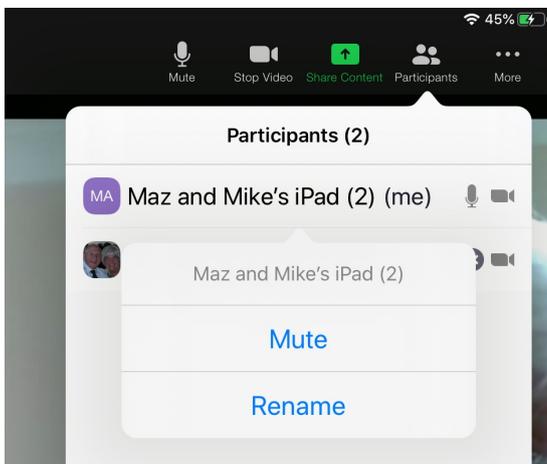


Click the video camera symbol to turn your video off/on. You will still hear what is being said and can still share content/screen etc. You will still hear what is being said with BOTH your video and audio turned off.

Participants

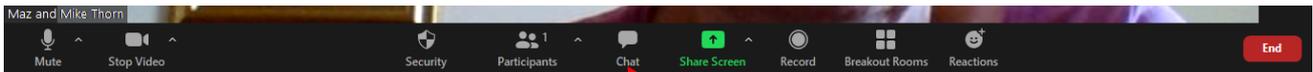


Click on Participants to see a list of everyone attending the meeting.

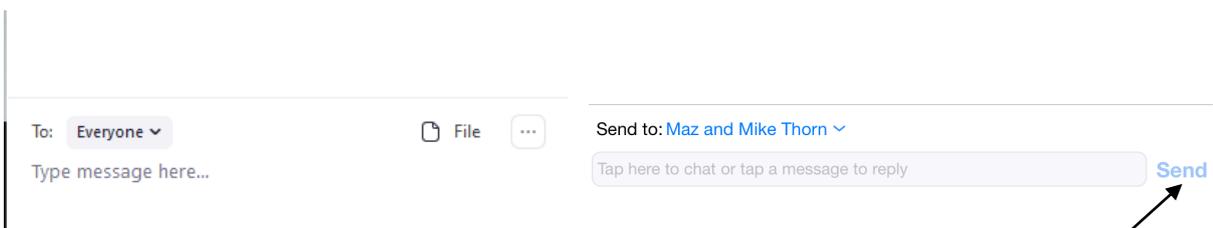
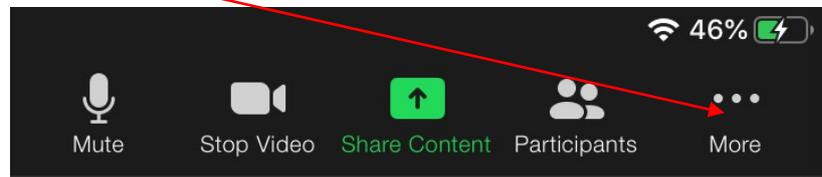
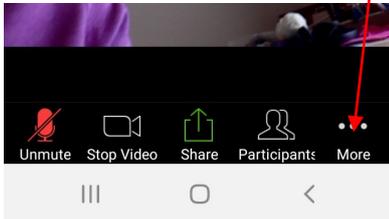


If you click on your own name you will be given the option to rename yourself. (Click on More on a laptop)

Chat



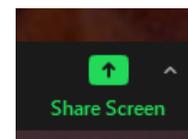
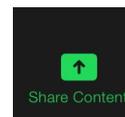
To chat with other participants click on Chat on a laptop.
On an ipad or phone click on ... More and then on Chat.



Choose whether to send the chat message to everyone or a particular participant.
Type your message and press the Enter key on a laptop or click Send on an ipad.

Share/Sharing Content/Share Screen

(phone) (ipad) (laptop)



You can share photos quite easily on phone, ipad and laptop .
See separate document for full details.