

# Virtual Tools Tip Sheet

## Zoom

Throughout this document you will find links attached to each option that will connect you directly to the Zoom website for tutorials and guides on each specific item. They are helpful and can provide additional step by step instructions.



### Starting a test meeting

You can [join a test Zoom meeting](#) to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. Visit [zoom.us/test](https://zoom.us/test) and select **Join**.

For steps on activating your Zoom Account, creating a new meeting, starting or joining an existing meeting refer to the [Quick Start User Guide](#) online.

### To access an existing meeting

1. Open the email with the Zoom link included in it.
2. Select the link.
3. Choose to use the audio from the computer, you should have audio once you enter the meeting. Use the link above in the Start a Test Meeting section to check your computer audio prior to your meeting.

#### **Troubleshooting Audio Issues:**

- ✓ Be sure to check that your Mic is not muted



- ✓ If you have connected to the meeting via your computer and are having issues with audio, try using the free Zoom app on your phone.
  - Select the Audio option in the lower-left-hand corner



## How to start video

1. Once you are joined to the meeting, you will want to start your video. On the bottom of the screen is the taskbar (you may have to move your mouse down and hover at the bottom for it to appear).
2. Select the second option from the left to Start Video.



[How Do I Test My Video?](#)

## Zoom Basic Functionality



While the meeting is occurring, the taskbar at the bottom is where the controls are located. It will disappear during the meeting but when you hover your mouse in the area it appears again.

In the top right-hand corner are the options for changing the views – Speaker View or Gallery View. Speaker View highlights the person who is speaking and Gallery View shows everyone the same size.



## Chat

Chat options: participants can choose to chat with everyone in the group, privately, or just with the host. Use the drop down arrow in the To: section to choose.

To save the chat – select the ellipsis, then choose Save Chat. The saved chat will be saved in the folder on your computer: Documents>Zoom>and then the date of the meeting



[Zoom - Frequently Asked Questions](#)

[Zoom - Additional Support](#)

[Zoom - Tutorials](#)