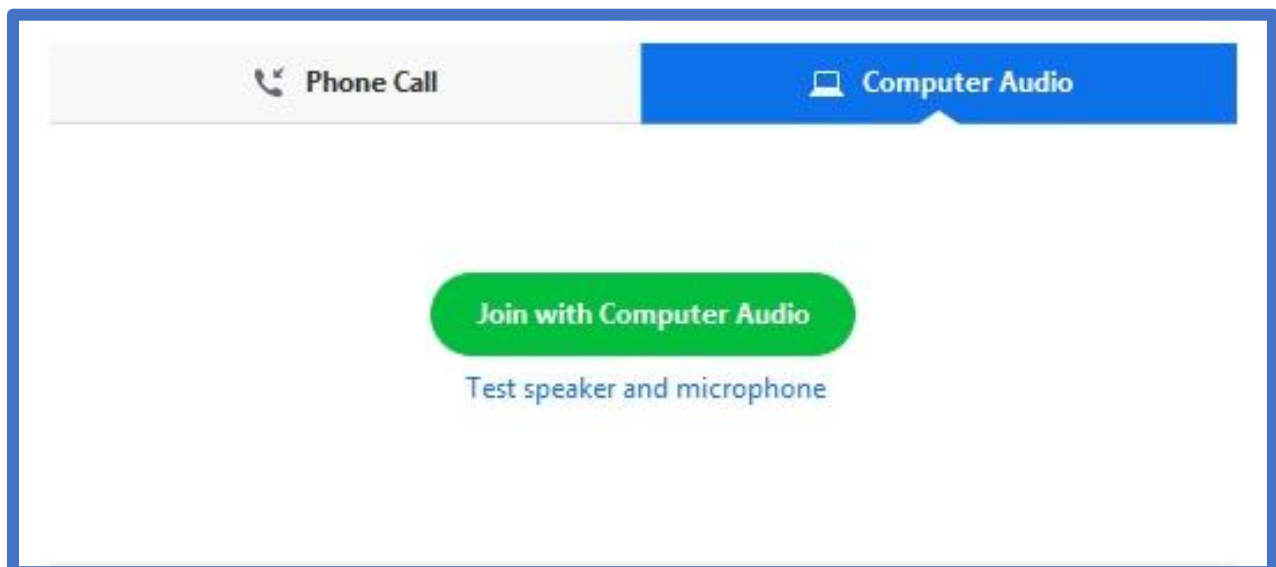




Zoom How-To

Checklist

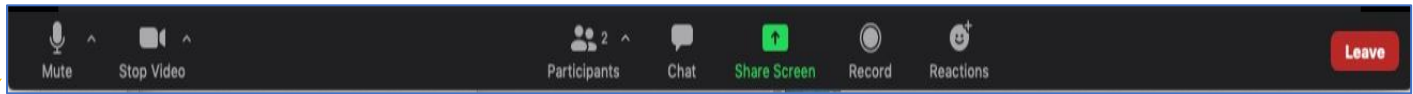
- Make sure that your computer/tablet meets the [minimum requirements](#) needed to participate in a Zoom meeting.
 - For Windows: Windows 7 or higher
 - For Mac: Mac OS 10.10 or higher
 - For iPad: iOS 8.0 or higher
 - Chromebooks do work, but do not support all the tools available to other users.
- Check that your sound and video work. Refer to the image below for what to expect.
 - Test your computer's phone and audio before joining a Zoom meeting.
 - You can also go to <http://zoom.us/test> to check your video.



Zoom Audio Testing Interface

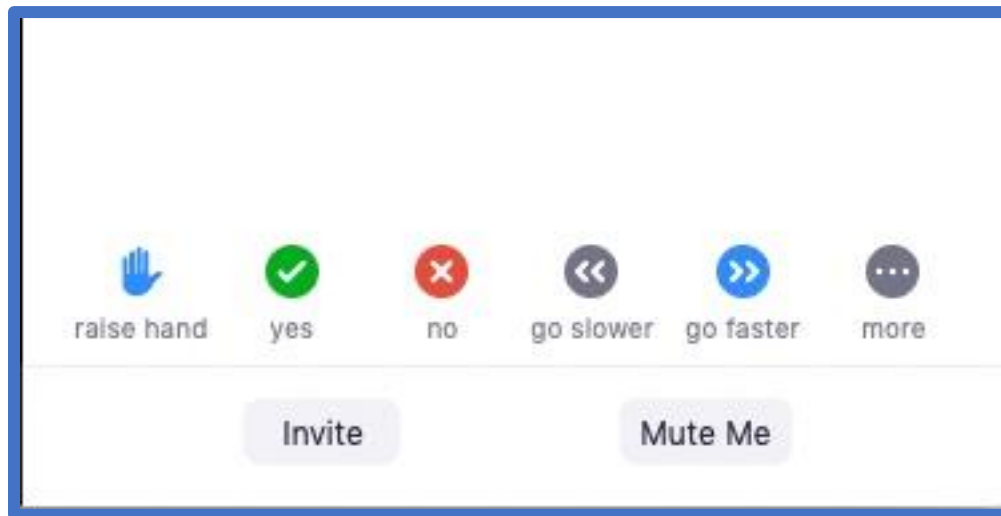
Using Zoom Tools

When you join a Zoom meeting, you will have access to audience controls at the bottom of your screen. The image below details the audience controls:



The controls are as follows:

- The **mute button** will mute your microphone.
- The **video button** will start or stop your video
- The **participants button** will show you the participants in the meeting. To use your controls as a participant, you will need to click on that participant button. The participant controls allow you to raise your hand to ask a question, respond to a yes or no questions from an instructor, and ask the instructor to go slower or faster.



Participant controls panel

Changing a Participant's Name in a Zoom Meeting

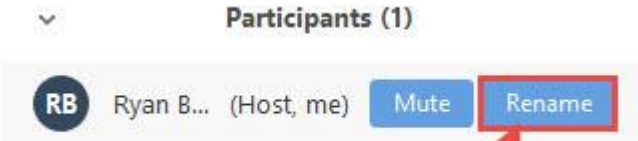
To change a participant's name after entering a Zoom meeting, click on the **"Participants"** button at the top of the Zoom window.

1

After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.



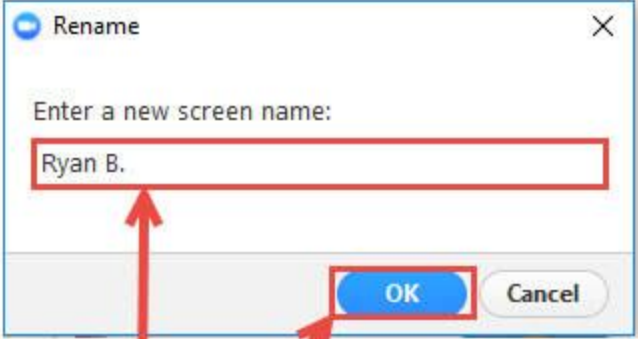
Next, hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on "Rename".



2

In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

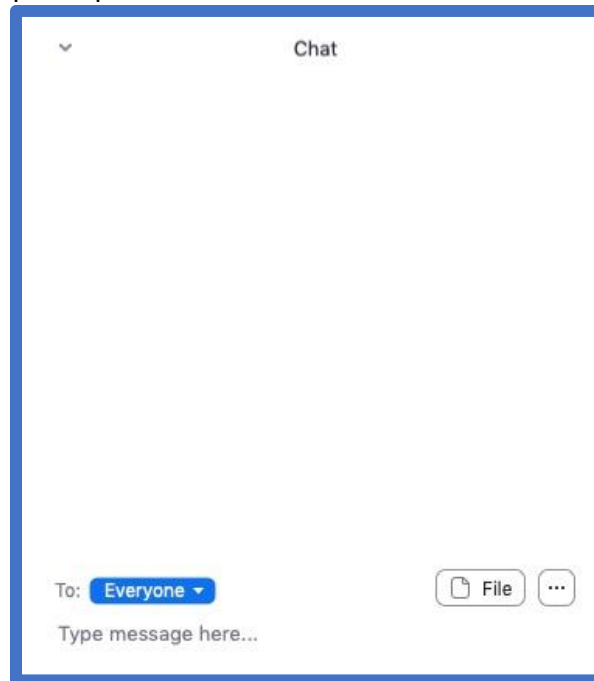
Enter the name you'd like to appear in the Zoom meeting and click on "OK".



3

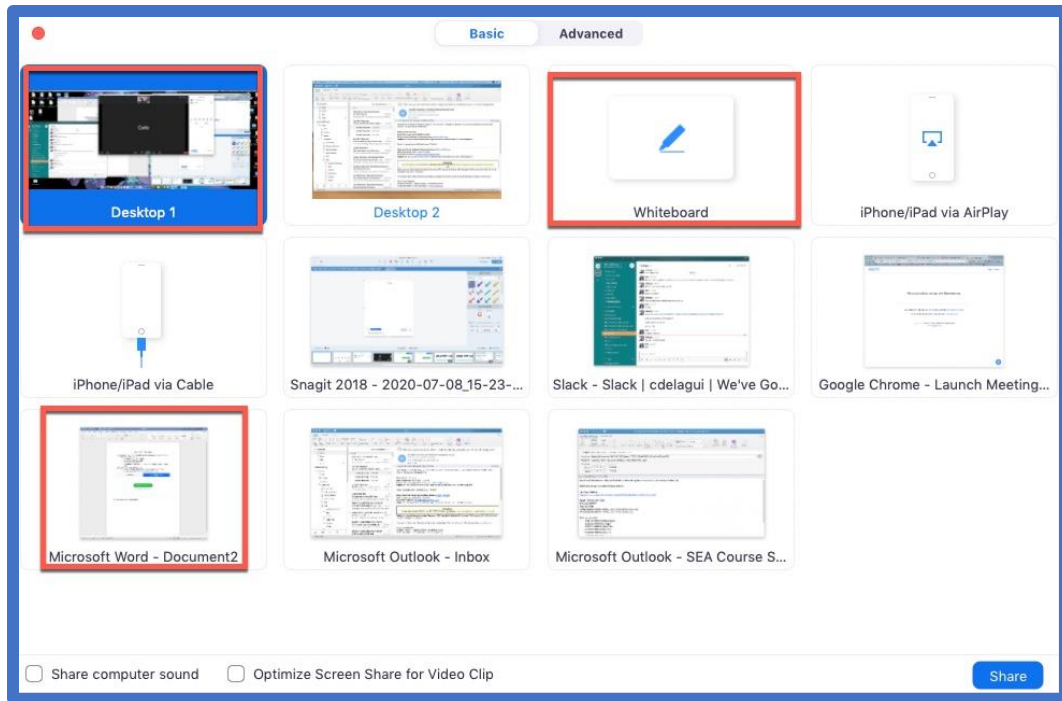
Type in the display name you'd like to appear in the meeting and click on "OK".

- You can also chat with fellow participants and instructors using the **chat button**. A chat box will pop up on the right-hand side of the screen, and you can chat with everyone or pick an individual participant to chat with.



Chat Box

- You can also **share your screen** if your instructor asks you to do so. When you press the green screen share button, you will see a screen share menu open on the screen. This menu allows you to choose if you want to share your entire screen or just share one window. You can also launch a whiteboard if your instructor asks you to do so. If you need to share the sound or a video on your computer with everyone, make sure you check the “Share computer sound” and/or “Optimize Screen Share for Video Clip” if you need to. Once you have selected your screen, you will begin screen sharing.



Screen Share Options Panel

- You may also be asked to annotate the screen. You can do this by clicking on the **annotate button you will see at the top of your screen when the instructor is sharing his/her screen.**



- If you click on that button, you will access an annotate menu. You can select the annotation tool that your instructor asks you to select, and then click anywhere on the screen to annotate.



If you need addition tips and tricks, you can access a variety of Zoom tutorials on [Zoom.us](https://zoom.us).