

# Zoom Tips and Tricks

## From Sam and Thomas

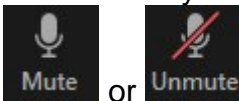
- In the Zoom window there are a lot of icons, but they are designed to be straightforward and easy to recognize.
  - Starting from the top of the screen, **there is an icon in the top right with a square design.** It will say “Enter full screen”, and you can click on it to make the view fill the entire screen, so you don’t need to be distracted by anything else going on in the background of the computer. Clicking this same button again or hitting the Escape key in the top left of your keyboard (abbreviated as ESC) will get you out of the full screen view again.



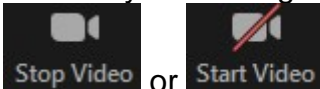
- To the left of the Full Screen button is another button that will either say “**Speaker View**” or “**Gallery View.**” This button will switch between those two viewing modes. Gallery view is good for when you want to see a lot of people, it looks a bit like Hollywood Squares. Speaker view is good when you want the camera focused on the person who is speaking, like the worship leader.



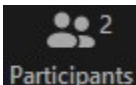
- At the bottom of the screen is a toolbar, a nice row of buttons that all do the different things that you’ll do the most while using Zoom. Starting from the left, **there is a microphone.** Press the microphone to mute and unmute the microphone on your computer. When the microphone has a red line through it, you are muted, and no one else will be able to hear you. If you need to be heard, just press the button, and the red line should disappear. This will tell you that you are not muted, and everyone should be able to hear you.



- Next to the microphone is a **camera button.** It works the same way as the microphone button, but with your camera. If there is a red line through it, no one can see you. Simply click it so that the red line disappears, and your camera will turn on so that everyone can see your smiling face.



- If you follow the toolbar toward the middle, you’ll next see a button labeled “**Participants.**” If you click this, it will bring up a window on the right of the screen. This window will show the names of everyone who is in the meeting.



- At the bottom of that window, there are a few more options as well. “**Invite**” can be used to send a link to the meeting to someone who isn’t there. That can be useful if you have a friend or family member who would like to come to church but hasn’t quite gotten the hang of getting to the church website.

Invite

- Next is the **Mute Me button.** This works exactly like the Mute microphone discussed earlier and can be used instead if you prefer.

Mute Me

- Third is **“Raise Hand.”** This was initially created for use in classroom or business meeting settings, in order to visually tell the host that someone has a question or comment to make. However, it can be useful in other ways too! If during the prayer requests or announcements you would like to be given a chance to speak, you can use this button to let the worship leader know. This can be useful as sometimes it can be difficult to be heard if multiple people all want a chance to speak at once. Just like how in the classroom students raise their hand so that everyone can get a chance to speak, it can be used in church the same way.

Raise Hand



- Next to Participants is **the “Chat” button.** Clicking this will open a window to the right just like Participants, and both can even be open at the same time. The Chat is another way to say what you need to without worry about not being heard. At the bottom of the window it says, “Type message here...” and you just need to click there and type away. When your message is done, just press Enter/Return on your keyboard, and your chat will post.



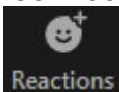
- Just above the area where you type your message is a delivery line, just like in an email. By default, it will usually say **“To: Everyone”** with a small arrow pointing down. If you click on that arrow, it will bring up a drop-down menu that will let you choose who to send your message to. This can be useful if you have a private prayer request that you would like to share with the worship leader, but don’t necessarily need everyone to know. Be sure to double check who you’re sending messages to before you send them, so that you know they’re going to the person you intend.

To: Everyone ▼

- To the right of that delivery line is a button that says **“File.”** You can click this to attach a file to your message just like in an email. Clicking it will bring up a menu that will let you choose where you’re pulling the file from, so you can link things like Google docs, things from Dropbox, or even your own computer.

File

- All the way to the right of the group of buttons at the bottom of your Zoom page you should see a little smiley face labeled **“Reactions”** If you click that you’ll get a pop-up menu that gives you 2 options. On the left is “Clap” which shows some cartoon hands clapping. On the right is “Thumbs Up” which shows the cartoon hand with its thumb up. Both of these can be used to help visually show appreciation for things and can be a lot of fun to see on your screen. So, if you hear some music you like, or enjoy the sermon, feel free to try these reactions out to show it.



- At the far bottom right, you will have a red button that says **“Leave.”** This is the button you hit when the meeting or service is over and you’re heading out. There should be a popup that confirms that you’re ready to leave. If you are, just click confirm.



- You can be as early as you like to a Zoom meeting, as the video call will start as soon as the host admits you. Worship Zoom is usually open by 10:15 a.m.
- Try to be aware of where you're sitting in relation to the camera. Before joining the call you will get to see yourself on screen. Use this chance to position yourself so that you can see the screen but also be seen by the camera. This may be tricky with multiple people, so you may need to figure out how everyone will be able to move in closer together, or take turns moving when they want to speak. Remember that what you see is like a mirror, so your movement will reflect that. By default, Zoom will have the view of yourself mirrored, but everyone else will see you normally. In addition, during the call, you'll still be able to see yourself, so you can adjust accordingly.
- For fans of keyboard shortcuts, many of Zoom's features can be accessed using the Alt key. For example, Alt+A will mute and unmute your microphone, and Alt+V will turn your camera on and off. Think A for audio and V for video!
  - (that one may be a bit complex for those who aren't used to keyboard shortcuts, but may be helpful for others who don't want to have to find their mouse on the screen and look for a button to push)
- If you're joining a call on your own, and are comfortable with them, wearing a pair of headphones can help the sound quality not only for yourself but for others as well, because you'll avoid audio feedback getting picked up by the mic. Think of when a sound system made a loud ringing noise because someone had multiple microphones close by when they spoke. Even simple ones like the ones that come with a smartphone will work.
- Try to be aware of things in the room that make noise around you, even if you're used to them. Fans, tv's and window A/C units can sometimes make a lot of noise, especially when that sound is picked up by a microphone. As it gets warmer, try to find a place to sit that is comfortable for you, without your computer being very close to those things.
- While on a call or meeting, you can minimize the window just like any other program-for PC, find the icon in the top right corner of the screen that looks like a hyphen/ dash It should be to the left of the X. On Mac, it's the Yellow button at the top. When you do this, the video will become a small box that you can then move around the screen freely-just hold down the mouse button while hovering on the box, then you can drag it to wherever you want it to go. To return to the full-size video, you just need to click the green arrow that appears in the box. This can be useful if you have other things on screen you need to reference, like if you have a prayer request written down so you remember to get all of the details right, or if you are reading the scripture passage for the week. Just remember that even when your video is small, everyone can still see and hear you.