

APCUG TIPS FOR USING THE ZOOM TASKBAR

Zoom Taskbar – Move your mouse pointer to the bottom of the screen and it pops up.

Click on the mic/ Mute button to mute yourself. Red diagonal appears across it	Click on Participants button, hover over your name if you want to Rename yourself
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Click on the video camera/ Stop Video . Red diagonal appears across it. We will no longer see you, just your name.	Click on Chat to send a message. Press Enter key to send the message.	Click on Reactions for Thumbs Up or Clapping. Will show in your thumbnail.
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Click on the **Up arrow** to the right of **Mute** to check your speakers & mic, etc.
Click on the **Up arrow** to the right of **Stop Video** to choose a Virtual Background.
Click on the buttons again to **Unmute** and **Start Video**. *Press spacebar to speak when you are muted.*

Participants/Rename

Click on Participants, hover over your name and click on the “Rename” button. Type in the name you’d like to use in your Thumbnail and click OK.



Chat

To: Everyone ▾
Type message here...

Participants/Ask a question – If the host asks attendees to physically raise their hand to ask a question and your video is off, you can raise your hand via the Participants button. Click on it and hover over your name and click Raise Hand or use **Alt+Y**.

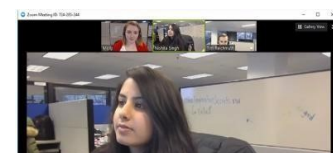
Gallery View/Thumbnail is where you see participants or, if they don't have a webcam or laptop camera, you will see name or static picture.

View – Controls are in the upper-right corner.

Gallery – You see Thumbnail pics of all participants. A green line is around the person speaking. You can see up to 49 participants on one screen. If you see an arrow on the right side of the screen, click to see more participants.



Speaker View – This view fills the screen, with thumbnails at the top or right of the screen.



Full Screen – You only see the active speaker.