Zoom Meeting Participants 101 Instructions

Topics covered:

- **Mute/Unmute** microphone
- Turn video **camera on/off**
- **Audio Controls** (changing speakers/microphone, testing speaker/microphone)
- **Raise/Lower Hand** (during Prayers of the People)
- **Chat**
- **Changing Video View:** Speaker View (active speaker prominent) to Gallery View (active speaker NOT prominent but can view more attendees at a time) back to Speaker View

Turn On/Off Microphone (Mute/Unmute)

Mute/Unmute Your Microphone

In the bottom left corner of the zoom window is an icon of a microphone. If you do not see it, move your mouse down the screen and the tool bar will display which has the microphone icon (along with several other icons).

When the microphone is ON (un-muted) the microphone icon be solid white and say "Mute" below it. If you want to turn OFF your microphone (mute) click on the microphone icon and it will change from being solid white to having a red diagonal line through it and the word "Unmute" under it. ==Generally speaking it is best to always be muted unless you want to speak, particularly during sermons. This prevents household background noises from being heard by all the other meeting participants.==

Click on the microphone again (now displaying with the red diagonal line through it) and you return to having the microphone ON (un-muted). This icon is a toggle - clicking on it turns on/off your microphone.
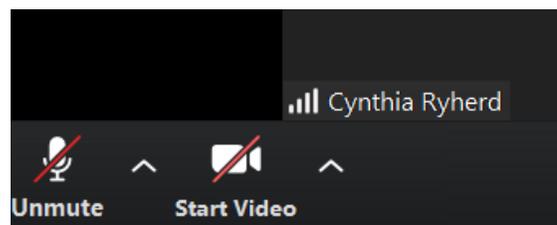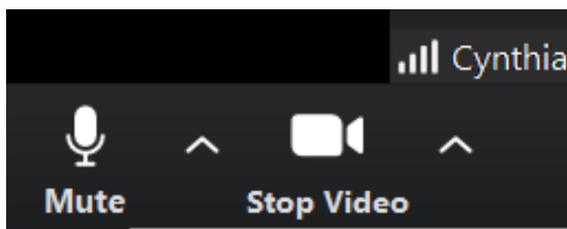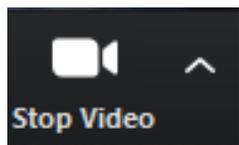
Mute/Unmute Tip:

You can also use <u>push to talk</u> if you want to unmute yourself by holding the spacebar. As long as you hold the space bar down, you are unmuted. When you are done talking let go of the space bar and you will be muted again.


Turn On/Off Video Camera

Turn On/Off Your Video Camera

Follow the exact same instructions above for the microphone, but use the video camera icon instead of the microphone icon. When your video camera is turned off, other participants will see your name as text in your Zoom window, or they will see whatever photo you chose in your Zoom settings if you have a Zoom login **(NOTE: creating a Zoom login is OPTIONAL - login is NOT needed as a Zoom participant)**

Audio Controls

Audio Controls (click the ^ arrow next to Mute / Unmute) allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, test your speaker and microphone, and access the full <u>audio settings</u>.
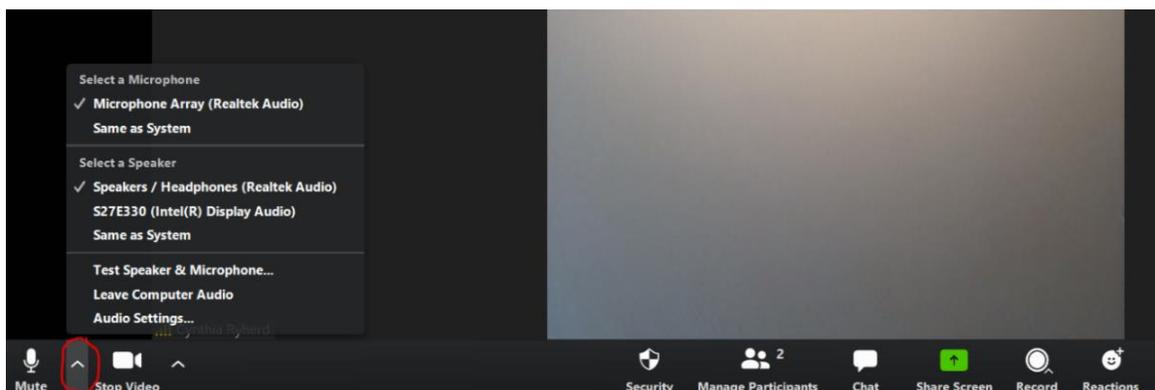

Raise/Lower Hand

The raise/lower hand feature is used during the Prayers of the People portion of worship service. This allows the meeting host to know who would like to be recognized to speak during this time with their prayers of concern or celebration.

To access the feature click on the "Participants" icon in the Zoom toolbar at the bottom of the screen. This will open a white screen on the right hand side of the Zoom window with a list of all the participants. At the bottom of that white screen is a "Raise Hand" button. Click on that button and you will see a blue hand next to your name in the participant list. The host sees that blue hand as well and knows you are waiting to be called on. Remember to un-mute your microphone when you are called on so everyone can hear you.
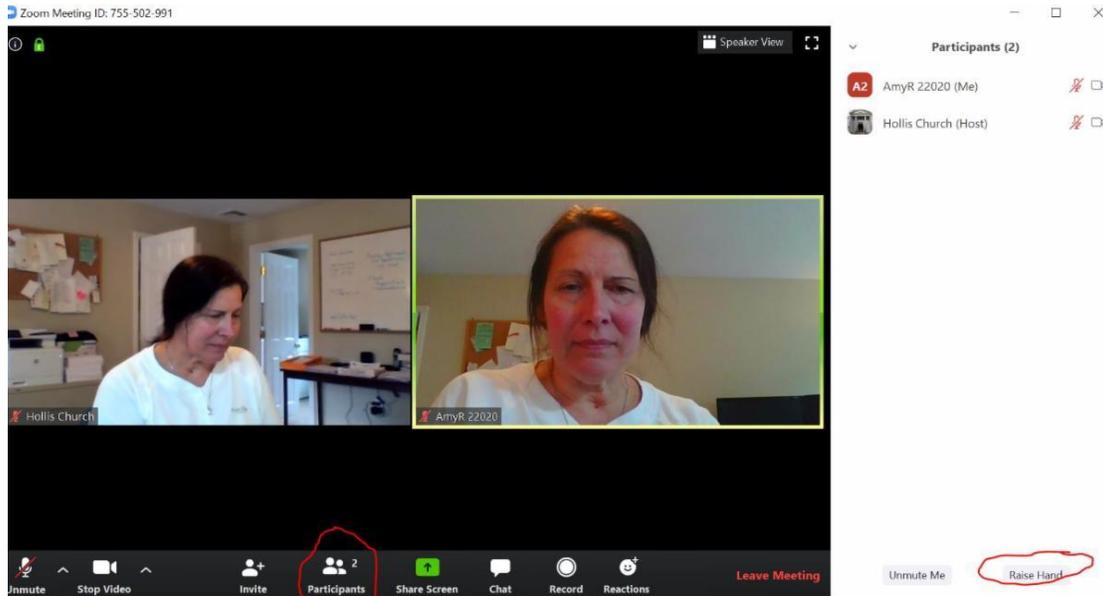
Chat

The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or you can send a message to the entire group. Similarly other attendees can send a message to everyone or just to you. The Chat icon will light up if someone has sent a chat.

Accessing the Chat in Meeting from a Desktop Device

1. While in a meeting, click Chat in the Zoom toolbar at the bottom of the screen.
2. This will open the chat on the right. If someone has sent a message, you will be able to see it now.
3. If you want to send a message, you can type a message into the chat box (where it says "Type message here..."). By default the message "To" is "Everyone" but click on the drop down arrow next to To: if you want to send a message to a specific person in the group. Hit the Enter key to send the message.


Change Video Layout
(Active Speaker View to Gallery View and Back)

Active Speaker View

==Active speaker is the default video layout==. Active Speaker will automatically switch the large video window between who is speaking. When you are in "Active Speaker" View, your Zoom window will look similar to below, with one large window displaying whoever is actively speaking and smaller thumbnail windows above it with other meeting participants.

NOTE: When in "Active Speaker" view, the words "Gallery View" appear in the top right corner. You would click on the words "Gallery View" to switch to Gallery View (see below for what that looks like).
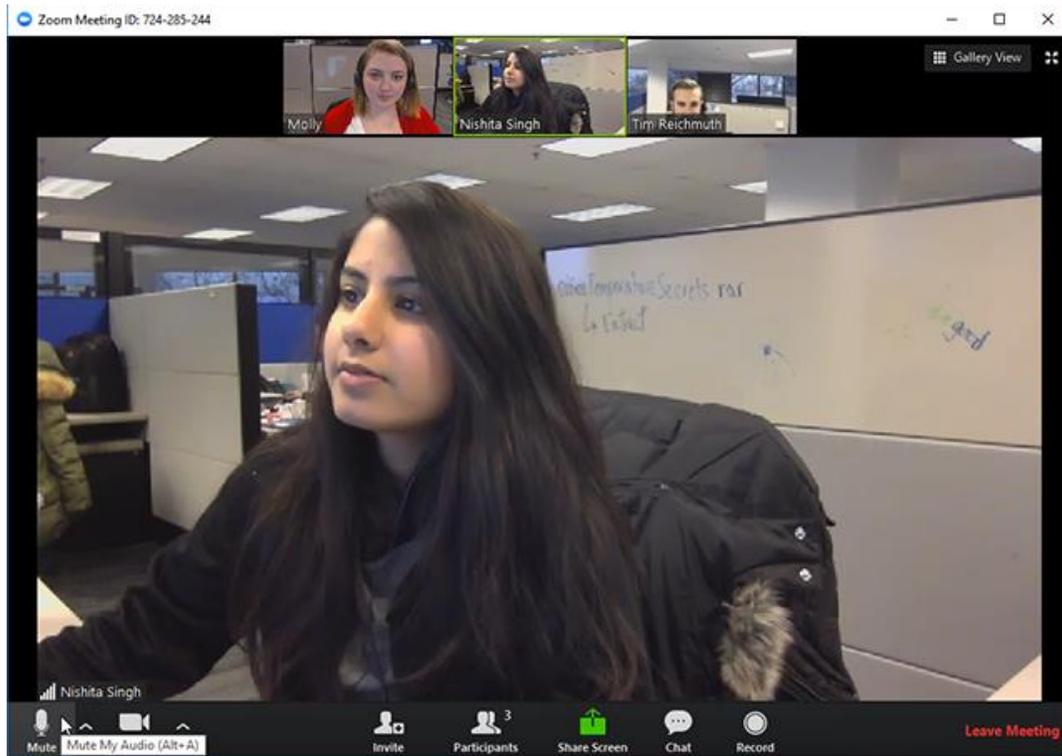
Gallery View

You can also select to view your video layout in Gallery View by clicking on the words "Gallery View" in the top right corner while in Speaker View (see above). When using Gallery View, you will be able to see up to 49 participants at a time (depending on your computer CPU, it may display fewer than 49), and will have an arrow to scroll through the remaining participants. **It's nice to switch to gallery view briefly just to see everyone who is participating, but generally speaking, it's better to be in "Speaker View" so the person speaking at any given time displays prominently.**

Returning to Active Speaker from Gallery View

If you are in gallery view, you can click Speaker View at the top right to return to Active Speaker VIew.