

# Zoom Tips and Tricks

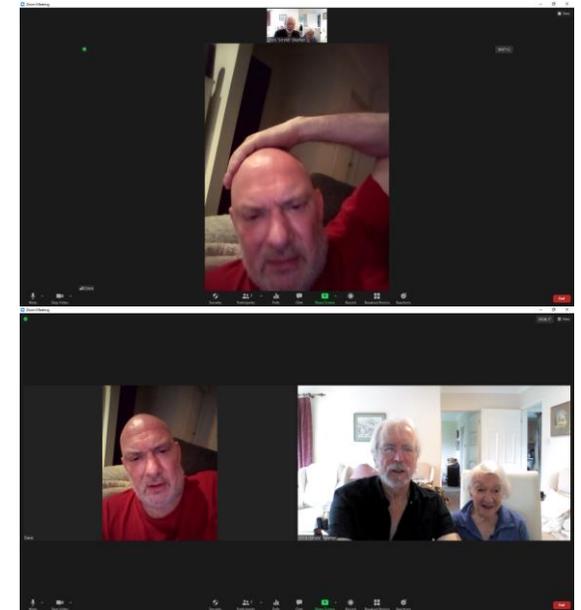
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First, where to sit. It will be after sundown when we meet so no need to worry about where the windows are but you should still try to have the light in front of you. Also, if you are using a laptop then stand it (safely) on a pile of books, or other support so it is at, or approaching face level – that way you will not be looking down at it (and we'll not be looking up your nose!)

Note that these notes are based on the use of Zoom on a PC. It can also be used on smartphones and tablets with the same facilities and controls albeit they are in different places.

## Controls

Once in a meeting you will be presented with a window something like this...

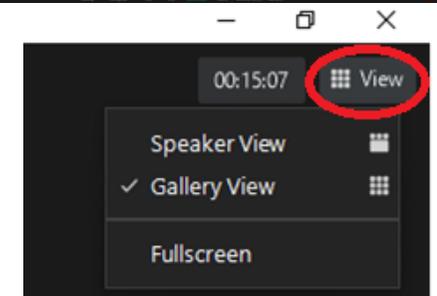


Or this...

Zoom calls the first 'Speaker View', and the second 'Gallery View'. Speaker view is ideal where only one person is speaking, but can be bit disconcerting in a meeting with many concurrent speakers as it will keep flitting backwards and forwards as the speaker changes. I recommend Gallery View.

The view required is selected by clicking on the word 'View' at top right of the screen and selecting from the drop down menu. Alternatively, holding down the Alt key and hitting F2 will select Gallery View whilst Alt & F1 selects Speaker View

You should maximise the zoom window to give plenty of room for all the participants' videos, but selecting Full screen will give you slightly more room by hiding the windows taskbar and the window heading.

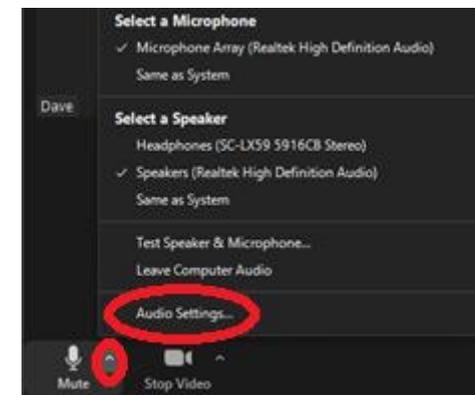


The main controls are at the bottom of the screen. By default they are 'hidden' but will appear just by moving the mouse. This behaviour can be changed by setting 'Always Show Zoom Controls' in the General Settings tab (more about options later).



The first, and most important, are the audio controls . A red bar across the microphone indicates you are on mute. You can mute or unmute your microphone by clicking on the icon of a microphone. When not muted, a green bar on the head of the microphone gives some indication of whether you can be heard. Clicking on the circumflex(^) to the right of the icon will bring up the audio menu.

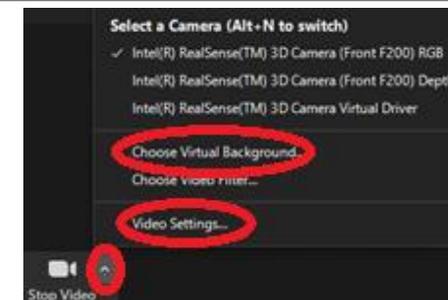
The 'Audio Settings...' option on this menu is the only one of real interest, all other options being available there with the added utility of being able to adjust audio levels. See Useful Options below. You can of course choose your audio settings before joining a call.



The second item on the control bar is video . Again, a red bar across the camera icon indicates whether you are visible to others. You can turn your video on or off by clicking on the camera icon. Clicking on the circumflex(^) to the right of the icon will bring up the video menu.

On this menu you can choose a virtual background – useful if the debris from the day is embarrassingly still visible behind you (Video filters are fun for a while but not of much utility)

The 'Choose Virtual Background' and 'Video Settings...' options on this menu are the only ones of real interest. While video filters are fun for a while (giving you sun glasses, or a hat etc) they don't serve any real purpose, but virtual backgrounds are useful if the debris from the day is embarrassingly still visible behind you! See under Useful Options below for the video settings and backgrounds options. Again, you can of course choose your video settings before joining a call.



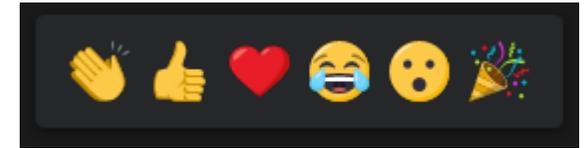
Third on the control bar is Participants , clicking on this icon will list everybody on the call. Clicking on the circumflex(^) to the right of the icon may allow you to invite others to the call.

The fourth icon on the control bar is Chat . This allows you to send text messages to all on the call, or selected people. You'll find it useful to attract attention if you are having problems, especially with audio. It can also be used to send files to others (e.g. pictures) without the intrusion inherent in screen sharing (see below).

The fifth icon on the control bar is Share Screen . You can use this to show all participants something running on your PC, or share a drawing on a whiteboard. When you use screen sharing it helps to warn the other participants as it will immediately fill their screen.

The sixth icon  allows you to record the meeting. The basic (free) account only allows recording to your own computer.

The seventh icon  allows you to give reactions such as a virtual 'thumbs up' to things being said without interrupting



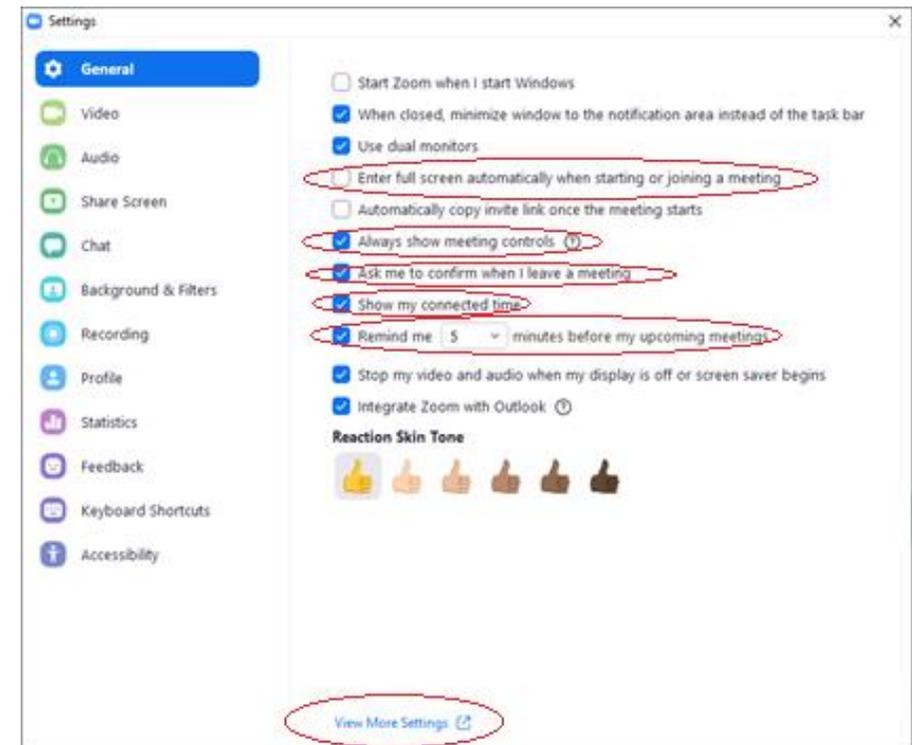
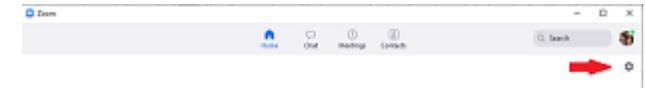
The final icon  allows you to leave the meeting

## Useful Options

Most zoom options can be set from within the Zoom app. When not in a meeting they can be reached from the home tab of the Zoom app by clicking the 'star' at top right of the panel.

### General Settings:

- 'Enter full screen automatically...': Going full screen is really a matter of personal choice but does give you more room on what can be a busy screen.
- 'Always show meeting controls': Prevents the control bar at the bottom of the screen from disappearing.
- 'Ask me to confirm when I leave...': Useful if your mouse finger slips!
- 'Show my connected time': Very useful if you have a free account as meetings with 3 or more participants are limited to 40 minutes (one to one calls are not limited). For paid up accounts it still lets you watch the time fly by.
- 'Remind me <x> minutes before ...' On its own will remind you of meetings you have scheduled yourself, but Zoom can be integrated with some calendar apps to remind you of third party meetings found there.
- 'View more settings' Not an option, but a link to your zoom account options web page. All options here relate to hosting a meeting which this beyond the scope of this guide. However on the account profile page you can integrate your Zoom account with certain calendar apps. See under Tricks below.

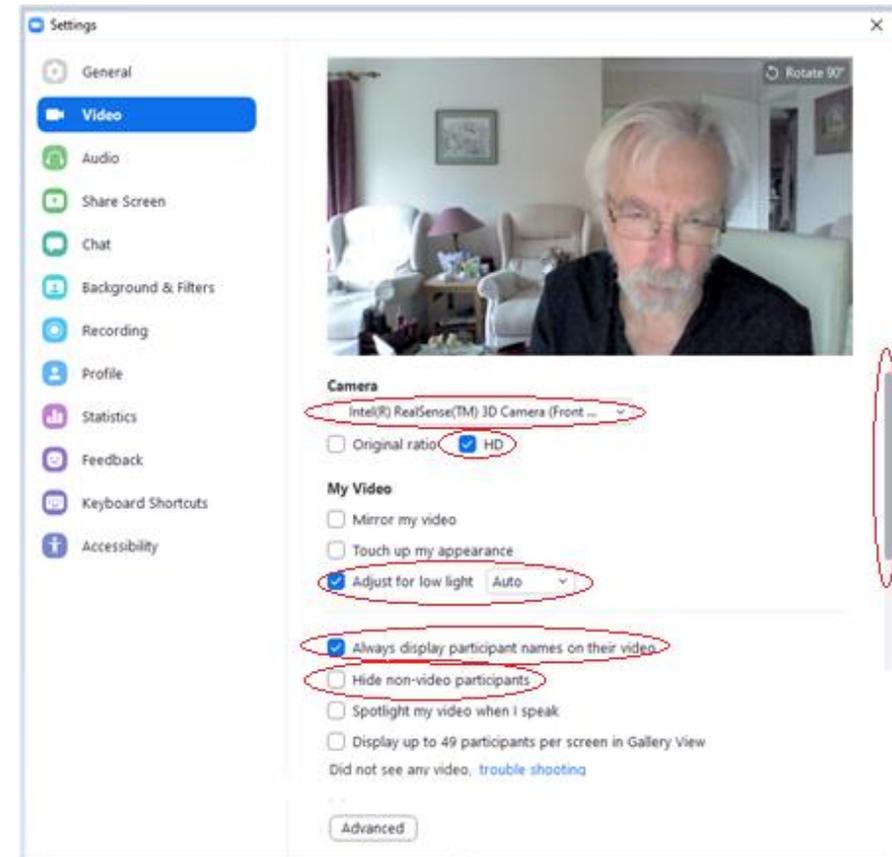


## Video Settings:

On the video settings tab you can select the camera to use (should you have a choice) – use the scroll bar on the right to move down the options (I have edited the screen grab to show all available options).

Note that selecting HD may cause problems if your broadband speed is very low and will increase costs if you are using mobile broadband.

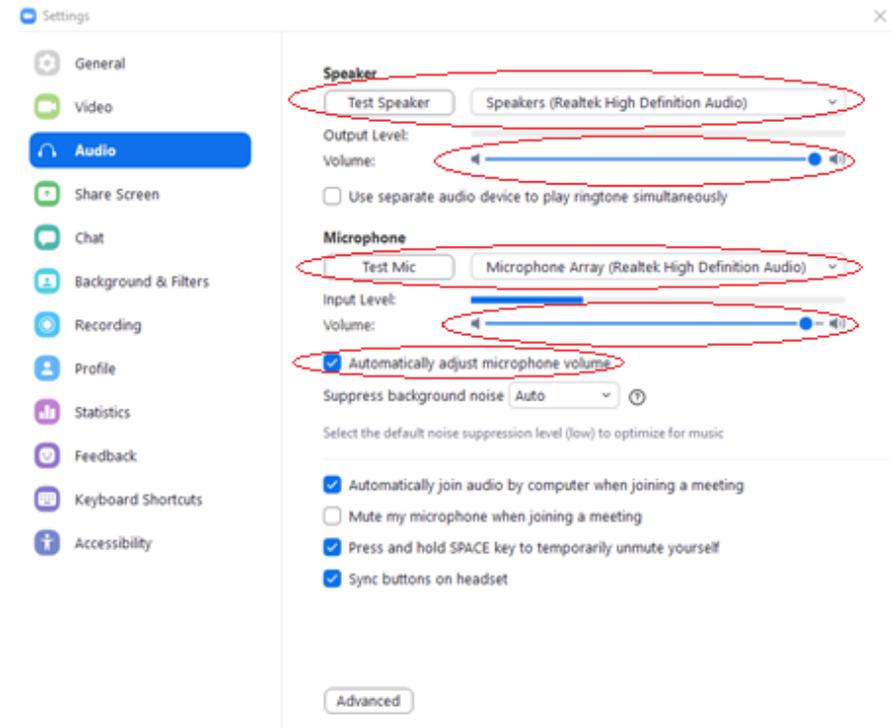
Useful settings here are 'Adjust for low light', 'Always display participant names on their video' and 'Hide non-video participants', the latter could help declutter the screen when there are many participants (see also 'Making More Room on the Screen' below).



### Audio Settings:

Here you can select alternative audio devices (if available), test, and adjust how well they work.

Note that 'Automatically adjust microphone volume' must be unset to adjust the microphone sensitivity. The automatic setting takes account of any manual adjustment so can be reapplied afterwards.



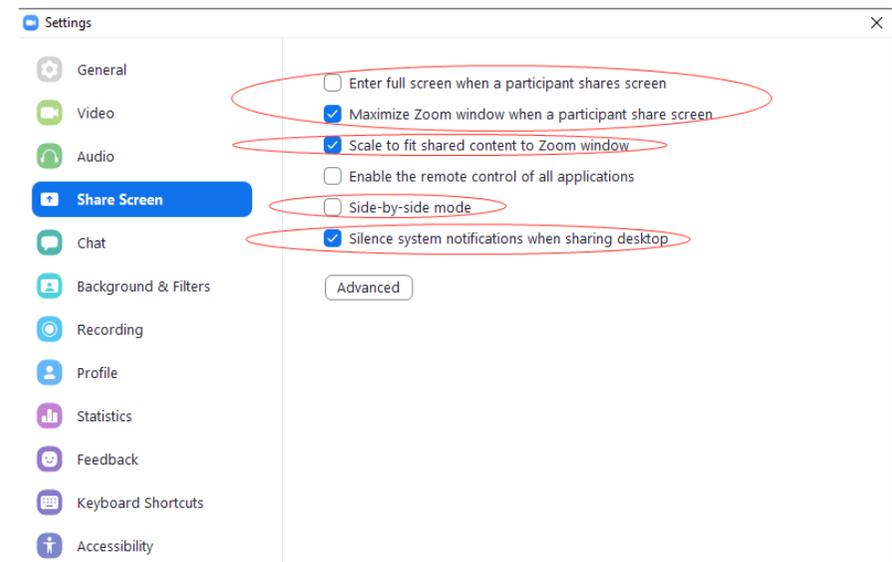
### Share Screen Settings:

'Enter full screen...'/ 'Maximize Zoom...': These mutually exclusive settings are really a matter of personal choice.

'Scale to fit shared content to Zoom window': If the shared content is large you may miss not get the full picture with this setting unset.

'Side-by-side mode': Setting this option tends to use extra space on screen.

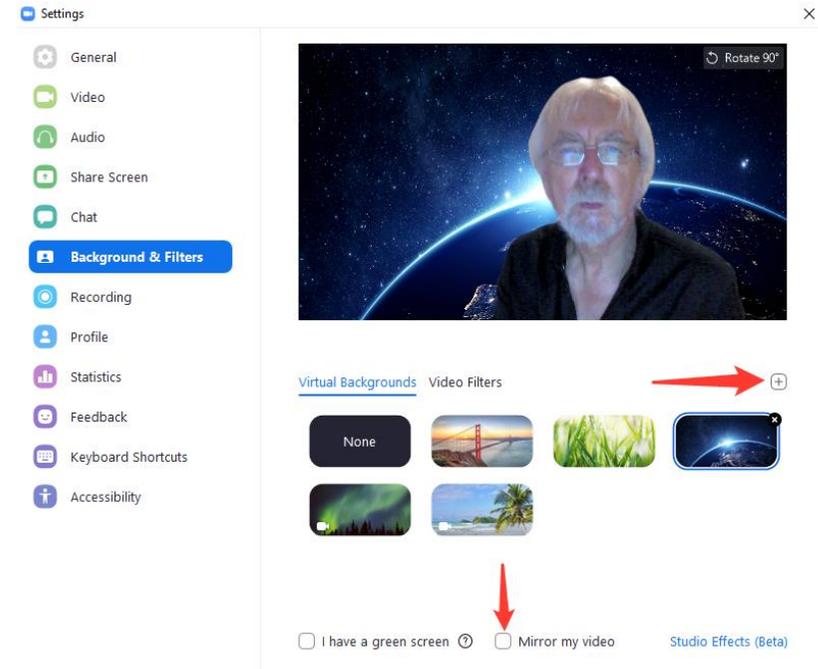
'Silence system notifications...': You don't want email receipt notifications, or reminders ringing out on everyone's PC



## Background and Filters Settings:

Virtual backgrounds allow you to replace your background with an alternative. A view of space perhaps, or (moving) waves crashing on a tropical beach. Add your own backgrounds by clicking the plus sign – a picture of a fully stocked bookcase so it looks like you are in your own private library perhaps.

Setting the 'Mirror my video' reverses your view of yourself so it's like looking in a mirror.

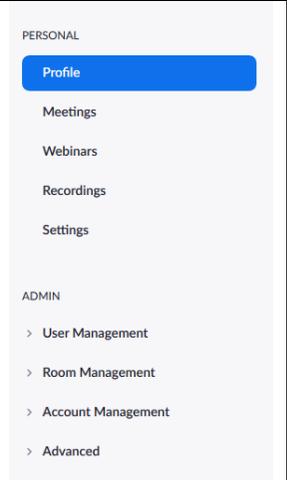


## Tricks

### Integration with Google Calendar etc

Integration with calendar apps requires that you have a zoom account, basic accounts are thankfully free. Currently a Zoom account can be integrated with Google Calendar, Microsoft Exchange, and Microsoft Office 365. To do this sign in to zoom in your browser at <https://us02web.zoom.us/signin> (for those without an account there is a link on this page to create one). Once signed in you will be on the meeting page where your upcoming meetings will show, or if coming from the general options tab in the zoom app you will land on the settings page. Select the Profile page.

Towards the bottom of the page there is the 'Calendar and Contacts Integration' section (you may have to scroll down). Simply follow the instructions to integrate with your calendar (process will vary depending upon the app you use).



## Making More Room on the Screen

Gallery view can give you a very busy screen, but you can increase the space available for other participant's videos by hiding your own. Move the mouse over your own video and click on the ellipsis that then appears, then select 'Hide Self View' from the resulting menu. Note that this only affects what *you* see, it does not stop other participants being able to see you.

This trick also works well when there are just 2 participants, as your caller's video will fill the screen.

To restore your video move the mouse over any other video and click on the ellipsis that then appears, then select 'Show Self View' from the resulting menu.

