

APCUG TIPS FOR USING THE ZOOM TASKBAR

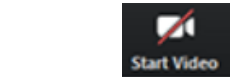
Zoom Taskbar – Move your mouse pointer to the bottom of the screen and it pops up.

Click on the mic/**Mute** button to mute yourself
Red diagonal across it.

Click on **Participants** button, hover over your name if you want to **Rename** yourself (perhaps your phone number is on your thumbnail* rather than you).

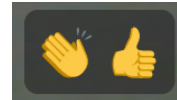


Click on the video camera/**Stop Video** (red diagonal across it).
We will no longer see you, just your name.....



Click on **Chat** to send a message to Everyone. Press the Enter key to 'send' the message.

Click on **Reactions** for Thumbs Up or Clapping. They will show in your thumbnail.



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 your spacebar to speak when you are muted.

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



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**.

View – Controls are in the upper-right corner.

Gallery – You see Thumbnail pics of all participants (see above). A green or yellow line is around the person speaking. You can see up to 49 participants on one screen, depending on your monitor. 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.

