

Zoom Tips and Shortcuts

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KEYBOARD SHORTCUTS

- **Alt+F2:** Switch to gallery video view in video meeting
- **Alt+F4:** Close the current window
- **Alt+V:** Start/Stop Video
- **Alt+A:** Mute/unmute audio
- **Alt+M:** Mute/unmute audio for everyone except host. Note: For the meeting host only
- **Alt+S:** Launch share screen window and stop screen share Note: Will only work when meeting control toolbar has focus
- **Alt+Y:** Raise/lower hand
- **Alt+R:** Start/stop local recording
- **Alt+P:** Pause or resume recording
- **Alt+F:** Enter or exit full screen
- **Alt+H:** Display/hide In-Meeting Chat panel

DOWNLOAD THE APP TO A COMPUTER

- On the Zoom website (<https://zoom.us/>) scroll to the very bottom of the webpage.

- In the “Downloads” column, click the “Meetings Client” link

CONTROL VIDEO AND AUDIO SETTINGS

- “Mute” and “Stop Video” controls are located along the bottom left of the meeting window.

- As the host of a Zoom meeting, you can control these functions for all participants

- TIP: If the internet is bad, disabling video can help maintain a better overall internet connection using just audio.

VIRTUAL BACKGROUND

- Click your profile in the top right corner, and click Settings.

- On the menu to the left, click Virtual Background, you'll see a few default background options provided by Zoom. You can choose one of those by clicking on it, and it will automatically change your screen.

- If you want to upload a photo to use as your background, on the same Virtual Background Page, click the + icon, select the picture you want and it will appear alongside the other pictures as an option for you to choose from

CHAT

- The “Chat” function is found on the bottom right of the meeting window.

- Clicking the Chat icon will open a side window where participants can type messages to the whole group or facilitator.

SCREEN SHARE

- After selecting Share Screen located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.

- During your screen share, select Annotate to use screen share tools for drawing, pointing, etc.

- Any attendee in your meeting can start annotating on a shared screen. The attendee can access Annotate in the upper meeting toolbar.

- When done sharing, click the red button to “Stop sharing.”

- TIP: Sharing your screen with participants is an easy way for others to watch you go through a process or view a presentation on your screen.

- To share a PowerPoint presentation and use presenter view at the same time, click "share screen", "advanced", "portion of screen" and then select the area you want to share with the green frame, in this case you would place the frame around the slides you want to share, allowing you to see the presenter view notes at the same time.

RECORD

- The “Record” function is located on the bottom right of the meeting window.

- Controls to pause and stop a recording in progress, gives the option to selectively record during a meeting.

- Recording files will be saved to your computer at the end of a meeting.

SCREEN VIEW SETTINGS (GALLERY, SPEAKER, AND MINIMIZE)

Gallery view will make all participant tiles equal sizes

Speaker view will minimize all tiles except that of the person currently speaking

Clicking the Minimize button of the meeting window will create a single speaker window that floats in front of all other. You can drag the floating video anywhere on your screen.