



Beginner's Guide to Zoom

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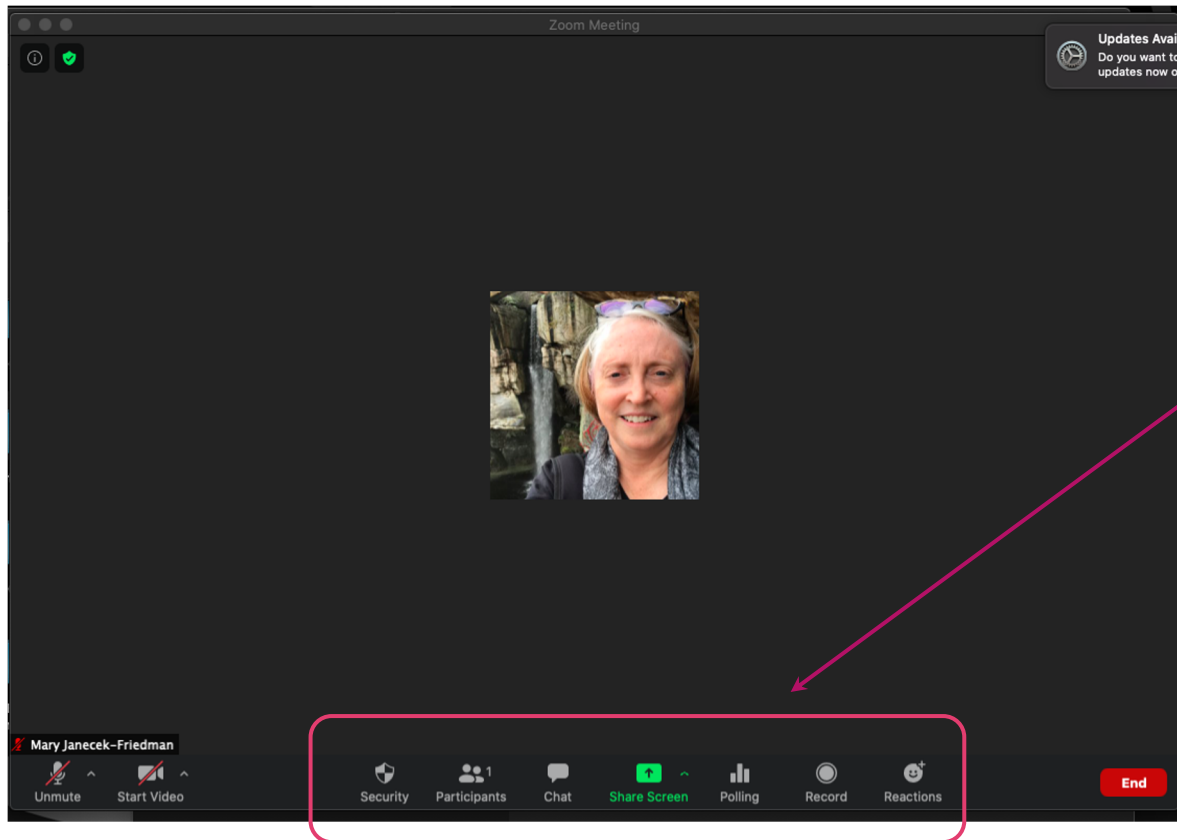
Goals

After this meeting you should be able to:

- ▶ Turn on/off your video and audio while participating in a meeting.
- ▶ Send whole group or private messages to other participants.
- ▶ Switch between speaker view and gallery view.
- ▶ Let the host know you would like to speak by raising your hand.
- ▶ Participate in the first General Membership Meeting of SRCC on June 16th!

Note: Some of your controls may look slightly different those pictured.

Meeting Controls

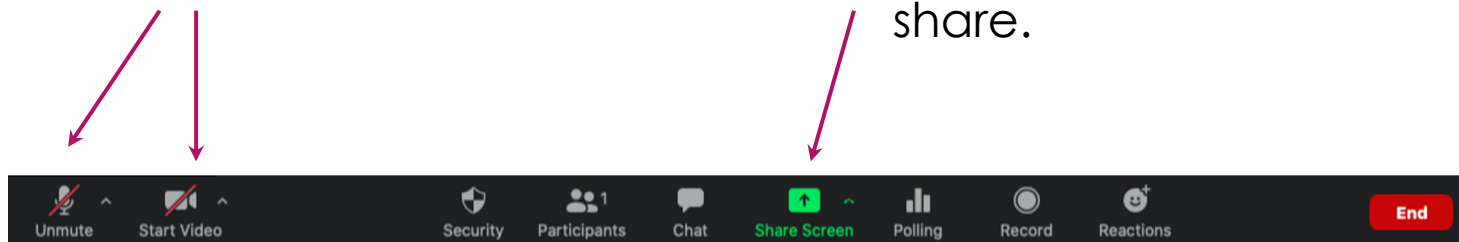


During the meeting, your main controls are located here. If you cannot see them, they will appear when you scroll over the screen.

Audio and Video Controls

During the meeting you can turn off your camera or microphone here. It is typically polite to turn your mike off until you have something to say.

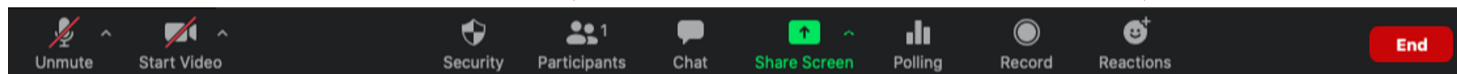
Screen share allows you to show something on your computer to the other participants in the meeting. Typically, in large meetings, only the host needs to use screen share.

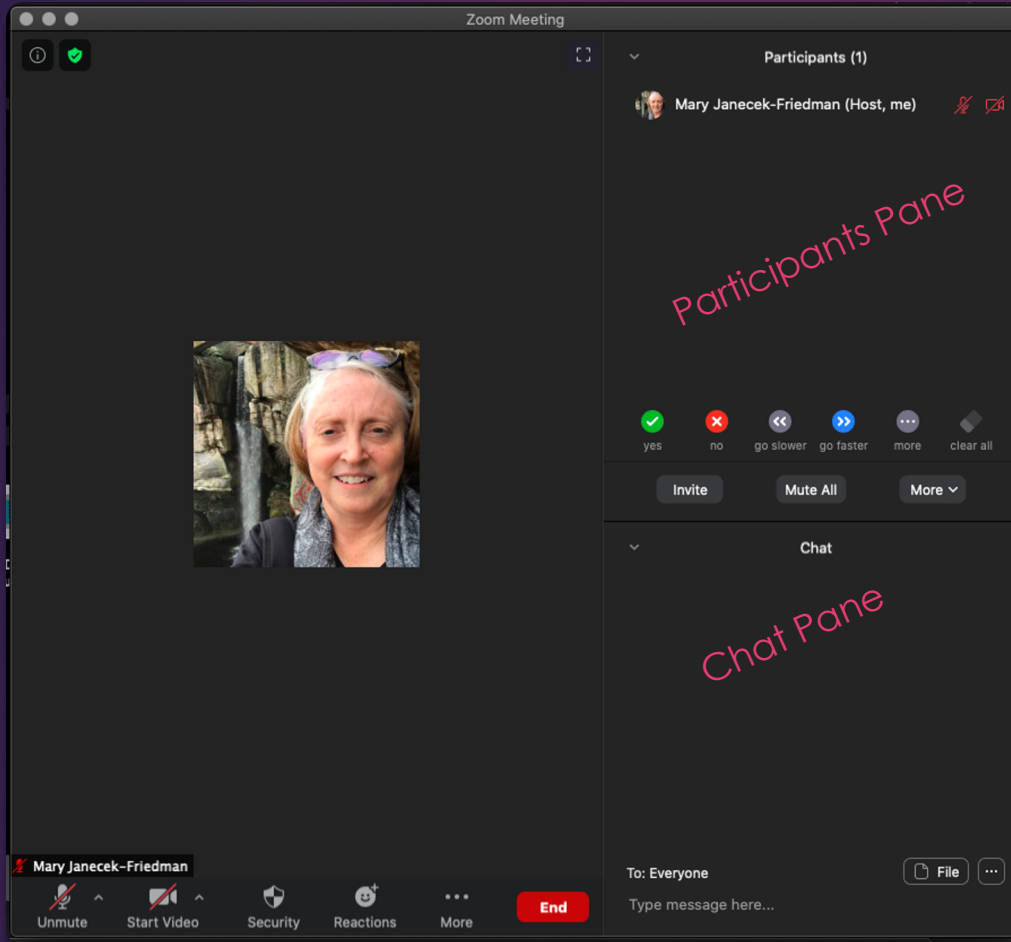


Other Controls

These buttons open boxes to see who is participating in the meeting and to chat with all participants. The chat box is a good place to post questions during a meeting without interrupting the speaker.

The reactions button allows you to silently respond to something.



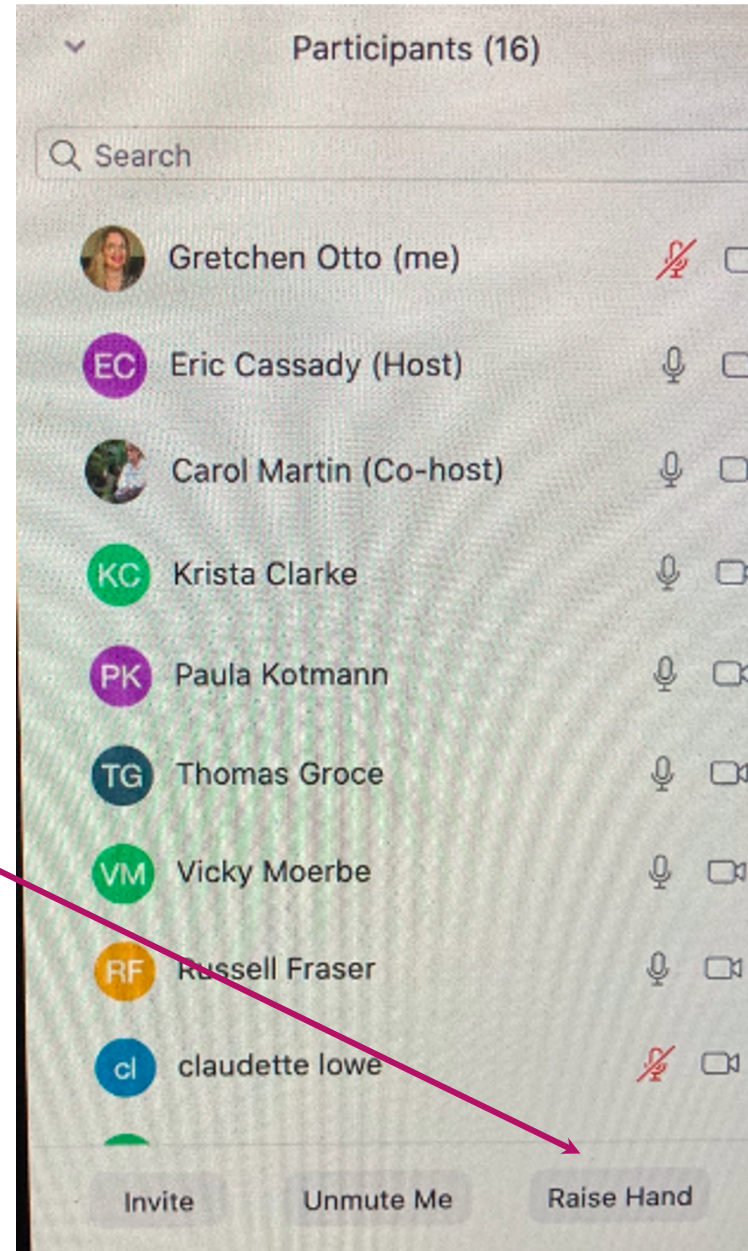


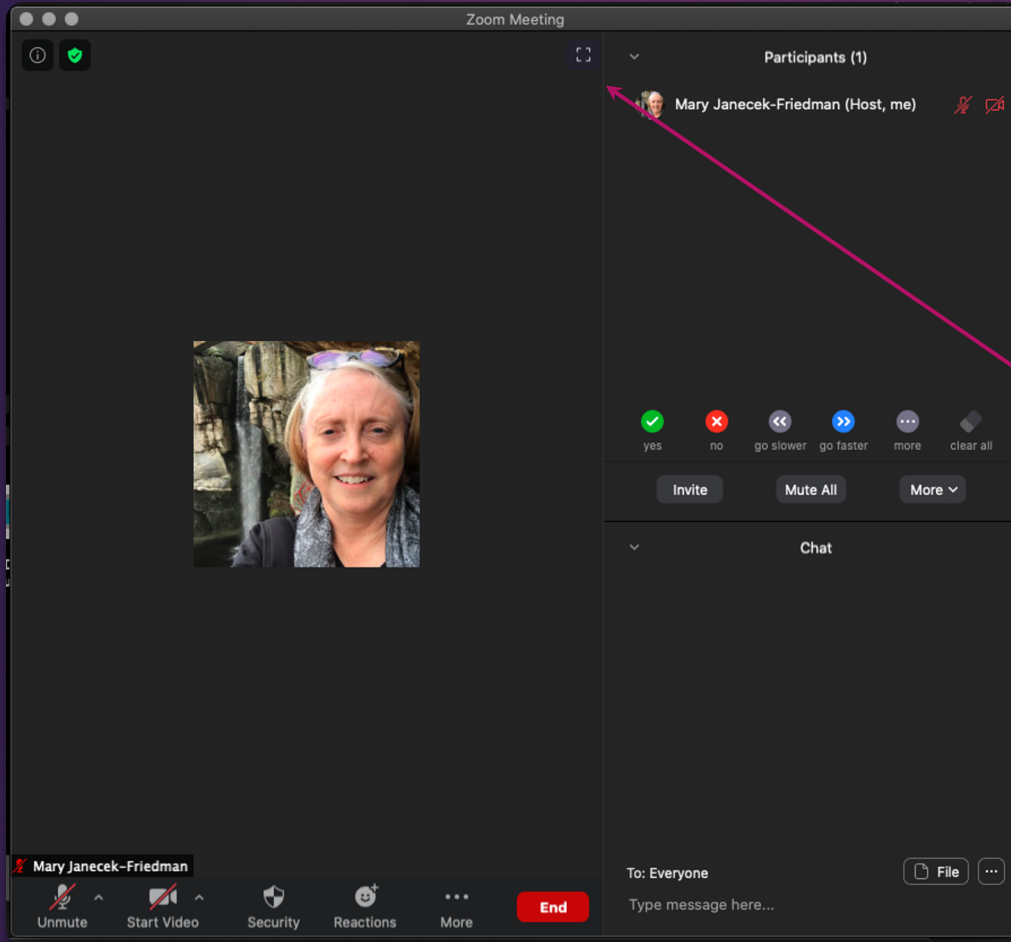
Participants Pane

Chat Pane

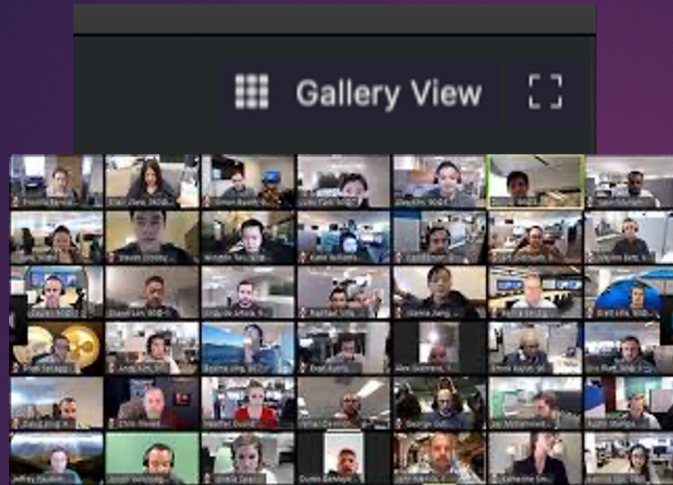
This is how things appear when you open the participants and chat panes.

During the meeting, you can indicate that you want to speak by raising your hand. This option is in the Participant's Pane.





You can change how the meeting appears to you using this button.



← Gallery View allows you to see more speakers in a grid of equal-sized boxes.



← Speaker View displays the main speaker in a larger box and other participants in a small row of boxes.

Thank you!

- ▶ Thank you for participating today and your patience. We are all learning to do things differently during this time of social distancing.
- ▶ If you need further assistance, please email me at membership@srccatx.org or text/call me at **512-619-5773**