

Foothill Quilters Guild: Zoom Quick Reference Guide

Install Zoom

Zoom can be installed on a computer, smartphone or tablet.

For assistance, please contact any of the members listed in the monthly newsletter under “**Help Installing Zoom**”.

Log Into Zoom Meeting

- Close unneeded applications & windows
- In the meeting invitation in your email, click on the blue link under “**Join Zoom Meeting**”.

Join Zoom Meeting

<https://zoom.us/j/97951779000>

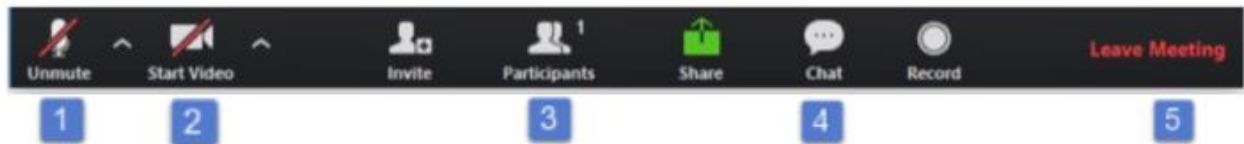
Meeting ID: 979 5177 9000

- In the pop-up window, click “**Allow**”.

- Enter your first & last name in “**Your Name**” box in the **Join Meeting** window if it isn’t correct.
- Click “**Join with Video**”.
- Click “**Join with Computer Audio**”.
 - Note: you do not need to “Sign In” to Zoom.

Note: Tap instead of clicking if using a tablet or phone.

Participant Menu Options on Zoom Screen



The Zoom menu bar is located at the bottom of the meeting screen on a PC & smart phone, or upper right for a tablet. It disappears during a meeting when inactive. To make it re-appear, tap or move the mouse over the zoom screen.

1. **Mute and Unmute.** Click the icon to mute or unmute your microphone. Keep your mic muted when you are not speaking. The meeting host can mute participants automatically if needed. A red line through it indicates it is muted.
2. **Start and Stop Video.** Click to start your device/ computer’s camera. A red line through it indicates the camera is off.
3. **Participants.** Click to open a list of all current participants and view their roles in the meeting.
4. **Chat.** Click to open the chat window for the meeting. On a smartphone, tap “**More**” then tap “**Chat**”. On a tablet, tap on “**Participants**”, then “**Chat**”. Keep this open at all times to ask questions, give comments, or view others’ questions. In the Chat panel, click the dropdown to select if you want the message to go to everyone in the meeting, or a single participant. Hit **Enter** to send the message after typing it.
5. **Leave Meeting.** Click to remove yourself from the meeting. The meeting will continue if others are still present in the meeting.

Note: Tap instead of clicking if using a tablet or phone.

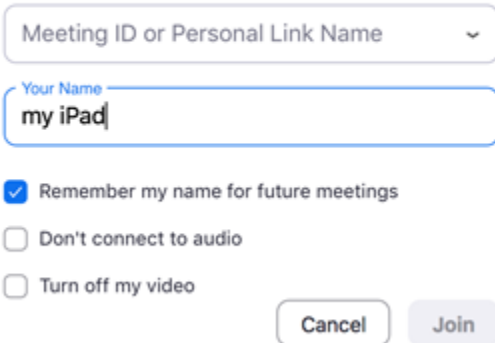
Foothill Quilters Guild: Zoom Quick Reference Guide

Edit Your Screen Name

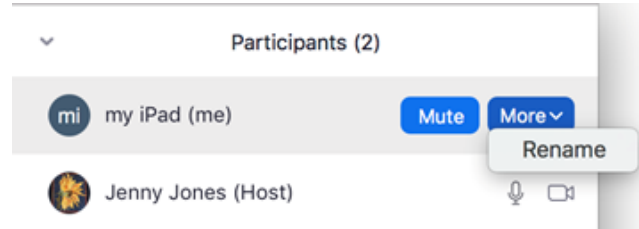
To enable the Guild to take attendance, your first and last name need to be correctly listed in the participants list. There are two ways to do this:

1. When first logging into Zoom, enter your first and last name in the **Join Meeting** window before clicking **Join**.

Join Meeting



2. In the Participants list, tap or move the mouse over your name, click on **More**, click on **Rename**, enter your first and last name in the box that appears.



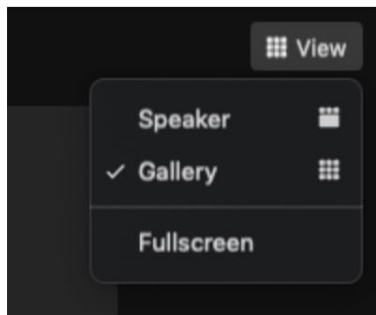
“Raise Hand” in Meeting

The raise hand feature in a Zoom meeting allows you to raise a virtual hand to indicate that you need something, want to speak, or to vote on something.

- Open the "**Participants**" list as explained previously.
- At the bottom of the Participants window, click the **button** labeled "**Raise Hand**".
- Click "**Lower Hand**" when finished.

Speaker View or Gallery View

During the meeting you can choose how you view the videos of yourself & others. You can switch between views, or expand the window to full screen.



Somewhere on your Zoom screen you will see a choice to toggle between "**Speaker**" and "**Gallery**" view.

- "**Speaker**" view shows the active speaker in the large window. This is the default view.
- "**Gallery**" view tiles all of the meeting participants equally.

Foothill Quilters Guild: Zoom Quick Reference Guide

Troubleshooting	
Cannot Hear Others	<ul style="list-style-type: none"> • Check your computer or device to see if it is muted. There is usually a mute and unmute key on the computer keyboard to toggle sound on and off. Mobile phones and iPads have a mute and unmute switch or setting. • Turn off any blue-tooth devices (such as an ear bud) located nearby.
Others Cannot Hear You	<ul style="list-style-type: none"> • Make sure you have clicked “Unmute” in the bottom left corner of the Zoom window. You can tell it is muted on a PC when there is a red line through it. On a tablet, the icon will be red with a line through it. • At the bottom of the Zoom window, click on the little Up Arrow on the right of the “Mute/Unmute” (microphone icon) and select a different microphone. • Make sure Zoom has permission to access your microphone.
Others Cannot See You	<ul style="list-style-type: none"> • Make sure you have clicked the “Start Video” button at the bottom of the Zoom window. You can tell it is off on a PC when there is a red line through it. On a tablet, the icon will be red with a line through it. • Click on the Up Arrow next to the “Start/Stop Video” icon and select a different camera. You can choose Same as System or a more specifically-named camera from the list. • Make sure Zoom has permission to access your camera.
For information on setting system preferences	<p>Windows 10 https://support.microsoft.com/en-us/windows/windows-10-camera-microphone-and-privacy-a83257bc-e990-d54a-d212-b5e41beba857</p> <p>MacOS https://support.apple.com/guide/mac-help/control-access-to-your-microphone-on-mac-mchla1b1e1fe/mac https://support.apple.com/guide/mac-help/control-access-to-your-camera-on-mac-mchlf6d108da/mac</p>
Additional Help	<ul style="list-style-type: none"> • Zoom Help Center website: https://support.zoom.us • How to join a meeting: https://www.youtube.com/watch?v=6f1YWnfTc5o • Zoom for Dummies: https://www.youtube.com/watch?v=iagJnvy6ILY