

# Helpful Hints

## on ZOOM



### 1. What is Zoom?

Zoom is the leading cloud platform for video and audio conferencing, chat, and webinars on mobile devices, desktops, and telephones.



### 2. Get the FREE Zoom App.

Zoom's free app allows for efficient video calls and is a more user-friendly way to be engaged on a call. If you don't have the app, you can still access a meeting through the link provided when a meeting is generated. In fact, *if you don't want to use video*, there will also be an audio-only call-in link option.



### 3. Let's Chat.

Have something to say? Find the chat on the menu, usually in the bottom of your window. You can send a message to someone privately, or to the whole group.



### 4. Visit the Gallery.

By turning on gallery view, you see up to 49 meeting participants at once, depending on your device. You can also choose to focus on the speaker, which changes automatically if more than one user is free to engage.



### 5. Don't Forget Your Full Name.

Your settings may generate a username. Make sure you enter the meeting after inputting your full name in the prompt. This will make sure everyone knows who you are.



### 6. Know When to Mute.

The audio and video mute options are there for a reason. If things get loud at home or you need to get up from your work station -- no worries, it happens! Just hit audio and/or video mute so you don't distract everyone else.



### 7. Feel free to Hit Record.

Have an important call? Or want to put a Council meeting on line? Press record. Both hosts and participants can record virtual meetings and download them as video files. A transcript will also automatically record.



### 8. Have a Little Fun!

Change your virtual background or touch up your appearance in Meeting Settings! Join your meeting from a Parisian cafe, or simply choose a blank canvas so no one can see what's happening around you at home.

\*Information from Zoom. Visit [www.blog.zoom.us](http://www.blog.zoom.us) for more support.



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