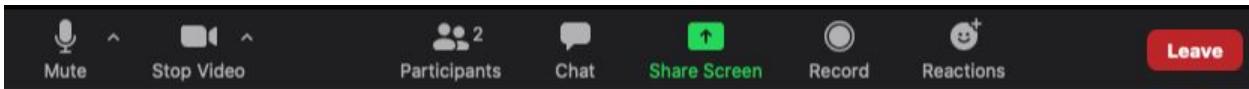


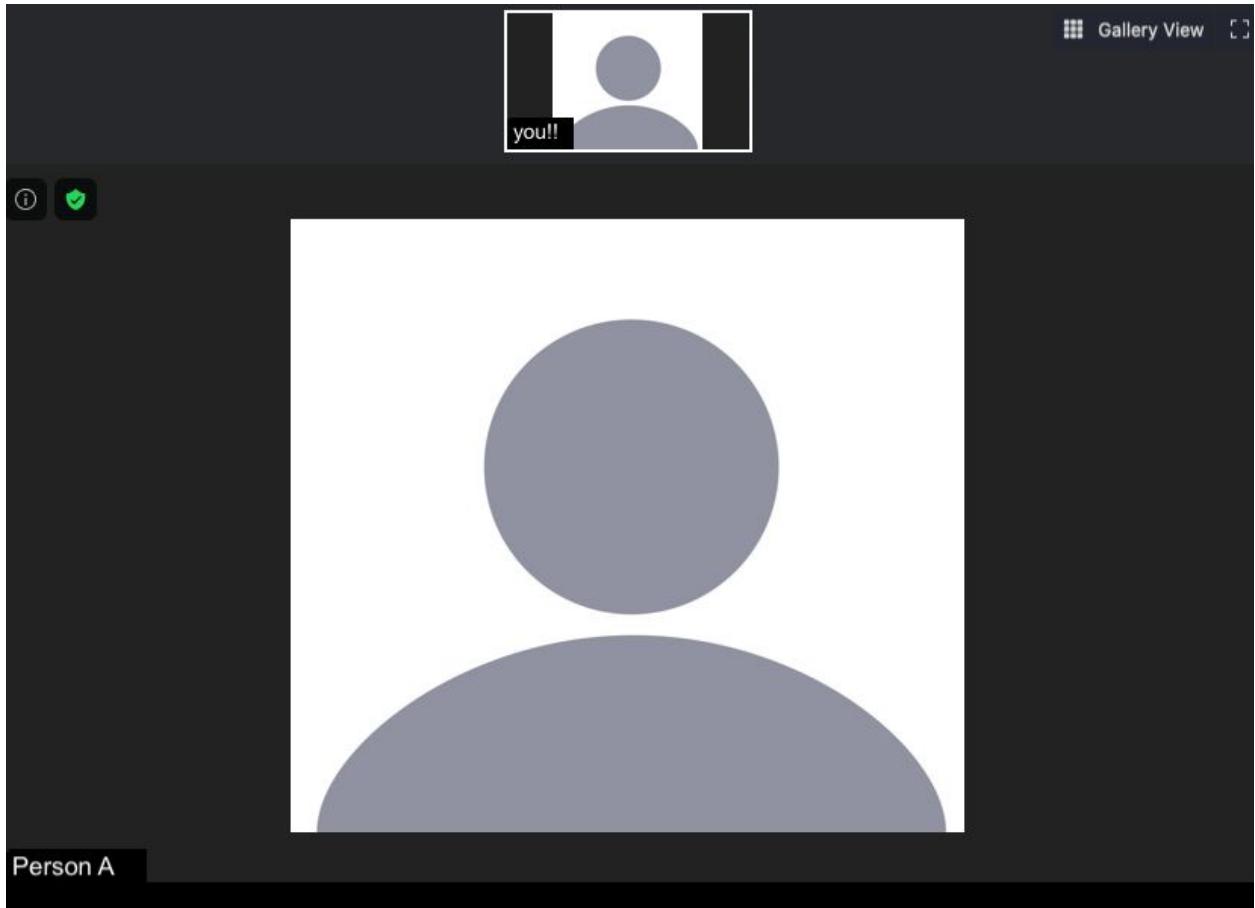
1. What are all of these buttons at the bottom?



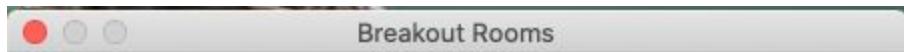
- a. The mute button allows you to mute and unmute your microphone; currently shown as unmuted, meaning anyone in the call can hear what you say.
 - b. The video button allows you to turn on and turn off your video; currently shown as on, meaning anyone can see your video.
 - c. The participant button shows the number of people in the Zoom room you are in; if you click on it, it'll show the detailed list of the people in the room. This is also where reactions such as raising hands or saying "yes" or "no" can be found.
 - d. Chat is the in-call chat, where you have the option to message everyone in the call, or sometimes, direct message certain people in the call.
 - e. Share screen allows you to share your screen; more in question 9.
 - f. Record lets you record the video session; depending on the host's settings, you may not always have access to this button.
 - g. The reactions button contains things like clapping and thumbs up, which can be useful to react to what people are saying without interrupting!
2. What is gallery view/speaker view?
- a. In the top right of your computer screen, there is a button that either says "Gallery view" or "Speaker view" which changes the layout of the people on your screen in the Zoom call.



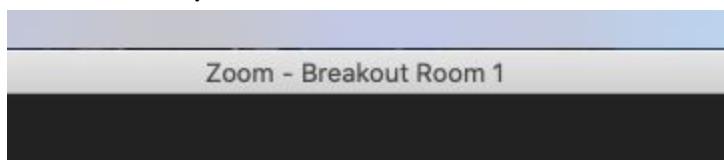
- b. Above is an example of gallery view, where everyone in the call is the same size icon. This view is useful for group calls so you can see everyone's videos at the same time



- c. Above is an example of speaker view. The person who is speaking will show up larger than the rest of the icons, which will all populate in the top bar. This is useful for lectures when only one person is talking and you don't need to see everyone else's videos.
3. What is this white screen I see when I join a Zoom call?
 - a. If you click join the meeting and instead of seeing the participants of the Zoom call you see a white screen, you are in the waiting room of that Zoom call! It just means that the host of the call needs to approve your entry before you can join. This feature is meant to make sure no "Zoom bombers" enter calls that they shouldn't. Don't fret! Give it a few moments and the host should let you in shortly :)
4. What are breakout rooms and how do I join them?
 - a. Breakout rooms are essentially separate smaller rooms that connect to your main Zoom session. The host may put people into breakout rooms, and you'll see a popup like this:



- b. If you see this popup, feel free to click the “Join Breakout Room” button, which will take you to your breakout room. In the top bar of your screen, it’ll say the number of your breakout room:



5. How do I add a virtual background?
 - a. Open preferences on Zoom in the menu bar at any point (either in a zoom call or not). A popup that looks like this should appear:

Settings

- General
- Video
- Audio**
- Share Screen
- Chat
- Virtual Background
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Speaker Test Speaker MacBook Pro Speakers (MacBook Pro... ▾)

Output Level: [Slider]

Output Volume: [Slider]

Microphone Test Mic MacBook Pro Microphone (MacBook Pr... ▾)

Input Level: [Slider]

Input Volume: [Slider]

Automatically adjust microphone volume

Use separate audio device to play ringtone simultaneously

Join audio by computer when joining a meeting

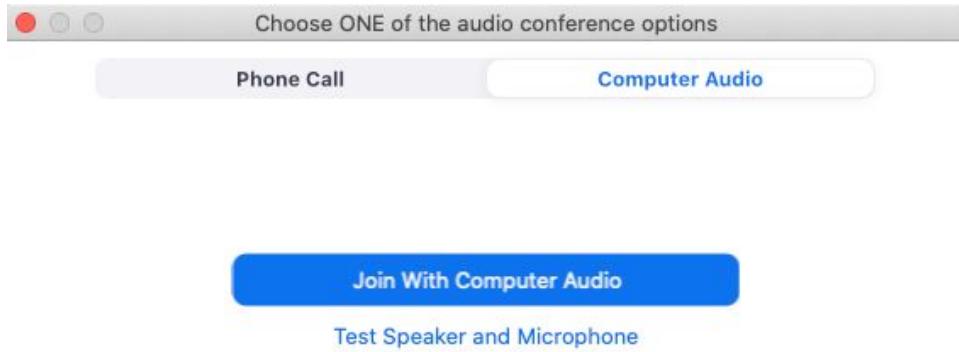
Mute microphone when joining a meeting

Enable stereo

Press and hold SPACE key to temporarily unmute yourself

Advanced

- b. Click on virtual background on the side, and you can add your own images or use one of the ones provided to you :)
6. What do I do if my Internet is bad?
 - a. In the full Zoom invite, it should state a phone number to call into Zoom; once you call that, enter the meeting ID provided (listed in the full Zoom invite) and you can join the zoom call by phone.
 - b. Alternatively, if your computer has audio problems or you want to reduce the bandwidth on your internet, you can join the zoom call as normal, but when it asks you to join your audio, click phone call instead of computer audio, as shown below.



7. How do I change my audio or video input/output?
 - a. There are small arrows to the right of the mute and stop video buttons; these control where your audio and video are coming in from. For example, if you connect your headphones to your computer or have an external webcam, you can click on the small arrows to change the audio input/output and the video input to those accessories.
8. How do I change my name?
 - a. Next to your icon on Zoom, if you hover over it with your mouse, three dots will appear in the upper right corner. Click on that, and a menu will appear, including an option to rename yourself.
9. How do I share my screen?
 - a. Click the share my screen button in the middle of the bottom menu. A popup will appear asking if you would like to share just one window of your screen (people in Zoom just see what is happening in one window and don't see any other window of your computer) or your entire screen (people in Zoom can see everything on your screen and all windows you open). When you're done sharing, just click stop share :)
10. What are good practices for using Zoom?
 - a. If there is background noise where you are, mute yourself so others can hear who is talking.
 - b. Be aware of when you are muted/unmuted and when your video is on/off.
 - c. Make sure you join with your MIT Zoom account; some meetings are set up so only authenticated MIT users can join.
 - d. Test your audio and video before joining a meeting if you have a new setup or have not used Zoom before.
 - e. Try to reduce side conversations; unlike in real life, it is difficult to only talk to one person in the Zoom; if you do need to have a side conversation, use the private chat feature.