

Tech Tip of the Week

May 25th, 2020

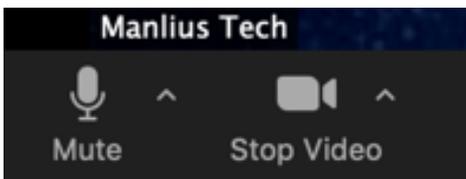
Tips and tricks for using Zoom

If you are invited to a meeting, just click the link and the Zoom application will open. You can also open Zoom and click the Join Meeting button. Enter the meeting ID or Personal Link Name.

If you log into your own account, you can create your own meetings. With a free Zoom account, you are able to have meetings up to 40 minutes long.

Mute and camera shutoff

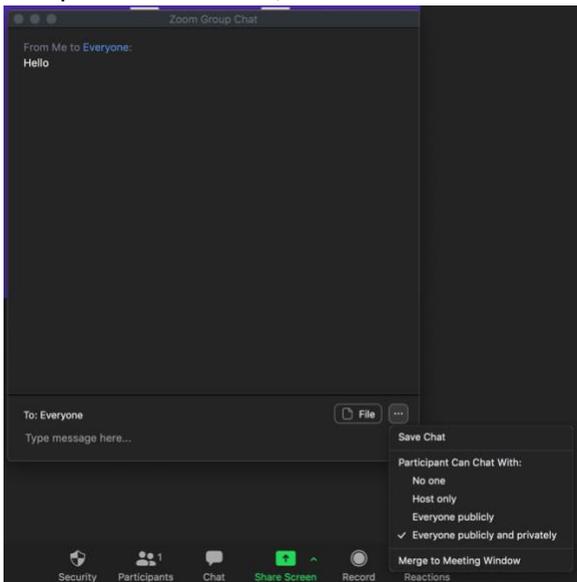
Muting yourself will turn off the microphone on your computer but you will still be able to hear the speaker. You can also turn off your camera so that others will not see you, but you can still listen and see the speaker. You'll find the mute button and the camera button on the bottom left side of your screen.



Join the chat

You can text everyone in a meeting or individuals privately.

To open the chat box, click the **Chat** button in the bottom middle of your screen and begin typing.



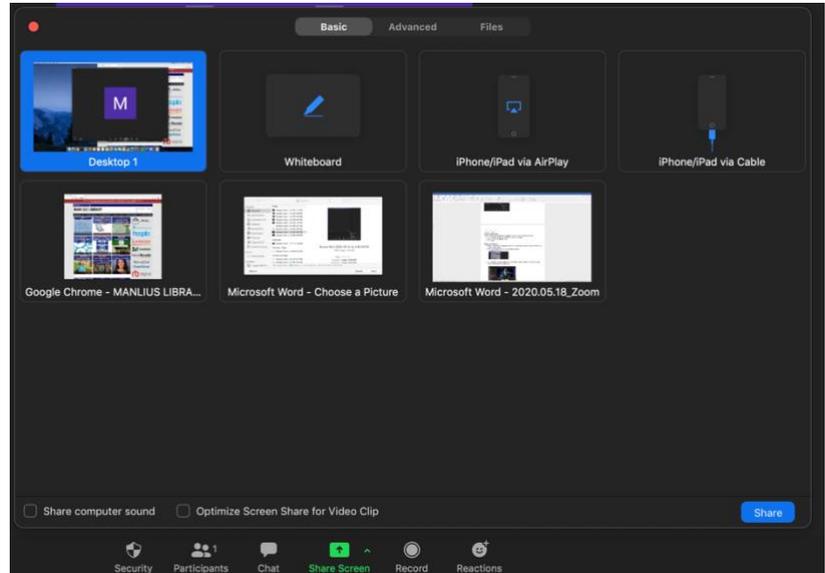
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Share Your Screen Content

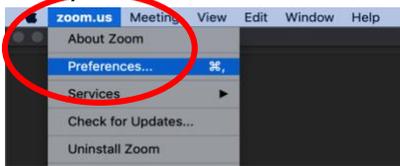
With Zoom you can share presentations, websites or Desktop screen with meeting participants.

1. Click the Share Screen button in the bottom middle of your screen.
2. Select what you would like the share.
3. Click share



Change your background

1. Look for the menu bar at the top of the screen. It might be hidden, move your mouse to the top of the screen to make it appear.
2. Hover your mouse over Zoom.us and then click preferences



3. Click Virtual Background and select one of the pictures. You can also add your own pictures by click the + on the right side of the settings box.

