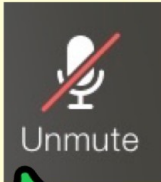# ZOOM TIPS FOR BEGINNERS

So you're new to Zoom, no worries! This guide is here to help you get familiar with the basics of Zoom. The first thing to know is that your Zoom screen will look a little different depending on what type of device you are using. For example- if you are using a desktop computer, your control buttons will most likely be at the bottom of the screen, but on tablets and some mobiles they will be at the top. These are all of the essential basic buttons that you can use to personalize your Zoom experience and participate fully in the workshop. Once you find your controls, take a moment to get familiar with their uses—

The Unmute Button

When your screen displays this button, it means you are currently Muted- shown by the microphone icon having a line through it. And when you click on the button it will Unmute you to speak.

The Mute Button

When your screen displays this button, it means you are currently Unmuted- shown by the solid microphone icon. When you click on the button it will Mute you. This is what you want on the screen when you share.

THIS IS WHAT YOUR SCREEN SHOULD BE SHOWING ANY TIME YOU ARE NOT SHARING.
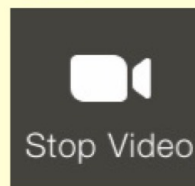
Keeping yourself muted helps eliminate distracting echos and background noise while others are sharing.
Feel free to Unmute yourself to welcome speakers and thank others for sharing (in fact we encourage doing so!), and please be mindful to return yourself to mute by checking to make sure that the microphone icon is crossed out on your screen.

The Start Video Button

When your screen displays this button, it means your video is currently Off- shown by the camera icon having a line through it. And when you click on the button it will Start your video feed.
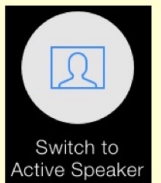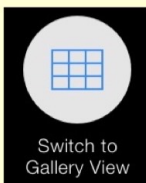
The Stop Video Button

When your screen displays this button, it means you are currently visible On video- shown by the solid camera icon. When you click on the button it will Stop your video feed, and a blank screen will be displayed instead of your video.

Feel free to turn your video on/off at your discretion. We love to see everyone's faces and we respect everyone's privacy, the choice is yours!

The Display Buttons

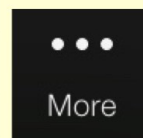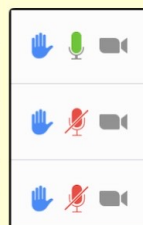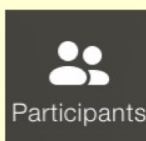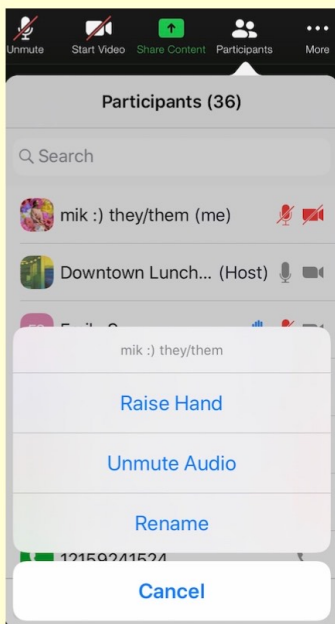These buttons control what you see on the screen and are often found along the left side of your screen. Clicking the Active Speaker View will show whoever is currently speaking full screen on your display. Clicking the Gallery View will show you a grid of multiple members and allows you to swipe through pages of participants who have their video feed turned on. In this view, whoever is speaking will have a green outline around their video, but because there are multiple pages of videos you might have to swipe through the pages to locate who is speaking at any given time. Try out both option and choose what works for you!

"PARTICIPATION IS THE KEY TO HARMONY"

Clicking the Participants Button will bring up a list of everyone logged into the meeting. At the bottom of the window will be a Raise Hand button- clicking this will virtually "raise your hand" in the participants list, indicating to the chairperson that you would like to share. On mobile devices this button comes up when you click on your own name in the participants list, or by clicking the More Button. The More Button is also where you will find the Chat on mobile devices. The Chat is similar to texting and chats can be sent to the entire group and/or to individuals. Please be mindful not to cross talk in the chat.

Lastly, in the spirit of the 12th Tradition, please know that your display name is visible to everyone in the group, even if your video is off. Should you need it, there is a convenient Rename Button that can be used while still in the meeting. On mobiles, it can be found under the More Button or by clicking your own name on the participants list. To access the Rename Button on a desktop, click on your own video box in the grid screen (even if your video is off) and then click on the [•••] button that appears. In addition to your first name and last initial, feel free to include your gender pronouns, location, phone contact number, or homegroup name should you so choose to.