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Learning with Zoom: "Tips and Tricks"

Contents

Hot Keys and Keyboard Shortcuts for Zoom: Click here to view.

How do I register for and attend virtual classes?

Great question!
To register: we are asking members to do so online or by mail if possible, to limit in-person contact. Each course will be online, in-person, or a hybrid of the two, and will be marked accordingly. Make sure to choose courses with the contact level you are comfortable with. To register online, click here. To register by mail, complete the registration slip in your catalog and send with your payment to 211 E. Dickson St. Fayetteville, AR 72701.

To attend: If you are registered for a class via Zoom, you will receive a link and any handouts approximately three days prior to the class start date.
- To participate in the live stream, you will need a computer/laptop and headphones or speakers and a microphone.
- A few minutes prior to the class start time, join the class via the unique link from registration email. We ask that you mute your mic upon joining and unless speaking.
- Please keep in mind that Zoom activates your microphone and camera. You will be on screen, unless you chose to turn your video off.
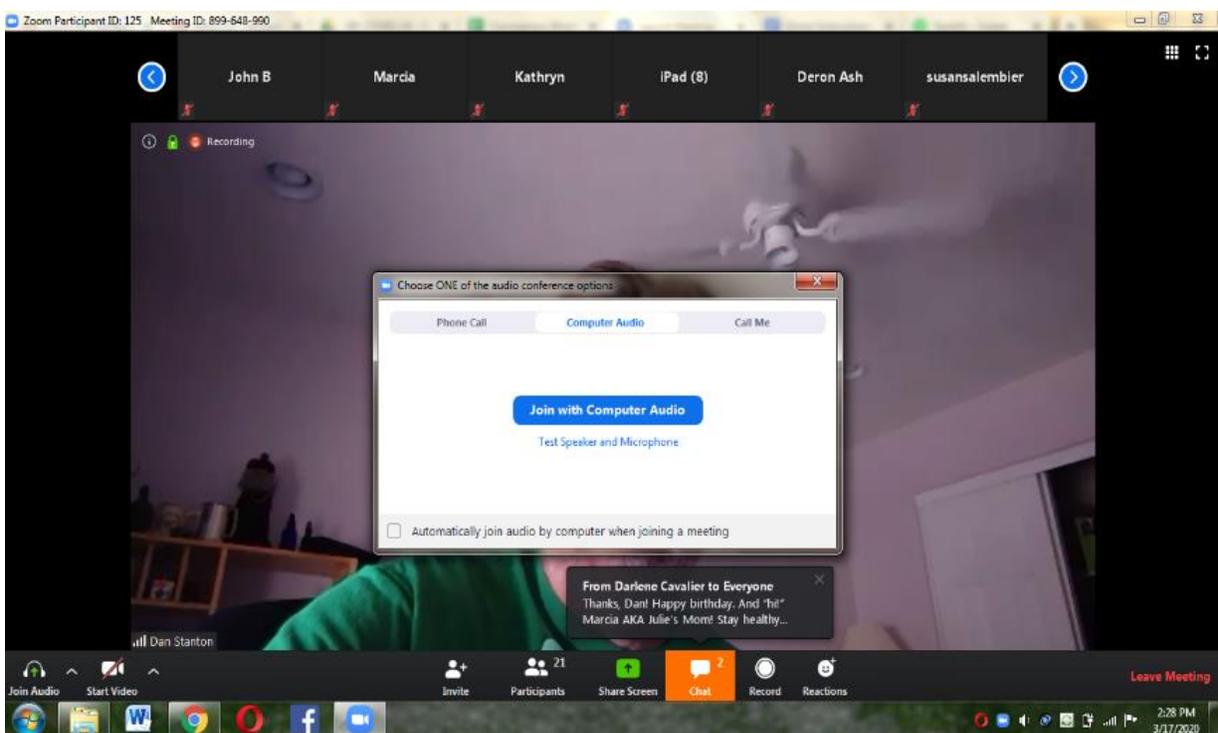
How can I test my system before class?

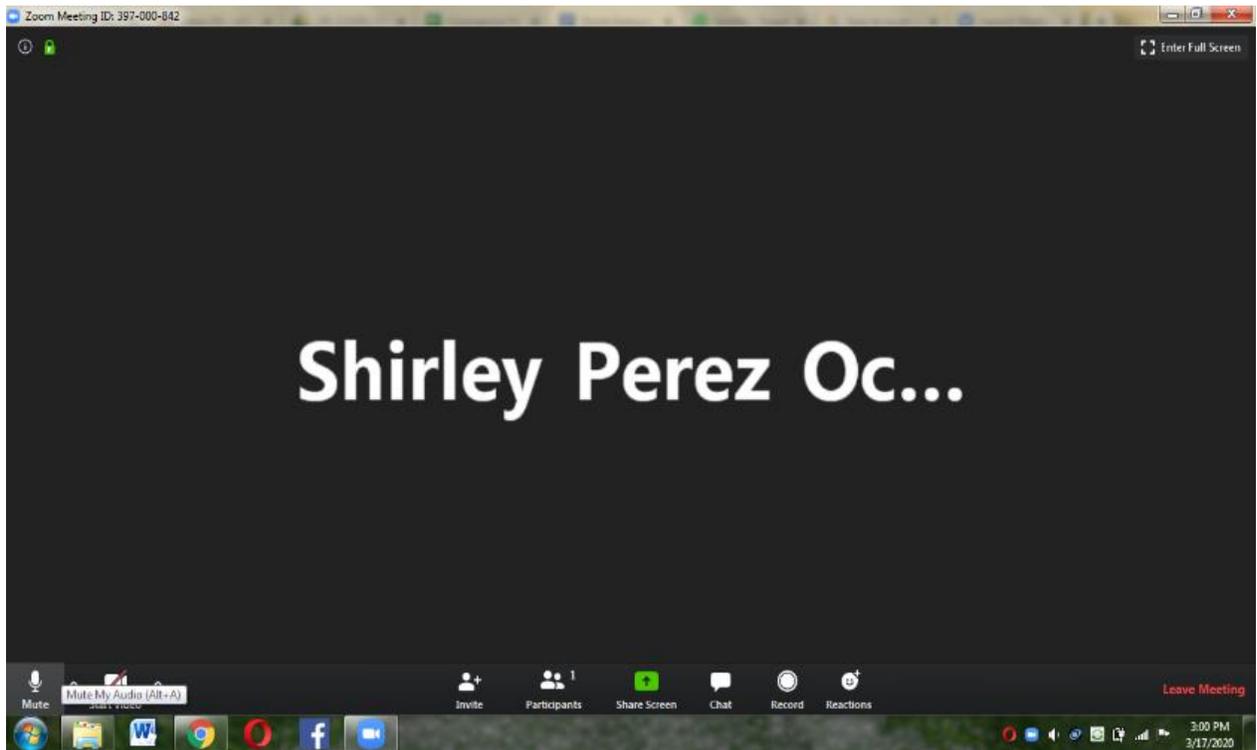**Great question! There are several different ways to test your system:**

1. Join Zoom's Test Meeting. Click here, then click the blue "Join" button to enter a test meeting. Here you can test your audio and video.

2. Attend a Zoom live training webinar, offered daily. Click here to learn more and register for one or many.

How do I connect to computer audio?

Before joining a Zoom lecture, a pop-up window will appear asking if you would like to "Join with Computer Audio," this will allow you to listen to the class.
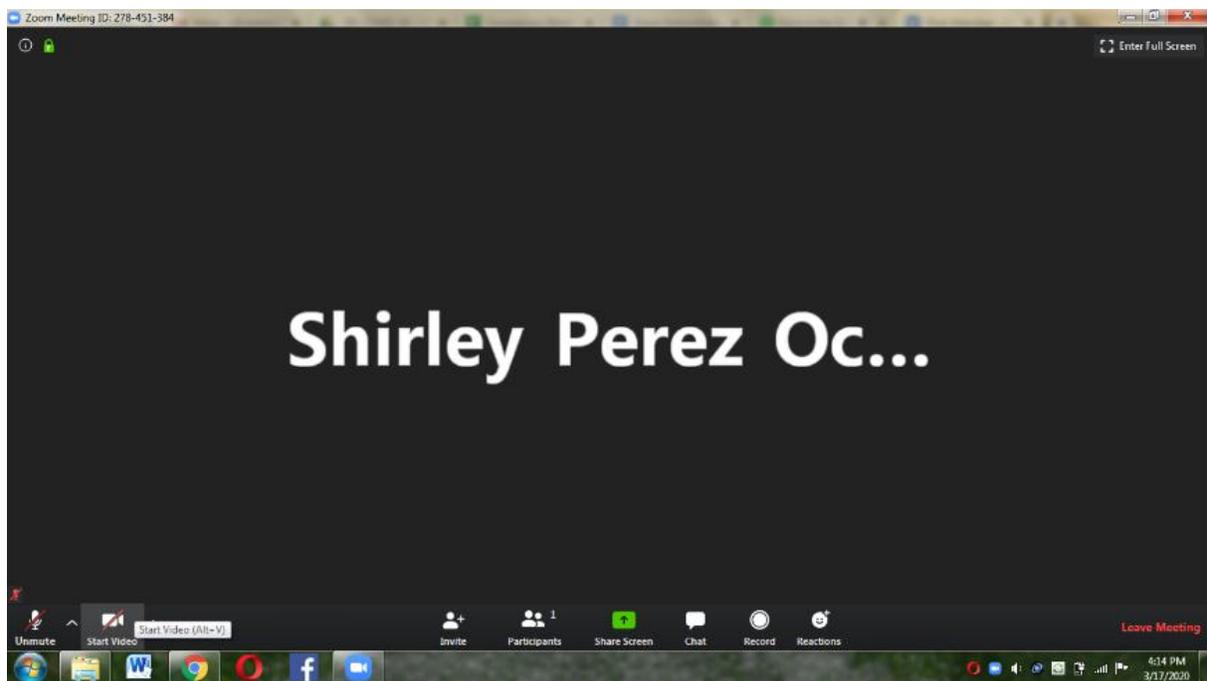

When joining a Zoom lecture, your microphone is automatically off. To mute or unmute yourself, click the microphone icon at the bottom left corner of your screen.

When joining Zoom, your webcam will automatically be turned off. If you'd like to turn on your webcam, select the "Start Video" icon at the bottom left corner of your screen to start your video.
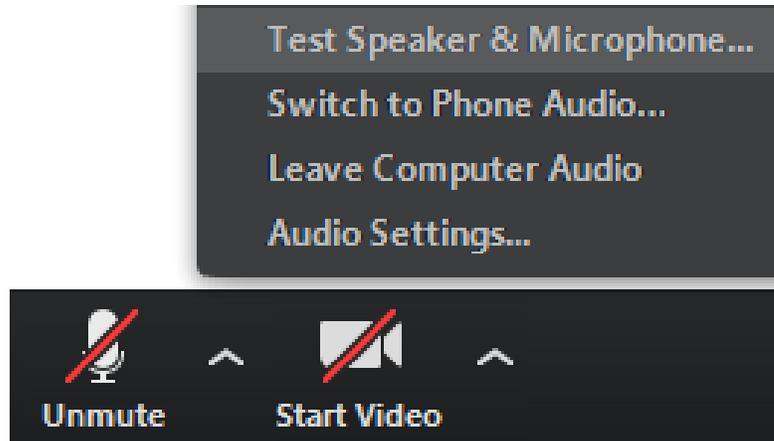

How do I join class with phone audio if my computer audio doesn't work?

We've all been there before! When you join the meeting, the pop-up window will ask you to choose one of the audio conference options. Your three options, at the top of the pop-up, will be:

- **Phone Call** (you call a number provided - you may need to also know the Meeting ID, which is the long number at the end of the web address),
- **Computer Audio** (automatically selected, but you can change this), or
- **Call Me** (you enter your phone number and Zoom calls you, automatically connecting you to the classroom audio).

We suggest that if your computer audio doesn't work, you use the Call Me option - it's the easiest and fastest way to connect to the audio with your phone.

If you've already joined the meeting with Computer Audio, and then realized the audio wasn't connecting, you need to "Leave Computer Audio" by clicking the ^ next to "Start Video" in the navigation bar. Then, you can select the Call Me option.

to read the article written by Zoom with visuals.

How do I mute myself if I use my phone to call into Zoom?

Great news! In the latest update, you can now control your call-in audio in your computer Zoom classroom. If you are using your phone to call into Zoom, but are viewing Zoom on your computer (i.e. you're not using the Zoom app on your phone to access class), you can mute and un-mute yourself on your phone OR in the Zoom classroom. We ask that you please be considerate of background noise while in class - if you think your mic is "live" you're welcome to test it out by asking "can anyone hear me?"

How do I chat on Zoom?

"Chatting" on the Computer
1. Launch the Zoom app and enter the meeting.
2. In your controls at the bottom window, click **Chat**.
3. The **chat** window will open on the right side of your screen. You can type your message into the **chat** window and press the "Enter" button on your keyboard to send your message.
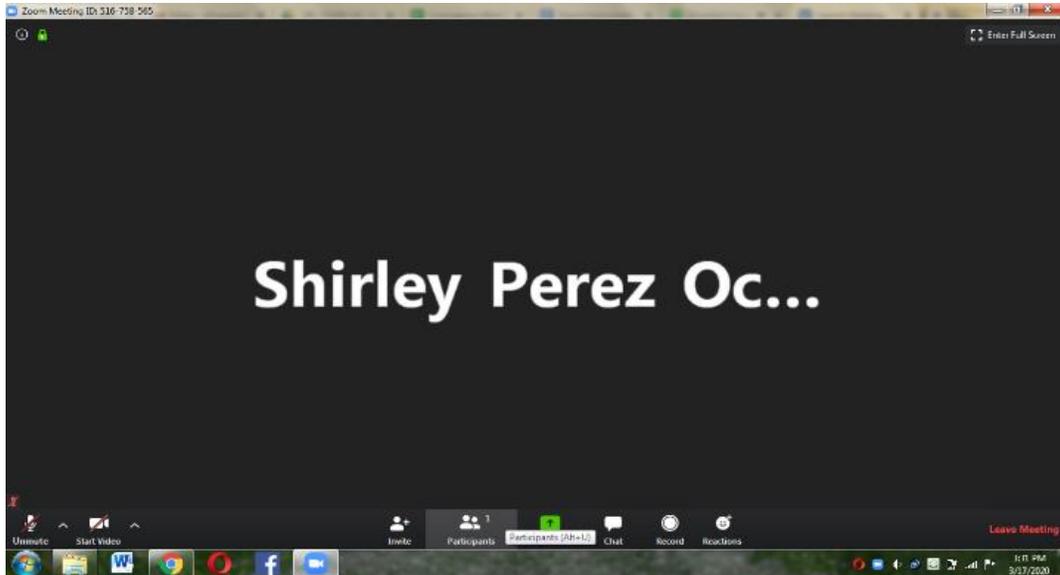
"Chatting" on your Smartphone or Tablet
1. Launch the Zoom app and enter the meeting. You will see your profile picture on the screen.
2. Tap on someone in the meeting, and the toolbar will appear at either the top, on an iPad or iPhone, and on the bottom of the screen for Android devices.
3. Tap the "Participants" speech bubble in the toolbar to view a list of meeting participants.
4. Tap the "Chats" button or the arrow next to a participant's name, and a chat window will appear.
5. Using the arrows, you can chat privately with one participant, or chat with everyone in the meeting.

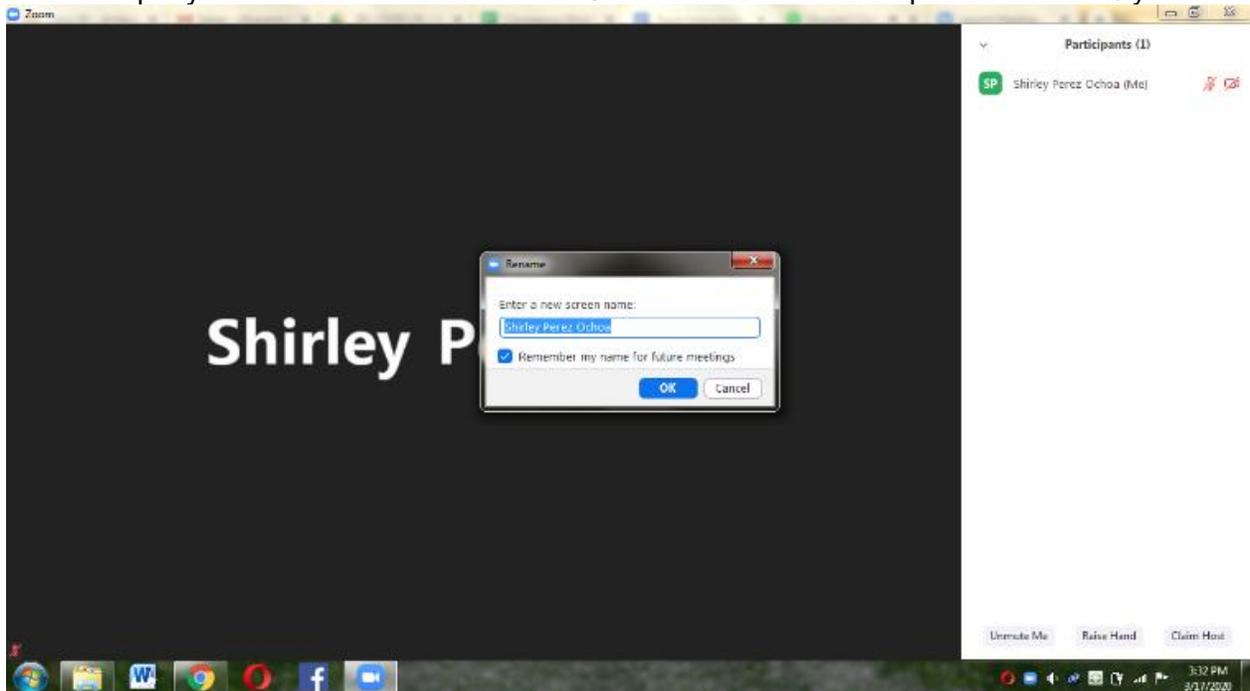to read the article written by Zoom with visuals.

How do I rename myself in Zoom?

To rename yourself on Zoom, click the "Participants" icon at the bottom of the screen.

Then, the "Participants" window will open on the right side of your screen. Hover over your name with your mouse and click "More."

After selecting "More," select "Rename" for a pop-up window to appear in the center of your screen.Then, in the text box put your desired name and select 'OK'. Your name should update immediately.
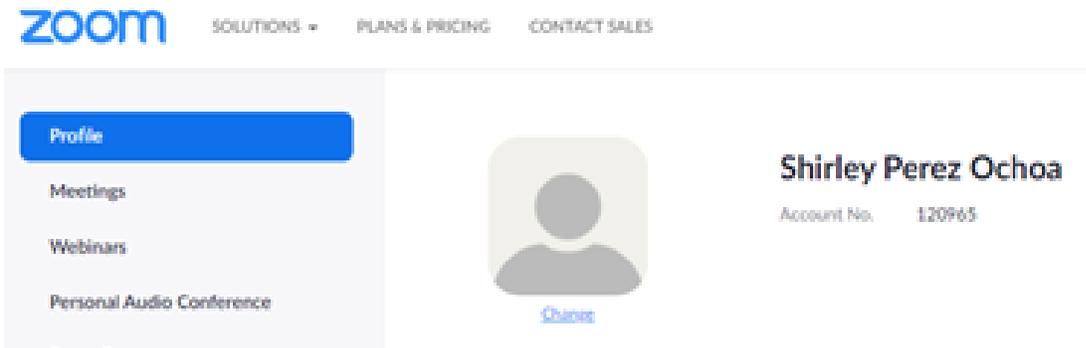

How do I add or change my profile picture on Zoom?

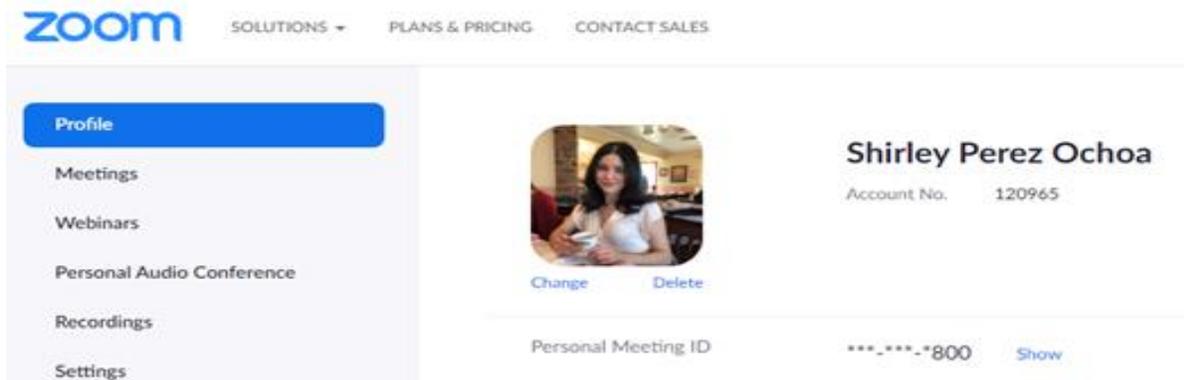You can ONLY add a profile picture if you have a Zoom account.
- If you do, log in at zoom.us.
- If you don't have an account, you can make one for free with just a few basic pieces of information (visit zoom.us and click "sign up for free").

On the left side of the screen, select "Profile." There's an icon next to your name that looks like the outline of a body - under that is a small "Change" link. Click that, and then click "upload" to select the photo you

would like to use.

When logged into your free Zoom account, if you choose to have your camera off, the profile photo you uploaded will be displayed on the screen in replacement of your video.

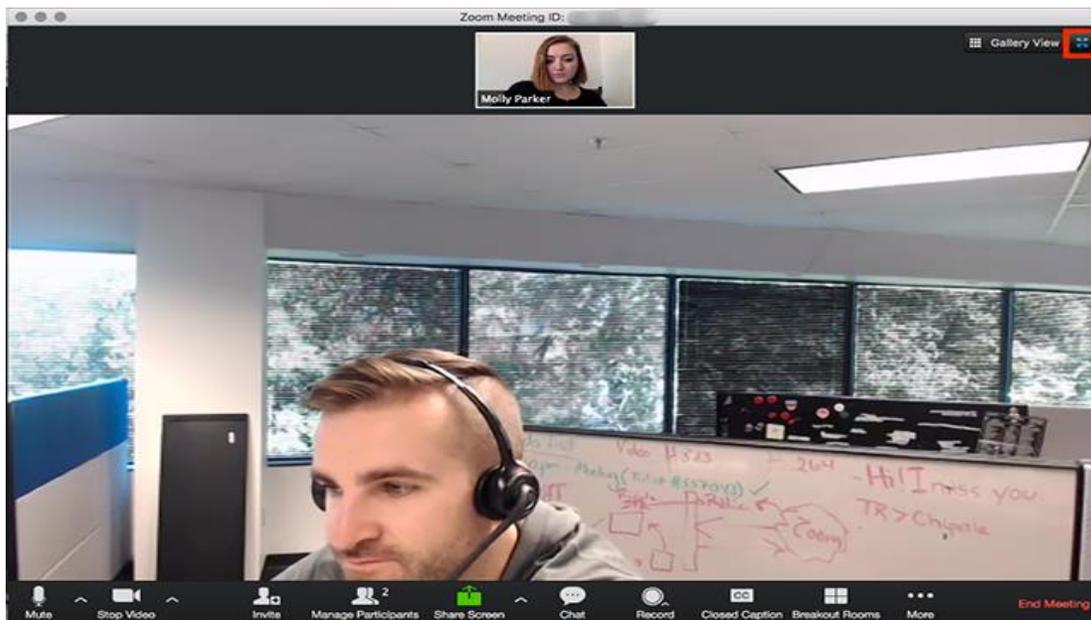## How do both my spouse and I join the same Zoom class?

If you and your spouse (or you and your friend) are enrolled in the same Zoom class, we recommend that you join the class on only one device. Run Zoom on your laptop, desktop, tablet, or smartphone and sit together like friends for the class! You can rename yourself to include both people using the above instructions.

This is recommended over using two screens because audio feedback can be quite bad if the screens can "hear" what's going on with each other.

Can I change my "view" in Zoom?

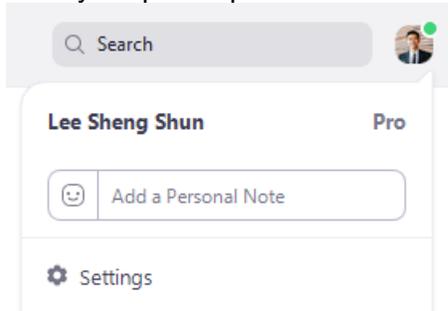Yes you can! Zoom video layouts include the following:
- **Full Screen Mode** allows you to see the entire Zoom screen (without all of the controls or other programs on your computer being visible). To exit Full Screen, use the Esc key on your keyboard. Click here to learn more.
- **Active Speaker** is the default layout in Zoom. It will switch to the large video window between those that are speaking. Whoever speaks will be featured in the largest window.
  o Do you want to make it so you always see the instructor? Click here to learn how to use the Spotlight Video feature.
- **Gallery View** allows you to see thumbnail displays of everyone in class, arranged in a grid. Depending on your computer, you can display up to 49 attendees in a single screen. If there are more attendees, you will use the arrow key to scroll through each page of attendees. Click here to learn more.
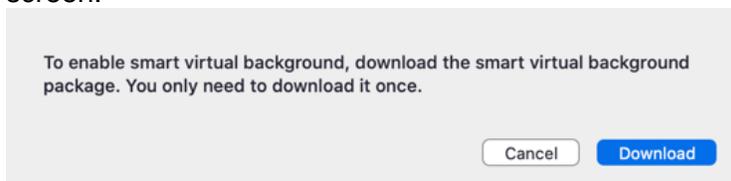
Use the buttons in the upper right corner on your desktop to switch views.

How do I get a "virtual background"?

1. Sign in to the Zoom desktop client.
2. Click your profile picture then click Settings.

3. Select Virtual Background.
4. Click on an image to select the desired virtual background or add your own image by clicking + and choosing if you want to upload an image or a video.
5. If prompted, click Download to download the package for virtual background without a green screen.

Notes:
- o Ensure that you are using a solid background color.
- o After you select an option, that virtual background will display during your meetings.
- o To disable Virtual Background, choose the option None.

Can Zoom connect to my Bluetooth hearing aids?

We think so! We've heard from a couple members that this is possible. If you are an OLLI at U of A member who has hearing aids and have successfully connected your hearing aids to Zoom, could you call our staff at 479-575-4545 so we can learn about it and teach others?

Can I connect my Zoom classroom to my television?

Yes you can! This is a really advanced "Zoom move."

- Using an HDMI cable (or if you have a Mac, an HDMI cable and dongle/adapter), plug your computer (laptop or desktop) into your television.
- Change the "source" on your television to the HDMI
- On your computer find the "Project" setting. On your computer, change "Project" to either "Duplicate," "Extend," or "Second Screen Only."
- Now your Zoom class will be on your screen! You'll still need to use the keyboard and mouse of your computer to interact with class.