More Zoom Tips and Tricks

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Introduction

Zoom is an easy to use video conferencing application that offers many settings and options that beginners do not know about. This document will cover some of these. For more information you can use the Zoom customer support website https://support.zoom.us/hc/en-us

This has a whole page of videos to help you

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

Youtube also has many good videos on how to use zoom.

An earlier talk I did on Zoom. The video is available here:

https://www.youtube.com/watch?v=6XXPFDpN-UE

and the document here:

http://davetaenzer.com/docs/Zoom_Tips_and_Tricks_2021_08.pdf

Zoom looks different on computers than on tablets or phones. I will show examples on the Mac, iPad and iPhone. The Windows PC, android tablets and android phones have similar displays.
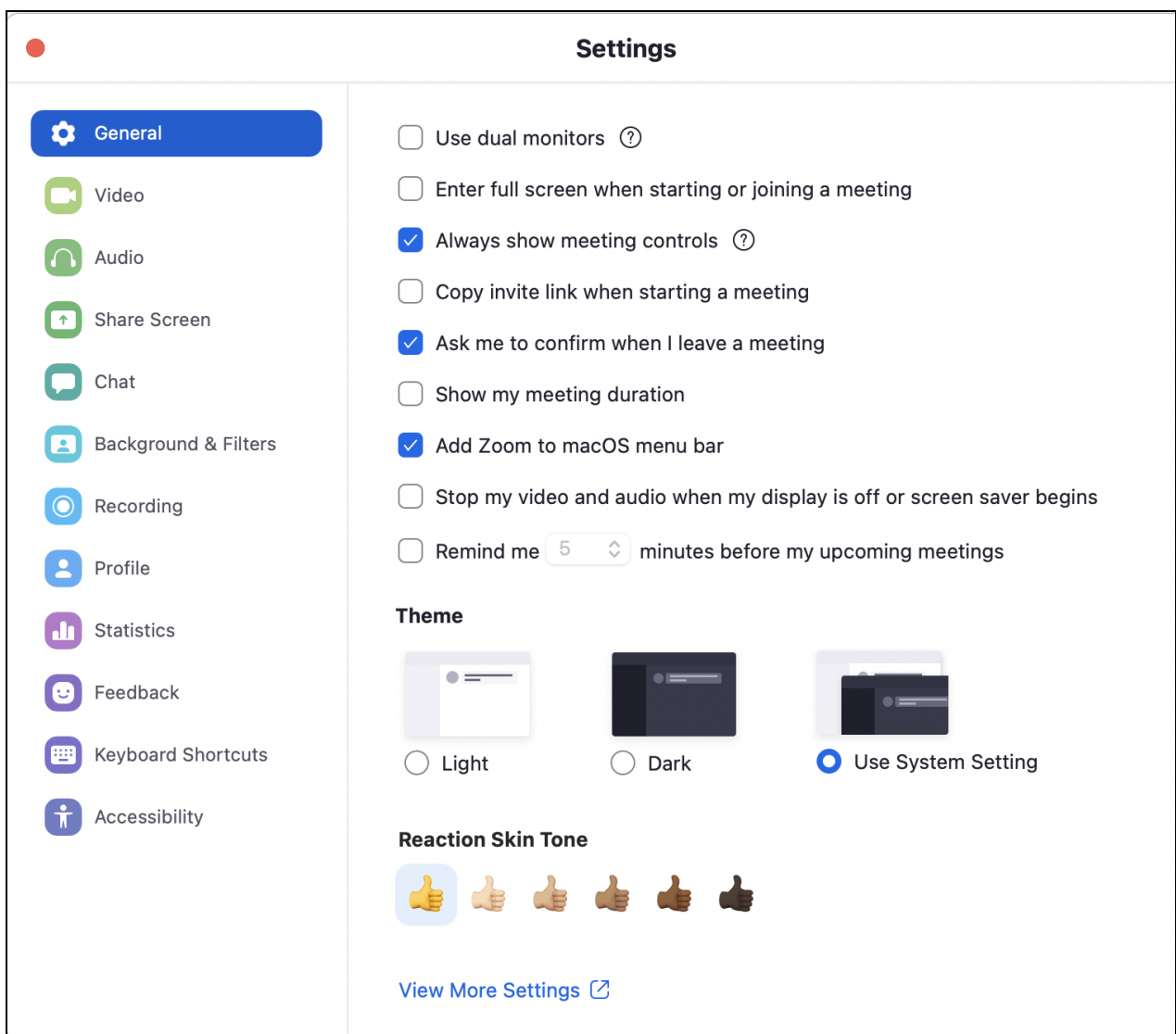
Settings

Zoom has lots of useful settings. You can change them on the zoom website (https://zoom.us) or inside the application. On most computers, the initial screen looks like this and has a Settings button in the upper right hand corner that looks like a gear or flower:
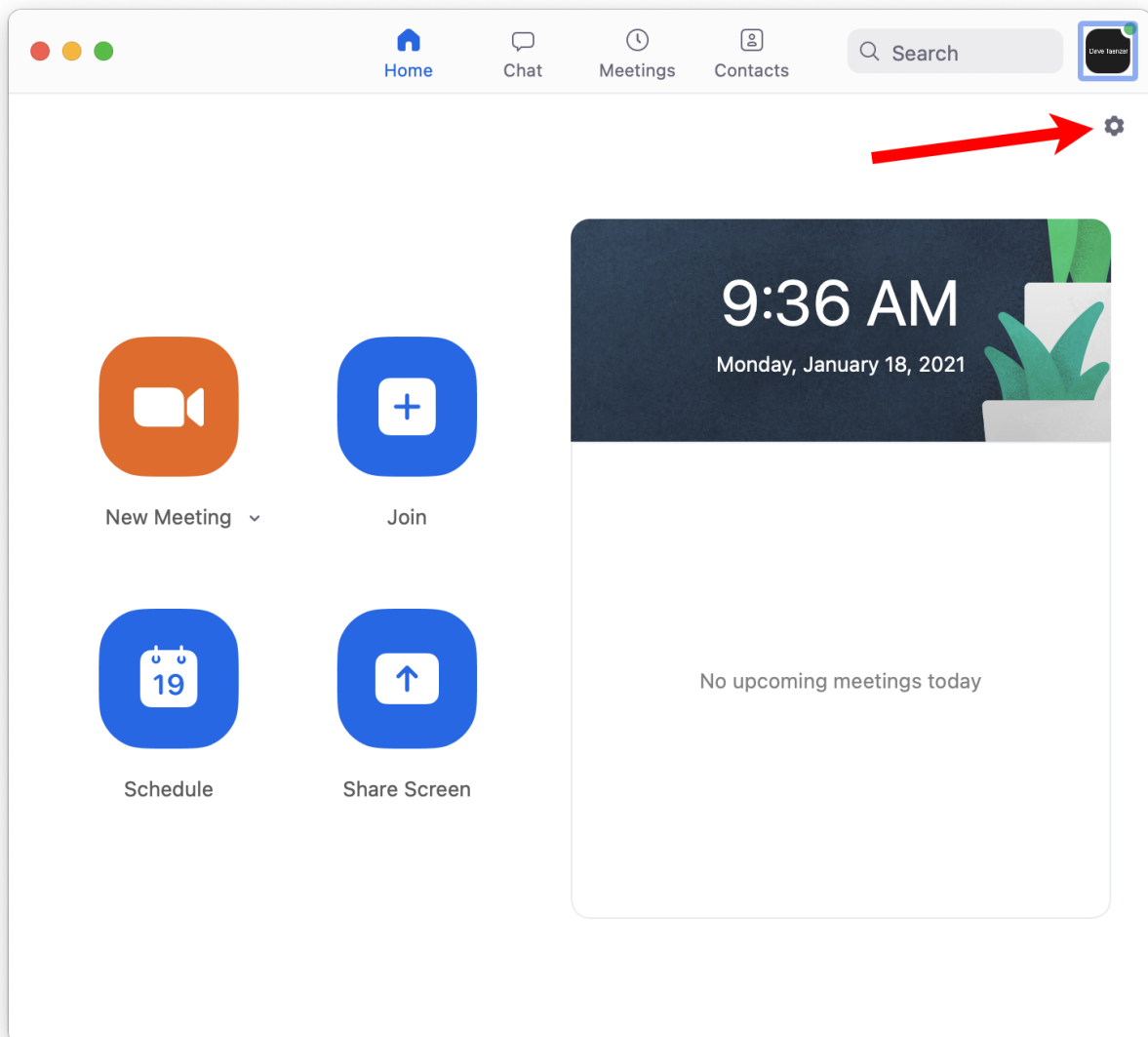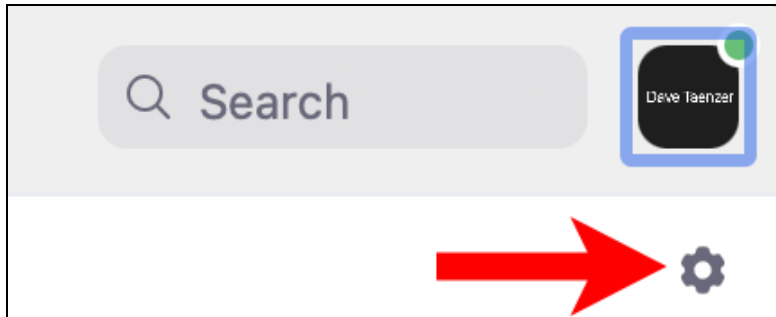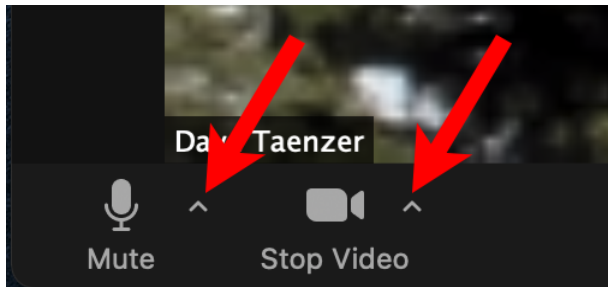
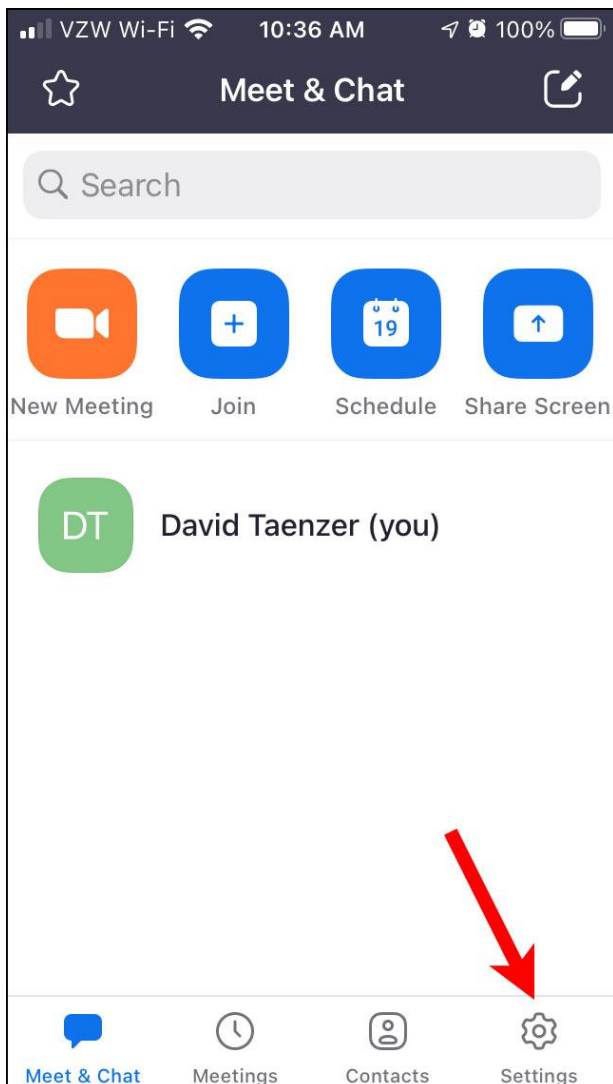This brings up the Settings display:

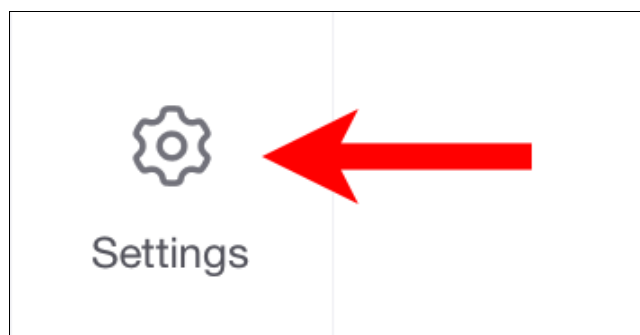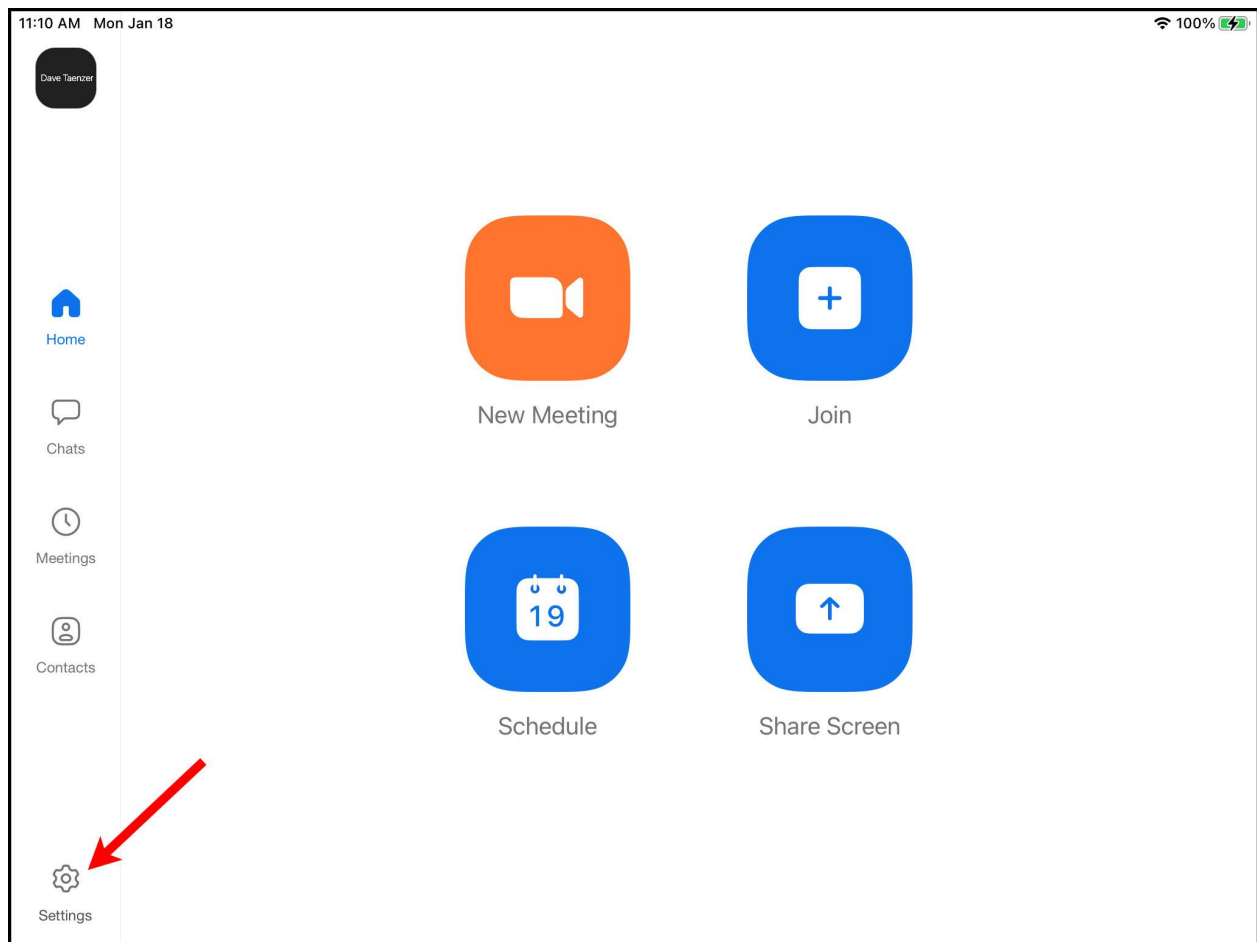On the left sidebar, there are many options, like Audio and Video.

You can also get to these during a meeting using the up-arrow buttons next to the Mute and Stop Video buttons:

On the iPhone, the Setting button is on the bottom:

On the iPad, the Settings button is on the lower left side of the screen:

The settings on each device may be limited. For example, virtual backgrounds and filters are not available on all devices.

Accessibility Settings on Computers

One set of settings that we did not discuss in my first Zoom talk was the accessibility Settings. This is the bottom option on the settings window:
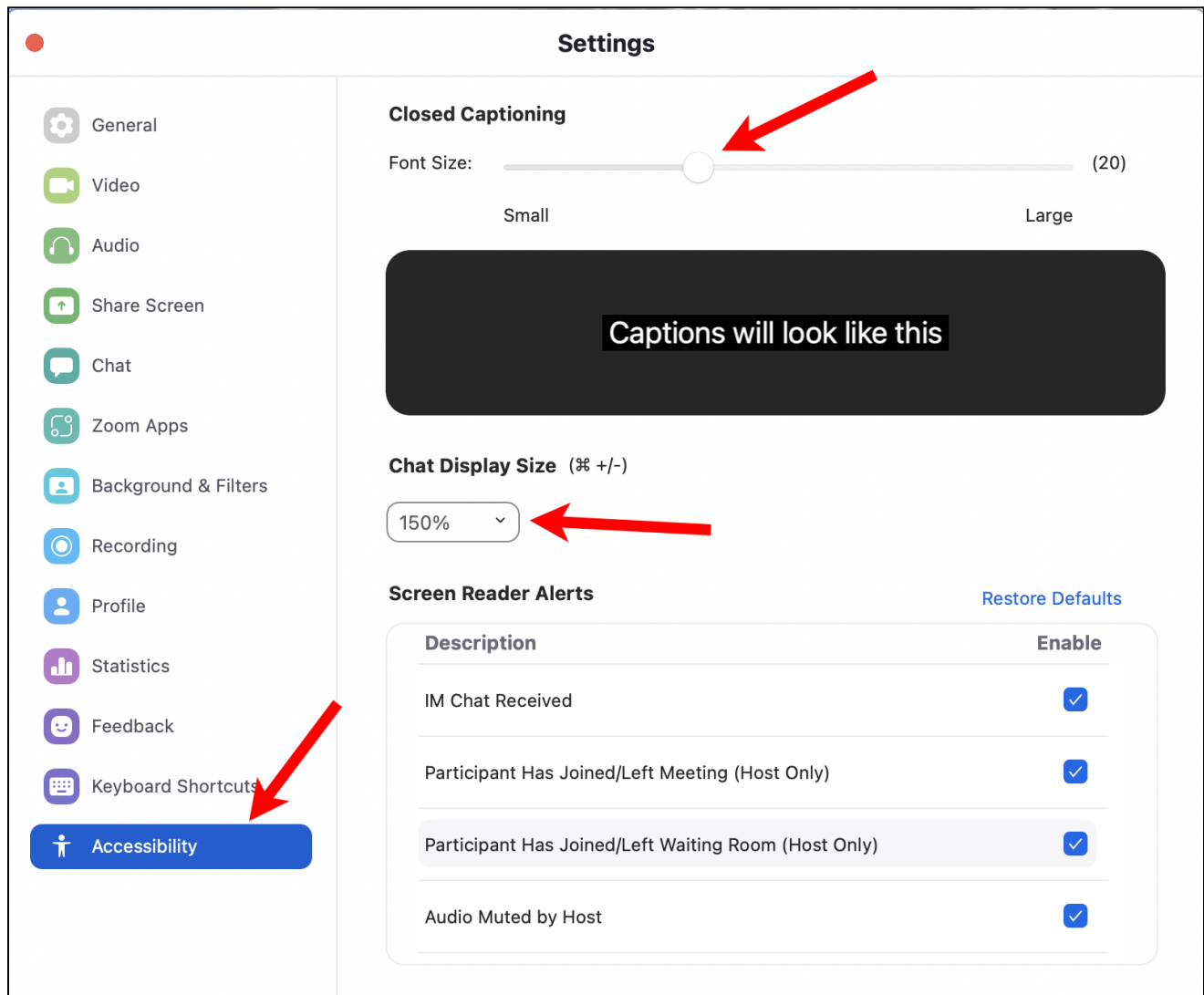
On the top of the display is a slider you can use to control the text size for the closed caption text. There is also a menu that lets you control the size of the text in the chat window.
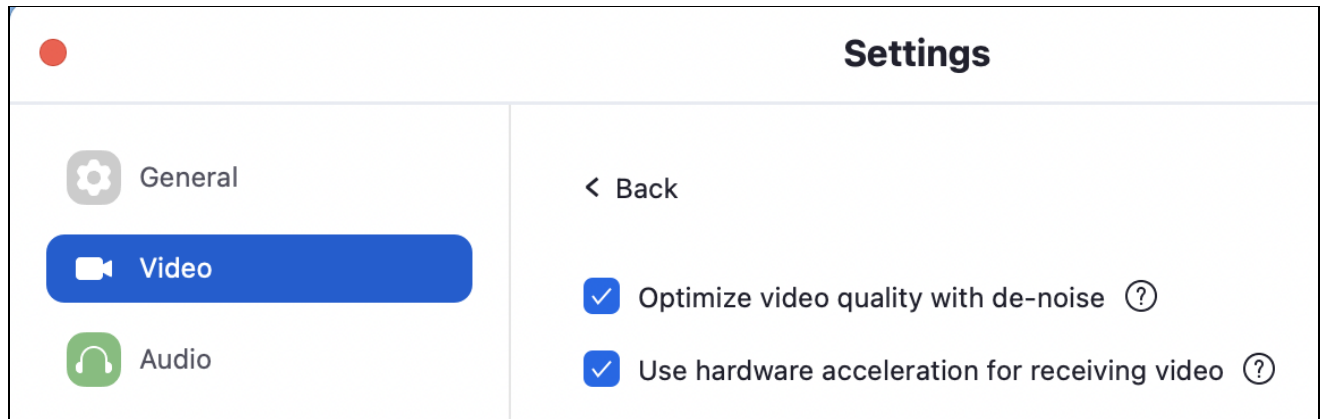
Video Settings on Computers

If you click on Video in the left side panel, you see:
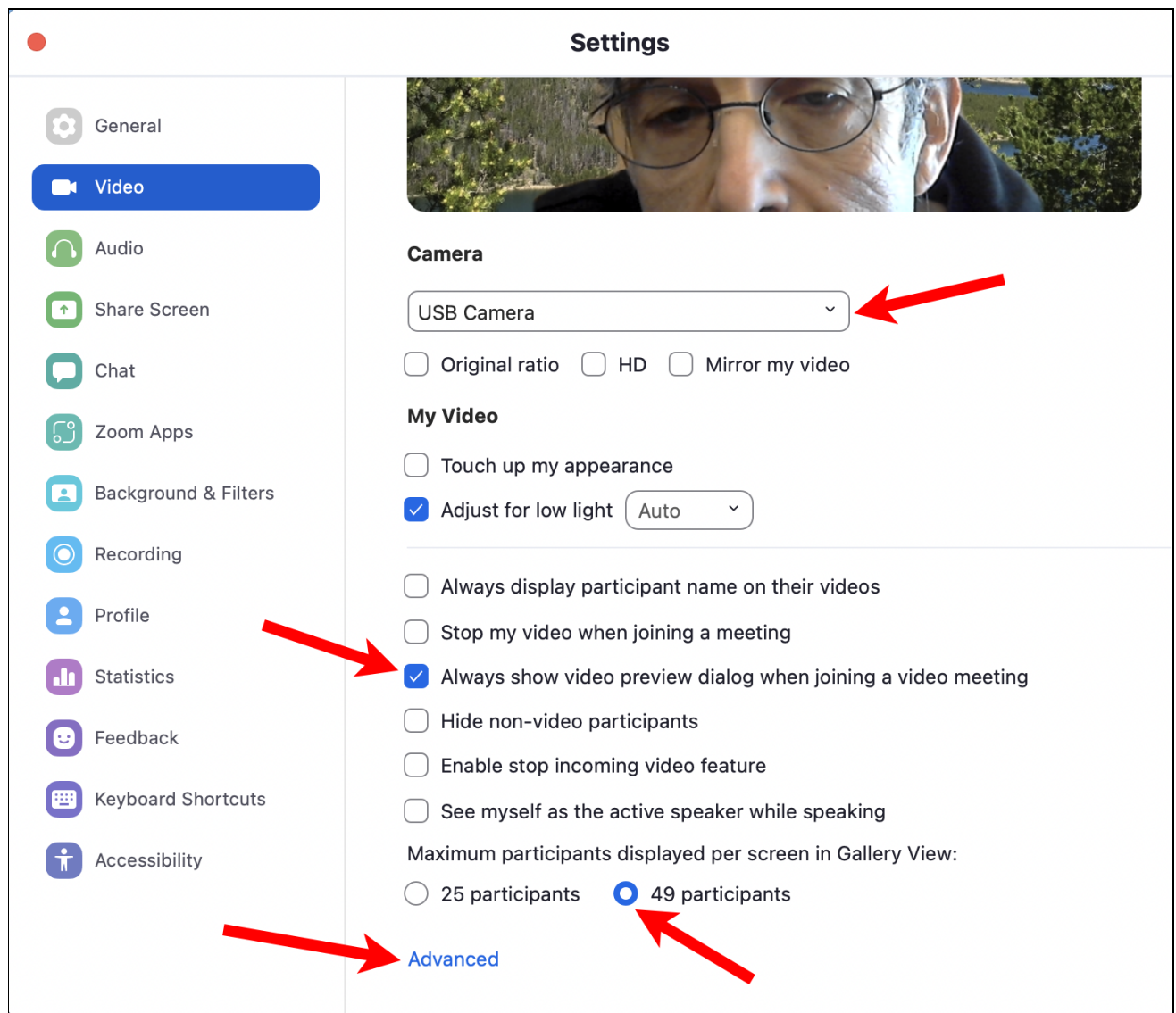
There is a menu to change to a different camera if you have one. You can also control if Zoom asks you about video when you join a meeting and if you have a paid Zoom account, you can see 49 people instead of 25.
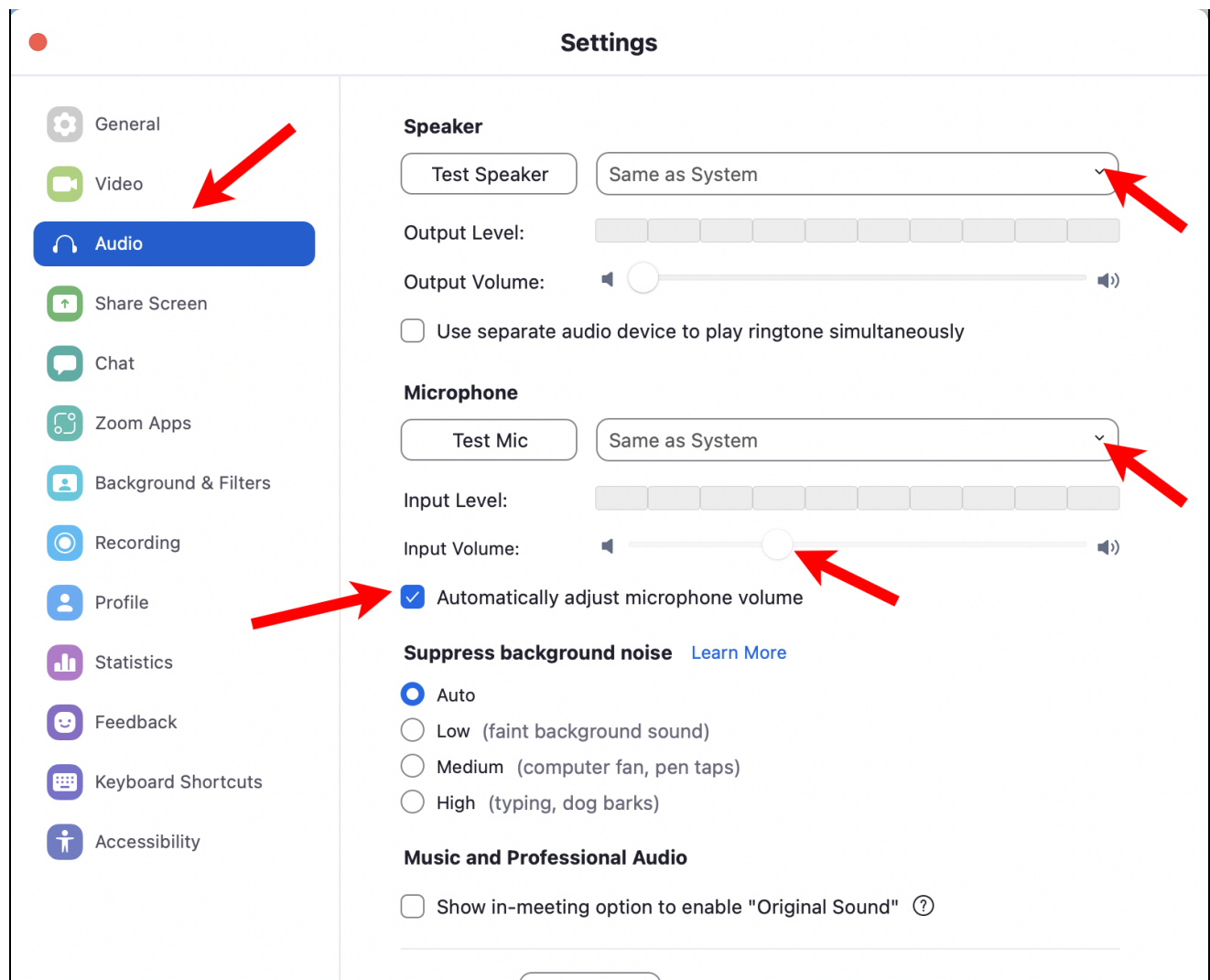
If you click the blue Advanced link, you will see some other useful options:

You can try these to see if they improve the video for you.

Audio Settings on Computers

If you click Audio on the left side pane you will see:

There are menus to change the speaker and microphone you are using and to test them to make sure they are working. You can also control whether your sound volume is controlled automatically or with the slider control and the settings for suppressing background noise. You can change any time to see how this affects your sound.

If you scroll down, there are some other useful options like the ability to temporarily unmute yourself with the space bar on the keyboard.
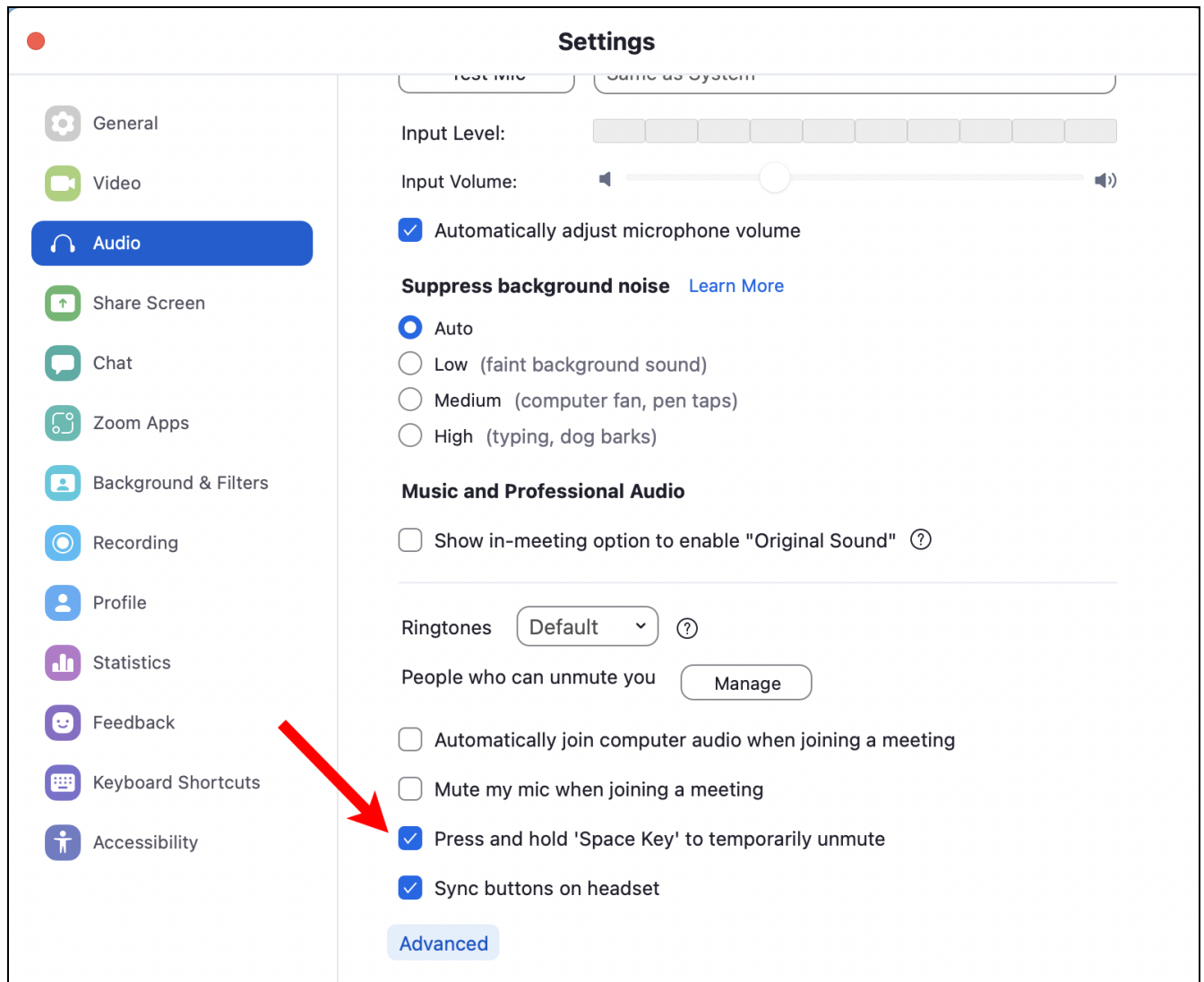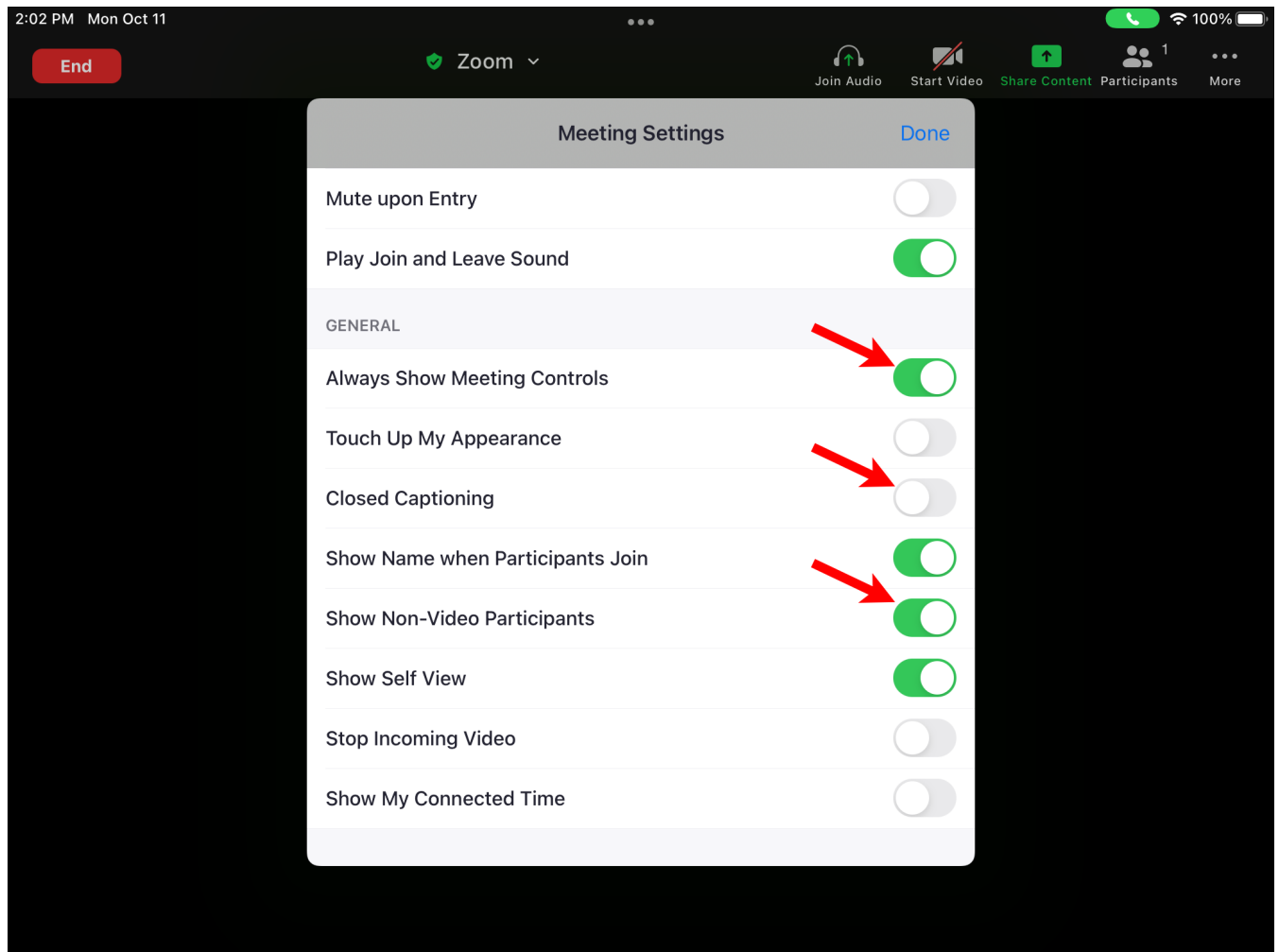
Meetings Settings on Portable Devices

There are fewer settings on phones and tables. You can change some of these while you are in a Zoom meeting by clicking the three dot More button and then selecting Meeting Settings:
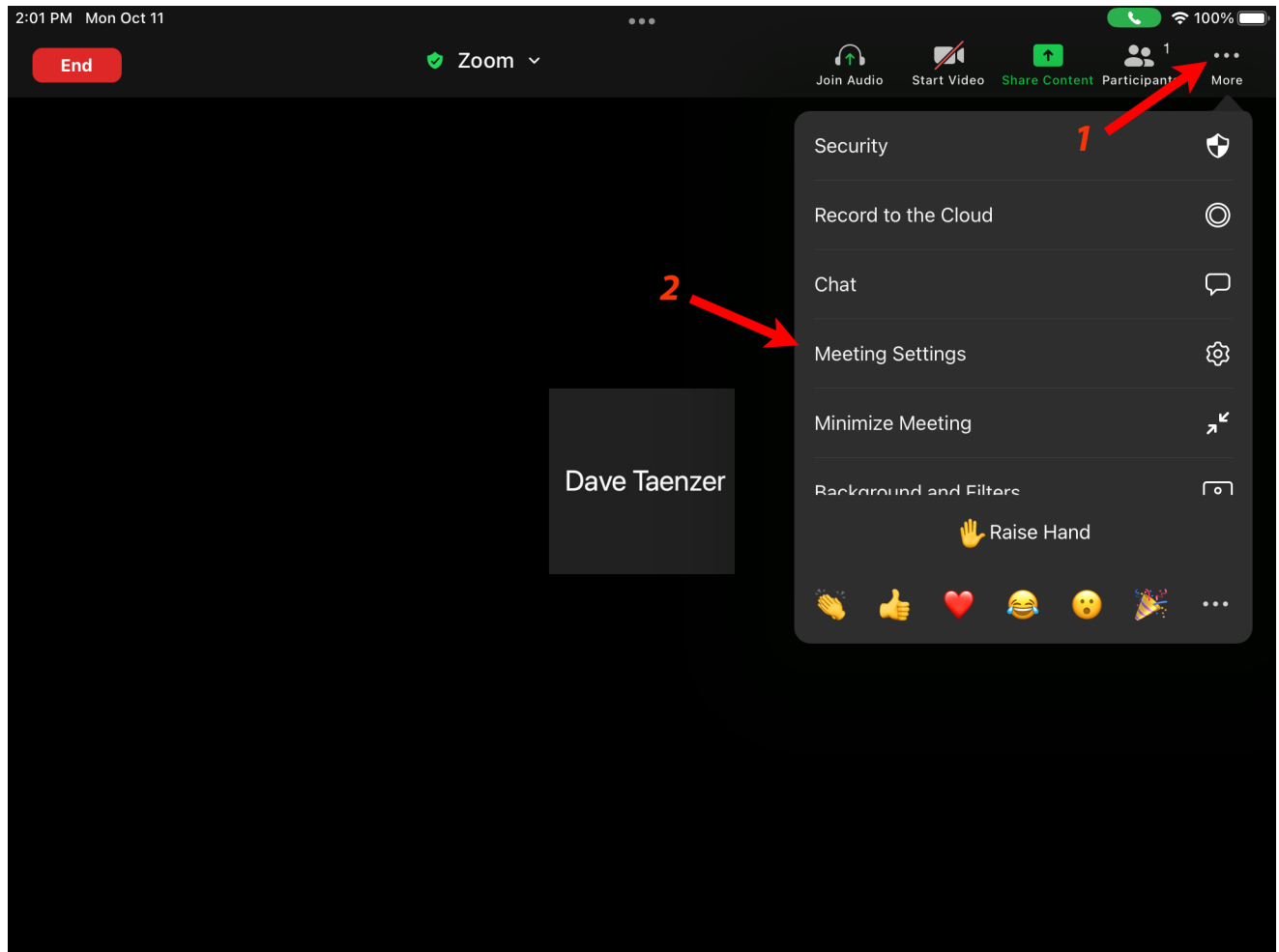
This show you some of the more useful settings available on the computer settings window:


For example, you should probably have the "Always Show Meeting Controls" turned on so the top buttons do not disappear.

You can turn closed captioning on and off but not the text size.

You can also hide meeting participants who have their cameras turned off.

If you tap the gear button when you are not in a meeting and then the Show Meeting Controls, you get more options than when you are in a meeting:
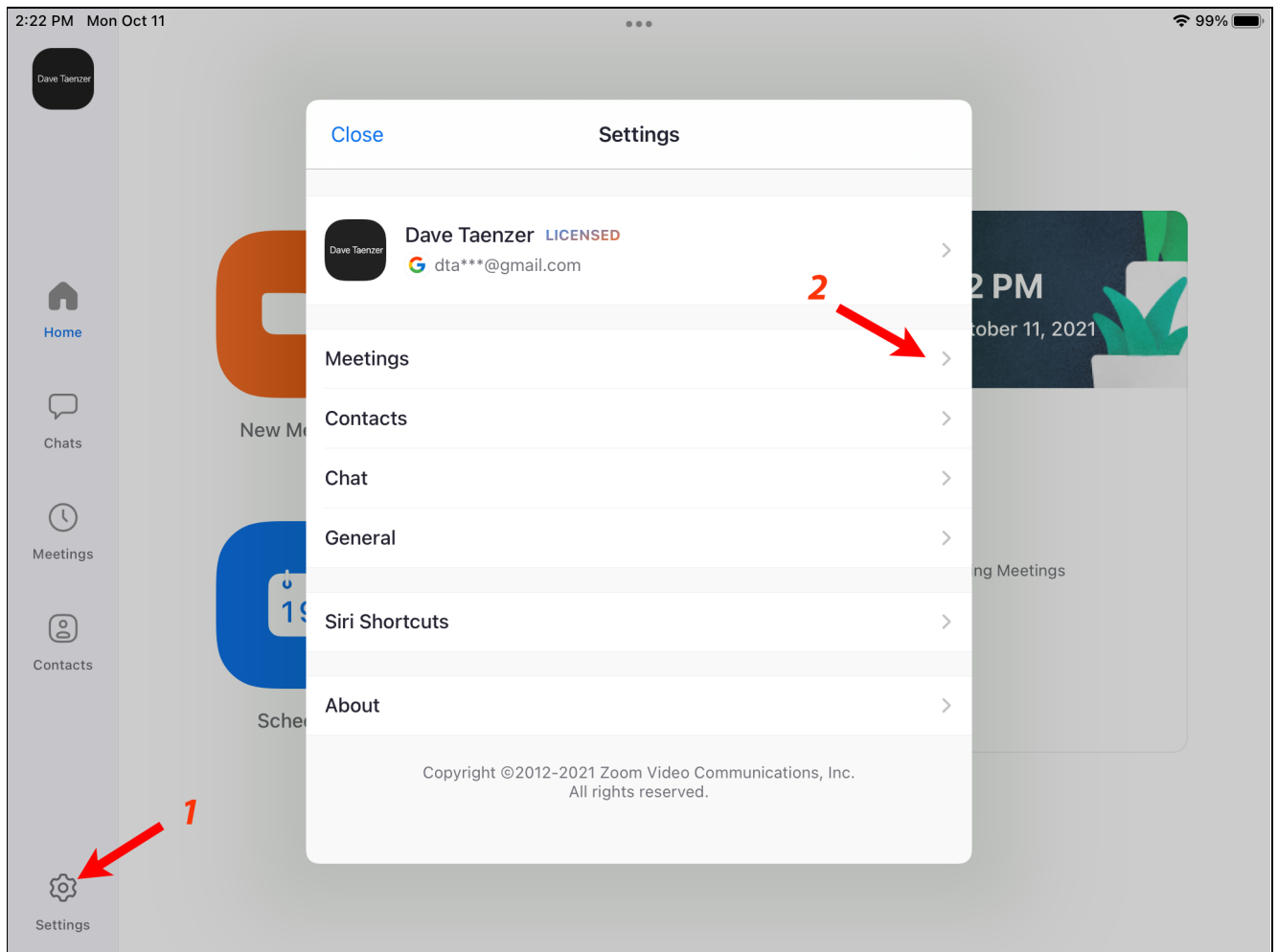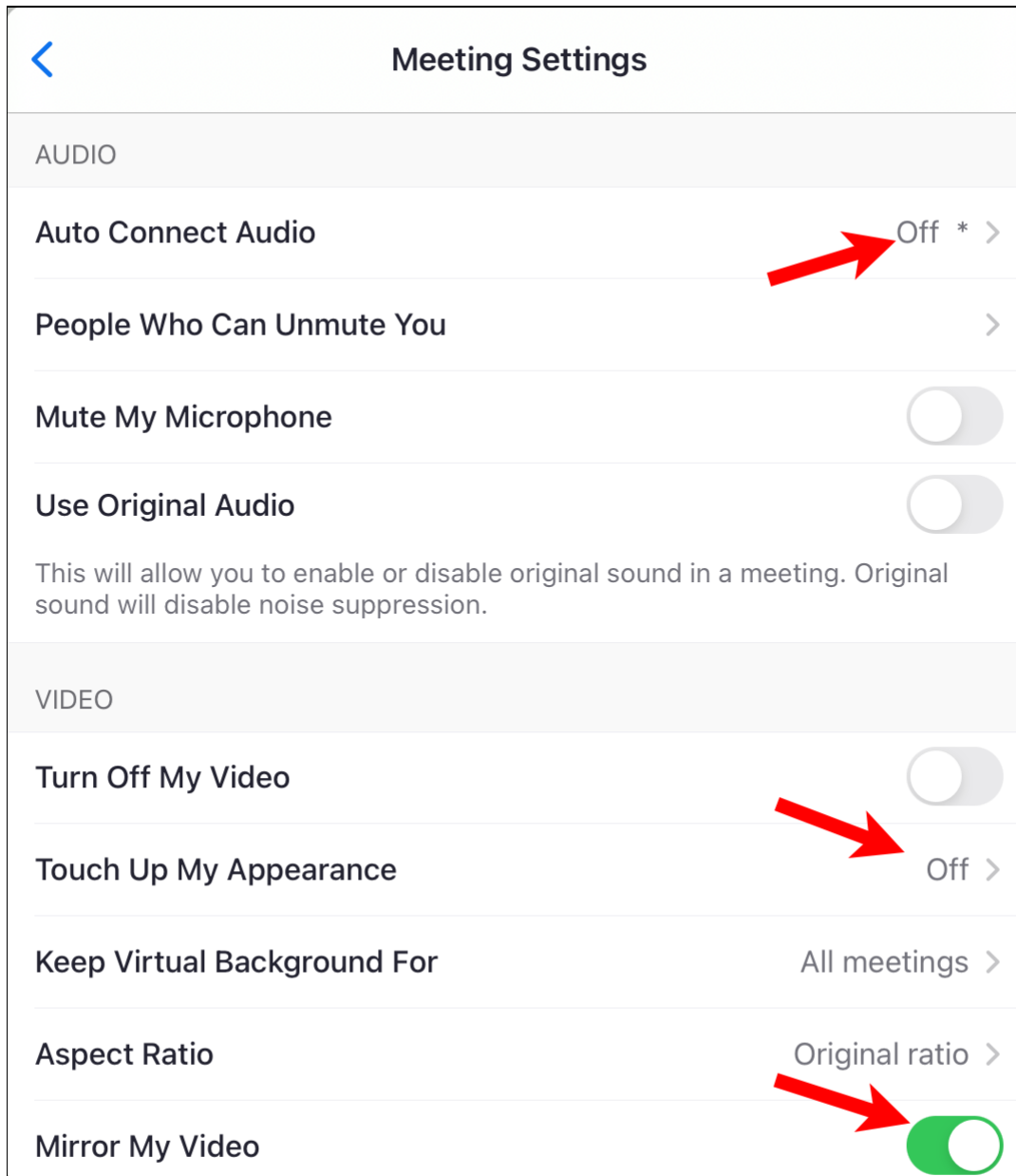
The Auto Connect Audio should be off so you can control your audio when you enter a meeting. This is very important if you join a meeting with more than one device.

You can also try the Touch Up My Appearance and Mirror My Video which flips your image horizontally so if you touch the right side of your head it will appear on the right side of your display. This does not affect how other people see you, only your display.

If you scroll down, there are more settings:
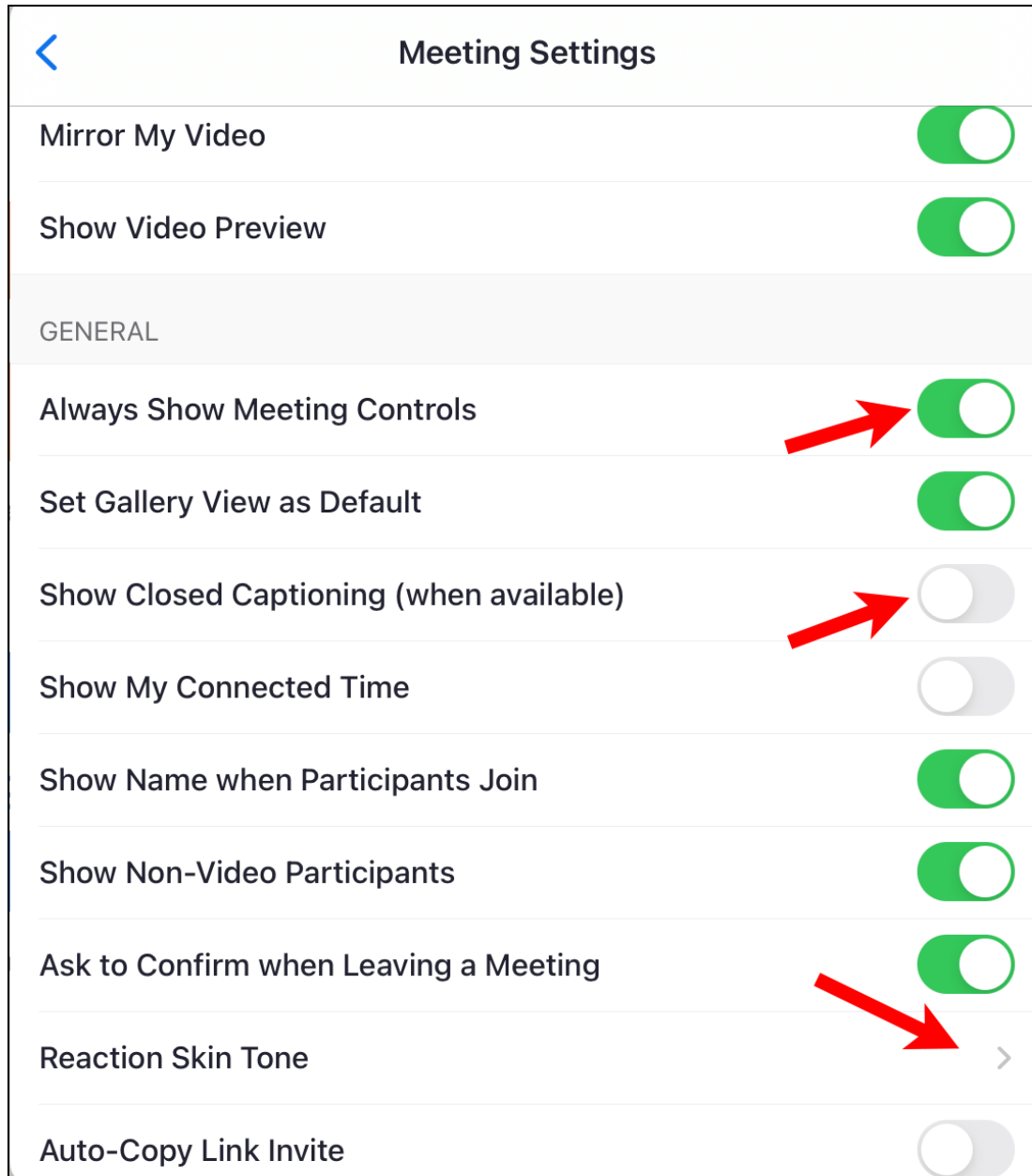
Some of these can be changed in the in-meeting settings, but some like setting the skin tone for reactions are only available when you look at settings when you are not in a meeting.

The reaction settings in at the bottom of the three dot More menu when you are in a meeting:
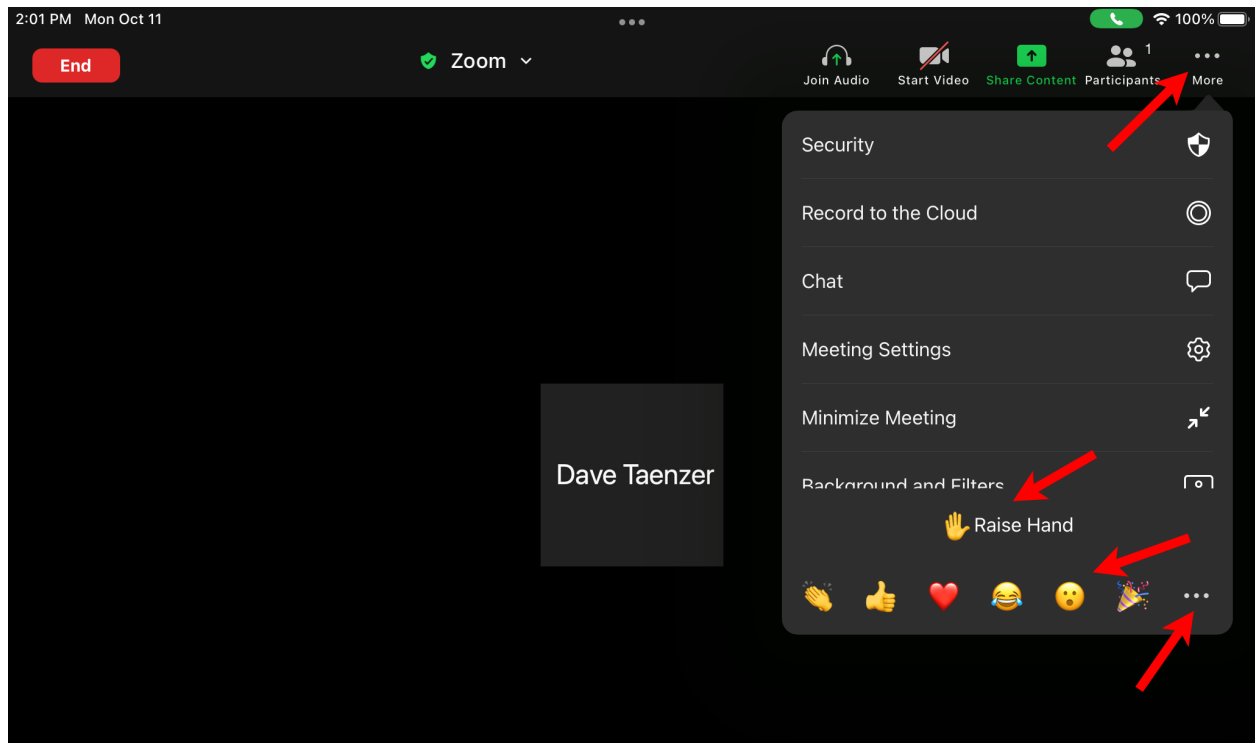
The three dots on the bottom right bring up the emoji menu:
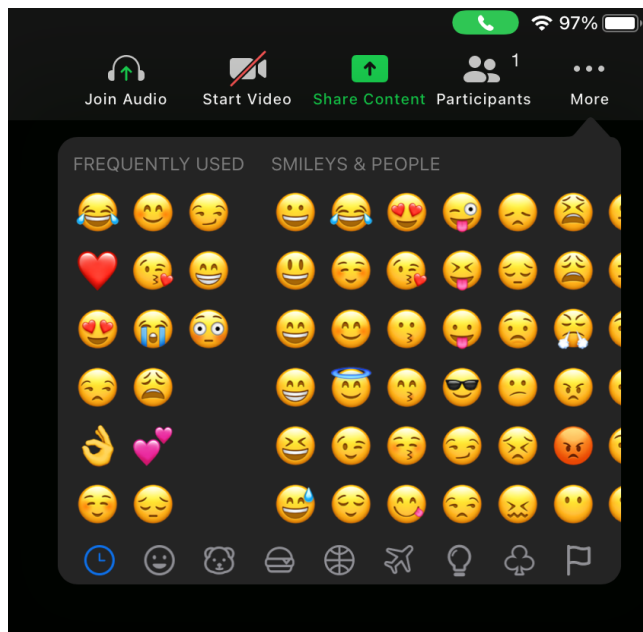
Screen Sharing on a Computer

Screen sharing in Zoom on a computer can be done in several ways:

- Sharing the entire desktop (device) display
- Sharing a whiteboard
- Sharing another device via Wifi (screen mirroring)
- Sharing another device via cable connection
- Sharing application windows that are open when sharing starts

Portable devices can share their device display and various types of data but are much more limited than computer screen sharing. On phones and tablets, the screen is normally shared and then applications are opened to show information to the other meeting participants.

Sharing on a Mac or Windows PC is done with the green Share Screen button at the bottom of the display:
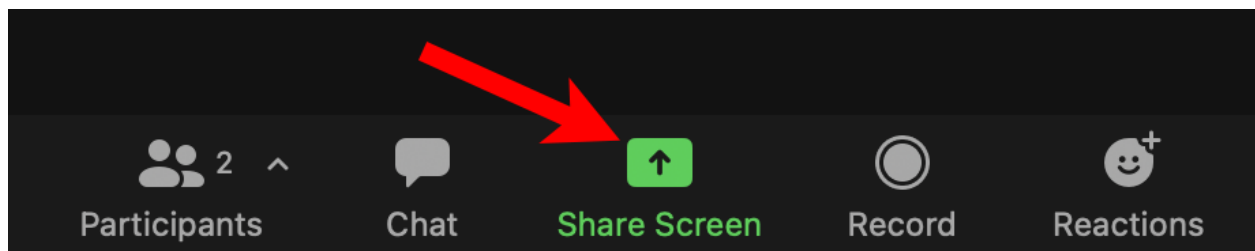
This brings up a window that displays four standard options and box for each open application window:
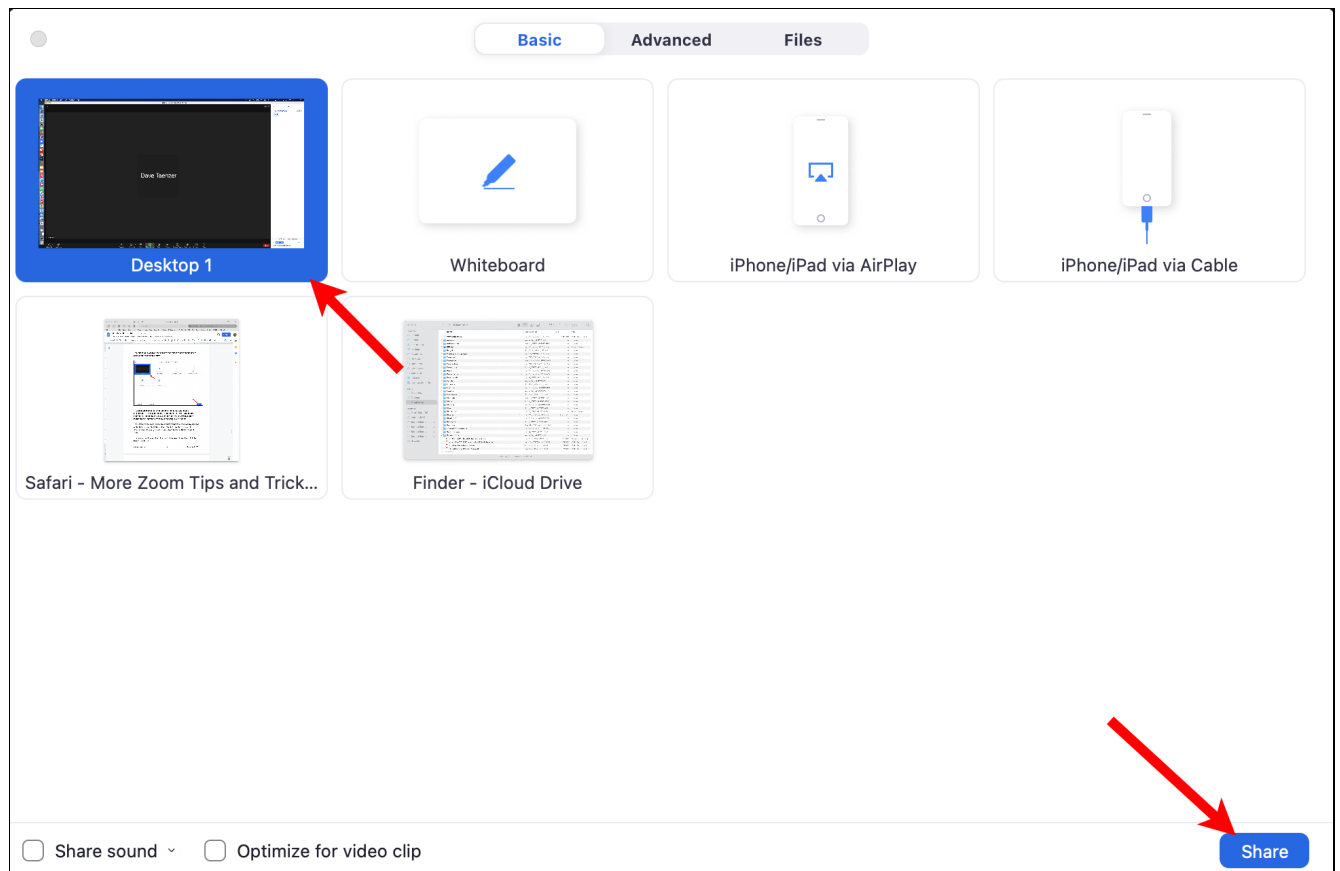

The Desktop is selected by default and highlighted with a blue background. The boxes (options) to the right are for the whiteboard, sharing a portable device via Wifi (in this case Apple Airplay screen mirroring) or a portable device by connecting it with a cable.

The boxes on the second line are windows that were open on my desktop at the time I clicked the Share Screen button. To share my whole desktop, I would simply click the blue Share button in the lower right corner.

To share an application, I would click on it to select it and then click the blue Share button.

The Share Sound and Optimize for video clip checkboxes at the bottom of the window are used when you are sharing a video.
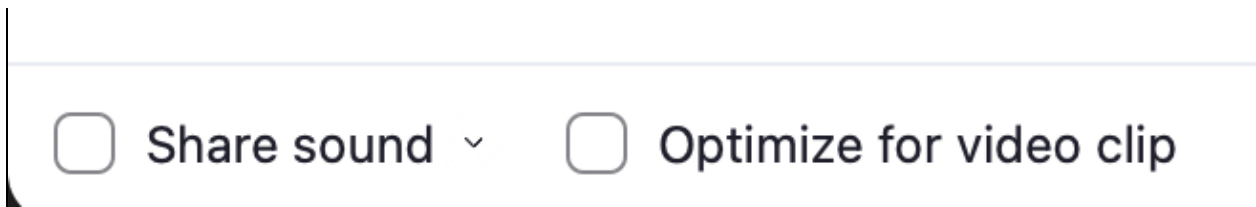
For example, if you want to share a Youtube video with your browser, it is important to check these boxes. If you forget the other participants will not hear the sound.

Once I start sharing on a computer, a Zoom control panel appears with a red Stop Sharing button along with buttons to switch to a different share (New Share)
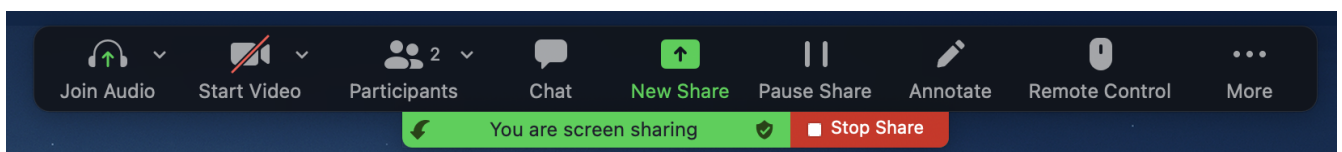

If you start sharing a video but forgot to turn on the sound buttons, you can click the New Share button, check the boxes and share the desktop or the same window you were sharing before and this will enable the sharing of the video sound.
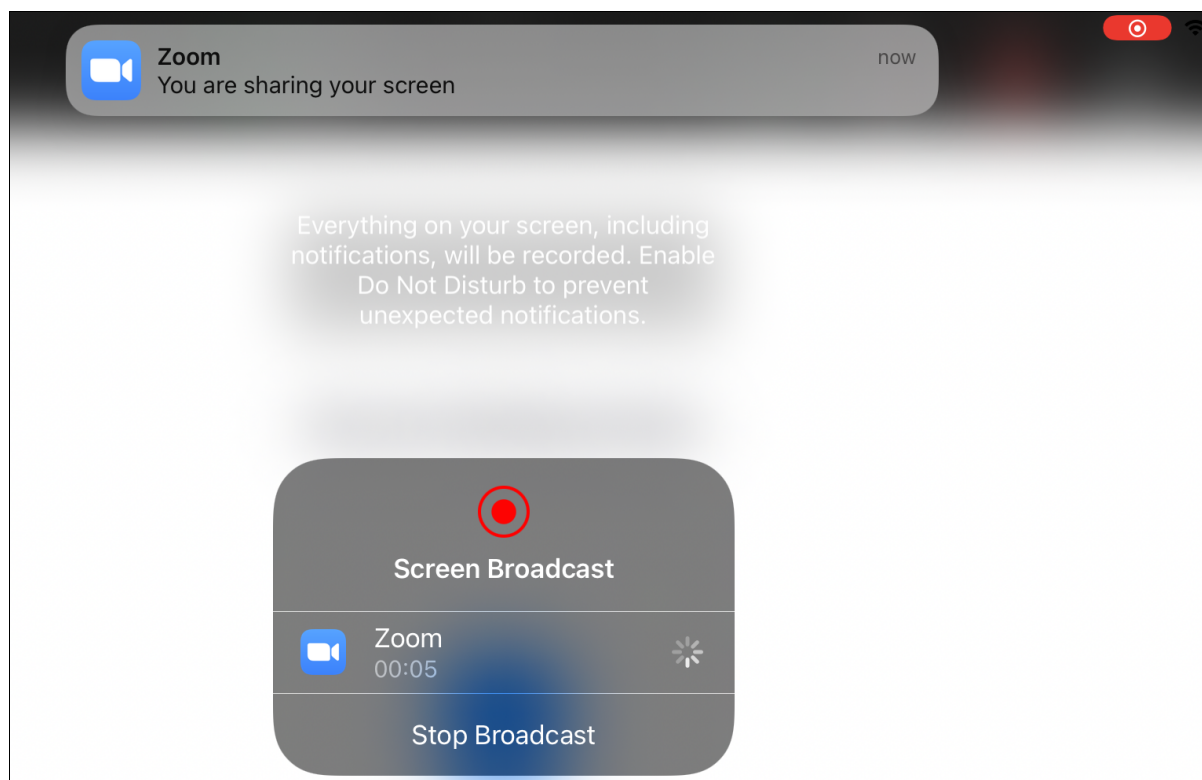
Screen Sharing on a Portable Device

On an iPad, the green Share Screen button is in the upper right part of the screen. After you tap on that, tap on the word "Screen":
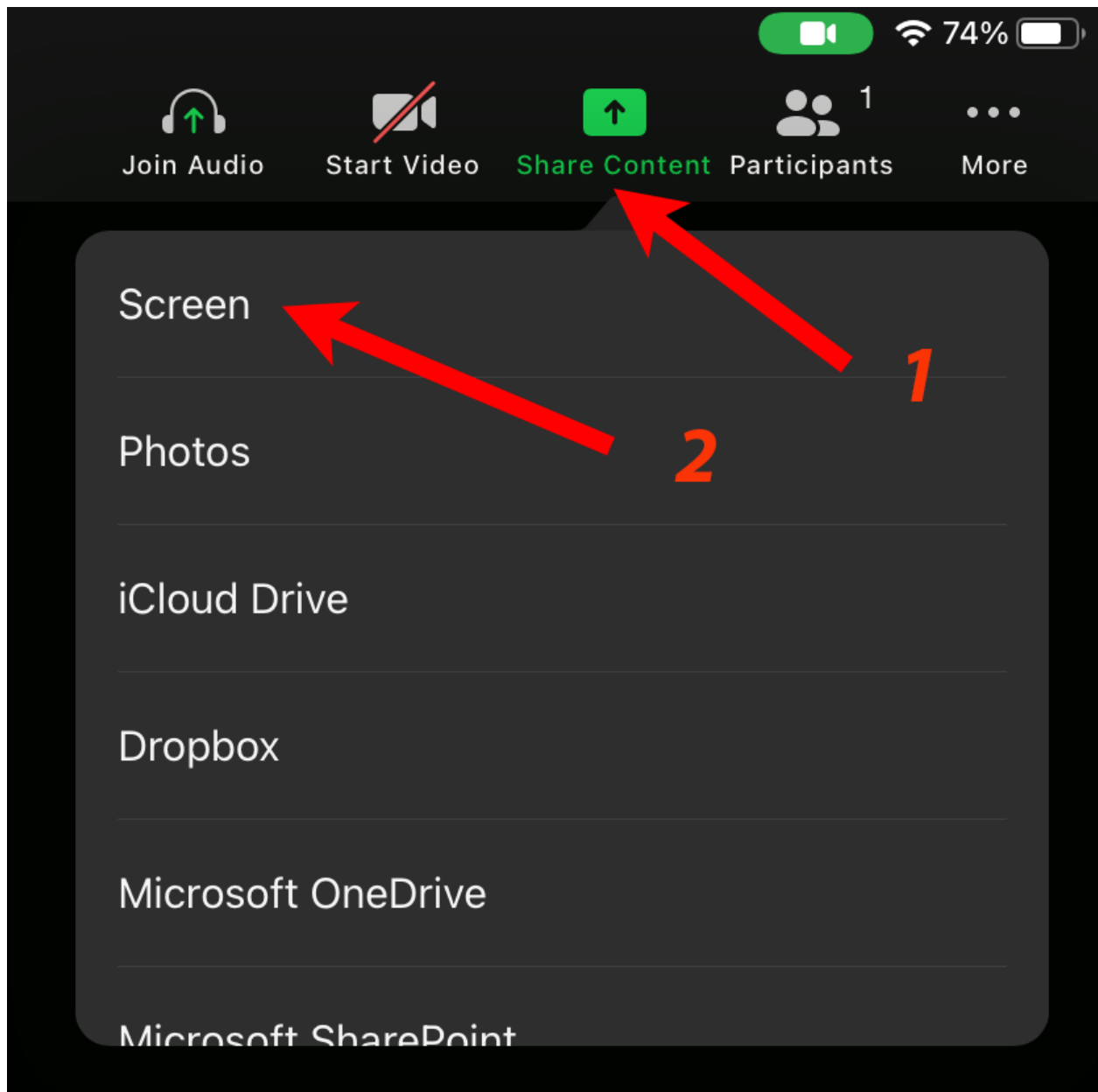
You will see this pop up. If there are several options, make sure Zoom is checked. If not, tap on Zoom and then tap on Start Broadcast:
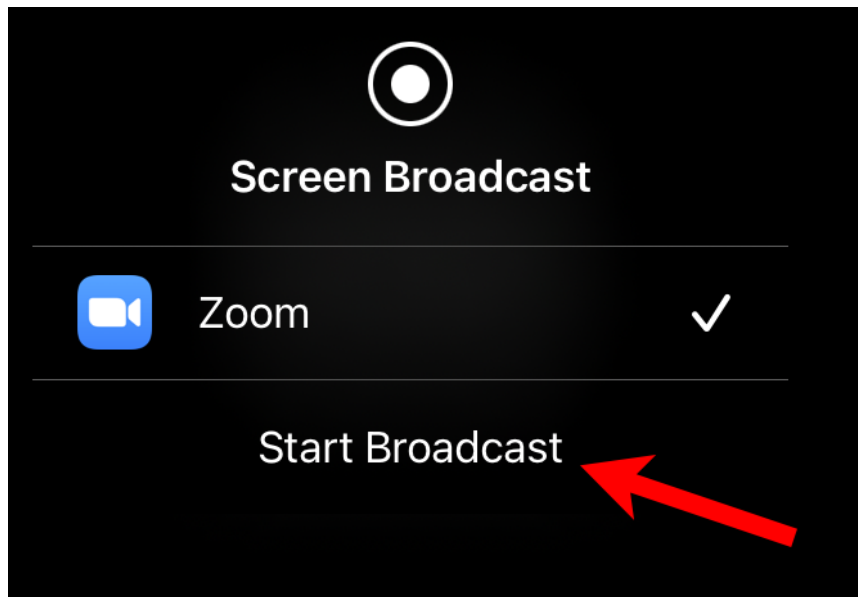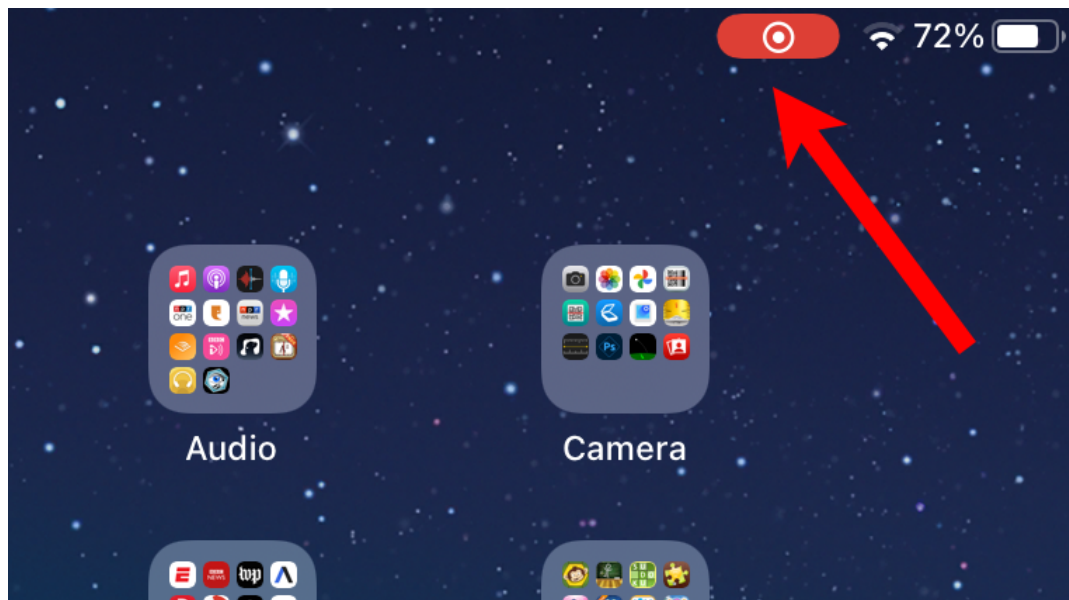

You will then see this pop up:

Click on the Home button (or swipe up to view the home screen). You will probably need to do this twice until you see your home screen.
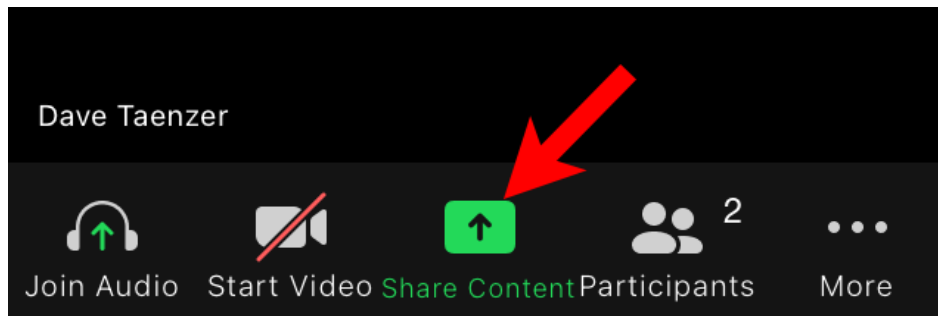
When you are done sharing your device, click the red oval stop button in the upper right corner of the screen:
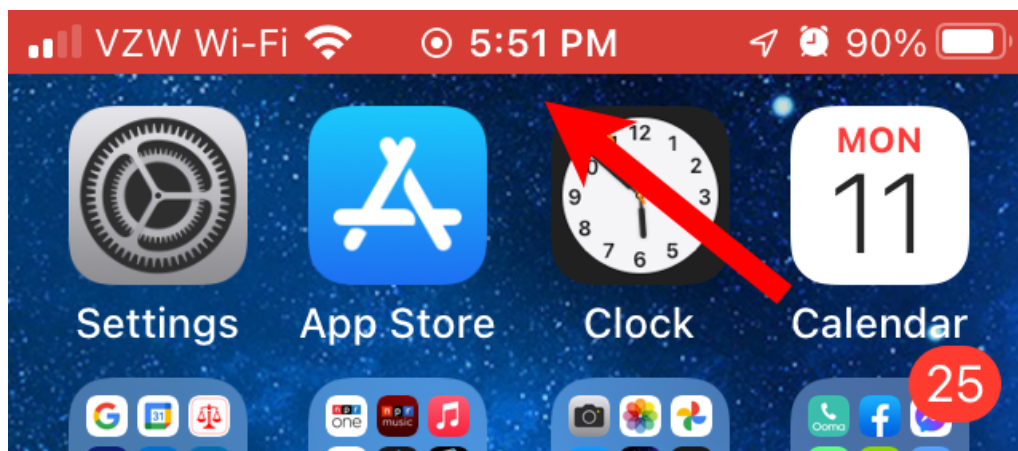

You will then see this pop up. Tap on Stop to stop the sharing and then tap on the blue Zoom button to rejoin the meeting.

The iPhone is very similar but the green Share Screen button is at the bottom of the screen:

The next steps are the same as described above. When you are ready to stop sharing, click the red bar at the top of the screen:


You will then get the Stop Broadcast popup as described above and can tap the blue Zoom button to rejoin the meeting after you have stopped sharing your screen.

After you stop the broadcast, click the Home button and then the blue Zoom button to return to the Zoom meeting.

Saving the Chat on a Computer

If you are a computer and have the chat window open (by clicking the Chat button at the bottom of the screen), you will see a three dot "More" menu in the bottom right corner of the chat display:
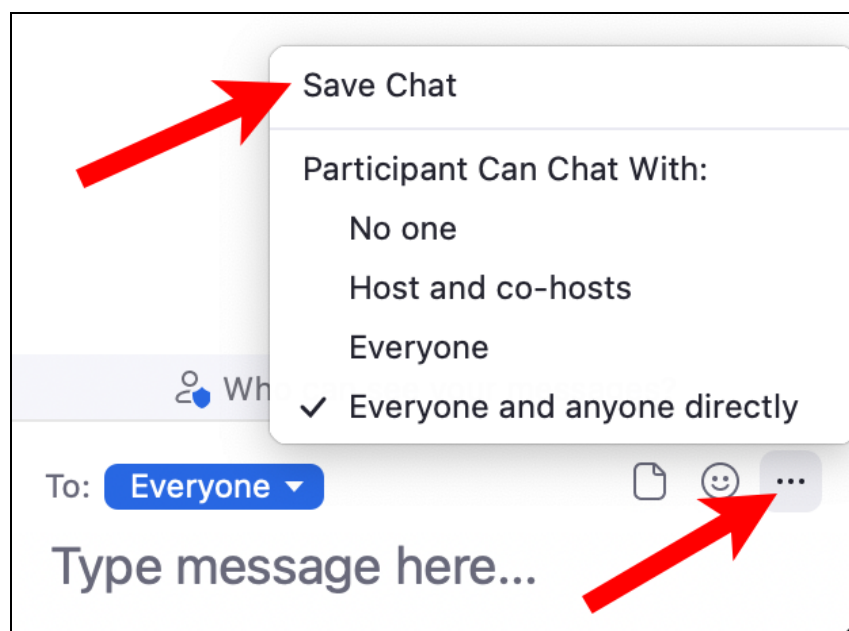
Click the "Save Chat" option and it will save the chat for the meeting in a Zoom folder in your Documents folder. The Zoom folder contains a folder for each meeting where you saved the chat:
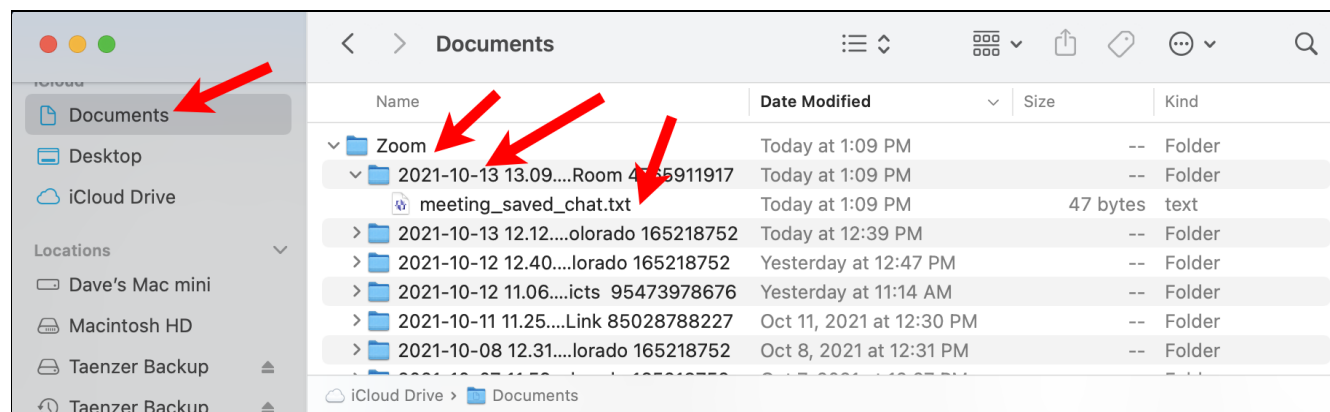
Conclusion:

Zoom has many, many settings and features. For more information, visit the customer support page on the Zoom website to learn more.

https://support.zoom.us/hc/en-us