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Tips and Tricks for a Successful Zoom Meeting

First, go to your Zoom Application	Zoom - Pro Account — X
	Q. Search
You can access you Zoom Profile by	0
going to <u>https://cusystem.zoom.us</u>	
and using your SSO username and	
password, or contact the UIS Service	
Desk for assistance installing the	
Zoom Application.	New Meeting ~ Join
	· · · · · · · · · · · · · · · · · · ·
	Schedule Share screen
	Home Chat Meetings Contacts
Mirror, Mirror	
	Q Search Settings
Before a meeting begins, it is always	Alicia Pickell LICENSED General
a good idea to check what your	alicia.pickell@cu.edu
guests will be seeing – your	C Add a Personal Note
appearance and the room you are	Audio
using as your home office.	Share Screen
	Available
Open the Zoom App, then access the	Away Chat
Settings menu by clicking the gear	Do not disturb Do not disturb
icon in the upper right corner. Choose the Video section, and you	Change My Picture O Recording
will get a preview of what your	
camera sees.	Help >
camera sees.	Check for Updates III Statistics
	Switch to Portrait View E Keyboard Shortcuts
	Switch Account
	Sign Out



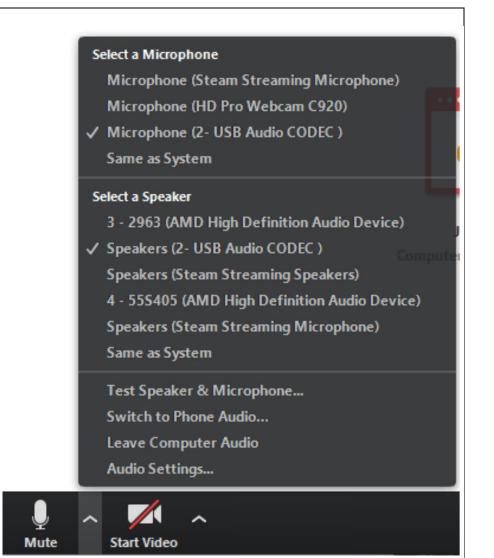
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Testing, Testing

While you are still in the Settings menu, click on the **Audio** section to select your preferred audio setup. If you are just using your laptop speaker and microphone, there's not much to adjust here. But if you have a mic-headset combo you would like to use, make sure it's selected here for both the Speaker and Microphone options before you start your call.





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Change your Zoom background on the desktop app

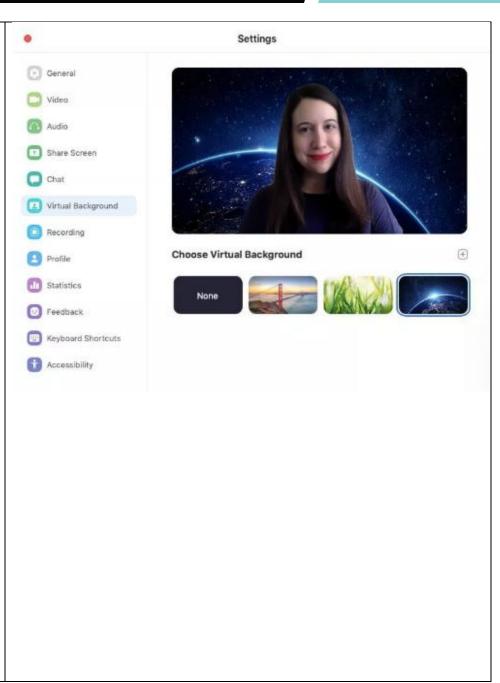
1. In the Zoom app, click your profile in the top right corner and click **Settings**.

2. On the menu to the left, click Virtual Background.

3. You'll see a few default background options provided by Zoom, including an outer space scene or blades of grass. You can choose one of those by clicking on it, and it will automatically change your screen as well. There's also an option for if you have a green screen and want to use that.

4. If you want to upload a photo to use as your background, on the same Virtual Background Page, click the + icon next to where it says Choose Virtual Background. A box will pop up allowing you to upload a photo from your computer. Click on the one you want, and it will appear alongside the other pictures as an option to choose.

5. To get rid of any photos you upload, tap the **X** in their top left corner.







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Contact UIS

Call: (303) 860-4357 Email: help@cu.edu

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See everyone at once By default, Zoom will show you whoever's actively speaking. However, with a single click, you can view everyone on the call by clicking "Gallery View" in the upper-right corner of an active meeting. Once clicked, it will show you a grid of all the call's participants up to a maximum of 49 per page. Share your screen 1. Click the Share Screen button + CC ••• located in your meeting controls. Advanced 2. Select the specific screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad. Screen 2 Whiteboard iPhone/iPad Share computer sound Optimize for full screen video clip Share



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Keyboard Shortcuts	Settings		×
In Settings , click on Keyboard Shortcuts . There are many shortcuts	General	Enable Global Shortcut Shortcut ①	
that will save you time like needing to move your mouse to toggle your microphone off and on mute or to		vitch to Speaker View Alt+F1	
	Share Screen Swi Chat	vitch to Gallery View Alt+F2	
switch to Gallery View.	Virtual Background Close	ose Current Window Alt+F4	
		art/Stop Video Alt+V	
	Statistics	ute/Unmute My Audio Alt+A ut+A ut+A ut+A ut+A ut+A ut+A ut+A u	
	Hos	ost (Host Only)	
	Accessibility	art/Stop Screen Sharing Alt+S	
		Alt+Shift+S use/Resume Screen Sharing Alt+T	
Prevent embarrassment by silencing desktop notifications	← Settings		
Windows 10 has a built-in feature called Focus Assist that does just this. Just head to <i>Settings > System > Focus Assist</i> , and toggle <i>When I'm duplicating my</i> <i>display</i> to <i>On</i> . You can also toggle it manually from the Action Center found at the bottom right of the Windows 10 taskbar. Mac users need to employ a third- party app to automate the process. One suggested app is Muzzle , which simply toggles on macOS's built-in Do Not Disturb mode whenever you start screen sharing, so you don't forget.	Image: None Find a setting Image: Substraint of the setting </th <th> Focus assist I' all antifications from your apps and contacts. I' priority only Beedeed notifications from the priority list. The rest will go singht to action center. Customize your priority list I' and notifications, except for alarms. Antomatic rules During these times and activities when you don't want to be disturbed, and focus assist will turn on automatically. I' During these time? During these time? During the priority right? I' During the priority only </th> <th></th>	 Focus assist I' all antifications from your apps and contacts. I' priority only Beedeed notifications from the priority list. The rest will go singht to action center. Customize your priority list I' and notifications, except for alarms. Antomatic rules During these times and activities when you don't want to be disturbed, and focus assist will turn on automatically. I' During these time? During these time? During the priority right? I' During the priority only 	



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Record Meeting	
Want to save key meetings? Record them for reference. Doing an interview and you don't want to slow things down by taking notes? Record it!	Join Audio Computer Audio Connected
As the host, you will be provided with a Record button in the lower meeting controls.	A Mute Start Video Invite Manage Participants Share Screen Chat Record Breakout Rooms End Mecting
Pause or Stop your recording using the buttons provided in the toolbar.	InviteImage ParticipantsImage ParticipantsImage ParticipantsImage Participants
Want more tips?	
Zoom Help Center has many View Live Training Videos regarding frequently asked questions.	ZOOM Help Center

If you need any assistance, please contact the UIS Service Desk. We will be happy to help!





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