



# ZOOM Training

For Participants



Welcome –

## Virtual Meeting Etiquette

- Mute, so others do not hear your background noise
- Minimize distractions – video meetings have enough background noise, so please don't add to it. Make sure you're in a quiet place; turn off radios, TV's, cell phones; relocate pets. When un-muted and speaking, minimize the use of your keyboard.

These instructions all apply if using a PC, Laptop or MAC with keyboard and mouse.

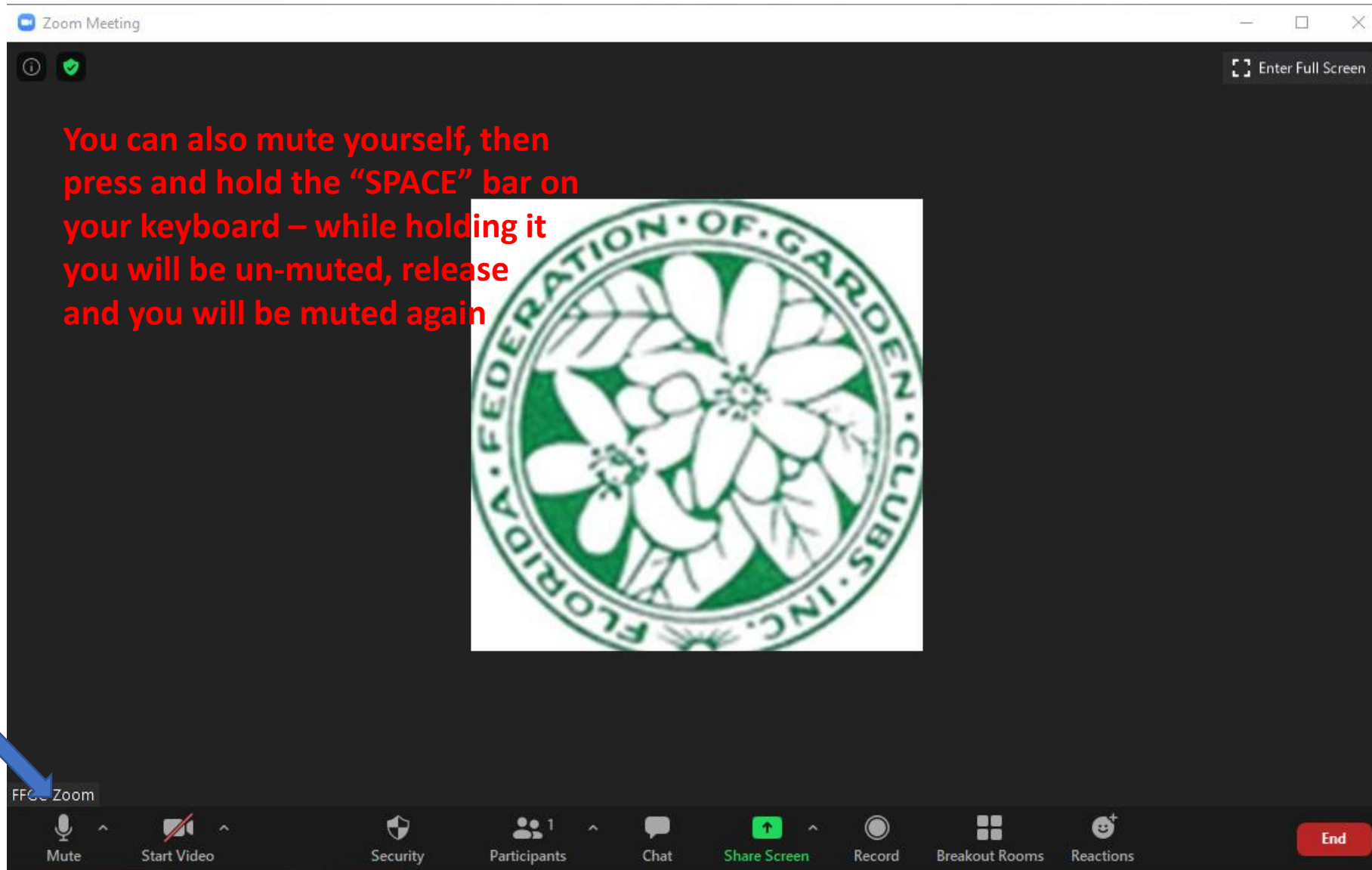
If you are on a tablet, all functions are there; however you have to use the touch-screen to get to them.

- Touch near the top or bottom of the screen to show task bars and menus
- Slide to the left or right to display other screens
  - This is where POLLS will be displayed and where what the host is sharing via screenshare





# Mute and Un-Mute

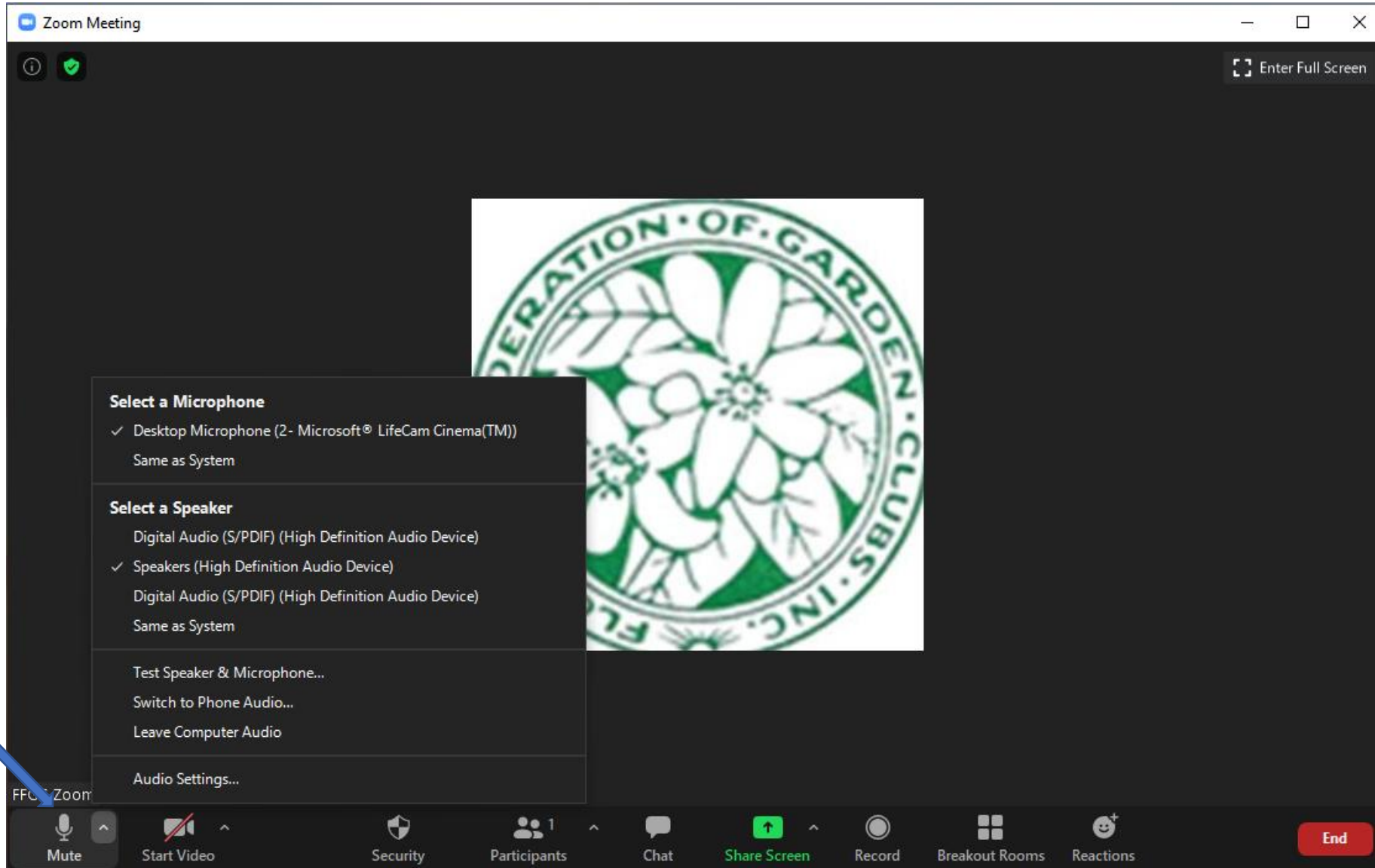


Click the microphone to mute and unmute

Click the "^" to the right of the microphone to change setting

# Mute and Un-Mute

Click the microphone to mute and unmute

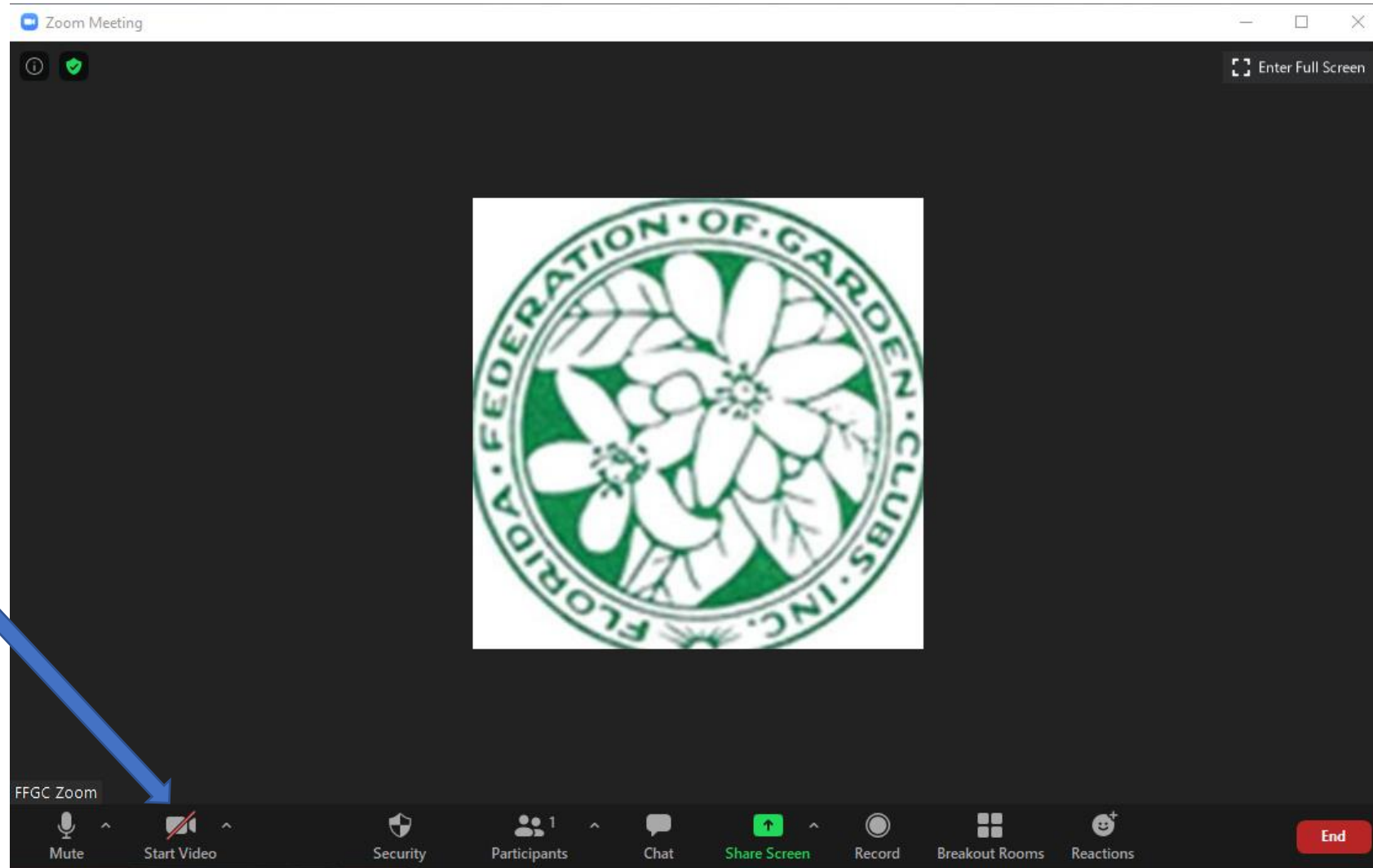
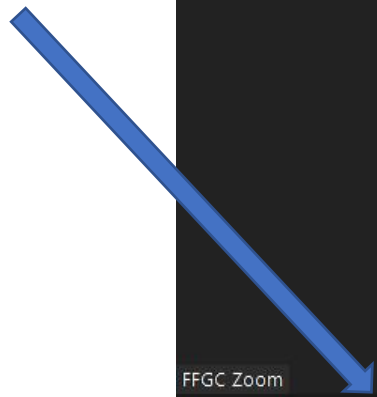


Click the “^” to the right of the microphone to change setting

# Start and Stop your VIDEO

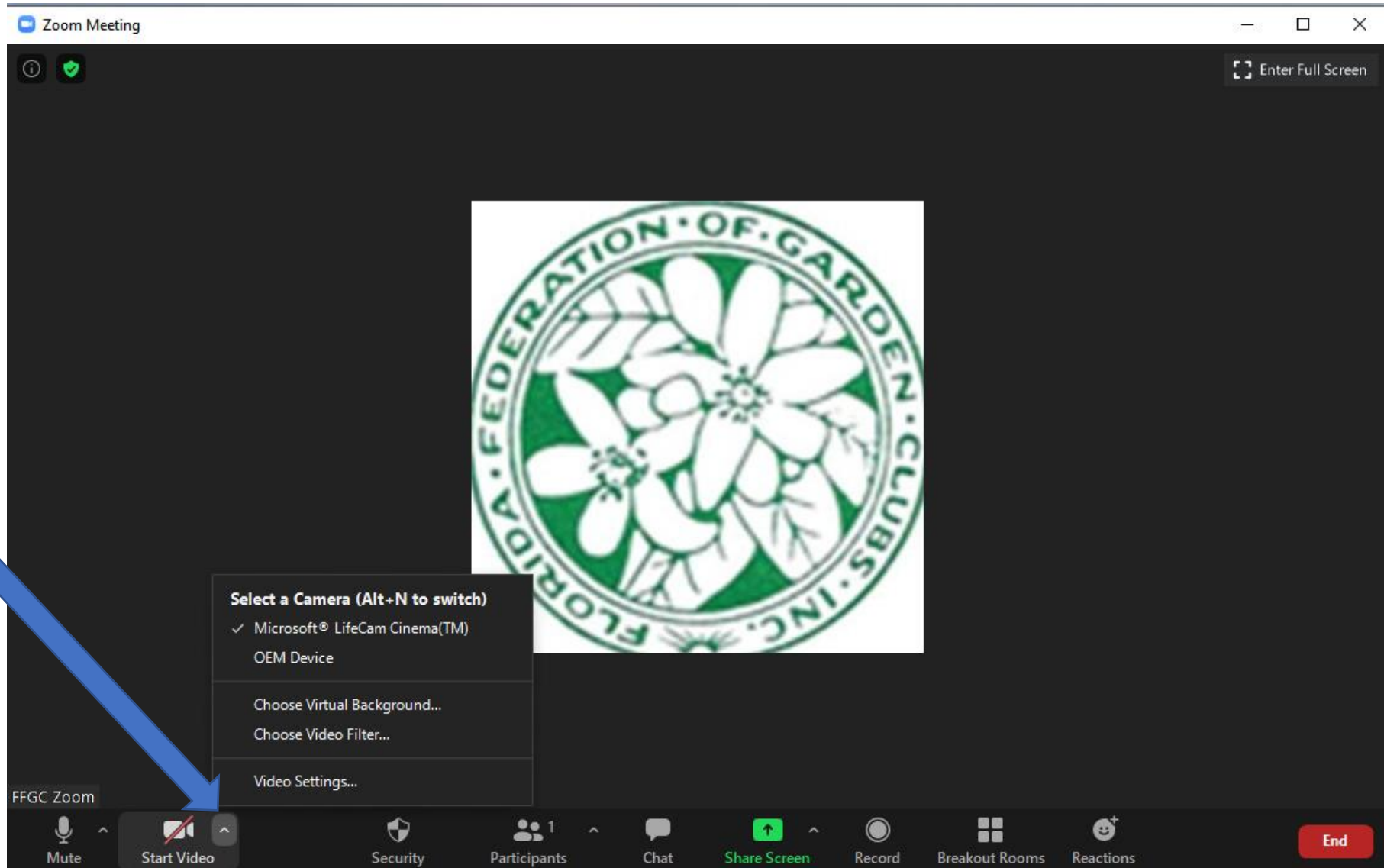
“Video”  
meaning  
your camera

Click the camera  
to turn your  
video on and off



# Start and Stop your VIDEO

Click the camera to turn your video on and off



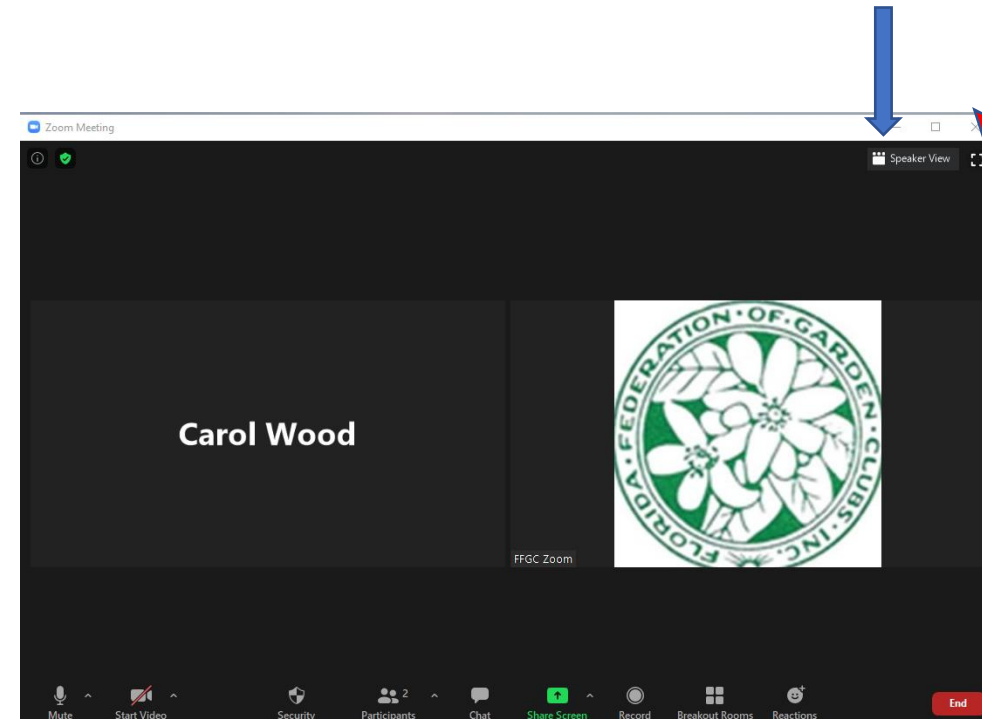
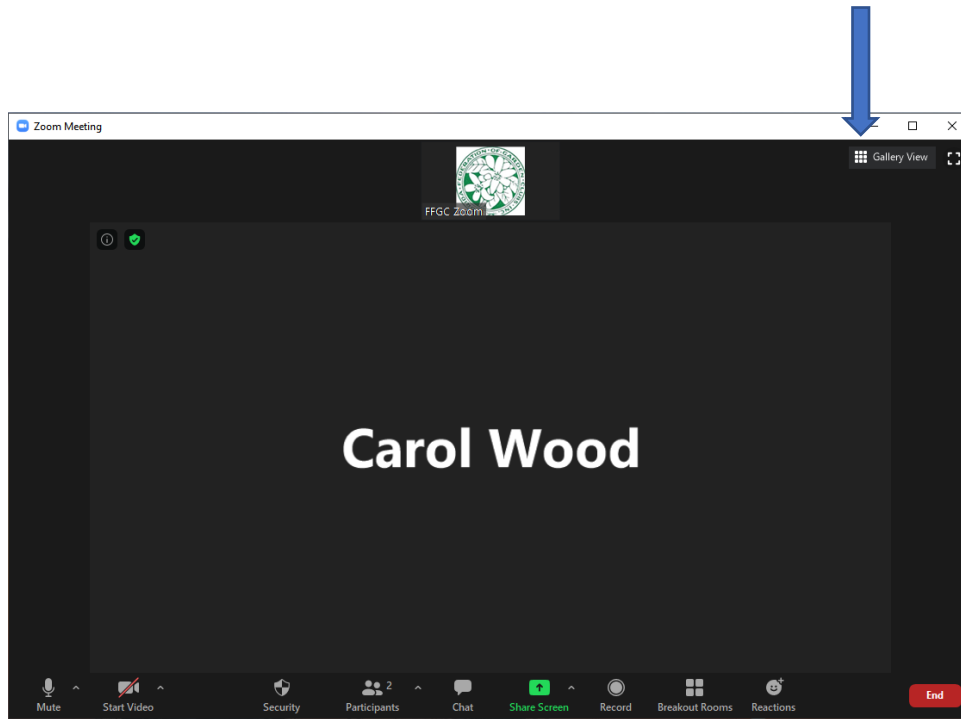
Click on the “^” to change video settings

# Speaker view vs Gallery View

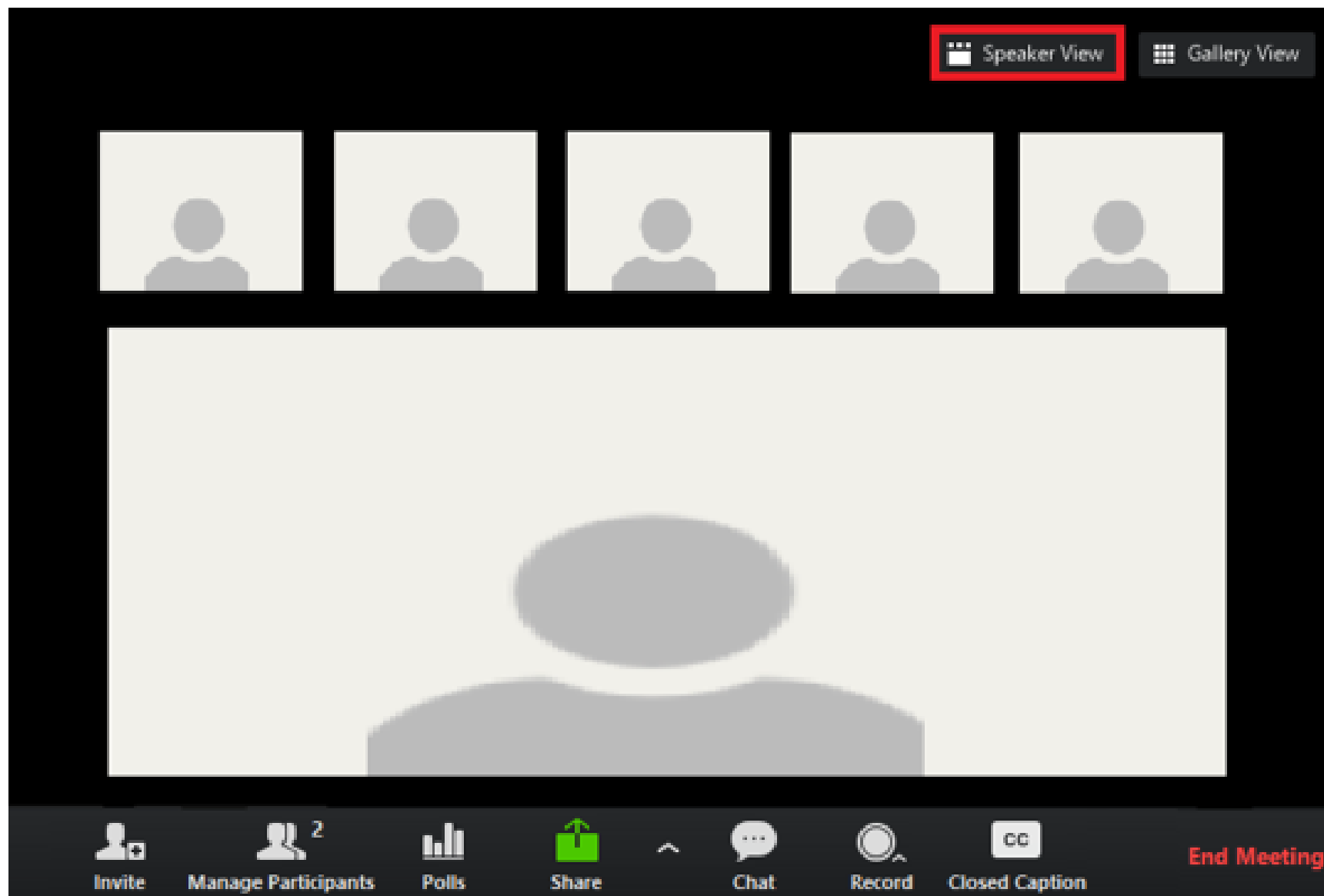
This can be toggled back and forth depending on what you want to see

Click between Gallery (lots of faces) and Speaker view (your face small and whomever is currently speaking).

Full screen view  
Exit Full Screen

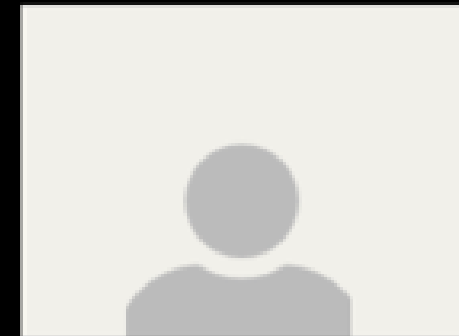
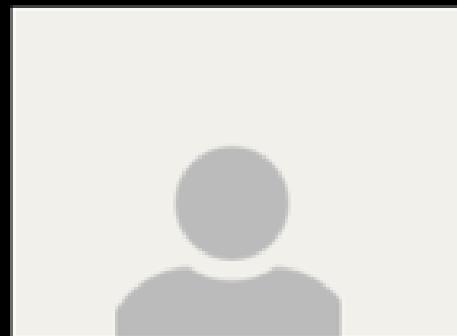






Speaker View

Gallery View



Invite



Manage Participants<sup>2</sup>



Polls



Share



Chat



Record



Closed Caption

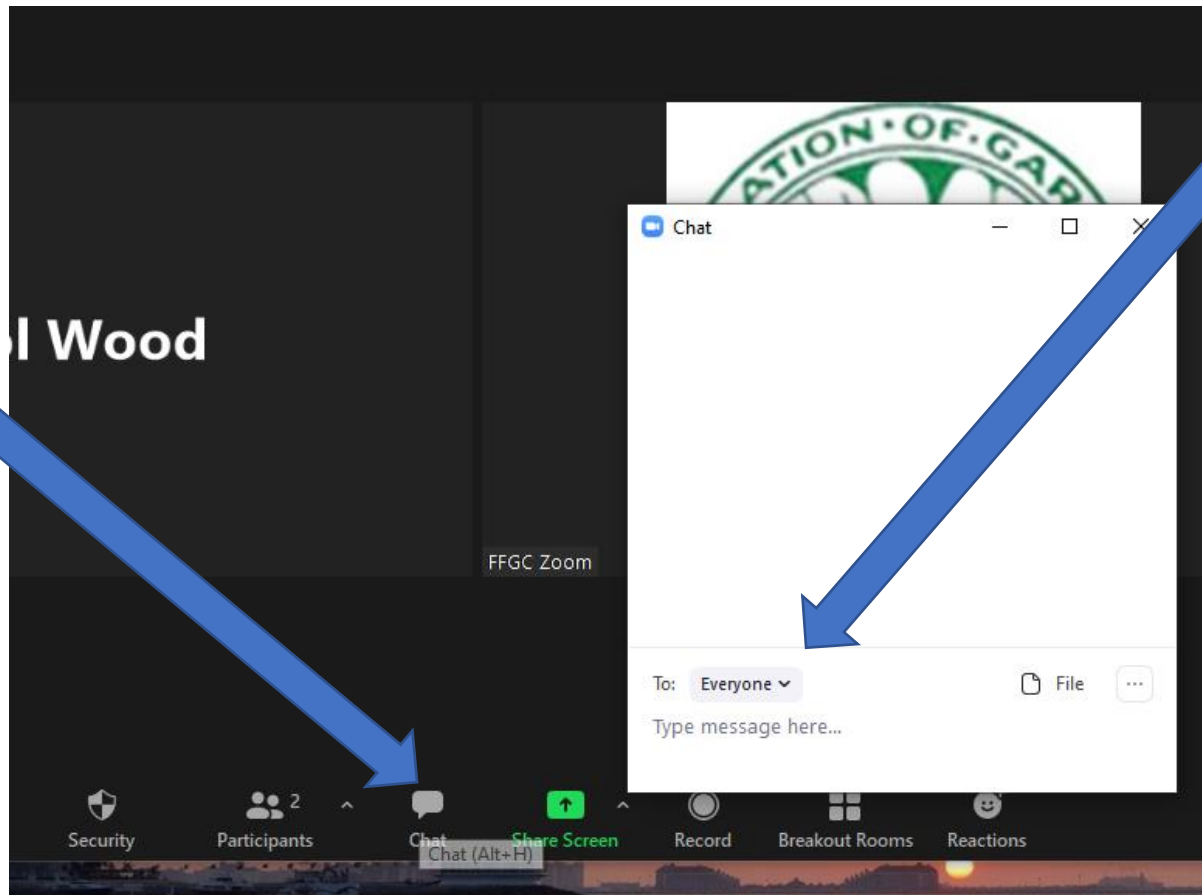
End Meeting

# Chat – privately or to everyone

You can drag the chat window off the side of your screen, so it doesn't cover up faces

Select “who” to chat with, then type message and press “enter” to send

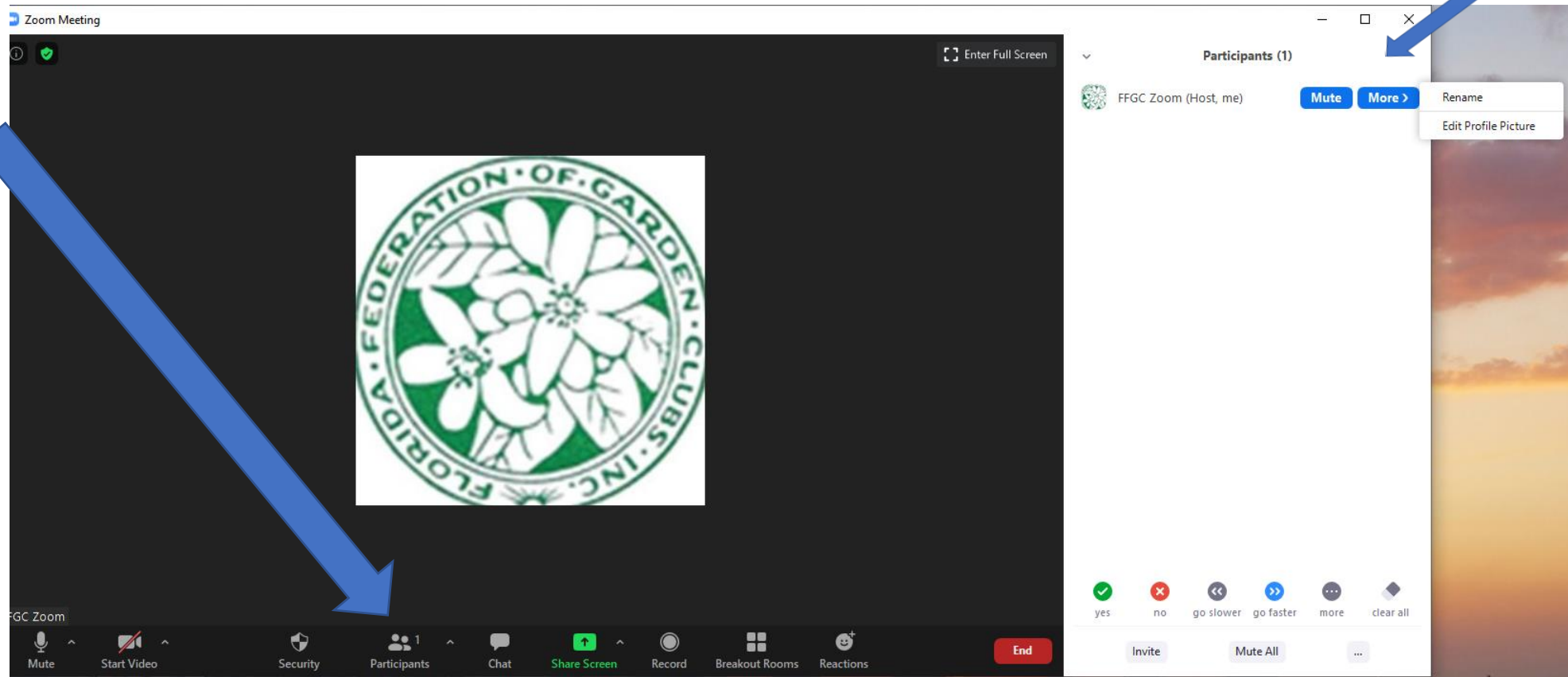
Click on “Chat”,  
the chat window  
pops up





# How to change your Screen display name

Click on  
Participants  
Then go to  
your name  
in the box  
that comes  
up, mouse  
over  
“more” and  
select  
Rename



# How to change your Screen display name

Type in your name  
and click on “OK”



Raise your hand, say “yes”, “no”, “go slower”,  
“go faster” – you are communicating with the  
host, all can see if they open participant list

Click to perform  
the action you  
want

Click on  
Participants,  
The box to  
the right  
opens up

The screenshot shows a Zoom meeting in progress. The main video area displays three participants: Kelley (top left), FFGC Zoom (top right, highlighted with a yellow box and containing a logo), and Carol Wood (bottom center). The bottom toolbar includes icons for Join Audio, Start Video, Participants (with a '3' badge), Chat, and Share. On the right side, the 'Participants (3)' panel is open, listing Kelley (Me), FFGC Zoom (Host), and Carol Wood. At the bottom right, a row of action buttons is visible: Raise Hand, yes, no, go slower, go faster, and more. A blue arrow points from the 'Participants' button in the bottom toolbar to the 'Participants (3)' panel. Another blue arrow points from the 'Raise Hand' button to the 'Raise Hand' text label on the right side of the image.

Zoom

Speaker View

Kelley

FFGC Zoom

Carol Wood

Participants (3)

K Kelley (Me)

FFGC Zoom (Host)

CW Carol Wood

Join Audio

Start Video

Participants 3

Chat

Share

Leave Meeting

Invite

Raise Hand

yes

no

go slower

go faster

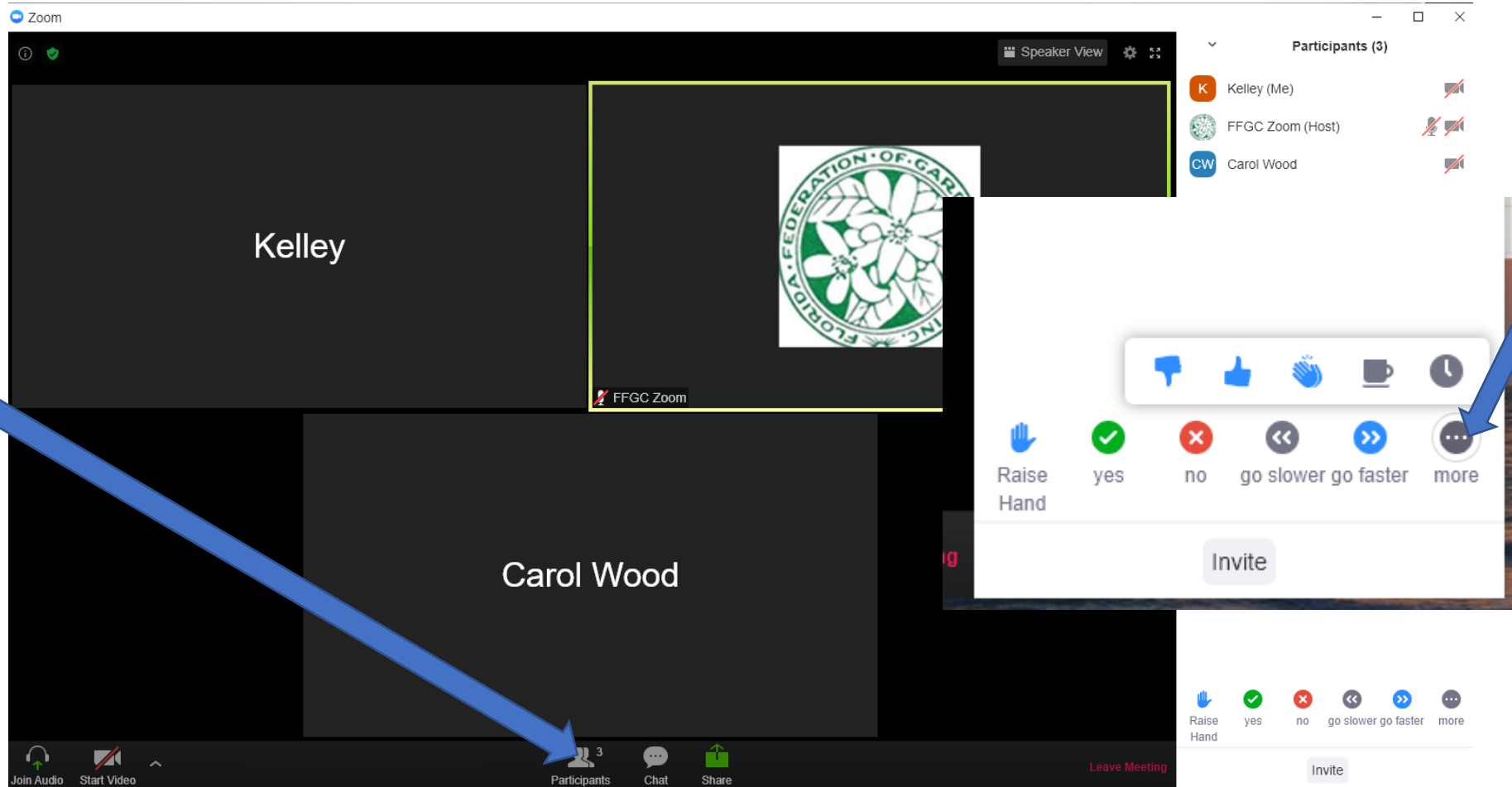
more



Raise your hand, say “yes”, “no”, “go slower”,  
“go faster” – you are communicating with the  
host, all can see if they open participant list

Click more to  
see “thumbs  
up/down”,  
“clap”, “need a  
break” and  
“away”

Click on  
Participants,  
The box to  
the right  
opens up



# Taking a “POLL” (aka Voting or Testing)

The host will launch this

\*Remember if you are using an iPad or tablet, you may have to swipe left or right to see this.

Zoom Meeting Participant ID: 317024

Speaker View

Sample Yes/No Poll

1. Do you agree with Option #1

☒ Yes

☐ No

Submit

Leave

FFGC Zoom

Click to join audio

Join Audio Start Video Participants 2

Click on the answer of your choice,

Then press “Submit”

# Taking a “POLL” (aka Voting or Testing)

The host will launch this

Zoom Meeting Participant ID: 317024

Speaker View

FFGC Zoom

Click to join audio

Join Audio Start Video Participants 2

**Polls**


Sample multiple choice

1. Select the “BEST” option

- ☒ Option #1
- ☐ Option #2
- ☐ Option #3
- ☐ None of the above

Submit

Leave

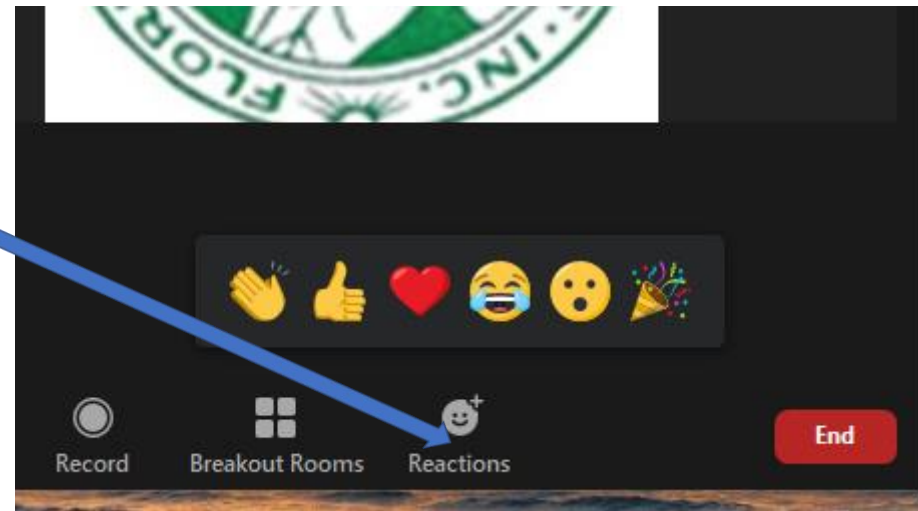
The logo of the Florida Federation of Garden Clubs is a circular emblem. It features a central white flower with five petals and a green center, surrounded by green leaves. The text "FLORIDA FEDERATION OF GARDEN CLUBS INC." is written in a circular border around the flower.



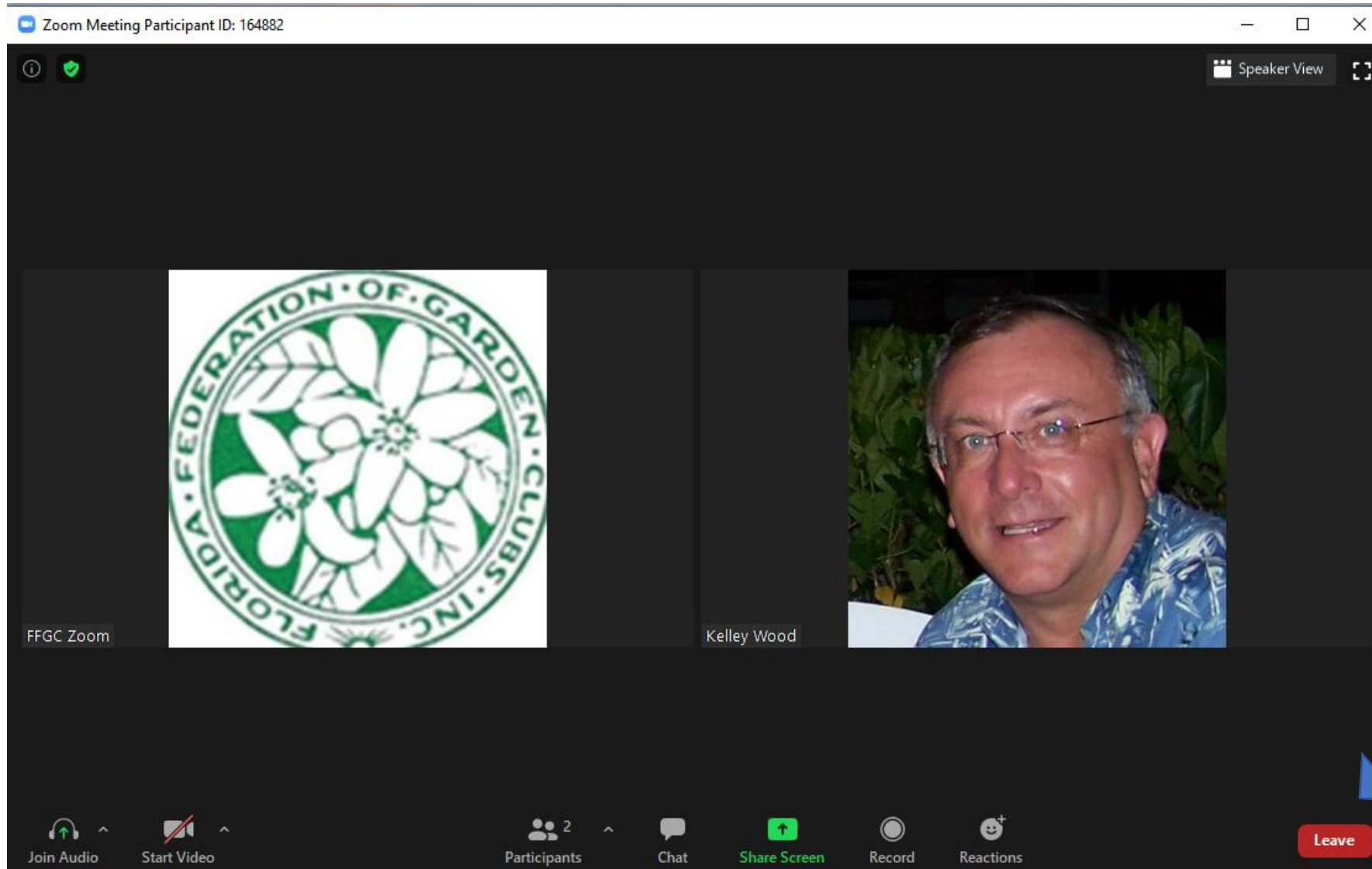
# Reactions

Click on “Reactions”, to see “clap”, “thumbs up”, “heart”, “joy”, “open mouth” and “tada”

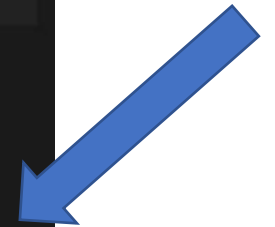
Clicking on one will display next to your picture for a few seconds.



# If you want to leave a meeting that is still in progress.



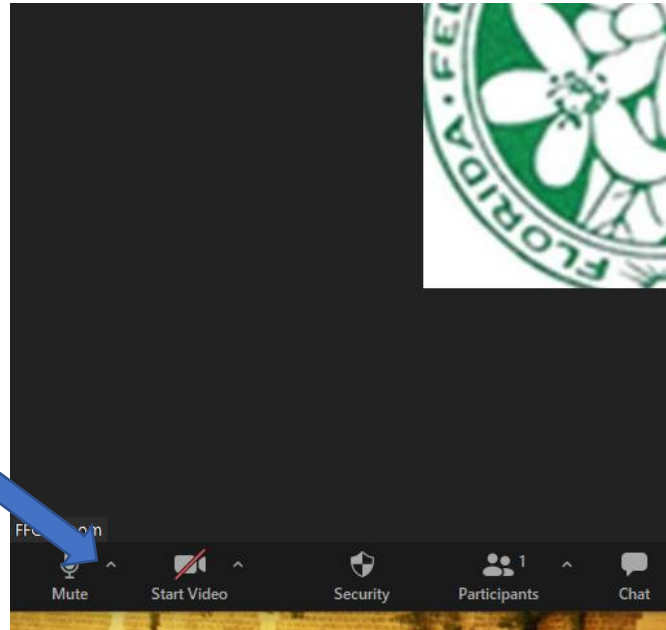
Click here to  
leave the  
meeting  
Unless you are  
the host this  
won't impact  
anybody else



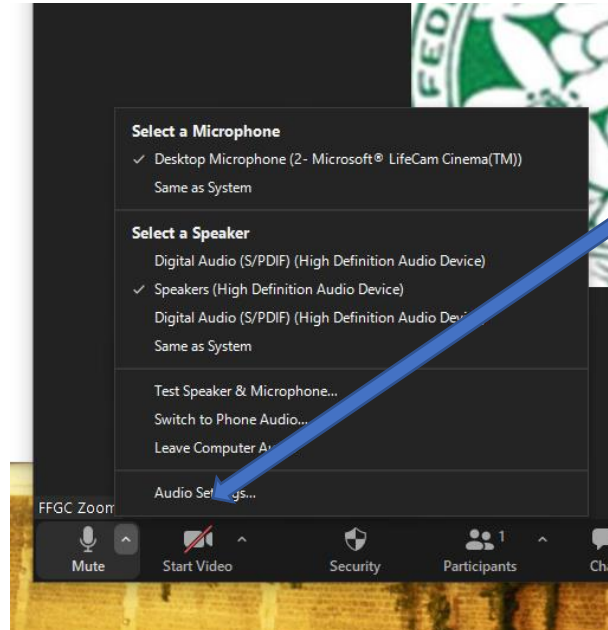
# Advanced – overall settings

You can do this before you join a meeting or during a meeting by going to the window on your device that looks like this

Click on the “^” next to the microphone



Then click on “Audio Settings”

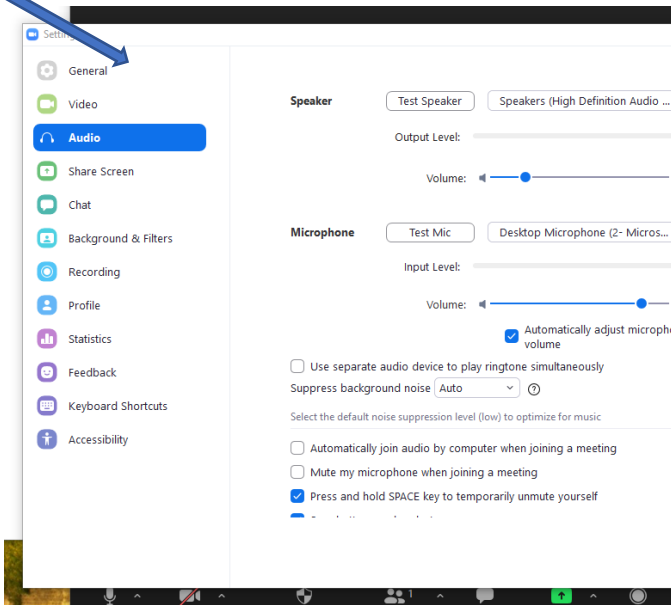




# Advanced – overall settings

You can do this before you join a meeting or during a meeting by going to the window on your device that looks like this

Click on  
“General”



Change Skin Tone by clicking  
on the desired shade

