

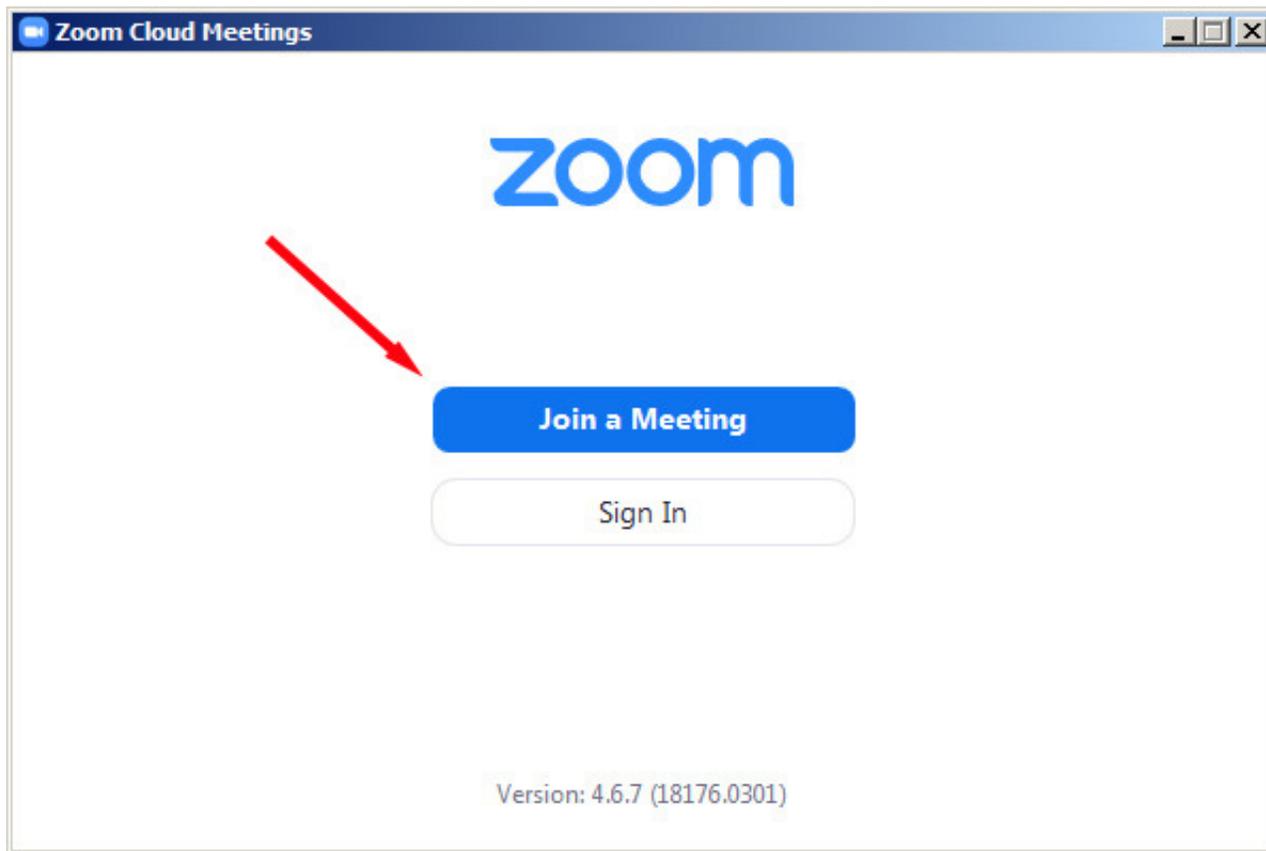
Tele-Conferencing

with

zoom



Use zoom App to Join a Meeting
with MeetingID & Password



Or Sign In to Host a Meeting

OR

Use Long
Encrypted
URL Link



Zoom

Join Meeting

Choose from drop down list or type in

Enter meeting ID or personal link name

dark

Remember my name for future meetings

Do not connect to audio

Turn off my video

Join Cancel

Zoom

Join Meeting

741-895-5708

dark

Remember my name for future meetings

Do not connect to audio

Turn off my video

Join Cancel

OR

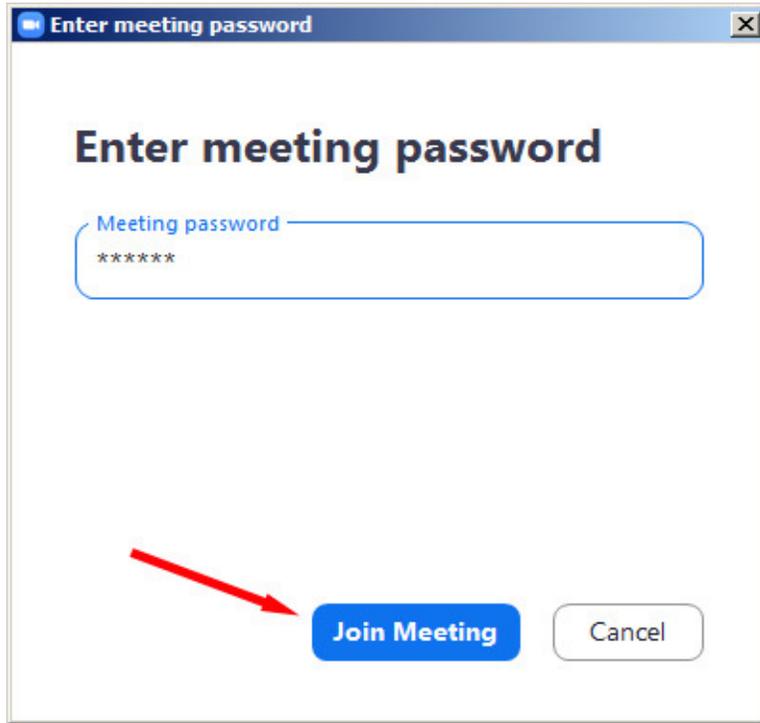
Using Long Encrypted URL Link

⋮

OR

Using Long
Encrypted
URL Link

⋮

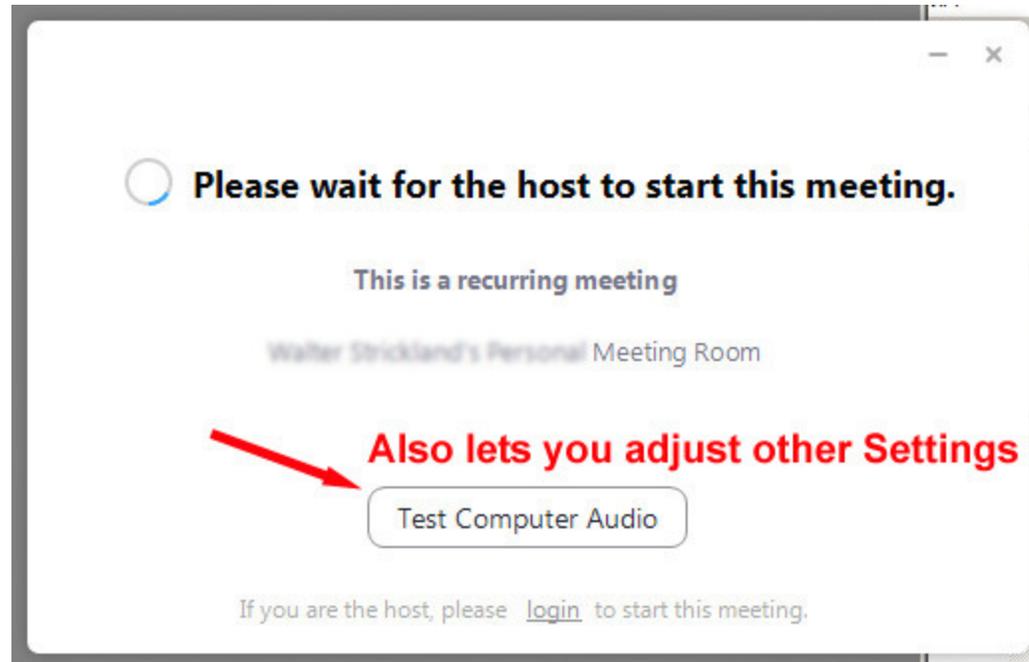


Enter meeting password

Enter meeting password

Meeting password

Join Meeting Cancel



Please wait for the host to start this meeting.

This is a recurring meeting

Walter Strickland's Personal Meeting Room

Test Computer Audio

If you are the host, please [login](#) to start this meeting.

Settings

- General
- Video
- Audio**
- Share Screen
- Virtual Background
- Recording

Speaker **Test your Speakers** → Test Speaker Speakers (Realtek High Definition...)

Output Level: _____

Volume: ◀ —●— ▶

Microphone Test Mic Same as System

Settings

- General
- Video
- Audio**
- Share Screen
- Virtual Background
- Recording
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Speaker **If Speaker seems OK** → Stop Speakers (Realtek High Definition...)

Output Level: █ _____

Volume: ◀ —●— ▶

Microphone Test Mic Same as System

Input Level: _____

Volume: ◀ —●— ▶

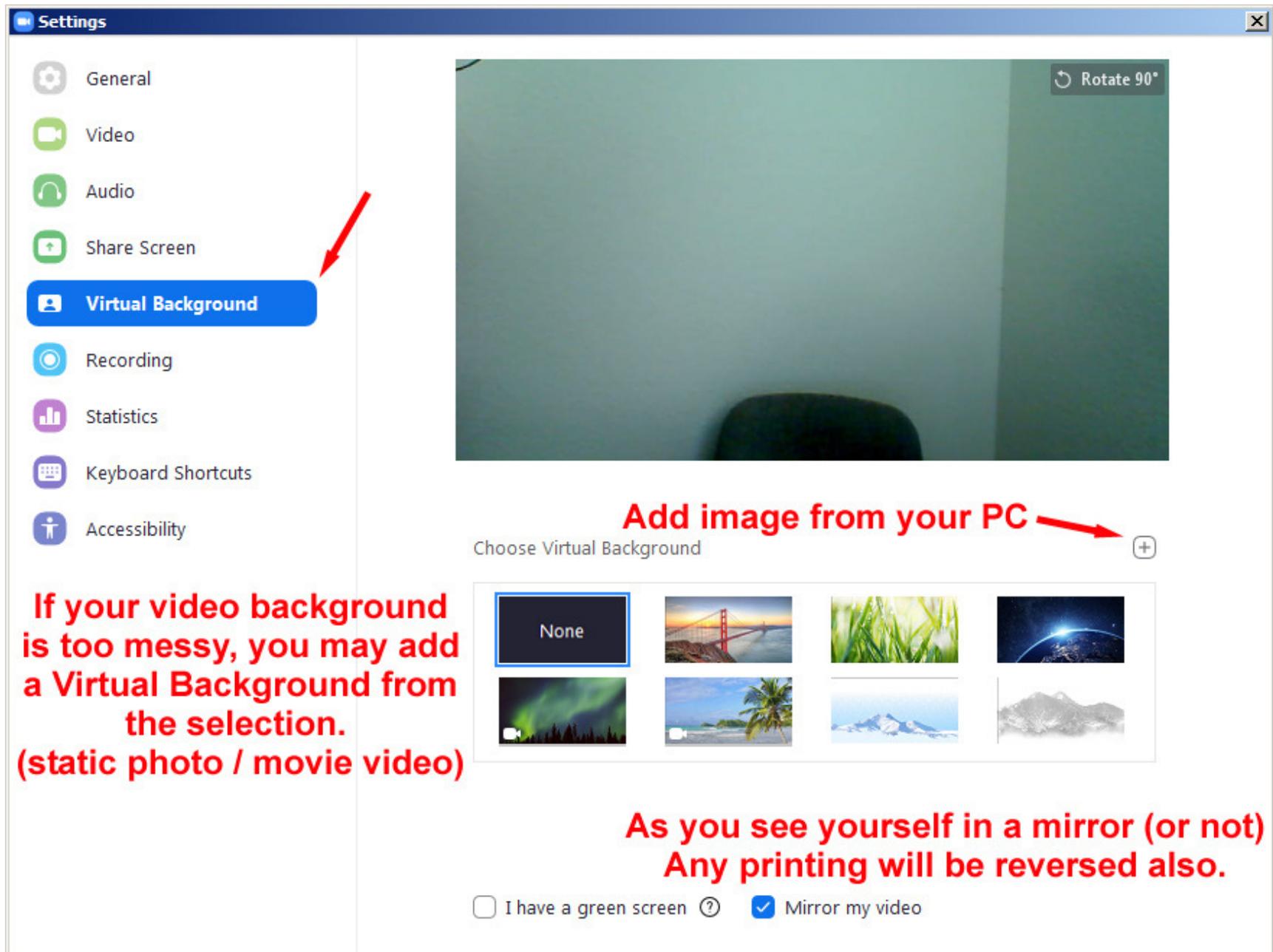
Automatically adjust volume

Use separate audio device to play ringtone simultaneously

The image displays three sequential screenshots of the Zoom audio settings interface, illustrating the microphone testing process. Each screenshot shows a sidebar on the left with various settings options and a main panel on the right for audio configuration.

- Top Screenshot:** The 'Audio' tab is selected in the sidebar. The main panel shows 'Output Level' and 'Volume' sliders. A red arrow points to the 'Microphone' section, which includes a 'Test Mic' button and a dropdown menu set to 'Same as System'. Below this are 'Input Level' and 'Volume' sliders, and a checked checkbox for 'Automatically adjust volume'.
- Middle Screenshot:** The 'Microphone Testing' section is active. A yellow callout box says 'Please speak to your microphone.' The 'Recording' button is highlighted, and the dropdown menu remains 'Same as System'. The 'Input Level' and 'Volume' sliders are visible below.
- Bottom Screenshot:** The 'Microphone Testing' section is still active. A yellow callout box says 'If you cannot hear your voice, select a different microphone.' The 'Playing' button is highlighted, and the dropdown menu remains 'Same as System'. The 'Input Level' and 'Volume' sliders are visible below, along with the 'Automatically adjust volume' checkbox.

Purely Optional Setting ... Simply Close Form if you are Done



The screenshot shows the Zoom Settings window with the 'Virtual Background' option selected in the left sidebar. A red arrow points to this option. The main area displays a video preview of a person's head and shoulders against a plain light blue background. A 'Rotate 90°' button is visible in the top right corner of the preview. Below the preview, the text 'Add image from your PC' is written in red with a red arrow pointing to a plus sign icon. Underneath, the text 'Choose Virtual Background' is followed by a grid of eight background options: 'None', Golden Gate Bridge, green grass, Earth from space, Aurora Borealis, beach with palm tree, snowy mountains, and a mountain range. At the bottom, there are two checkboxes: 'I have a green screen' (unchecked) and 'Mirror my video' (checked).

If your video background is too messy, you may add a Virtual Background from the selection. (static photo / movie video)

Add image from your PC

Choose Virtual Background

I have a green screen Mirror my video

Settings

Close form if Speakers & Microphone seem OK

Speaker Test Speaker Speakers (Realtek High Definition...)

Output Level:

Volume:

Microphone Test Mic Same as System

Input Level:

Volume:

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

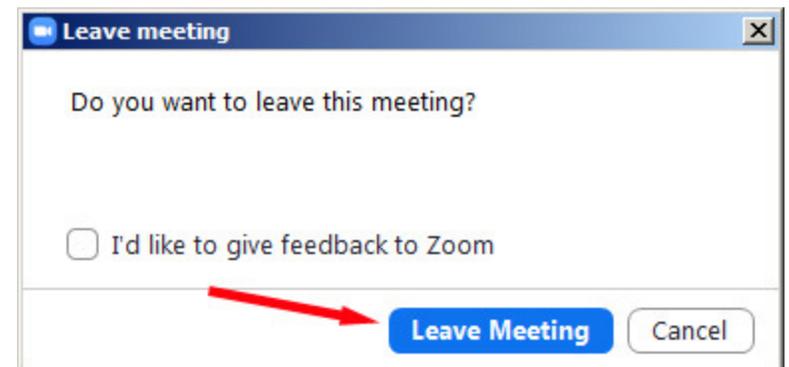
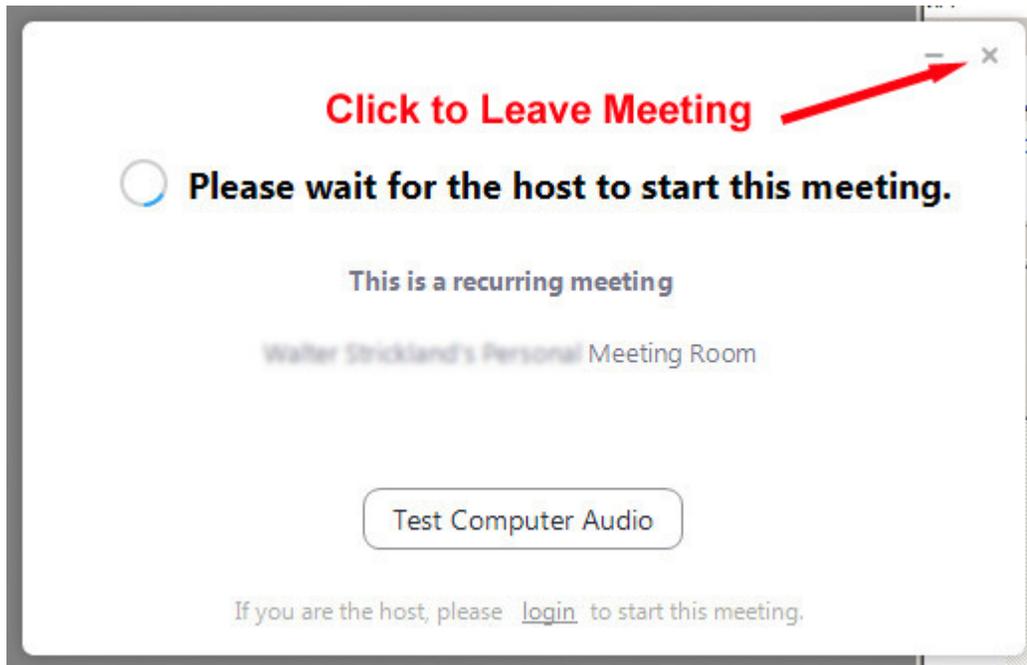
Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

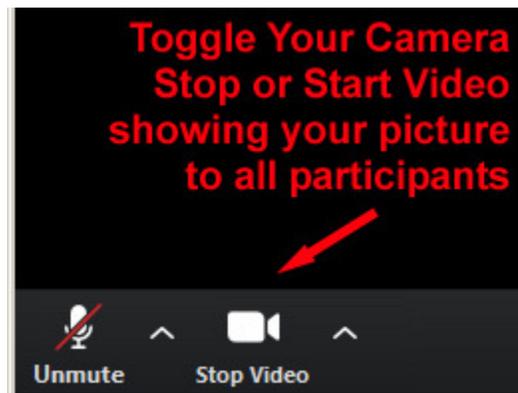
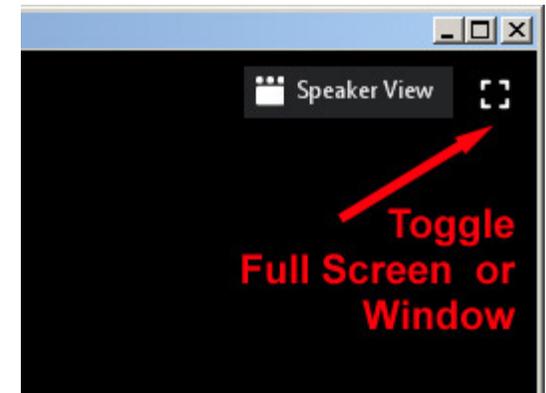
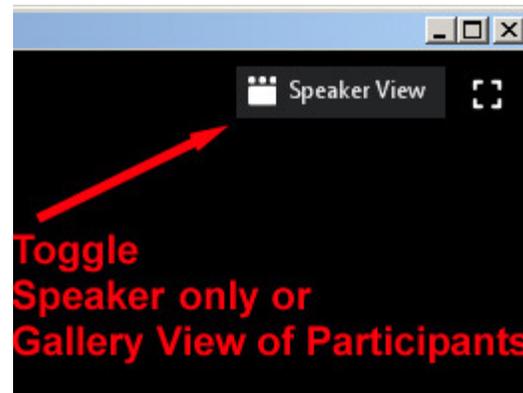
Sync buttons on headset

Advanced

You may have entered the meeting
or
You can continue to wait
or
You can Leave Meeting



These are some controls
available to you while you are
in the meeting
(move your mouse over screen to show)



You are in the meeting, but you are not sure of Your Speaker and Microphone. Test them:

The image shows a meeting interface with audio settings and testing dialog boxes. The interface is divided into several sections:

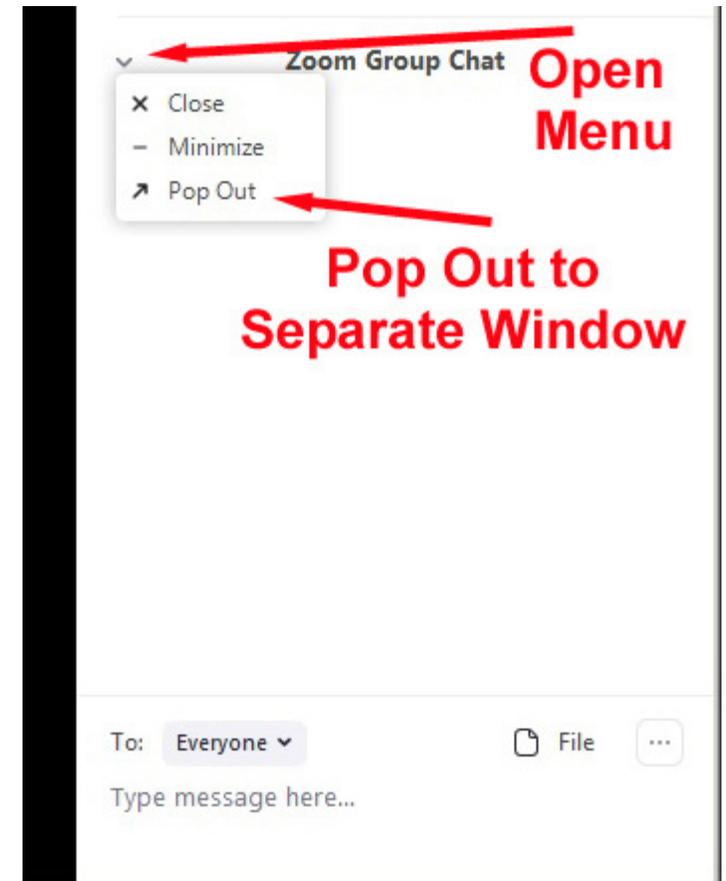
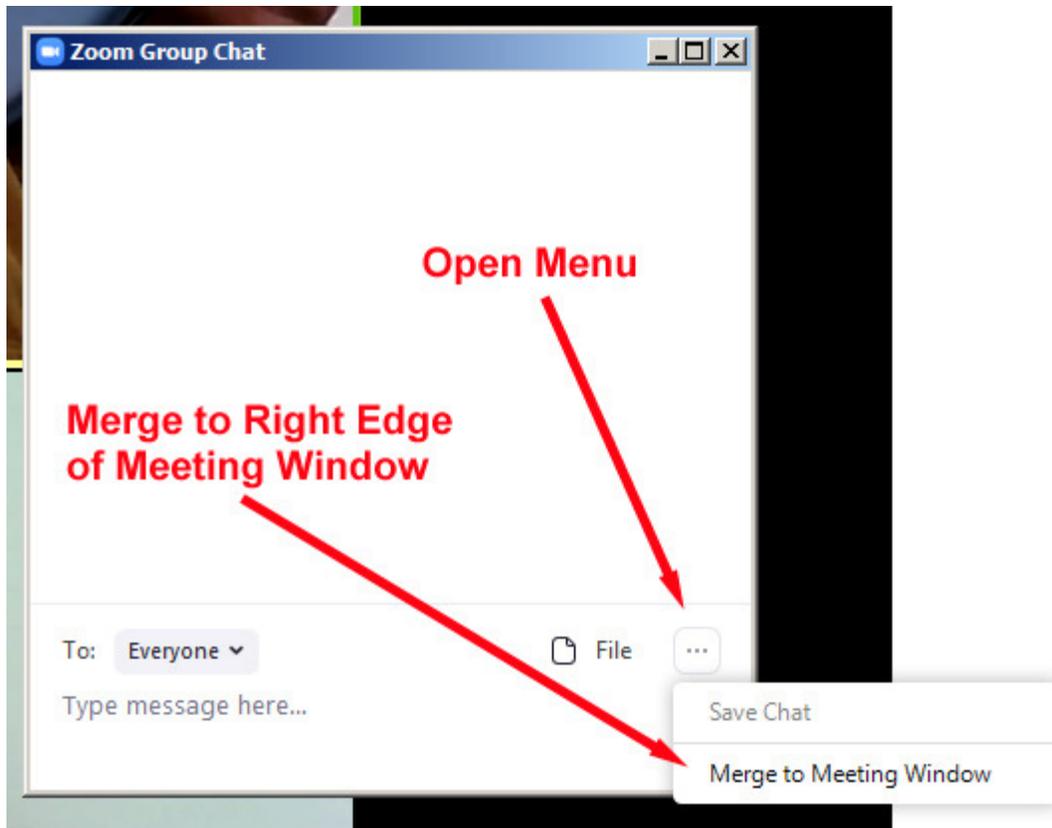
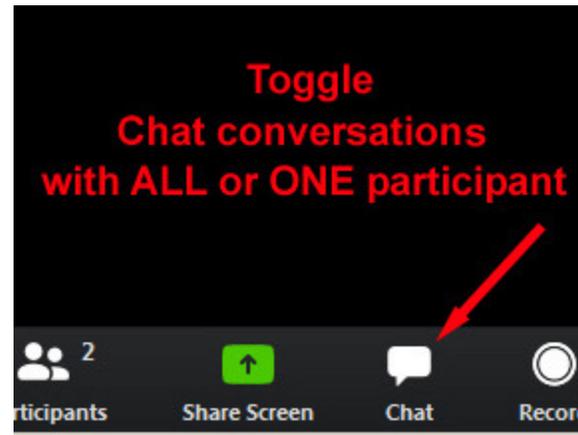
- Audio Settings Panel (Left):**
 - Select a Microphone:** Microphone (USB Audio Device), Same as System.
 - Select a Speaker:** Speakers (Realtek High Definition Audio), Same as System.
 - Test Speaker & Microphone...** (highlighted in blue)
 - Leave Computer Audio**
 - Audio Settings...**
- Meeting Controls (Bottom Left):** Mute, Stop Video.

Three dialog boxes are overlaid on the interface, each with a red arrow pointing to a specific button:

- Testing microphone...:** "Speak and pause, do you hear a replay?" with "Yes" and "No" buttons. A red arrow points to the "Yes" button.
- Testing speaker...:** "Do you hear a ringtone?" with "Yes" and "No" buttons. A red arrow points to the "Yes" button.
- Speaker and microphone looks good:** Shows "Speaker: Speakers (Realtek High Definition Audio)" and "Microphone: Same as System". A red arrow points to the "Finish" button.

Blue arrows indicate the flow of the testing process: from the "Test Speaker & Microphone..." button in the settings panel to the "Testing microphone..." dialog, then to the "Testing speaker..." dialog, and finally to the "Speaker and microphone looks good" dialog.

zoom Group Chat



Zoom Group Chat



**Drop Down List
lets you specify
a single Attendee
to Chat with**

To: Everyone ▾

 File

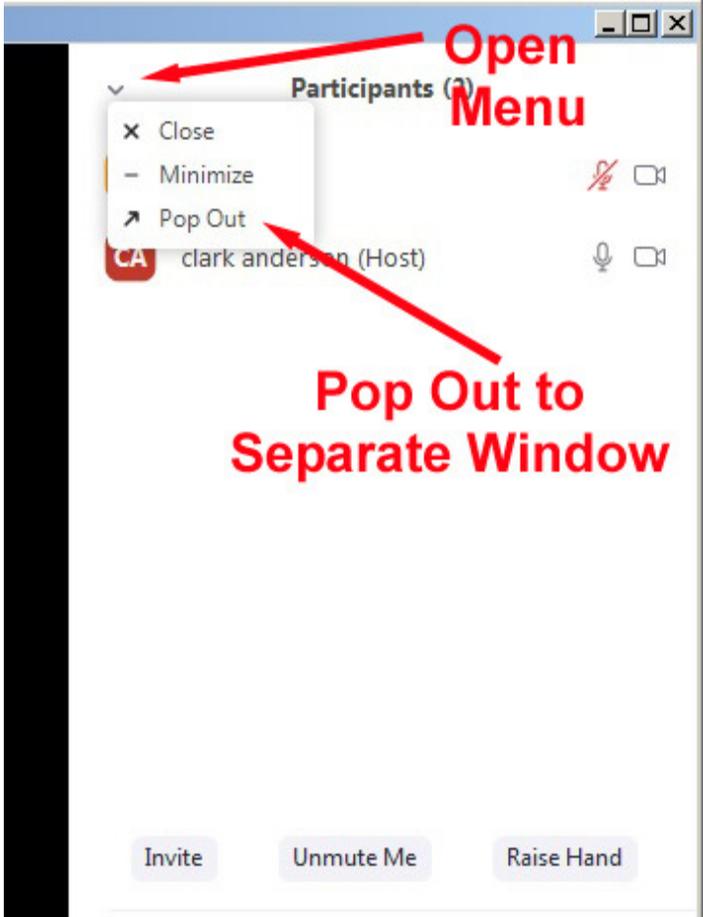
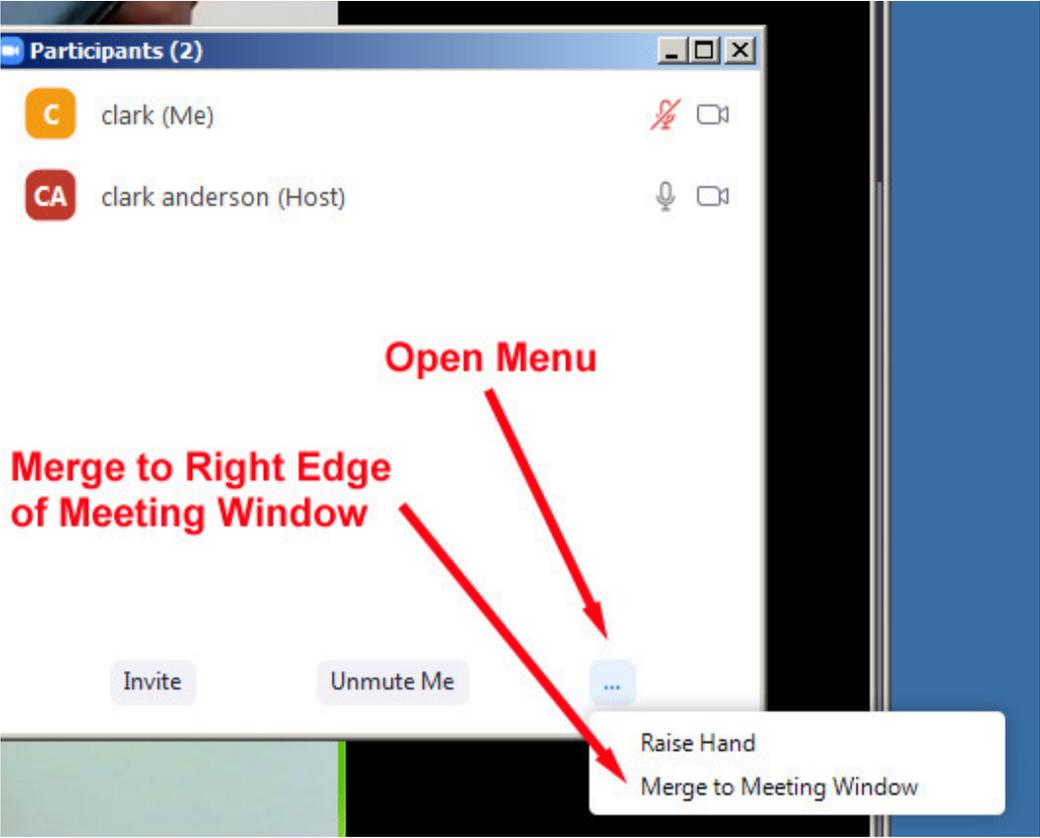
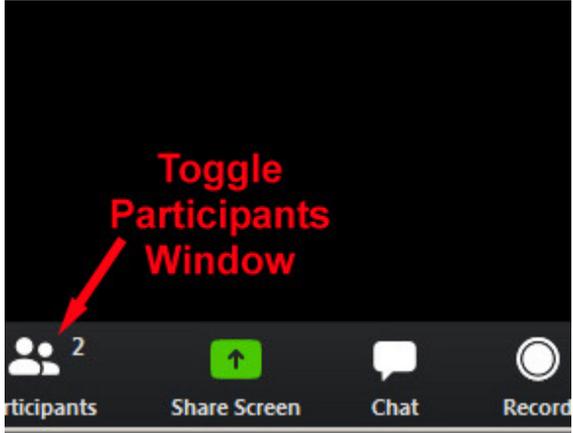


Type message here...

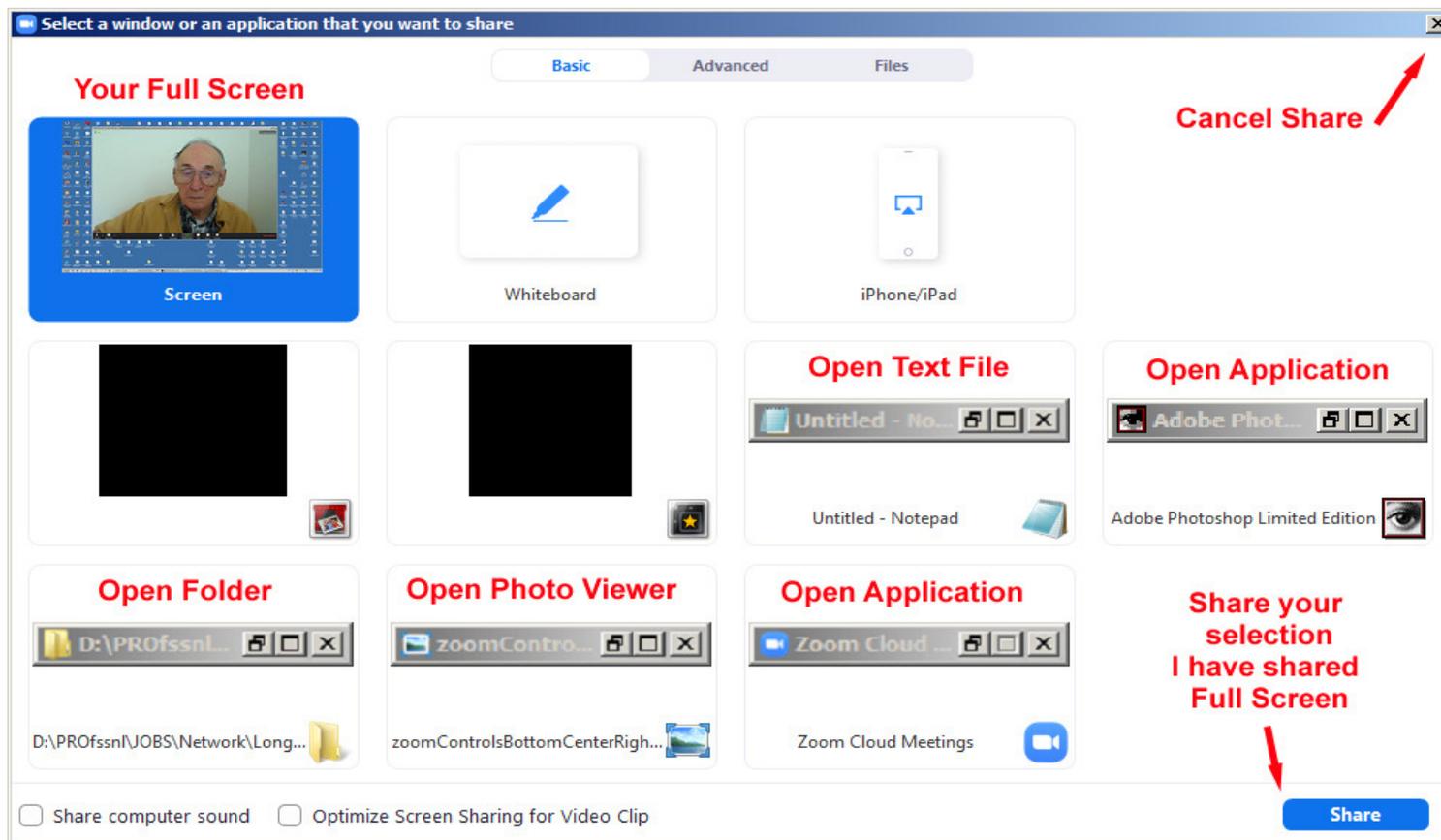
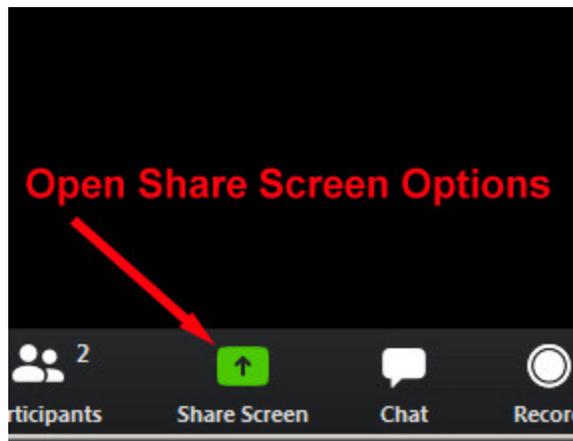
Save Chat

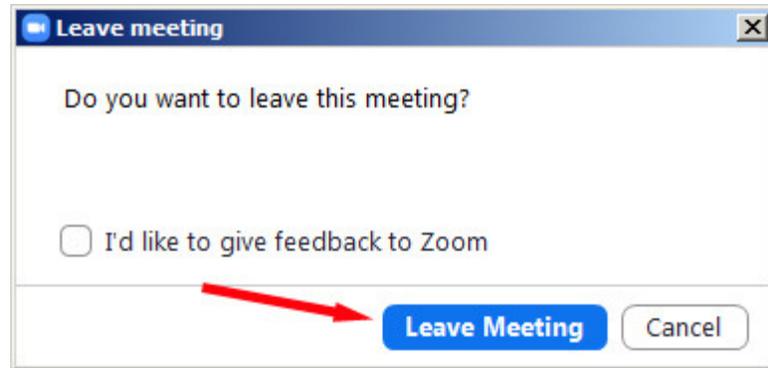
Merge to Meeting Window

Meeting Participants

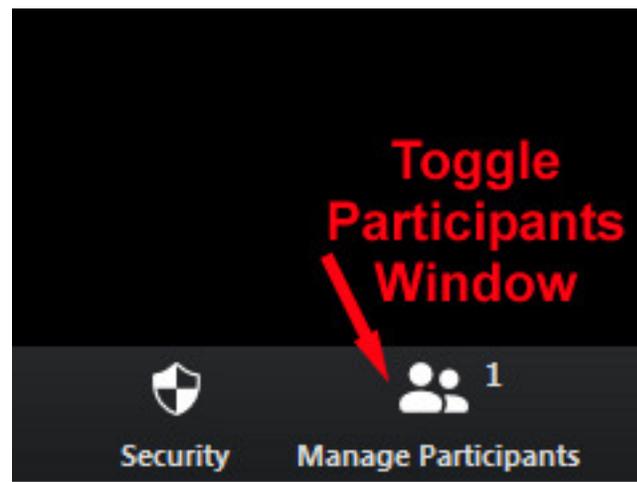


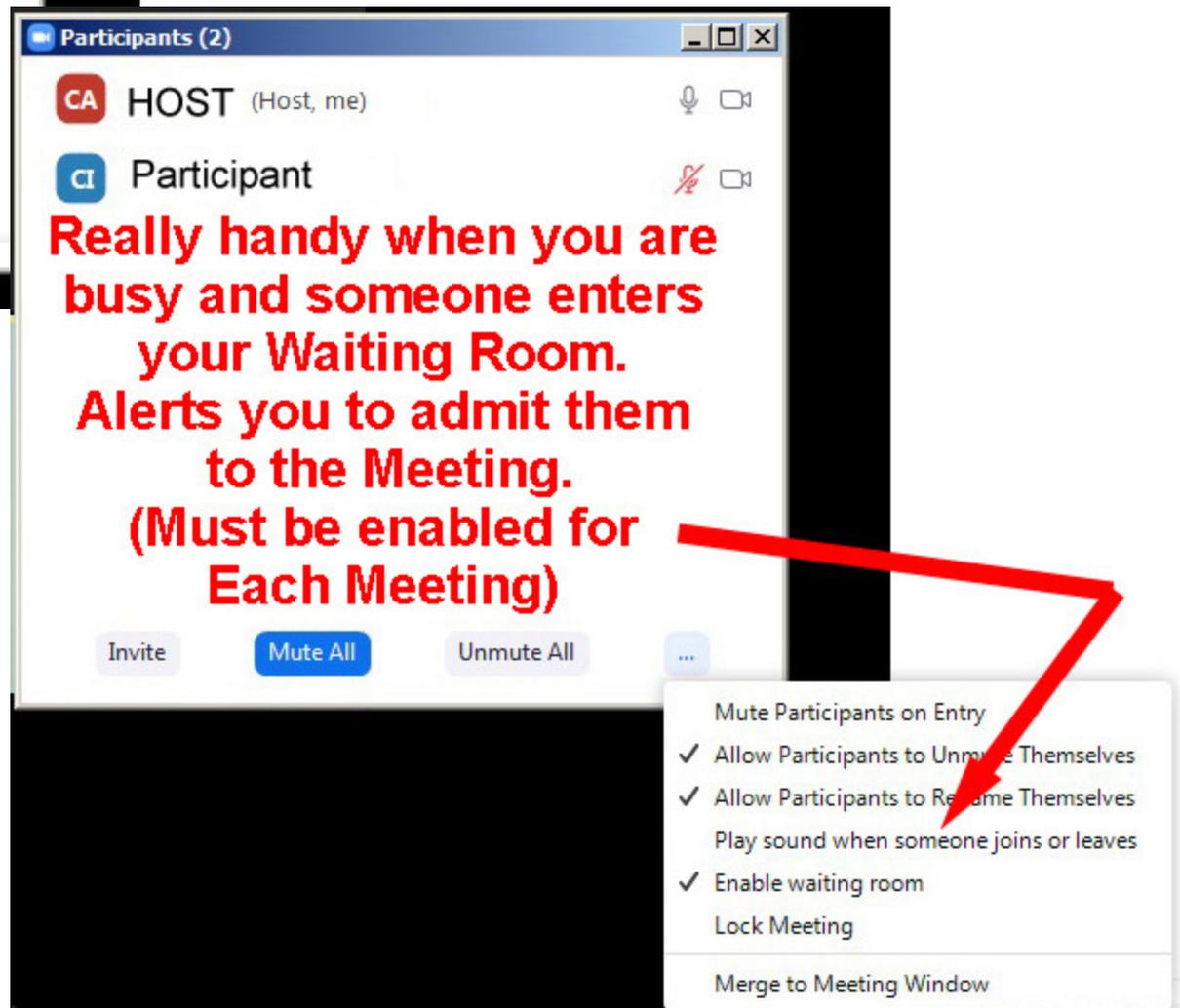
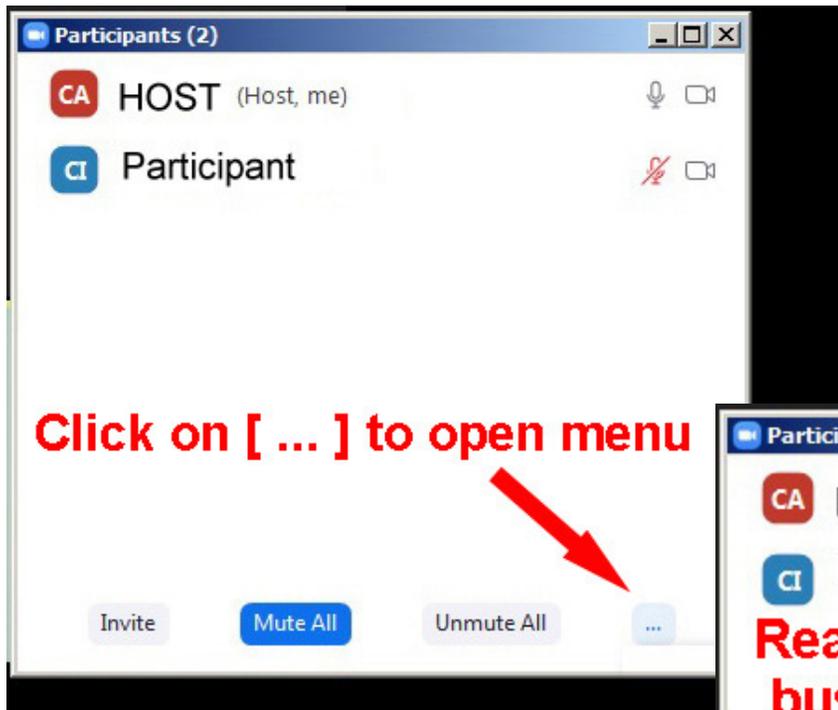
Share Screen





Additional Controls for Those with Hosting Responsibilities **Managing Participants**





Participants (2)

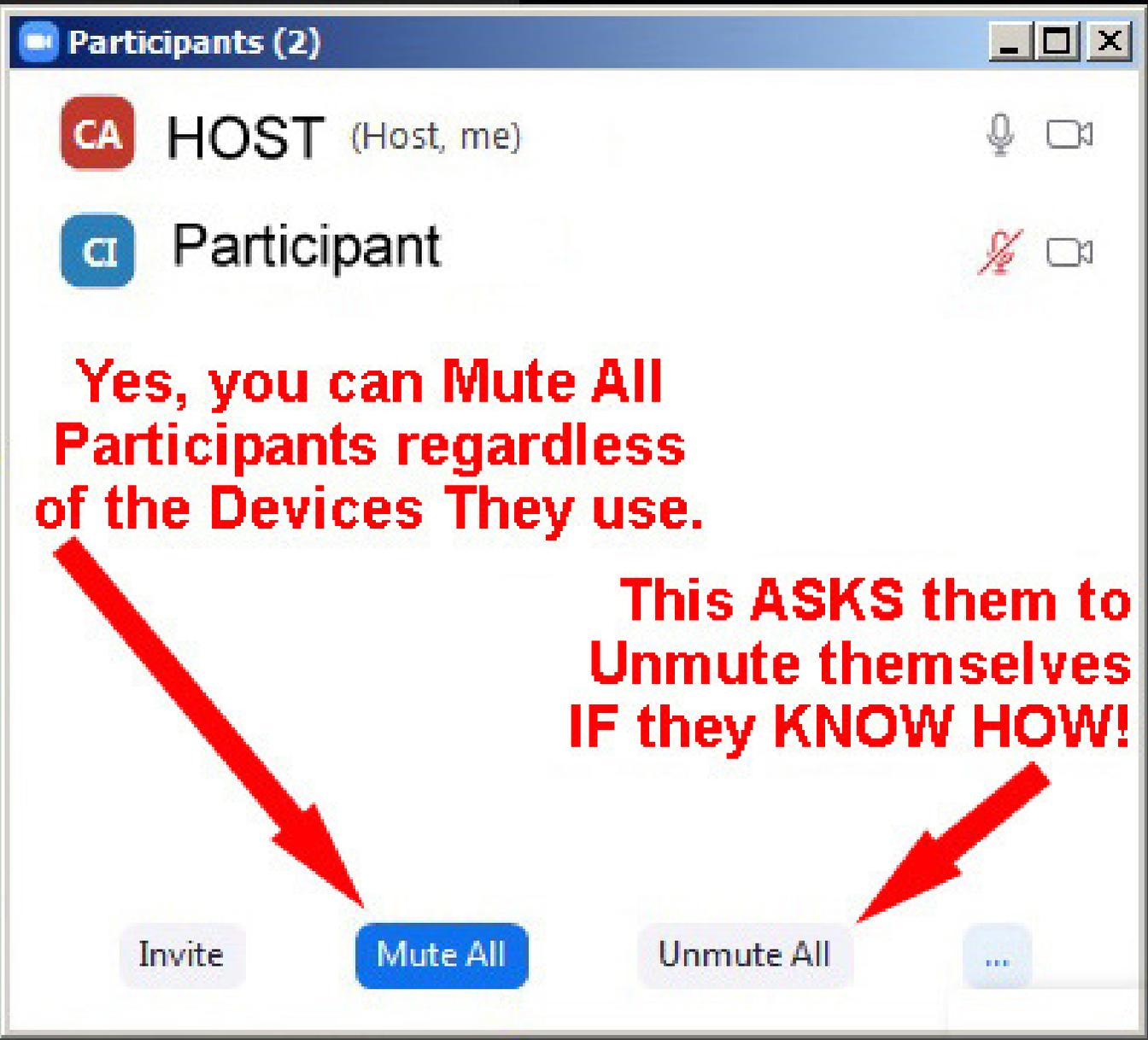
CA HOST (Host, me) [Microphone icon] [Video icon]

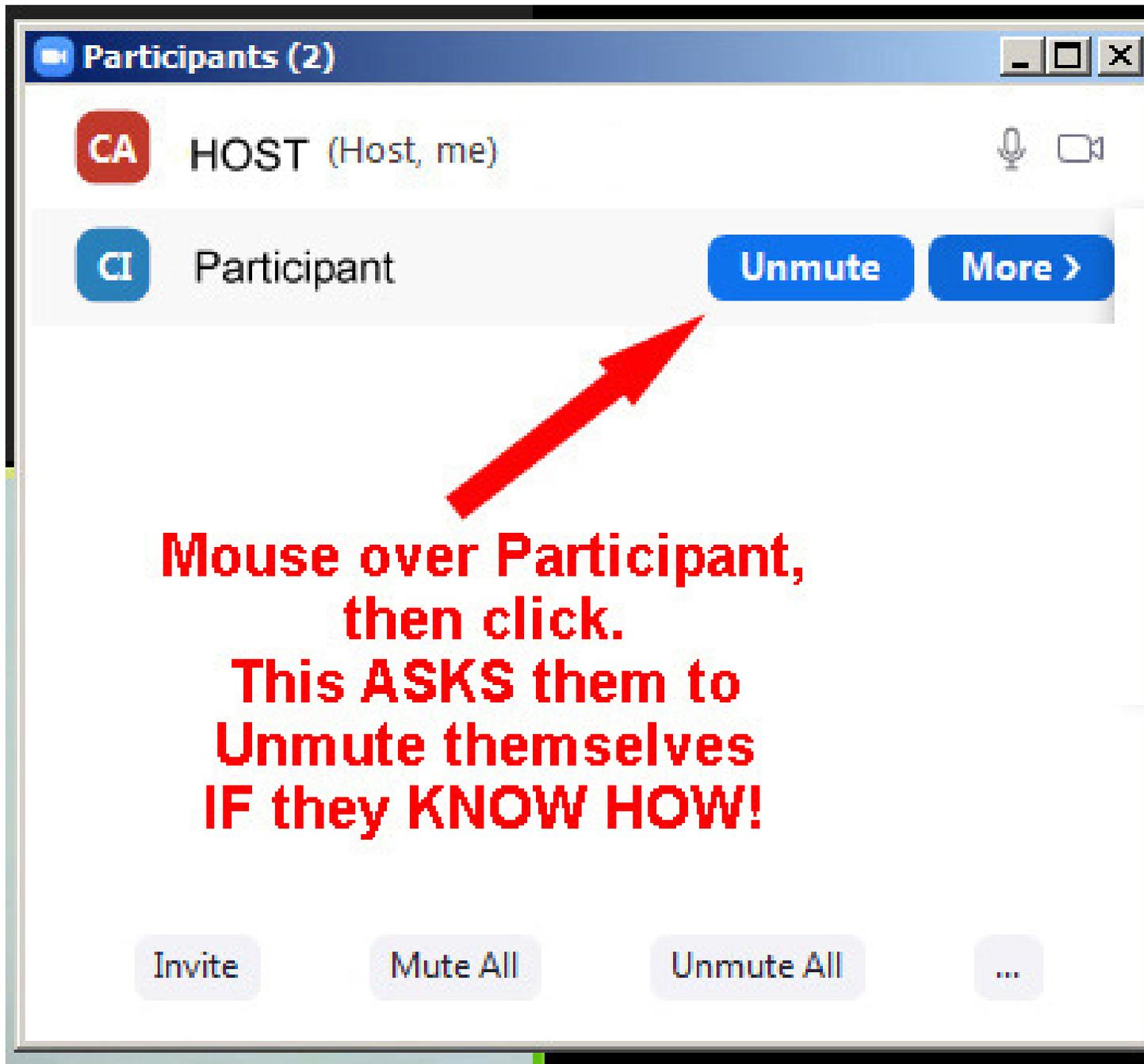
Participant [Muted microphone icon] [Video icon]

Yes, you can Mute All Participants regardless of the Devices They use.

This ASKS them to Unmute themselves IF they KNOW HOW!

Invite Mute All Unmute All ...

The image shows a screenshot of a meeting application's 'Participants' window. At the top, the title bar reads 'Participants (2)'. Below it, there are two participant entries. The first is 'CA HOST (Host, me)' with a microphone icon and a video icon. The second is 'Participant' with a muted microphone icon and a video icon. In the center, there is red text: 'Yes, you can Mute All Participants regardless of the Devices They use.' Below this, another red text block says: 'This ASKS them to Unmute themselves IF they KNOW HOW!'. At the bottom of the window, there are four buttons: 'Invite', 'Mute All', 'Unmute All', and a three-dot menu button. A red arrow points from the first line of red text to the 'Mute All' button. Another red arrow points from the second line of red text to the 'Unmute All' button.



The image shows a screenshot of a Zoom 'Participants (2)' window. At the top, the window title is 'Participants (2)'. Below the title bar, there are two participant entries. The first entry is 'HOST (Host, me)' with a red 'CA' icon and microphone and video icons. The second entry is 'Participant' with a blue 'CI' icon. To the right of the 'Participant' entry, there are two blue buttons: 'Unmute' and 'More >'. A large red arrow points from the bottom center of the window towards the 'Unmute' button. Below the participant list, there are four buttons: 'Invite', 'Mute All', 'Unmute All', and '...'. The text 'Mouse over Participant, then click. This ASKS them to Unmute themselves IF they KNOW HOW!' is written in red in the center of the window.

**Mouse over Participant,
then click.
This ASKS them to
Unmute themselves
IF they KNOW HOW!**

Participants (2)

CA HOST (Host, me) [Microphone Icon] [Video Icon]

CI Participant [Unmute] [More >]

Mouse-Over Participant and Click [More >] to open Menu

- Chat
- Stop Video
- Make Host
- Rename
- Put in Waiting Room
- Remove

Invite Mute All Unmute All ...

The image shows a Zoom participants window titled "Participants (2)". It lists two participants: "HOST (Host, me)" and "Participant". The "Participant" entry has an "Unmute" button and a "More >" button. A context menu is open over the "More >" button, listing the following options: "Chat", "Stop Video", "Make Host", "Rename", "Put in Waiting Room", and "Remove". A red arrow points from the text "Toggle Stop Video / Ask to Start Video" to the "Stop Video" option in the menu. Below the participant list, there are buttons for "Invite", "Mute All", "Unmute All", and a three-dot menu icon.

**Toggle
Stop Video / Ask to Start Video**

**(After Asked to Start Video,
Participant may Start Video
then or later)**

Maybe there is distraction in the video

Participants (2)

CA HOST (Host, me)  

CI Participant **Unmute** **More >**

**Transfer
Host Responsibilities
to other Participant**

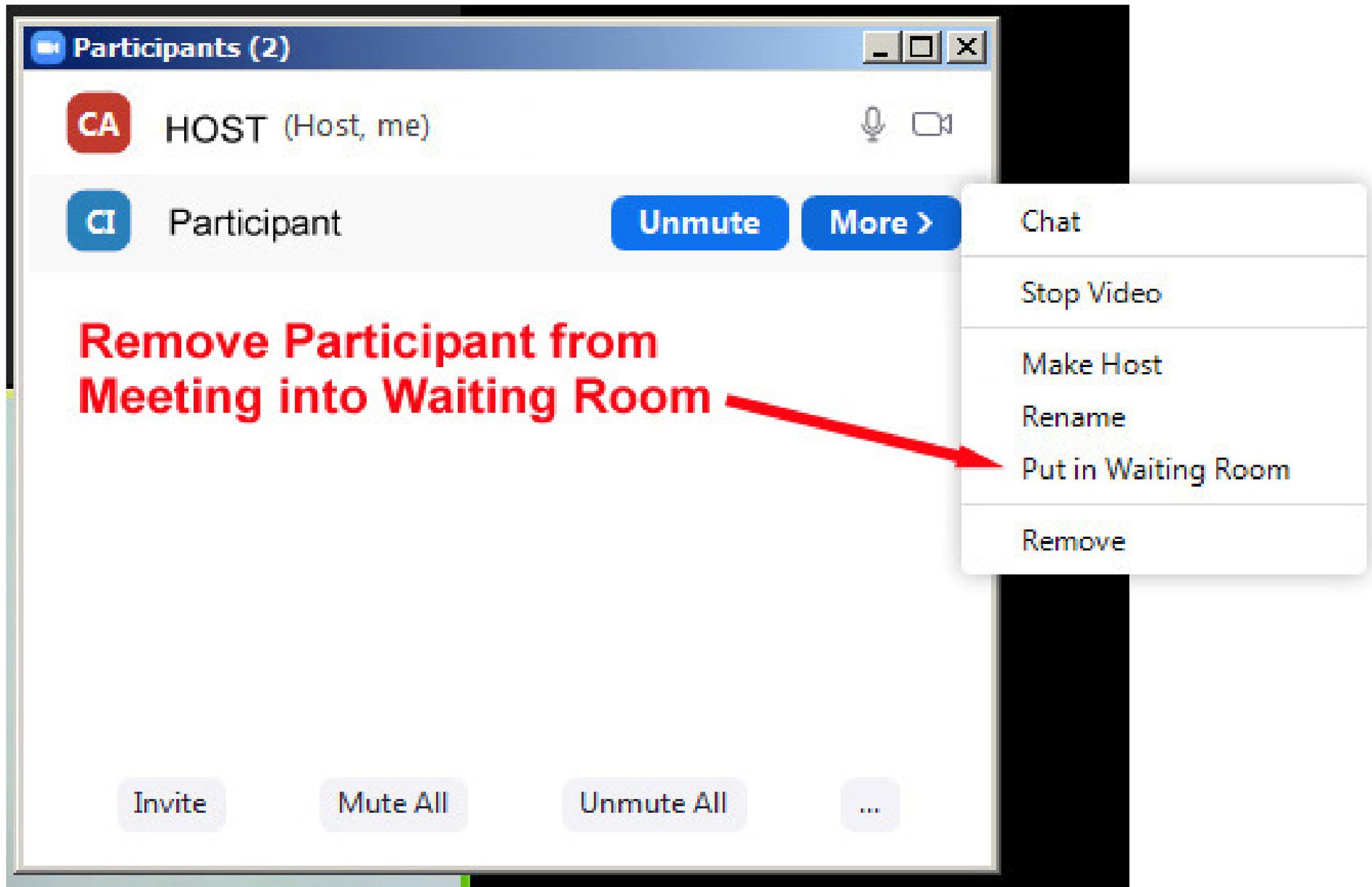
- Chat
- Stop Video
- Make Host**
- Rename
- Put in Waiting Room
- Remove

Invite Mute All Unmute All ...



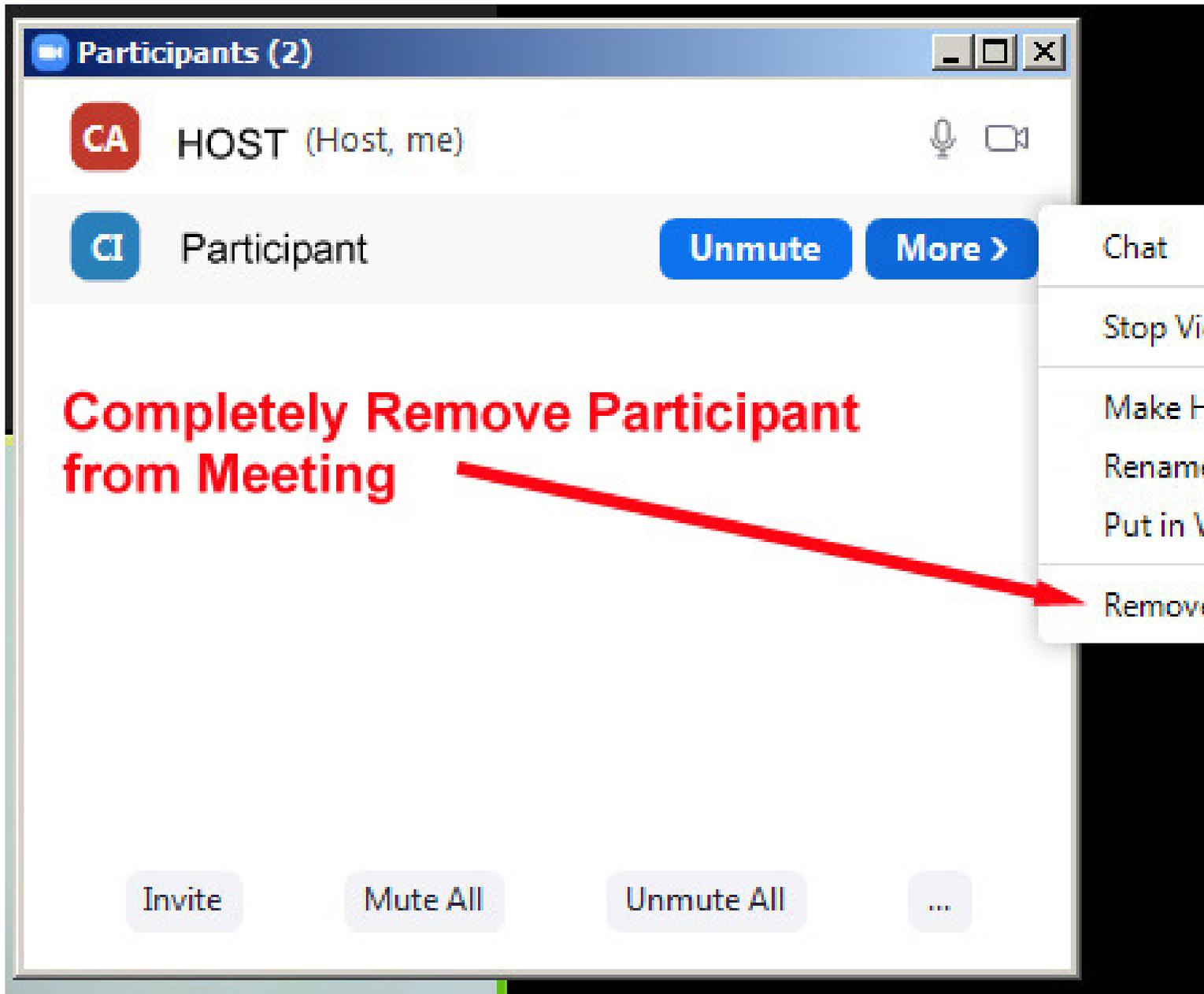
The image shows a Zoom 'Participants (2)' window. At the top, the host is listed as 'HOST (Host, me)'. Below, a participant named 'Participant' is shown with a blue 'Unmute' button and a blue 'More >' button. A context menu is open over the 'More >' button, listing options: Chat, Stop Video, Make Host, Rename, Put in Waiting Room, and Remove. A red arrow points from the text below to the 'Rename' option in the menu. At the bottom of the window are buttons for 'Invite', 'Mute All', 'Unmute All', and a three-dot menu icon.

I have seen this used to assign a name to a Participant.



Remove Participant from Meeting into Waiting Room

The Attendee is temporarily removed from the meeting



**Completely Remove Participant
from Meeting**

Chat

Stop Video

Make Host

Rename

Put in Waiting Room

Remove

Invite

Mute All

Unmute All

...

This is for the duration of the meeting

There are a variety of options for zoom Group Chat

