

Best practices and Zoom meeting controls

It is common for video conferences to be delayed or get interrupted due to technical snags. To prevent this, turn on your device and check if Zoom is working correctly, also testing your video and audio, about 10 minutes before the scheduled start of the class.

For the best streaming experience, close any unneeded applications on your device and avoid activities (e.g. streaming video elsewhere, etc.) that share your internet connection as this will slow things down.

Zoom controls and etiquette

Once you have started or joined a meeting, move your mouse in the Zoom window to display the meeting controls. Depending on your device and/or settings, it may be located at the top or bottom of the screen.

Changing Your Zoom User Name

To change your name after entering a Zoom meeting, click on the “Participants” button at the top of the Zoom window. 2.) Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename”.

Microphone icons

The Microphone icon with a red slash means your microphone is on mute. Without the slash, everyone can hear you (and anyone or anything else in your immediate area).

Video icons

The Start Video icon with a red slash means that your video is off. Depending on the program, you might not benefit from the class as much as you could if your camera is turned off.

Keep in mind that everyone will be able to see whatever is in the frame behind you.

Chat and Participant icons

Want to ask a question or make a comment? Click on the Chat Icon on the toolbar to open and type in the message window. Make sure you press enter to release your question/message when you are ready.

You can release your question/comment to “Everyone” or just to an individual. Toggle on the “To” that appears for the list of people connected to your class.

Speaker View and Gallery View

Speaker View shows the speaker in one large box with the remaining participants in a row above it.

Gallery View shows all participants in the same size in a grid. The current speaker is outlined in green.

You can switch between views by clicking on the icon at the top of your screen.

You can also click on the ellipses, which looks like three dots (...), in your picture to start/stop your video, mute/unmute your audio, and rename your image.

Leave Meeting

Click on the Leave Meeting icon in the toolbar when you are ready to exit the class.