



zoom Meetings With HUNTER COLLEGE



BEST PRACTICES & TROUBLESHOOTING

- **Mute** microphone when not speaking to reduce background noise
- **Sit facing a light source** to appear brighter than the background
- When **screen-sharing**, share the specific application (PPT, Word, etc.) rather than the full desktop
- **Unstable connection / lagging video:**
 - ✓ Reduce the number of devices on WiFi network
 - ✓ Close other applications that are using the internet
 - ✓ Move closer to WiFi router or connect directly to modem via ethernet cable

HOW TO'S

- **See more active video screens at once:** You can remove boxes of others that are not using their video. To do this, Click the 3 dots in the upper-right corner of a video box with a disabled video and choose "Hide non-video participants" OR in Video Settings in the Settings menu, check the "Hide non-video participants" box on the list of options.
- Set a **virtual background:** click on the small up-arrow " ^ " next to "Stop/Start Video" and select "set a virtual background". You can then Select a pre-loaded stock image, or upload your own image file. Make sure to sit in front of a solid wall for best quality. A green hue is preferred.
- **Change how your name appears** on your video screen to other participants: Right click on your video box and select "rename" and enter how you would like your name to appear to other viewers
- **Raise your Hand:** on bottom control panel, click on participants. A window will open on the right, showing all participants of the event. In the bottom of the window, click "raise hand". This will alert hosts that you have a question.

CONTROLS

Gallery View & Speaker View: **Gallery View** shows all present participants in equally size windows, **Speaker View** shows the participant who is speaking. The Button located in the upper right-hand corner toggles between these views.

Control Bar: Controls are accessible along **a bar at the bottom of the Zoom window.**

This bar may disappear, but will reappear if the cursor is moved in the Zoom app. From left to right, the following controls appear:

- **Mute/Unmute Mic** – enable or disable microphone
- **Stop/Start Video** – enable or disable web camera
- **Participants** – show the list of event participants and where you can raise your hand to ask a live question
- **Chat** – chat directly with hosts and other attendees (if enabled)
- **Share Screen** – select an application window (or Desktop) to display in Zoom (if enabled)
- **Polls** – show poll questions prompted by the Host (if enabled)
- **Reactions** – show emoji options to display on your video window throughout a meeting

This overview contains features that may or may not be available during your meeting, depending on how the Host designed the meeting set up.