# Getting started with Zoom - part 2

Always read what your screen is trying to tell you carefully – You get a video preview and the ability to test the sound and camera before you go public!
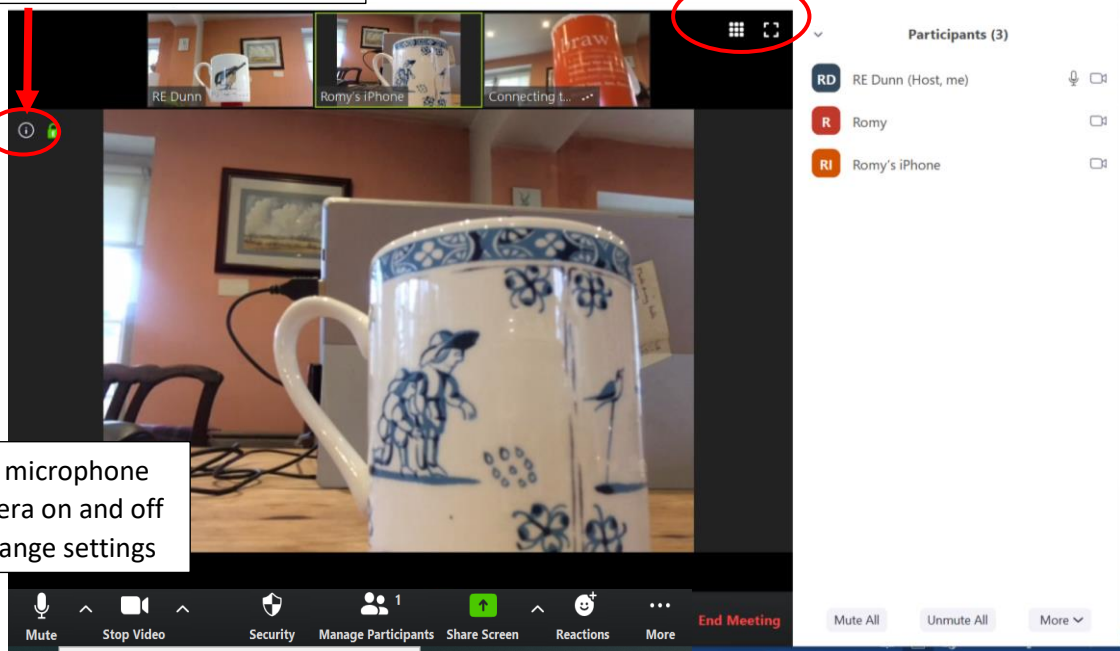
The first thing you will see is yourself! Make sure you adjust the camera view – try not to let it look up to your face (and up your nose!), tilt the screen and adjust your chair if it's a laptop camera. Keep an eye on what is behind you if you're using this for business. Be aware that if you hold something up to the camera to show to the meeting it will appear to be reversed in your view – don't panic – it's the normal way round for everyone else.
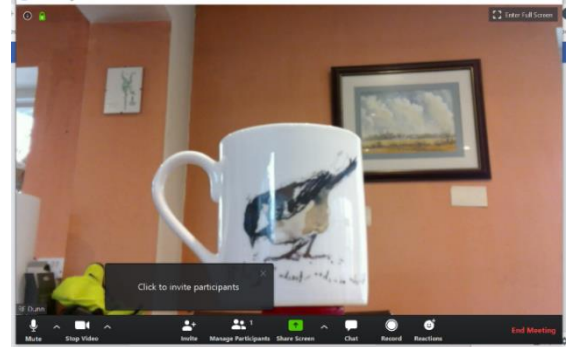
This screen is showing the '**active speaker** view' with the Participants window open – the person speaking is shown half screen and a selection of participants to the top or side. The 'active speaker' is also outlined in yellow.

Click info to see your meeting code

Switch between active speaker or gallery view

Switch microphone & camera on and off and change settings

Meeting control toolbar – click More… if some items are not visible

To see meeting code and invite participants
Click on the small info button on the top left of the screen. This brings up a screen allowing you to invite further contacts during the meeting.

Security
allows you to modify security settings once the meeting has started. Use a waiting room, lock a meeting once everyone is present, allow access to screen sharing, and chat during the meeting – the latter should always be turned off before starting meetings.
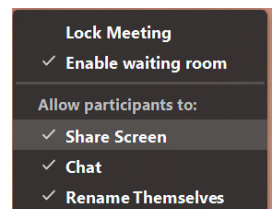
Manage Participants

opens a side window with a list of those taking part. You can turn off video and mute audio for individuals or all participants from this window. You can also remove a participant who is abusing the meeting. These controls also appear as blue buttons at the top right of each participant's image

Share screen

This allows you to share any screen on your computer or show a whiteboard that you and/or others can write on and is visible to everyone. There are options to enable screen annotations by just you or every participant. As the host you can also enable everyone to share their screens/whiteboards – you need to be in a small mature group for this to work.

Chat

opens the chat side window (below the participant list if that is open). You can send a message to the whole group but also to individuals privately. Participants can also message you privately or message the whole group. You can control participant access to chat.

Record

This will record the current meeting as it runs and save to the cloud – be aware that there is fairly limited space – I haven't tried it so I don't know how it might affect the Internet connection.

Reactions

Tap to show *applause* or *thumbs up* emojis.

This screen is showing **gallery** view. Always try to use a laptop or PC for hosting a meeting as you can see more participants.
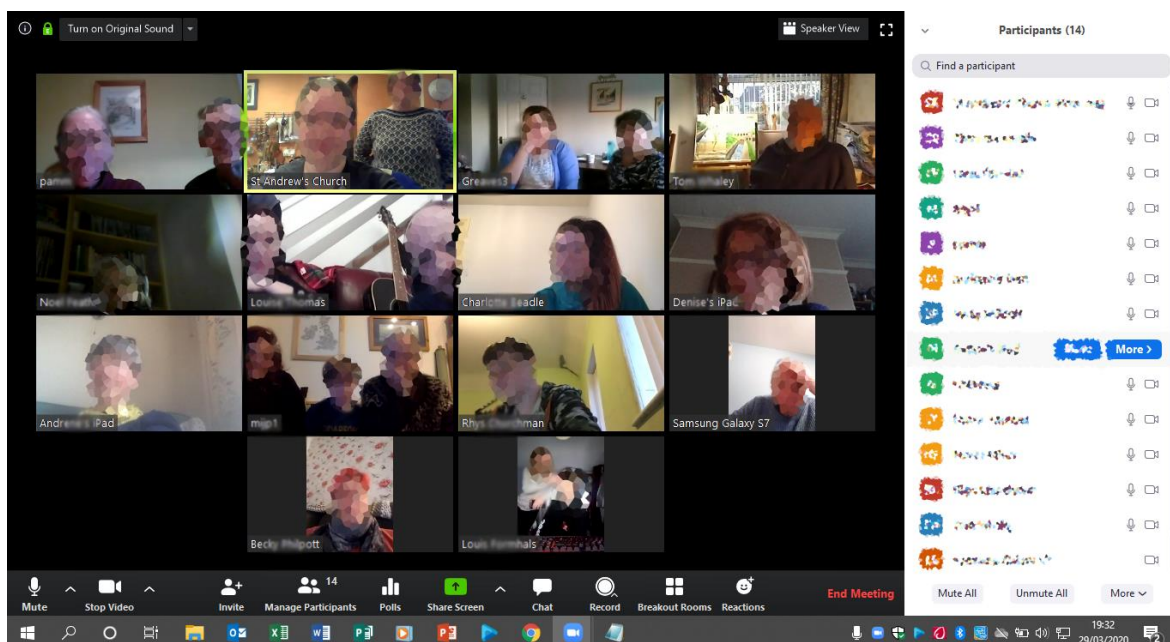
The more participants you have engaged the more controls you need to set. Use a co-host. Mute all participants if you want to hear just one speaker otherwise every random noise is likely to cut out that speaker at the most important moment. To keep participants engaged consider spotlighting that speaker.

NB participants have other options – they can mute and unmute their own audio and have a *handsup* signal that shows as a hand on their image on your screen. Each type of device behaves slightly differently for the participants. I shall try to do one page of instruction for each type but it is also worth looking at the Zoom support pages – or ask a teenager!