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HOW TO MUTE, UNMUTE AND ENABLE, DISABLE CAMERA

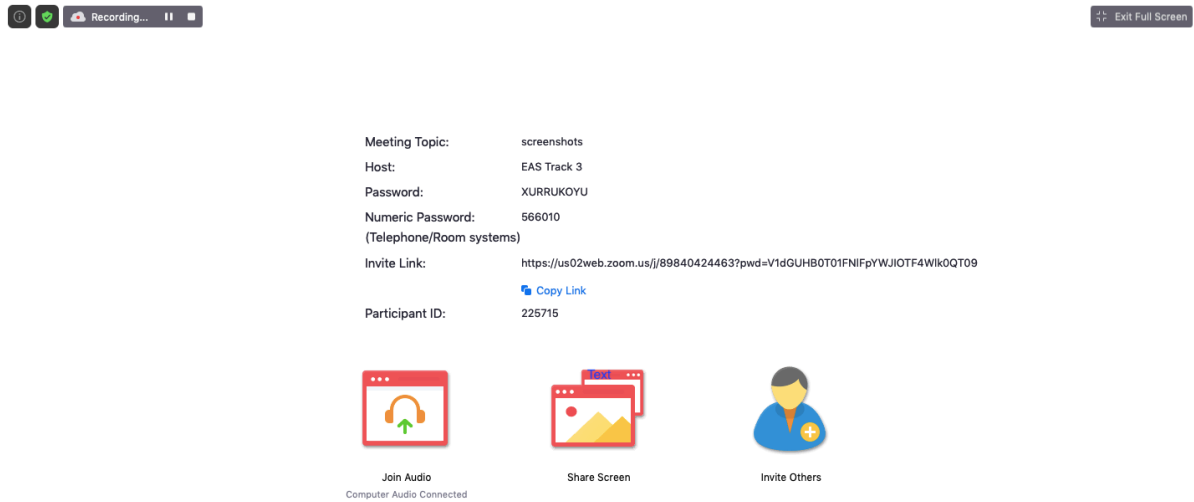When you are inside a meeting in zoom, you may want to be seen and heard or perhaps you would like to keep your camera off and muted. This is how you can do it:
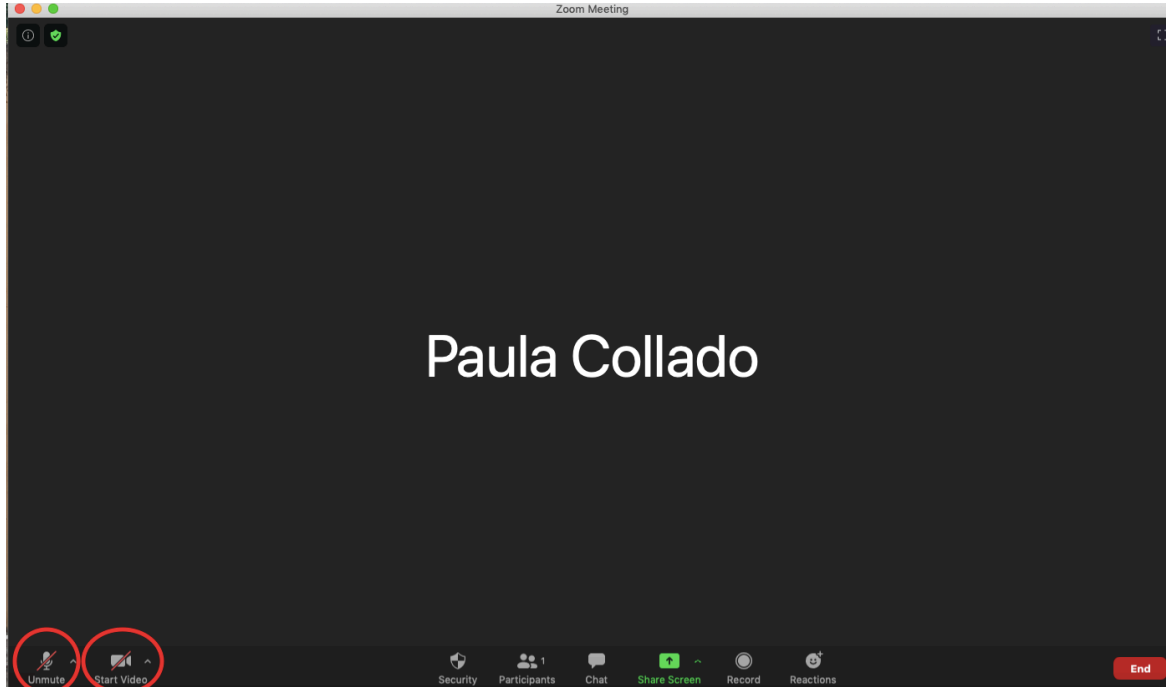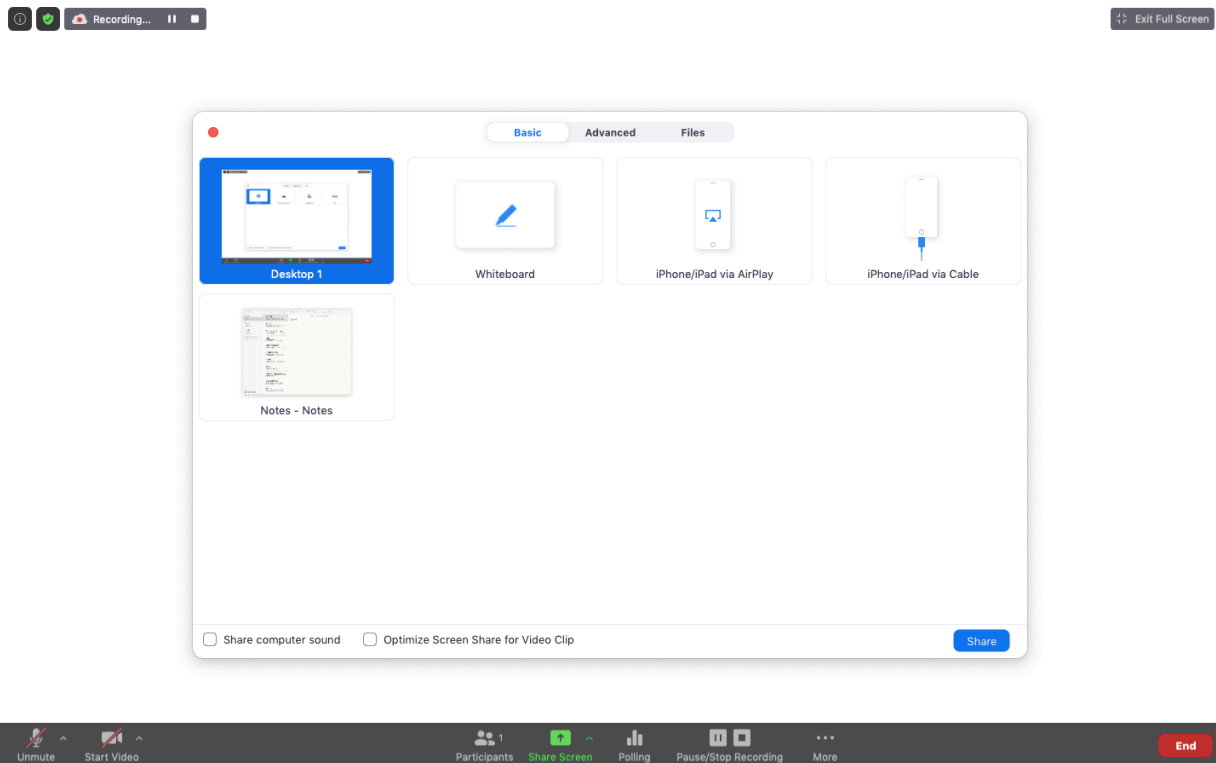

- To mute and unmute yourself you just need to click on the microphone button.
- To enable the camera and disable it, you just need to click on the camera button.

HOW TO SHARE THE SCREEN ON ZOOM

- By clicking on the share screen button (circled in red on the picture) you will be displayed a screen with the options of sharing:

In here you can select which screen or document you want to share (**which has to be previously opened in your computer**);

- If you share the Desktop 1 or Screen 1, you will be sharing the whole screen. That is to say that everyone will see all the movements that you do in your computer, including the mouse arrow.
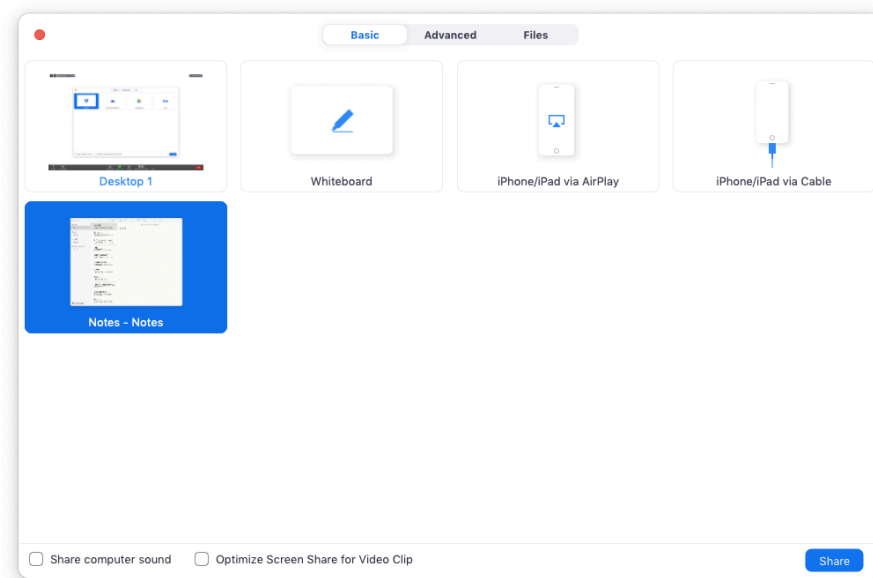
- If you select a specific document or the whiteboard, people will only be able to see the document. They will not be able to see the mouse arrow neither. In order to have a pointer on the screen, you have the following functionality:
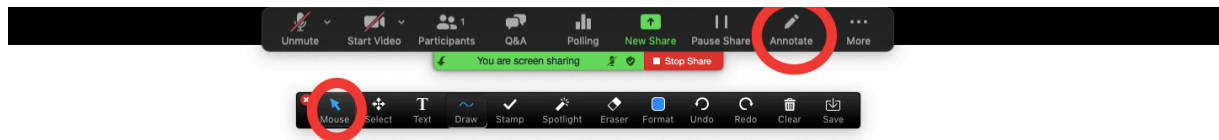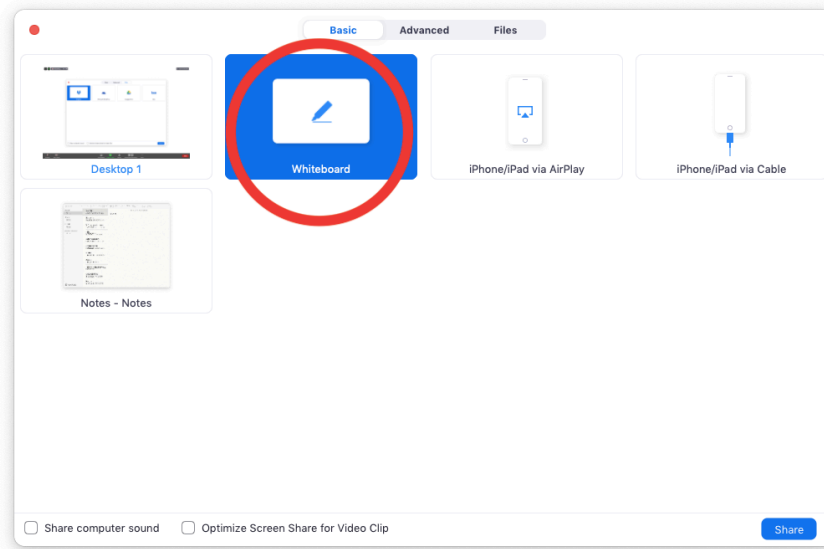
HELLO!

- To get here you need to click on to **Annotations** and then select the arrow pointer. You can as well click onto the other functionalities to add text, draw, add symbols (ticks, crosses…) and you can as well save it.
- If you just want to share a blank page to have a place where to share notes, then the best option is sharing a **whiteboard**:

- To get here you need to click on share screen and then select the whiteboard screen.
- Once inside the whiteboard you can write, paint, insert symbols... just like that:
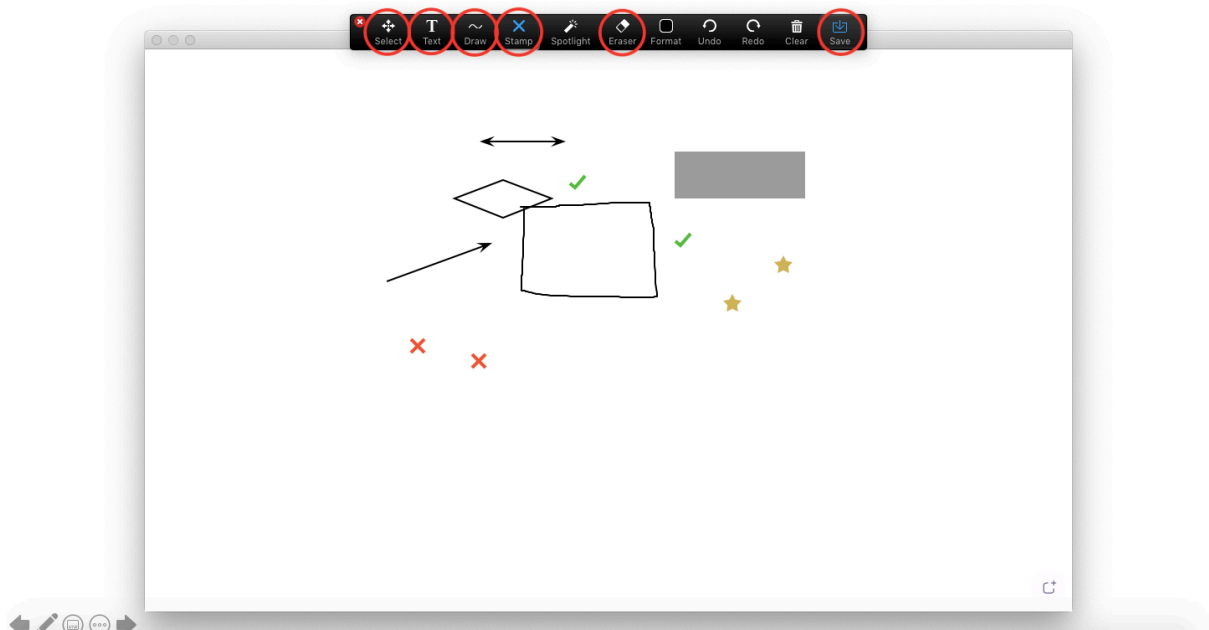
Do you want to share a video?

- You can as well share a video. You just need to make sure that you are sharing the sound of the screen as well, by ticking the box of *share computer sound* and *optimize screen share for video clip*:
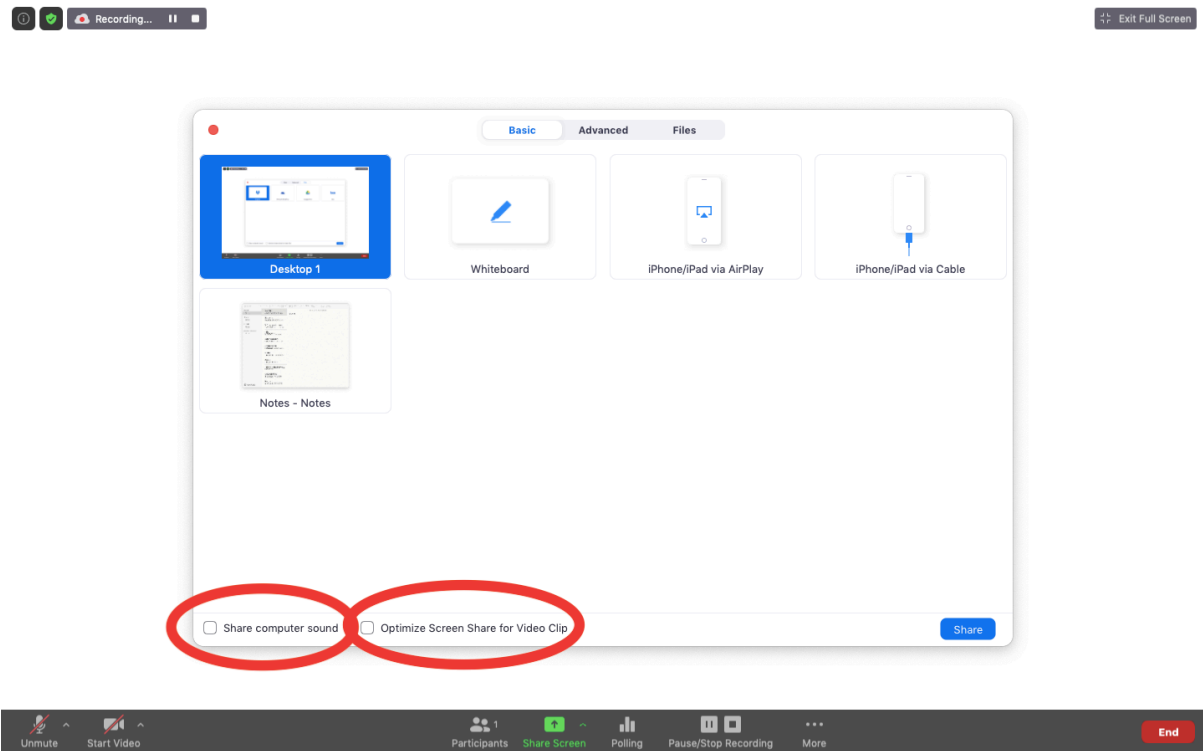
HOW TO CHECK YOUR AUDIO, SOUND AND CAMERA

Sound and microphone

- It is very important to tell to zoom app to use the microphone that we are going to be talking to during the meeting. To do that, we need to go into the settings.
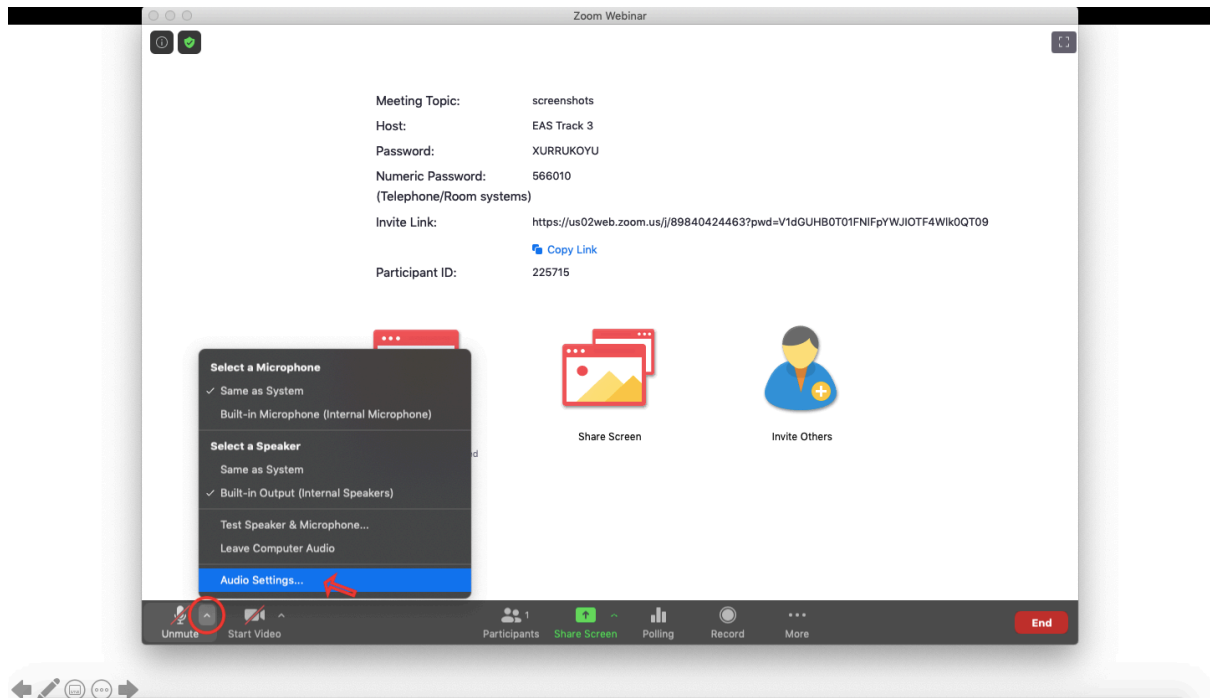
- To get here you need to click the arrow right next to the microphone button (as circled in the picture above) and then click on the ==audio settings tab==.
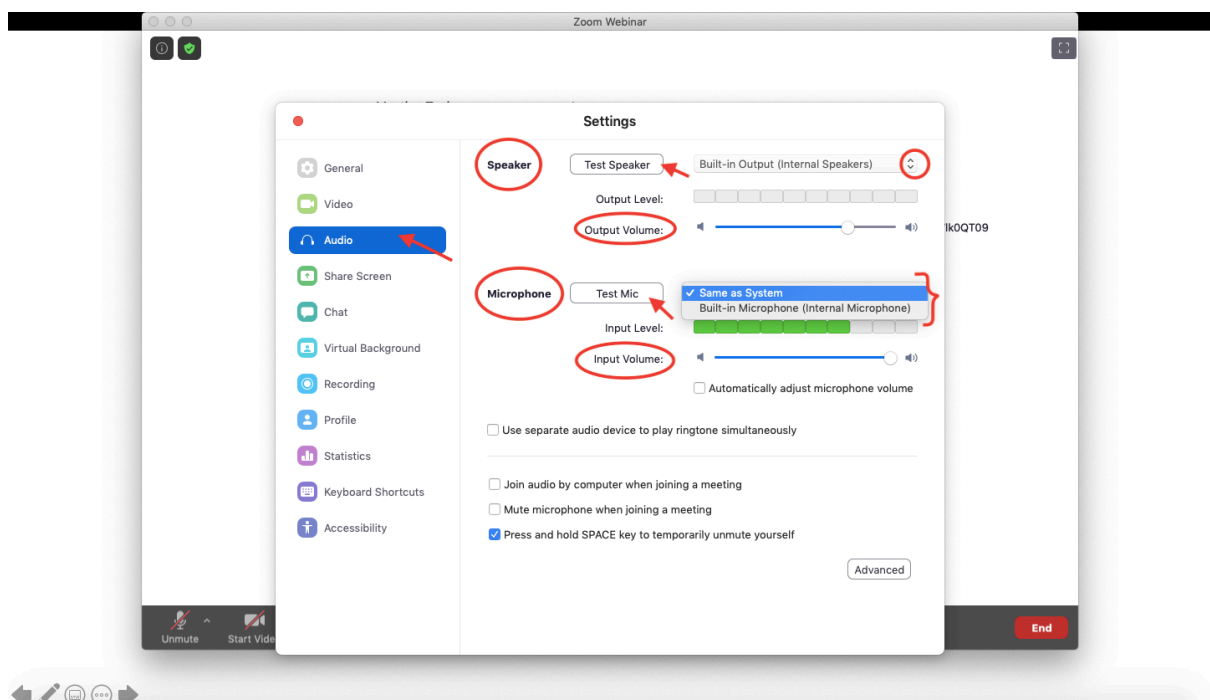
- Once inside the settings, we need to make sure that we are on the ==audio tab== and inside here, access to the settings of **speaker** and **microphone**.

o <u>Speaker</u>: If you click on *test speaker* you will hear a sound that will indicate you the volume at which you will hear the meetings. The volume can be modified by moving sidewards the line of the *output volume*.

By clicking on the arrow right next to the test speaker selection (on the top right of the screen) you will be able to select the speaker you want to use.

o <u>Microphone</u>: If you click on *test mic* you will be able to talk to your microphone and see the *input level* at which your microphone is capturing your voice. Make sure that the bar's color is green when you talk, so that you are going to be heard correctly. You as well will be able to listen to your own voice while in this process. You can regulate the volume at which the microphone is capturing your voice by moving sidewards the line of the *input volume.*

By clicking on the arrow right next to the test mic selection (you cannot see the arrow in the picture as it is displayed already the dropdown menu), you will be able to select the microphone you want to use.

Video and camera

- As with the microphone and speaker, it is also very important to tell zoom which camera you are going to use. To do that, you need to go into settings.
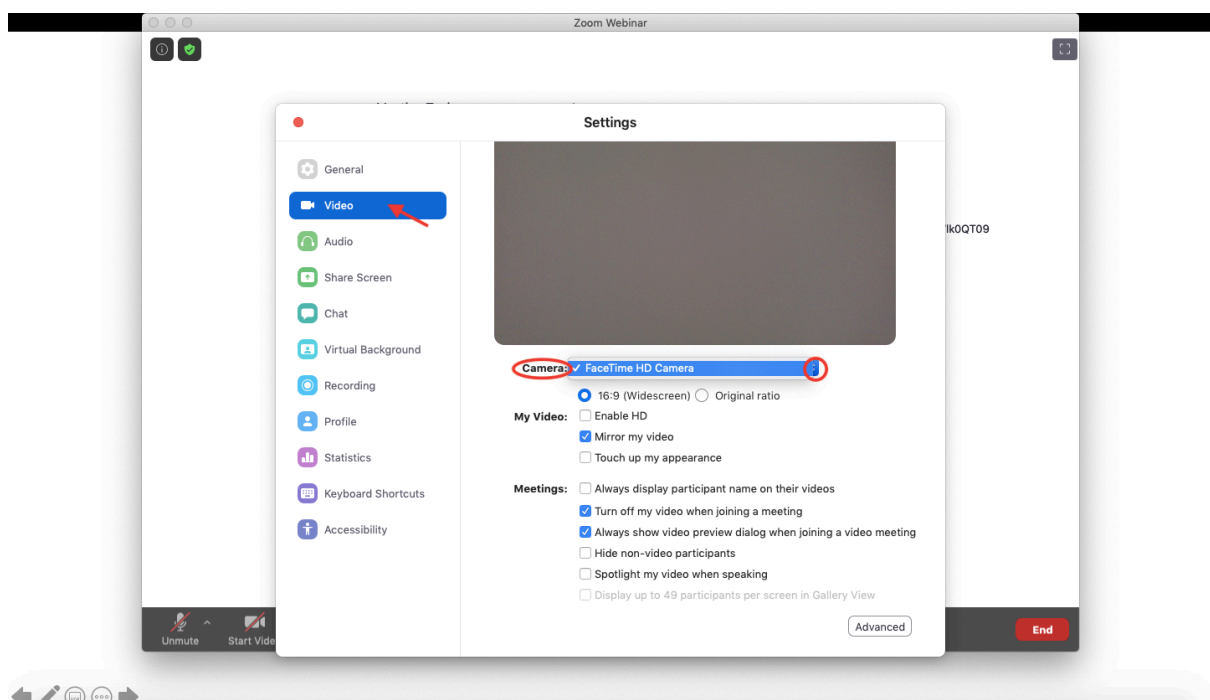
- Once inside the settings we need to go into the <mark>video tab</mark>.
  - o Inside the video tab we can see the **camera** settings. Here we can click to the arrow (partially hidden in the picture) right next to the dropdown menu to select the camera we are going to use.
  - o After this we can navigate into **my video** to modify the settings if wished.

VIRTUAL BACKGROUND

- In zoom there is a functionality that allows us to display a picture on the background of our video. This way, you will be seen in on top of that background.
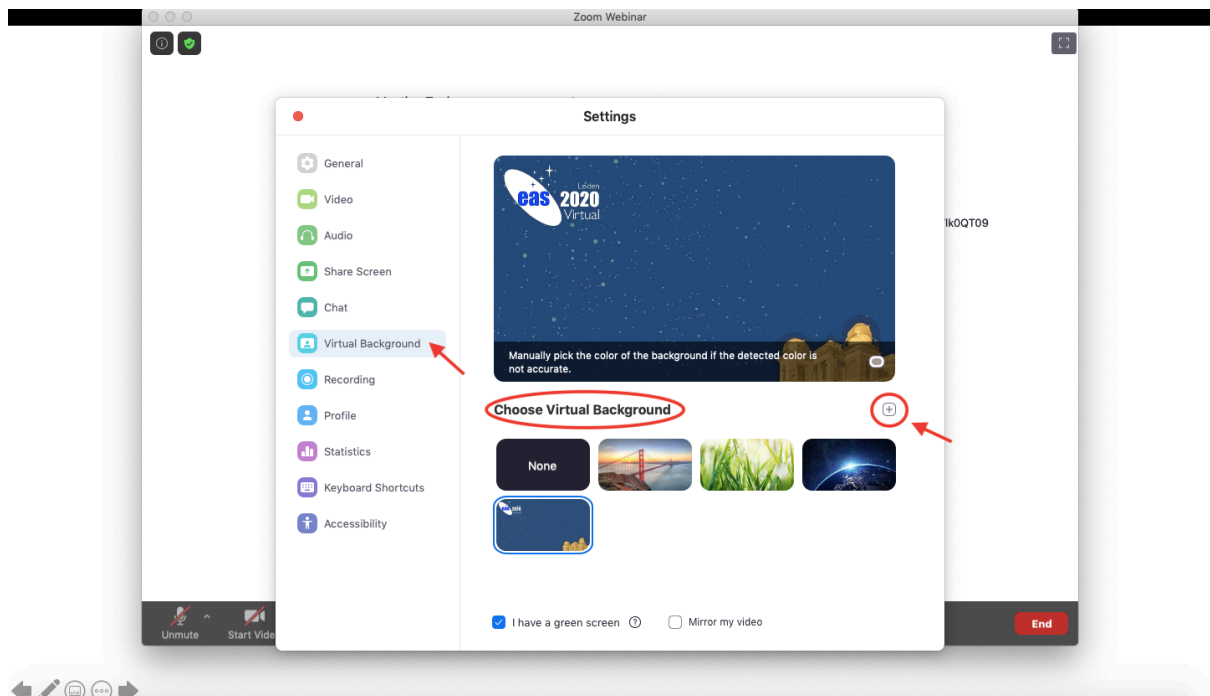
- To get here, we need to navigate into settings and then get to the <mark>virtual background</mark> <mark>tab</mark>.
  - o Inside here we can choose the virtual background we wish to have by just clicking on the desired picture. To add a new picture inside zoom, we need to click in the **+ symbol** on the right. From there we can import a picture from our computer files.