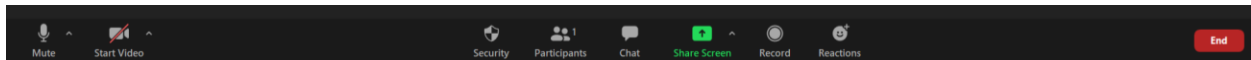


## South Island FEI Society: How To Zoom

With an increase in the number of [Zoom meetings in all of our days](#), here's a quick reference guide. Once you start or join a meeting, you'll see a number of features:

The **top left corner** of the screen contains an 'I' with a circle around it. This gives information about the meeting you're in, including the meeting number and meeting password.

The **Menu Bar** at the bottom of the screen looks like this:



- **Mute** – Use this button to turn your microphone on and off. It is common courtesy to 'mute' yourself when you're not talking. If you're having trouble with your audio, click on the up arrow to the right of the microphone to adjust settings.
- **Start/Stop Video** – Use this button to turn your video on and off. When on video, try to be in a place with minimal activity behind you. We encourage the use of video as much as possible: Making that virtual face to face connection is important to building and maintaining relationships. If you're having trouble with your video, click on the up arrow to the right of the video camera to adjust settings.
- **Security** – Available for meeting host, this button is used to admit participants or lock the meeting.
- **Participants** – Clicking on this button will bring up a window on the right-hand side of the screen. All participants are listed. Meeting Participants can mute themselves, turn their camera on or off, or click 'Raise Hand' to ask a question. The Meeting Host can do the same, as well as admit, mute, and unmute all participants.
- **Chat** – Selecting this button will bring up the Zoom Group Chat. Messages can be sent to 'Everyone' or specific participants. Files can be shared as well through this feature.
- **Share Screen** – Participants and hosts can share their screen with the rest of the meeting. Hosts can decide the level of sharing that can take place by clicking on the small arrow to the right of the icon. When Share Screen is clicked, several options are available, including Screen (whatever window you're looking at, the rest of the meeting sees), the individual window that are open on your computer, or a whiteboard. Click 'Stop Sharing' at the top of the screen when you're done.
- **Record** – Meetings can be recorded, indicated by 'Recording' in the top left corner of the screen.

Your preferred view of the meeting can be selected in the top right corner:

- **Speaker View** – shows the person who is speaking only.
- **Gallery View** – shows everyone in the meeting.

By clicking on the three dots in the top right corner of a video view, you can:

- Rename a participant
- Make someone else the host
- Control participants' audio and video settings
- Remove them from the meeting (hopefully you won't have to do this!)

For full information visit Zoom FAQs: <https://support.zoom.us/hc/en-us/articles/206175806>