

General Zoom information: sign in, controls, Meeting vs. Webinar

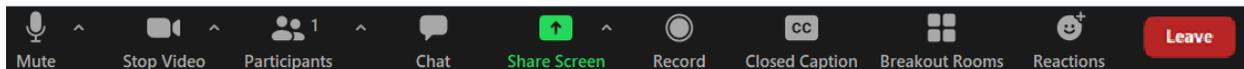
Signing in

Your first step is to create a Zoom account, or sign in to your existing Zoom account.

- To create a new account, go here: <https://zoom.us/freesignup/>.
- If you already have a Zoom account, sign in here: <https://zoom.us/signin>.

Meeting Functions

Zoom meeting functions are diverse. Your main navigation bar will look something like the one below.



Mute/unmute: Mute your microphone when you are not speaking so attendees do not hear echoes or other noises. Unmute yourself so the audience can hear you talk.



Start/stop video: Turn on your camera on or temporarily stop your video camera.



Participants: view all participants in the call.



Chat: send a private message to another participant or a visible message to everyone.



Share screen: share your slideshow with the audience. Ensure you share the application screen itself and **not your computer desktop**. You can change the video layout while screen sharing by selecting Active speaker view, Gallery strip/grid view, or by hiding the video panel in the top right corner.



Record: records the audio and video of the session. You will be able to see the record icon, but you will **not** have permission to start recording.



Closed caption: computer or human generated text from speech during the Meeting.



Breakout rooms: splits your Zoom meeting into separate “rooms”. Participants can be assigned a breakout room, or participants can enter breakout sessions as they please.



Reactions: provides non-verbal feedback or reactions during the Meeting. You can also “Raise your hand” to ask a verbal question.



Leave: once your session is over, click to leave the Zoom Meeting.

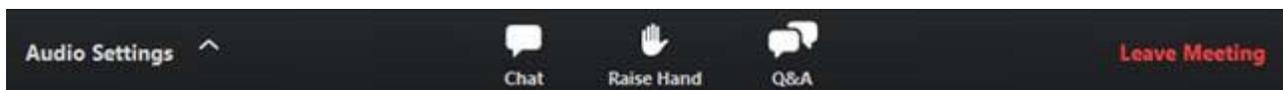


Change view (found in top right corner of Meeting):

- **Speaker view:** displays a large view of the speaker, with smaller thumbnails above of non-speaking participants.
- **Gallery view:** displays up to 49 participants per screen. The active speaker's square is highlighted in green in Gallery view. An arrow is displayed if the screen exceeds 49 participants.

Webinar functions

Webinar functions are more limited than a meeting. Your main navigation bar will look something like the one below.



Audio Settings ^: change your audio input source, volume level, and audio settings.



Chat: send a private message to another participant or a visible message to everyone. May be disabled in some Webinars.



Raise Hand: raise your hand during the webinar to indicate you have a verbal question.



Question & Answer: specifically for participant questions. The chair or moderator will monitor the flow of questions that come through, and will provide answers or select questions for your live Q&A session.

Source

Zoom Help Support. (n.d.) Zoom. Retrieved January 20, 2022. <https://support.zoom.us/hc/en-us>.