ZOOM

Zoom Participation/Use Preference Changes
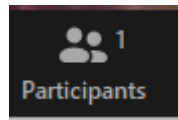
1. **Using the Zoom <mark>Toolbar</mark>**

Video Options

Gives you access to see who is in the meeting and allows you to mute or unmute

Chat option

Closed Caption for ADA

Audio options

Invite others to the meeting

Share documents that you have up or different cameras that are connected

Record option
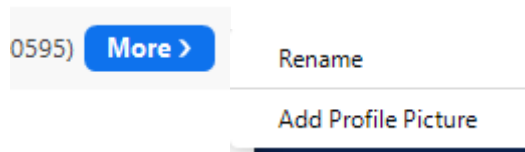
When done with meeting Select End Meeting
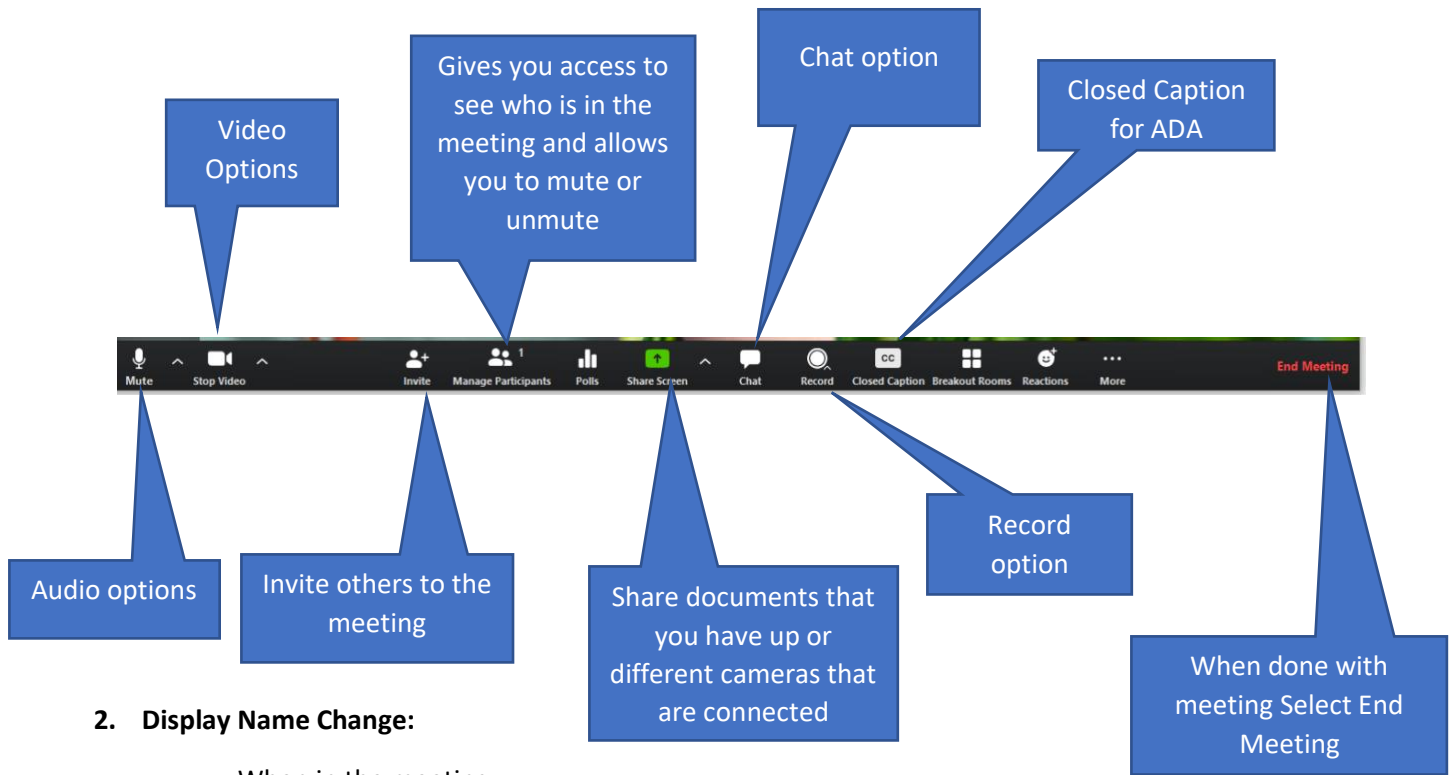
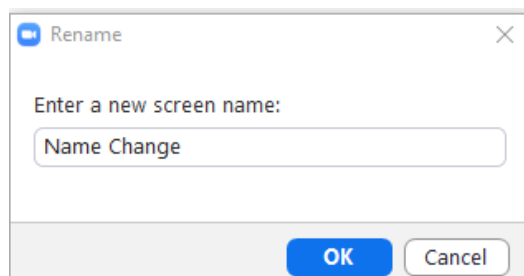2. **Display Name Change:**

When in the meeting:

1: Click on Participants in the bottom toolbar

2: When in the participant list, scroll to the far right of your name and you will see More, Click that and you will see Rename:

3: You will get a screen that will allow you to change your name, enter in your name and select ok. Your screen name will change right away.

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3: Audio Settings

Make sure the correct microphone is selected

Select a Microphone
✓ Microphone Array (Realtek(R) Audio)
Same as System

Test out to make sure your speaker and mic are working

Select a Speaker
✓ Speakers/Headphones (Realtek(R) Audio)
Same as System

Make sure the correct speaker is selected

Test Speaker & Microphone...
Switch to Phone Audio...
Leave Computer Audio

Advanced audio options and settings

Audio Settings...

Mute   Stop Video   Security

4: Video Settings

Make sure the correct camera is selected

Select a Camera
✓ Integrated Webcam

Choose Virtual Background...
Choose Video Filter...

Advanced Video Settings

Video Settings...

Stop Video   Security