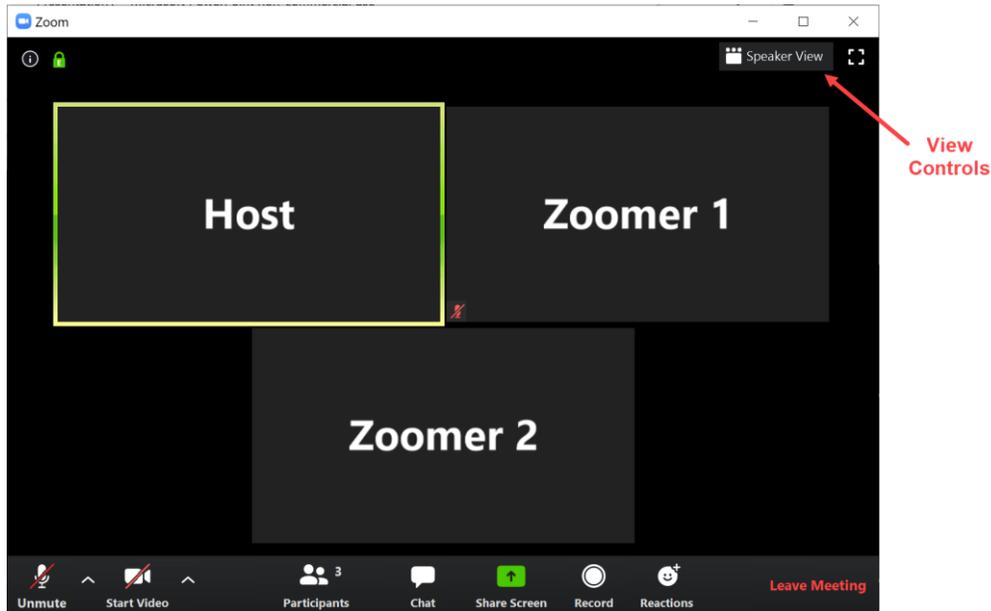


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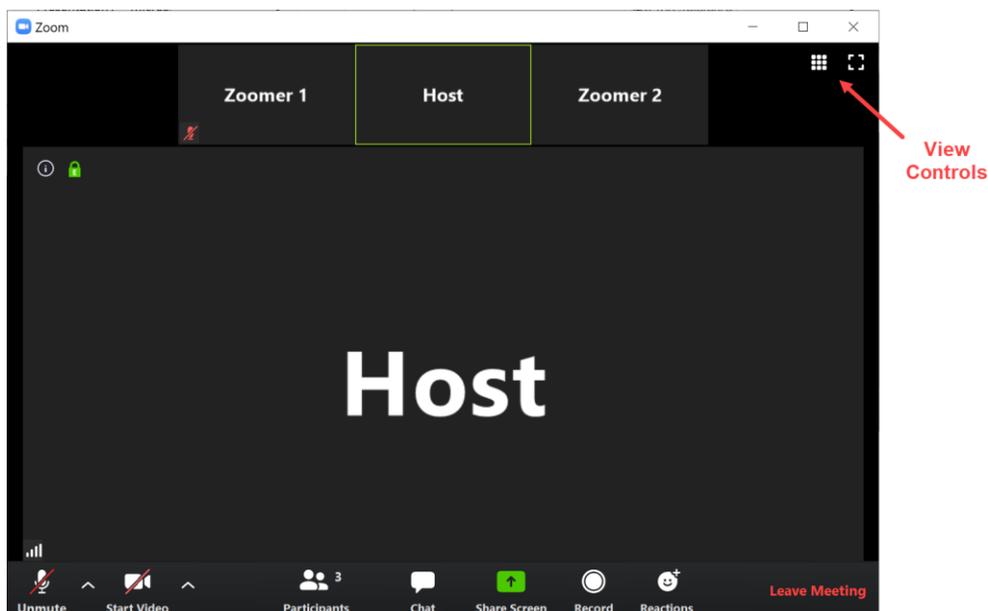
The Zoom Meeting Screen

There are two views that Zoom can display for participants: Gallery and Speaker. In either view, each meeting participant displays in a box with either their live video or else their Zoom name in white.

Gallery view shows everyone who has joined a meeting in a grid layout in equal-size boxes.



Speaker view shows the current speaker (typically the host) in a large box with others on the meeting in thumbnail boxes at the top (with horizontal scroll arrows to see additional participants).



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View Controls appear at the top right corner of the Zoom screen as one of the following:



When you are in Speaker View the icon for Gallery View will display, and vice-versa. Click on the icon to switch to the other view.

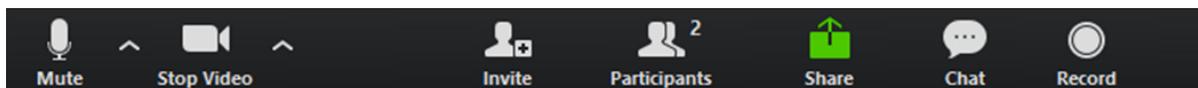
There is also an icon at the far upper right corner to enter or exit full screen mode.

When not in full screen mode, click on this icon to enter full screen mode: 

When in full screen mode, click on this icon to exit full screen mode: 

Attendee Controls - Windows and macOS

To display the attendee controls (sometimes referred to as the tool bar), move your mouse over the Zoom window (or tap the screen if using a touch-sensitive display). The controls will appear at the bottom of the Zoom window.

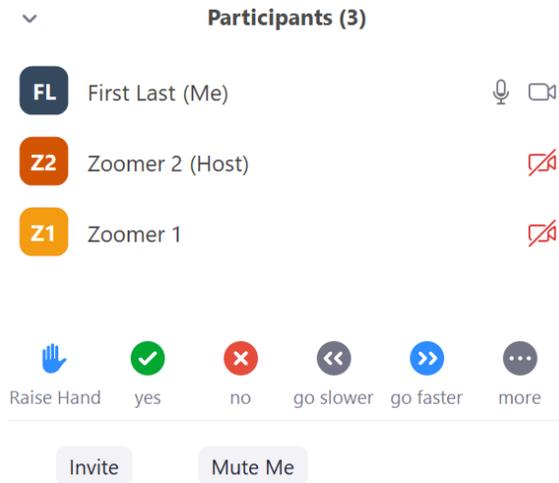


Attendees have access to these features:

- **Mute / Unmute:** Mute and unmute your microphone.
Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#). There are [keyboard shortcuts](#) to mute/unmute yourself, or you can use [push to talk](#) to unmute yourself by holding down the spacebar.
- **Start Video / Stop Video:** Turns your camera on or off.
Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access full [video settings](#).
- **Invite:** Invite others to join your meeting. [Learn more](#).

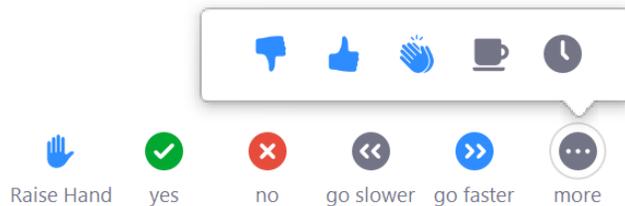
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- **Participants:** See who's currently in the meeting. This displays a new pane on the right side of the Zoom window that lists the meeting participants along with actions at the bottom. The top entry in the participant list will always be you.



The Participants list provides these options:

- **Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants. See page 5 for details.
- **Non-verbal feedback icons (if enabled by the host):** Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.



- **Share Screen:** Start a screen share (only if the host allows). You will be able to select the desktop or application you want to share. [Learn more](#). In most OLLI online courses, this will not be enabled for participants.

OLLI at Duke: Attending a Zoom Meeting (5/18/20)

- **Chat:** Access the chat window to message with participants. [Learn more.](#) Here's a brief example. Click on Chat in the tool bar to open the chat window.



Enter your message at the bottom of the window (just type over the "Type message here...") and then press the Enter key.



Type text then
press Enter key

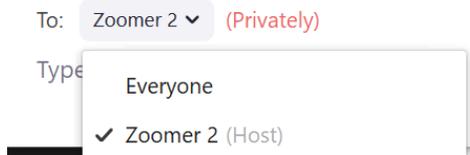
Your message will appear at the top of the chat window.



From Me to Everyone:
Good morning!

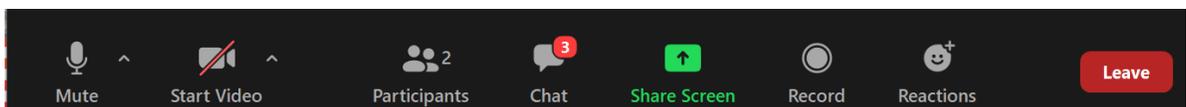


By default the chat is sent to everyone in the meeting. To send a private message to just one participant, click your mouse on the "To" name and then click on the name of a participant in the drop-down list. You'll notice their name will appear with the label "(Privately)".



To close the chat window, click on the "X" in the top right corner of that window.

If the chat window is closed and someone sends a message, you'll see a red bubble appear over the Chat icon with the number of unread messages inside of it.



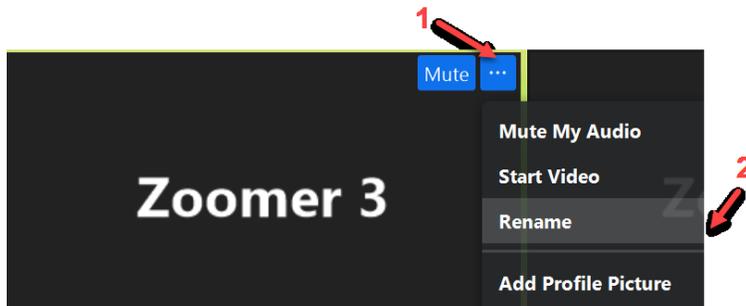
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- **Record:** Start or stop a local recording, only if permitted by the host. In most OLLI online courses, this will not be enabled for participants.
- **Leave Meeting:** Leave the meeting while it continues for the other participants. If you need to leave a meeting before it ends, be sure to use this feature to ensure you don't leave your webcam or microphone turned on for others to inadvertently see or hear.

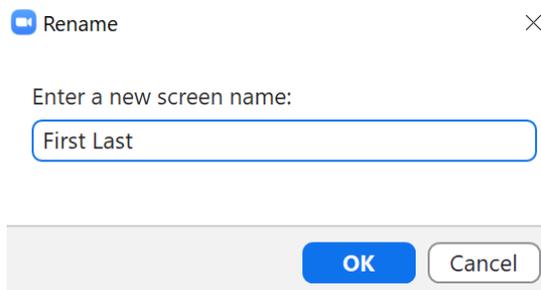
Changing Your Displayed Name (Rename)

Your name displays at the bottom of your video image, or else in large white letters in place of it when your video is turned off. To change the name that is displayed, follow these steps.

1. Click on the “...” (three dots) icon in the top right of your video image to display drop-down options.
2. Click on the “Rename” option.



3. In the pop-up menu, replace your existing name with a new name and press the “OK” button.



4. Your new name will appear in the Zoom view for others to see.

