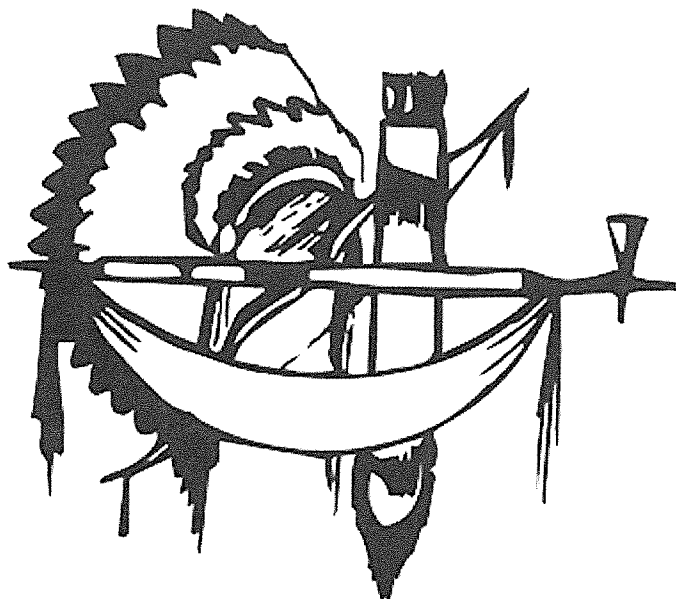# ZOOM CONFERENCING

Instructions and shortcuts provided by the Burns Paiute Tribe IT Staff

How to Zoom – Cheat Sheet

Step 1: Before a videoconference:

You will need a computer, tablet, or smartphone with speaker or headphones.

Next: The agenda will include the Zoom link to join the meeting and the 9-digit Meeting ID as well as a call in number to listen into the meeting.

JOIN ZOOM MEETING:	https://zoom.us/j/823110663
MEETING ID:	823 110 663

Click here for instructions for downloading and installing the Zoom application.

OR
JOIN BY TELECONFERENCE: (VOICE ONLY)

CALL IN NUMBER:	(669) 900-9128
MEETING ID:	823 110 663

On the agenda, this is where you find the Zoom link.

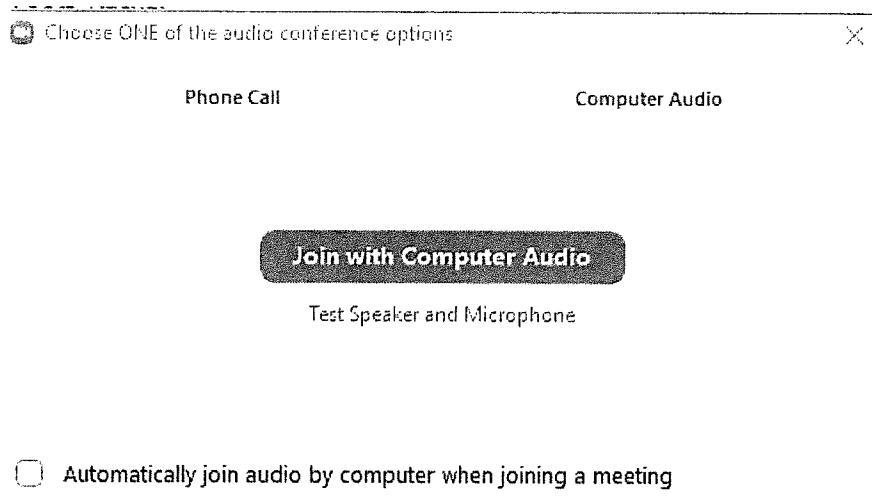On the agenda, this is where you find the meeting ID.

Step 2: At the start time of your meeting, click on the Zoom link on the agenda to join via computer. You may be instructed to download the Zoom application if you have not already.

Note: You may also join a meeting without clicking on the agenda Zoom link by going to **join.zoom.us** on any browser and entering the Meeting ID provided.

To join the meeting, click the link next to "**Join Zoom Meeting**".

How to Zoom – Cheat Sheet

Step 3: You have an opportunity to test your audio at this point by clicking on "Test Speaker and Microphone." Once you are satisfied that your audio works, click on "Join audio by computer.

```
⊙  Choose ONE of the audio conference options                          ✕

        Phone Call                          Computer Audio




                    ┌─────────────────────────────┐
                    │   Join with Computer Audio   │
                    └─────────────────────────────┘
                      Test Speaker and Microphone




    ☐   Automatically join audio by computer when joining a meeting
```

If you do not want to listen through your computer, click "Phone Call", and call the number listed on the agenda.

JOIN ZOOM MEETING:	https://zoom.us/j/823110663
MEETING ID:	823 110 663
Click here for instructions for downloading and installing the Zoom application.	
OR	
JOIN BY TELECONFERENCE: (VOICE ONLY)	
CALL IN NUMBER:	(669) 900-9128
MEETING ID:	823 110 663

On the agenda, this is where you find the call in number.

Tips:

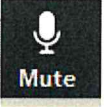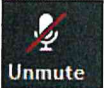If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.

2. Enter the Meeting ID number (also provided in the agenda) when prompted using your touch-tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

How to Zoom – Cheat Sheet

Participant controls in the lower left corner of the Zoom screen:
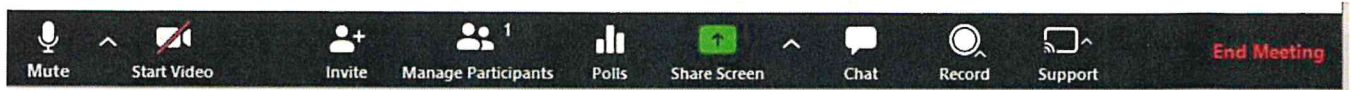
Using the icons in the lower left corner of the Zoom screen, you can:

- Mute   Unmute your microphone (far left)

- Turn on   Turn off camera ("Start/Stop Video")

- Invite other participants

- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand.

Pop out screen looks like this, and includes non-verbal options:

| Raise Hand | yes | no | go slower | go faster | more |

How to Zoom – Cheat Sheet

o **Share Screen** Share your screen

o **Chat** Chat (Talk with others in the meeting)

Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view.

- "Speaker view" shows the active speaker.

- "Gallery view" tiles all of the meeting participants.

ZOOM

Hot keys and keyboard shortcuts

Overview

There are keyboard shortcuts that allow you to navigate the Zoom settings without using your mouse. They are listed in this article and also available in your Zoom desktop client settings, under **Keyboard Shortcuts**.

Prerequisites

- Zoom desktop client for Windows, macOS, or Linux: **5.2.0** or higher
- Zoom mobile app for iOS (iPad), **4.4.5 (55341.0715)** or higher

Windows

You can view and edit keyboard shortcuts in your **Keyboard Shortcuts** settings.

1. Sign in to the Zoom desktop client.
2. Click your profile picture then click **Settings**.

   Q Search

   Lee Sheng Shun   Pro

   ☺ Add a Personal Note

   ⚙ Settings

3. Click **Keyboard Shortcuts**.

   ⌨ Keyboard Shortcuts

   The keyboard shortcuts will appear.

Editing shortcuts

You can edit a shortcut by clicking on the shortcut and then pressing the shortcut key that you would like to use.

Some of the shortcuts can be used as global shortcuts, meaning they will work even when Zoom is not in focus. To enable a shortcut globally, check the option next to the shortcut.

Available shortcuts

General

- **F6**: Navigate among Zoom popup windows.
- **Ctrl+Alt+Shift**: Move focus to Zoom's meeting controls

Meeting

- **PageUp**: View previous 25 video stream in gallery view
- **PageDown**: View next 25 video stream in gallery view
- **Alt**: Turn on/off the option **Always show meeting controls** in **General** settings
- **Alt+F1**: Switch to active speaker view in video meeting
- **Alt+F2**: Switch to gallery video view in video meeting
- **Alt+F4**: Close the current window
- **Alt+V**: Start/stop video
- **Alt+A**: Mute/unmute audio
- **Alt+M**: Mute/unmute audio for everyone except host

  Note: For the meeting host only
- **Alt+S**: Launch share screen window and stop screen share

  Note: Will only work when meeting control toolbar has focus
- **Alt+Shift+S**: Start/stop new screen share

  Note: Will only work when meeting control toolbar has focus
- **Alt+T**: Pause or resume screen share

  Note: Will only work when meeting control toolbar has focus
- **Alt+R**: Start/stop local recording
- **Alt+C**: Start/stop cloud recording
- **Alt+P**: Pause or resume recording
- **Alt+N**: Switch camera
- **Alt+F**: Enter or exit full screen
- **Alt+H**: Display/hide in-meeting chat panel

- **Alt+U**:Display/hide participants panel

- **Alt+I**: Open invite window

- **Alt+Y**: Raise/lower hand

- **Alt+Shift+R**: Gain remote control

- **Alt+Shift+G**: Stop remote control

- **Ctrl+2**: Read active speaker name

- **Ctrl+Alt+Shift+H**: Show/hide floating meeting controls

Chat

- **Alt+Shift+T**: Screenshot

- **Switch to Portrait/Landscape View**: Alt+L

- **Ctrl+W**: Close current chat session

- **Ctrl+Up**: Go to previous chat

- **Ctrl+Down**: Go to next chat

- **Ctrl+T**: Jump to chat with someone

- **Ctrl+F**: Search

- **Ctrl+Tab**: Move to the next tab (right)

- **Ctrl+Shift+Tab**: Move to the previous tab (left)

Phone

- **Ctrl+Shift+P**: Call highlighted phone number.

- **Ctrl+Shift+A**: Accept inbound call.

- **Ctrl+Shift+E**: End current call.

- **Ctrl+Shift+D**: Decline inbound call.

- **Ctrl+Shift+M**: Mute/unmute mic.

- **Ctrl+Shift+H**: Hold/unhold call.