



## Getting Started with Zoom

### Joining a Meeting

<b>Join from Invitation Link:</b>	Click the meeting link provided (e.g., in email or calendar invite). Zoom client or web browser will open. Follow prompts to open Zoom client or join via browser.
<b>Join with Meeting ID:</b>	Open Zoom client/app. Click 'Join'. Enter the Meeting ID (usually 9-11 digits). Enter your name. Choose audio/video connection options. Click 'Join'.
<b>Enter Passcode:</b>	If prompted, enter the meeting passcode provided by the host.
<b>Waiting Room:</b>	If enabled, wait for the host to admit you to the meeting.
<b>Test Audio/Video:</b>	Before joining, click 'Test Speaker & Microphone' and 'Test Video' options to ensure your hardware is working.
<b>Name Display:</b>	You can change your displayed name when joining or within the participants list during the meeting.
<b>Remember Me:</b>	Check 'Remember my name for future meetings' for quicker joining next time.
<b>Join Before Host:</b>	If the host enables this option, you can join the meeting room before the host arrives.

### Starting a Meeting (Hosting)

<b>Instant Meeting:</b>	Open Zoom client/app. Click 'New Meeting'. This starts a meeting instantly with your PMI (Personal Meeting ID) or a generated ID.
<b>Schedule Meeting:</b>	Open Zoom client/app. Click 'Schedule'. Fill in meeting details (Topic, Date, Time, Duration). Configure security (Passcode, Waiting Room). Configure meeting options (Host/Participant Video, Audio, Join Before Host, Mute Participants). Click 'Save'. Copy invitation details to share.
<b>Using PMI:</b>	Your Personal Meeting ID is a unique, persistent meeting room. Best for regular meetings with known contacts. Be mindful of security if using PMI frequently without a passcode/waiting room.
<b>Generate Meeting ID:</b>	For one-off meetings, it's recommended to use a generated Meeting ID for better security.
<b>Meeting Templates:</b>	Save recurring meeting settings as templates to quickly schedule similar meetings.
<b>Cloud Recording Settings:</b>	Configure default recording settings (local or cloud) in the Zoom web portal.
<b>Alternative Hosts:</b>	Assign other licensed users as alternative hosts to start the meeting if you are unable to.
<b>Host Controls:</b>	Once in the meeting, use the toolbar at the bottom to manage participants, sharing, recording, etc.

## In-Meeting Controls

### Audio and Video

<b>Mute/Unmute</b>	Click the microphone icon. Status indicates Muted (red with slash) or Unmuted (black/white).
<b>Start/Stop Video</b>	Click the camera icon. Status indicates Video Off (red with slash) or Video On (black/white).
<b>Audio Settings</b>	Click the arrow next to Mute/Unmute. Select Microphone, Speaker, Test Speaker & Microphone, or Audio Settings...
<b>Video Settings</b>	Click the arrow next to Start/Stop Video. Select Camera, Video Settings..., or Choose Virtual Background/Video Filter.
<b>Switch Camera/Mic</b>	Use the arrows next to icons to select different devices if multiple are connected.
<b>Push-to-Talk</b>	Hold down the <b>Spacebar</b> to temporarily unmute yourself. Enable this in Audio Settings.
<b>Mute upon entry</b>	Host can set this option in meeting settings to automatically mute participants when they join.
<b>Ask to Unmute</b>	If host mutes you, they must ask to unmute you. You accept or decline.

## Participants and Chat

<b>Manage Participants</b>	Click 'Participants' button. Sidebar opens showing list of attendees. Host controls: Mute All, Unmute All, Lock Meeting, Put in Waiting Room, Rename, etc.
<b>Rename Yourself</b>	Hover over your name in the Participants list. Click 'More' -> 'Rename'.
<b>Raise Hand</b>	Click 'Participants' -> 'Raise Hand' button. An icon appears next to your name. Host can see raised hands and lower them.
<b>Lower Hand</b>	Click 'Participants' -> 'Lower Hand' button (replaces Raise Hand).
<b>Open Chat</b>	Click the 'Chat' button. Sidebar opens for messaging. Choose to send messages to 'Everyone' or a specific participant privately.
<b>Save Chat</b>	Click the 'More' options (...) in the Chat window. Click 'Save Chat'. Saves a text file of the conversation locally.
<b>Reactions</b>	Click 'Reactions' button. Select an emoji reaction (e.g., thumbs up, clapping). Appears on your video feed temporarily.
<b>Nonverbal Feedback</b>	Accessible via Participants panel (or Reactions, depending on version). Includes options like Yes, No, Go Faster, Go Slower.

## Sharing & Recording

### Screen Sharing

<b>Start Share:</b> Click the 'Share Screen' button. Choose what to share: your entire screen, a specific application window, whiteboard, or second camera.
<b>Share Computer Sound:</b> Check the 'Share computer sound' box in the bottom-left of the share selection window if playing audio/video.
<b>Optimize for Video Clip:</b> Check the 'Optimize for video clip' box if sharing a video for smoother playback.
<b>Annotation Tools:</b> While sharing, a floating toolbar appears. Click 'Annotate' to draw, type text, highlight on the shared screen. Click 'More' -> 'Disable Annotation for Others' to prevent participants from annotating.
<b>Remote Control:</b> While sharing, click 'Remote Control' on the toolbar. Grant control of your screen/application to another participant. They can then use their mouse and keyboard on your shared content.
<b>Pause Share:</b> Click 'Pause Share' on the floating toolbar to temporarily pause sharing without stopping it.
<b>Stop Share:</b> Click the red 'Stop Share' button on the floating toolbar or at the top of your screen.
<b>Advanced Sharing Options:</b> Click the arrow next to 'Share Screen'. Options include: One participant can share at a time (default) or Multiple participants can share simultaneously. Also allows specifying who can start sharing when someone else is sharing (Host Only or All Participants).

### Recording Meetings

<b>Start Recording:</b> Click the 'Record' button on the meeting toolbar. Choose to record to the 'Local Computer' or the 'Zoom Cloud' (if available with your plan).
<b>Recording Indicator:</b> A red 'Recording' indicator appears in the top-left corner for all participants when recording is active.
<b>Pause/Stop Recording:</b> Click the 'Pause' or 'Stop' button next to the recording indicator/on the toolbar.
<b>Recording Permissions:</b> Hosts can grant specific participants permission to record locally. Click 'Participants' -> Hover over participant's name -> 'More' -> 'Allow Record'.
<b>Accessing Local Recordings:</b> After the meeting ends, Zoom converts the local recording files. A folder containing the video (MP4), audio (M4A), and chat (TXT) files will open automatically.
<b>Accessing Cloud Recordings:</b> Cloud recordings are processed online. You'll receive an email notification when the recording is ready. Access and manage cloud recordings via the Zoom web portal ( <a href="https://zoom.us">zoom.us</a> ).
<b>Recording Layout:</b> Configure default recording layouts (Speaker view, Gallery view, Shared screen) in the Zoom web portal recording settings.
<b>Audio Transcript:</b> Cloud recordings can automatically generate an audio transcript (enable in web settings).

## Windows Keyboard Shortcuts

### General Shortcuts (Win)

Alt + F1	Switch to Active Speaker View in video meeting.
Alt + F2	Switch to Gallery View in video meeting.
Alt + V	Start/Stop Video.
Alt + A	Mute/Unmute Audio.
Alt + M	Mute/unmute audio for <b>all</b> participants (Host only).
Alt + T	Request remote control.
Alt + R	Start/Stop Local Recording.
Alt + C	Start/Stop Cloud Recording.
Alt + P	Pause/Resume Recording.

### Meeting Controls (Win)

Alt + S	Start/Stop Screen Share.
Alt + Shift + S	Start New Screen Share (useful when already sharing).
Alt + T	Show/Hide Chat Panel.
Alt + U	Show/Hide Participants Panel.
Alt + I	Open Invite Window.
Alt + L	Lock/Unlock Meeting (Host only).
Alt + B	Initiate Breakout Rooms (Host only).
Alt + Y	Raise/Lower Hand.
PageUp / PageDown	View previous/next page of participants in Gallery View.

### Chat & Window (Win)

Alt + Shift + T	Screenshot.
Ctrl + Shift + A	Mute/Unmute Audio (alternative).
Ctrl + Shift + V	Start/Stop Video (alternative).
Ctrl + Shift + H	Show/Hide in-meeting chat panel (alternative).
Ctrl + W	Close current chat session (when chat panel is open).
Alt + Shift + M	Pause/Resume screen share.
Esc	Exit Full Screen.
Spacebar	Push-to-talk (temporarily unmute).
Ctrl + L	Switch to Portrait/Landscape View.

## macOS Keyboard Shortcuts

### General Shortcuts (Mac)

Cmd + Shift + A	Mute/Unmute Audio.
Cmd + Shift + V	Start/Stop Video.
Cmd + J	Join Meeting.
Cmd + Control + V	Switch to Active Speaker View.
Cmd + Control + G	Switch to Gallery View.
Cmd + R	Start/Stop Local Recording.
Cmd + E	Show/Hide In-Meeting Chat.
Cmd + U	Show/Hide Participants Panel.
Cmd + I	Open Invite Window.

### Meeting Controls (Mac)

Cmd + Shift + E	Show/Hide Chat (alternative).
Cmd + W	Close current chat session.
Cmd + Shift + S	Start/Stop Screen Share.
Cmd + Control + S	Start New Screen Share (when already sharing).
Cmd + T	Request remote control.
Option + R	Start/Stop Cloud Recording.
Option + P	Pause/Resume Recording.
Option + Cmd + M	Mute/Unmute all participants (Host only).
Cmd + K	Mute/Unmute all participants except host (Host only).

### Window & Other (Mac)

Spacebar	Push-to-talk (temporarily unmute).
Cmd + Y	Raise/Lower Hand.
Ctrl + W	Close the active window.
Ctrl + T	Switch to Portrait/Landscape view.
Cmd + Shift + R	Start/Stop Remote Control.
Cmd + L	Lock/Unlock meeting (Host only).
Shift + Cmd + H	Show/Hide meeting controls.
Cmd + N	Switch Camera.
Cmd + B	Initiate Breakout Rooms (Host only).

## Zoom Tips & Tricks

### Enhancing Your Appearance

<b>Touch Up My Appearance</b>	In Video Settings, enable this option to smooth out skin tones and blemishes. Location: <a href="#">Settings &gt; Video &gt; My Video</a>
<b>Adjust for Low Light</b>	In Video Settings, enable this to automatically adjust video brightness. Location: <a href="#">Settings &gt; Video &gt; My Video &gt; Adjust for low light</a>
<b>Virtual Backgrounds</b>	Replace your real background with an image or video. Requires a solid color background or a capable computer. Location: <a href="#">Settings &gt; Background &amp; Effects &gt; Virtual Background</a>
<b>Video Filters</b>	Apply color filters, frames, or foreground effects to your video feed. Location: <a href="#">Settings &gt; Background &amp; Effects &gt; Video Filters</a>
<b>Studio Effects</b>	Add virtual eyebrows, mustache/beard, or lip color. Location: <a href="#">Settings &gt; Background &amp; Effects &gt; Studio Effects (Beta)</a>
<b>Webcam Placement</b>	Position your webcam at eye level for a more direct connection with participants.

## Managing Participants & Meetings

<b>Spotlight Video</b>	Host can spotlight up to 9 participants' videos, making them the primary view for all attendees. Right-click video -> 'Spotlight for Everyone'.
<b>Pin Video</b>	Pin a participant's video to keep them in your main view, regardless of who is speaking. Right-click video -> 'Pin'.
<b>Host Key</b>	If you join a meeting you scheduled but didn't start, you can claim host control using the Host Key. Find your Host Key in your Zoom web portal Profile.
<b>Waiting Room Customization</b>	Customize the waiting room title, text, and logo in the Zoom web portal. Location: <a href="#">Account Management</a> > <a href="#">Account Settings</a> > <a href="#">Meeting</a> > <a href="#">Security</a> > <a href="#">Waiting Room</a>
<b>Watermark</b>	Add a watermark of participant's email address to shared screens and video feeds to discourage unauthorized sharing/recording. Location: <a href="#">Zoom web portal</a> > <a href="#">Account Settings</a> > <a href="#">Meeting</a> > <a href="#">In Meeting (Advanced)</a> > <a href="#">Add a watermark</a>
<b>Breakout Rooms</b>	Divide participants into smaller sessions. Host can assign manually, automatically, or allow participants to choose. Host controls: Open/Close rooms, broadcast messages, join rooms. Enable in web portal: <a href="#">Account Settings</a> > <a href="#">Meeting</a> > <a href="#">In Meeting (Advanced)</a> > <a href="#">Breakout Room</a>
<b>Polling</b>	Create single or multiple choice questions for participants during a meeting. Create polls <b>before</b> the meeting in the web portal meeting settings. Launch and manage polls during the meeting via the 'Polling' button on the toolbar. Enable in web portal: <a href="#">Account Settings</a> > <a href="#">Meeting</a> > <a href="#">In Meeting (Basic)</a> > <a href="#">Polling</a>
<b>Interpreter</b>	Assign participants as language interpreters. Enable in web portal: <a href="#">Account Settings</a> > <a href="#">Meeting</a> > <a href="#">In Meeting (Advanced)</a> > <a href="#">Language Interpretation</a>
<b>Closed Captioning</b>	Provide real-time text transcription. Can be done manually by a participant, integrated with a 3rd party service, or automatically generated by Zoom (paid plans). Enable in web portal: <a href="#">Account Settings</a> > <a href="#">Meeting</a> > <a href="#">In Meeting (Advanced)</a> > <a href="#">Closed captioning</a>