

Transcript for Foundational Skills Video: Functionality in Zoom



Chapman Learning Commons

Hi folks, my name is Madeleine and I'm working with the Chapman learning commons. Today I will be teaching you how to use the mic, camera, and chat feature in Zoom. If you are unfamiliar with how to log in to Zoom, please see our video titled "How to log in to Zoom". The instructions in this video assume you are already logged in to Zoom. This video will cover how to turn your camera on and off, how to turn your mic on and off and speak, and how to use the chat feature.

Turning your camera on/off in Zoom.

1. We will start by turning the camera on and off in Zoom. You can do this using the camera icon on the bottom left, just to the right of the mic icon. Clicking the camera will allow you to turn your video on or off.
2. If the camera has a diagonal red line through it, that means your camera is off. Click the icon to turn your camera on.
3. If your camera is on, click the icon it to turn it off.
4. When your camera is on you will be able to see yourself, or whatever your camera sees on your screen. When your camera is off, your square will display your name, or your profile picture if your account has one. What you see in your square is what everyone else sees too.

Turning your mic on/off and speaking in Zoom.

1. To turn your mic on or off, click the mic icon at the bottom left.
2. If the mic icon has a diagonal red line through it, that means your mic is off. Clicking the icon will turn it on.
3. Otherwise it is on and clicking it will turn it off.
4. Speaking in Zoom is just as simple as talking on the phone. Once your mic is on, just speak in the same way that you would if you were face to face with that person in real life.
5. If you have forgotten to turn your mic on, Zoom will remind you that you are muted. You will get a message on the screen that says "You are muted now. Press Shift+Command+A to unmute your microphone, or press and hold the SPACE key to temporarily unmute". You can do either of these to unmute, or you can simply press the mic icon to unmute.
6. If your meeting host requires you to raise your hand before speaking, you can do so using the "reactions" icon on the bottom right.
7. Clicking the "reactions" icon will give you a small popup tab with many options in the form of icons, and a long button at the bottom that says "Raise hand" with a hand icon.
8. Click the "Raise hand" icon to raise your hand. A small hand will appear in the corner of your screen for the meeting host to see and should get their attention if you wish to speak.
9. To lower your hand, click the reactions icon again and now the button at the bottom will read "Lower hand" with the same hand icon. Clicking this will remove the hand from the corner of your screen.



10. You can use the reactions icon for the other buttons too. For example, if you wish to react to something someone has just said, you can click the green check button and a green checkmark will appear in your screen for everyone to see. This will go away on its own after a few seconds.

Using the chat feature in Zoom.

1. This is how to use the chat feature in Zoom. On the bottom panel, directly to the left of the green “share screen” icon, you will see the chat icon.
2. Clicking the chat icon will open a new tab in Zoom, and will show you all the chat messages in the Zoom since you joined.
3. To add a chat, click on the bottom where it says “type message here” and begin typing your message.
4. Once you are done, press return, or enter, on your keyboard. This will put your message in the chat for everyone to see.
5. You also have the option to message someone privately in Zoom. Just above where it says “type message here” you will notice a button that says Everyone.
6. If you click the “Everyone” button you will see a dropdown menu with the names of the people you can message privately. This should include the host of your meeting.
7. Depending on how the host has set up the chat, you may find a list of the other participants of the meeting. Clicking on any of these names will allow you to message that person privately.
8. When you send your message, at the top it will say “direct message” in red on the right.
9. To go back to everyone, just click on the name button above the “type message here” bar and click on the “Everyone” option.
10. To exit the chat, simply click the chat icon again.
11. If you are in full screen mode, opening the chat will look different but the functionality is the same.

Leaving a meeting.

1. Once you are done with the meeting, either the host will end the meeting for everyone, or you will leave.
2. If you choose to leave, there is a red button at the bottom panel, to the right that says “Leave”.
3. When you click on this, Zoom will ask you to confirm by showing another red button that says “Leave meeting”.
4. Clicking “Leave meeting” will exit you from the meeting.

Now you know how to use your mic, camera, and chat in Zoom. Thanks for watching. For more information, visit learningcommons.ubc.ca

