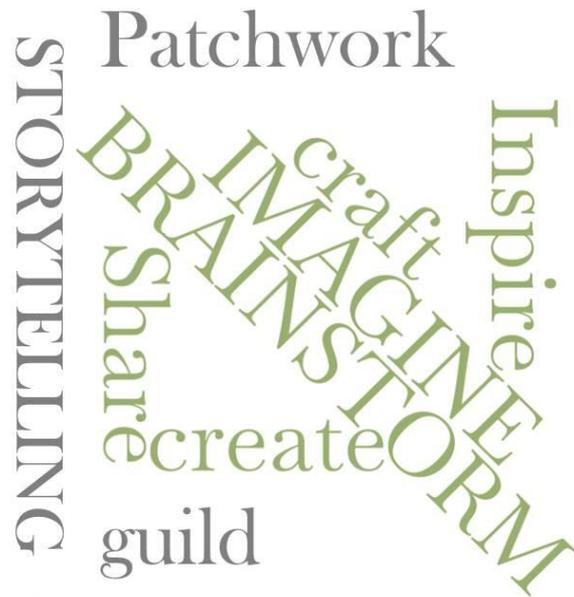


Patchwork: A Storytelling Guild



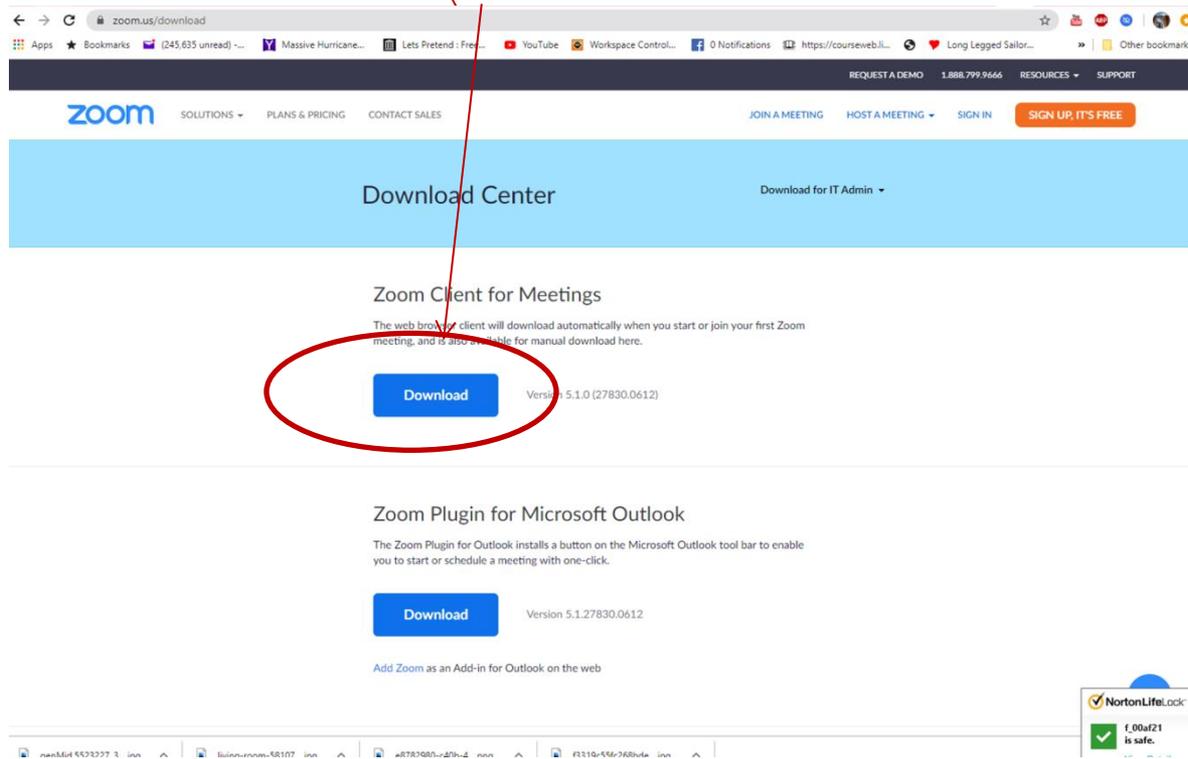
How to Install and Set Up Zoom for PC.

Mac information also available.

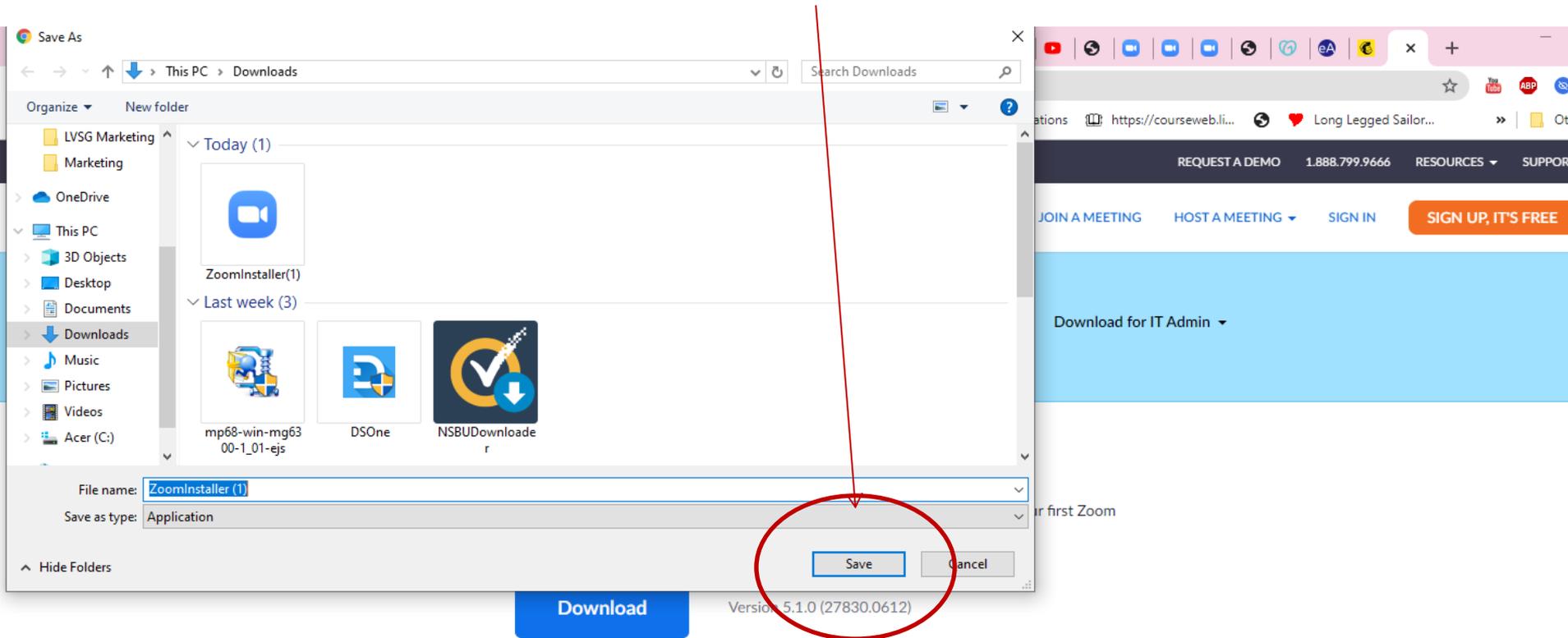
Visit: <https://patchworkstorytelling.org/>

Step 1. Go to: <https://zoom.us/download>

Step 2. Click:  button under Zoom Client for Meetings.



A window will appear. Save application file to your computer.



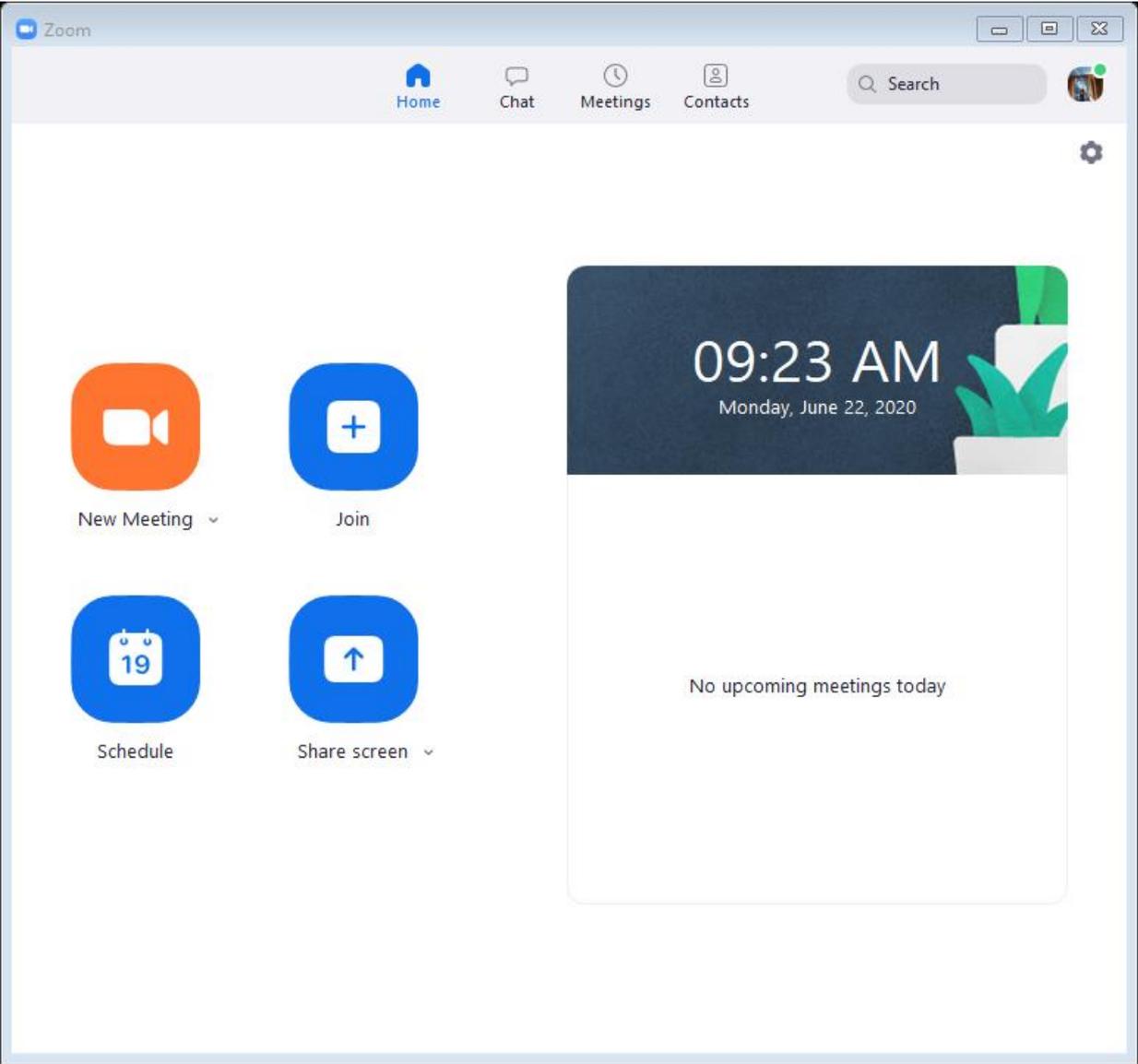
Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

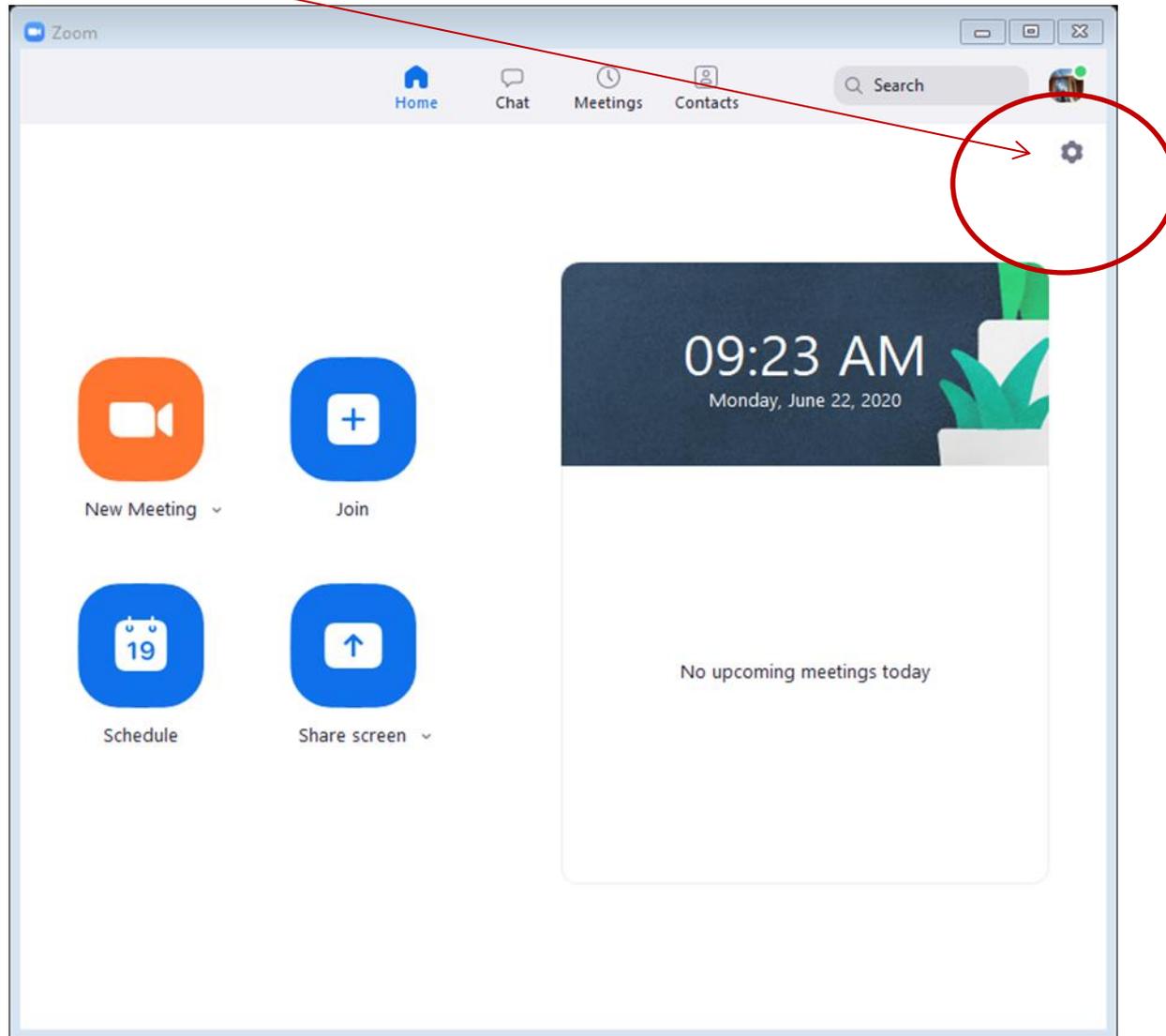
[Download](#)

Version 5.1.27830.0612

This is how your Zoom controls will look.



This is the **settings** button where you can add backgrounds, effects, and more.





In **settings**, explore each of the links on the right hand side.

The screenshot shows the Zoom Settings application window. The title bar reads "Settings" and has a close button. On the left is a sidebar with navigation links: General (selected), Video, Audio, Share Screen, Chat, Virtual Background, Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility. The main content area is for the "General" settings, featuring a list of checkboxes and a dropdown menu. The "Reaction Skin Tone" section shows six thumbs-up emojis with different skin tones, with the lightest skin tone emoji selected. At the bottom, there is a "View More Settings" link with an external link icon.

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Virtual Background
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Start Zoom when I start Windows

When closed, minimize window to the notification area instead of the task bar

Use dual monitors

Enter full screen automatically when starting or joining a meeting

Automatically copy invite link once the meeting starts

Ask me to confirm when I leave a meeting

Show my connected time

Remind me minutes before my upcoming meetings

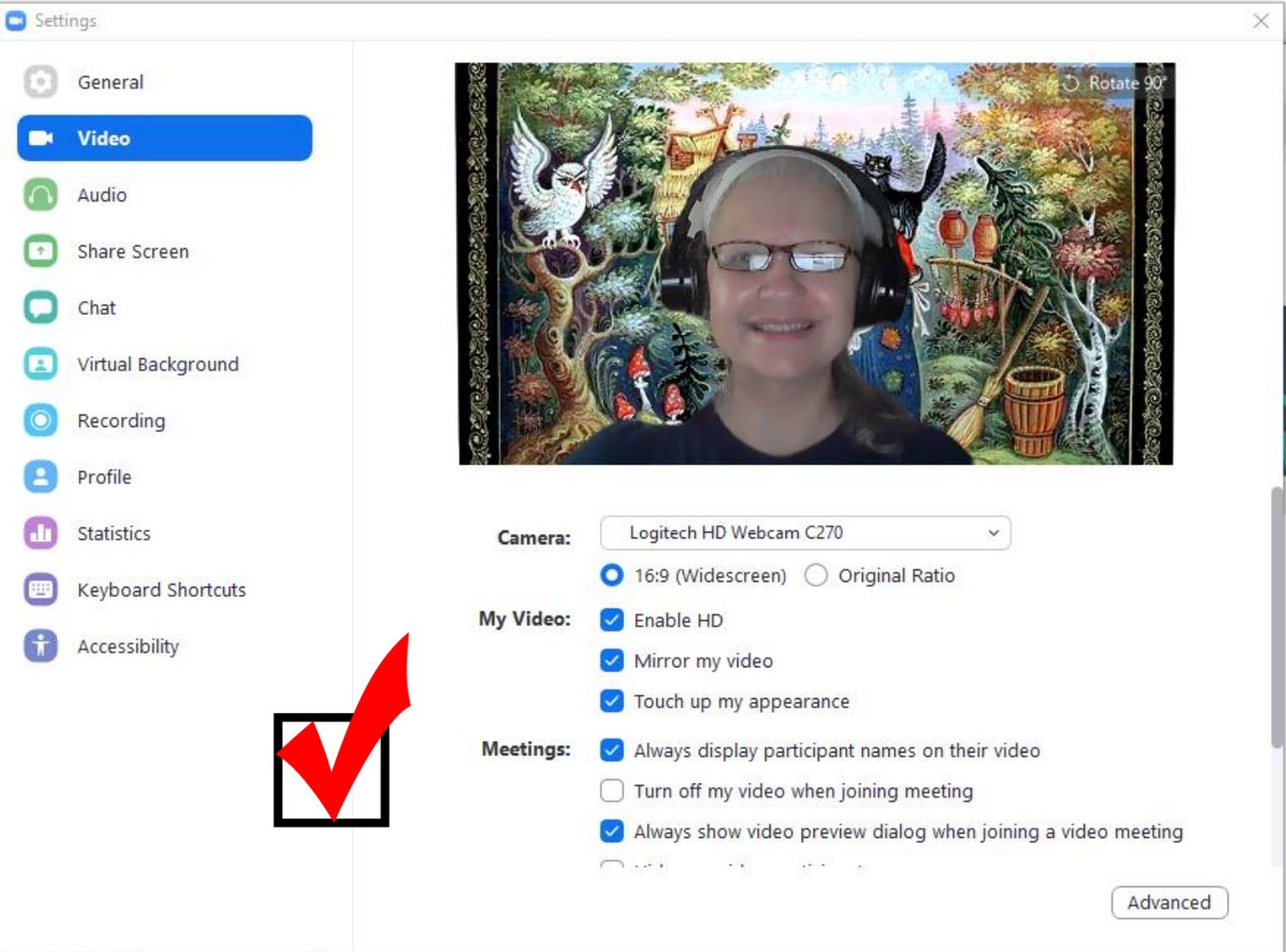
Stop my video and audio when my display is off or screen saver begins

Reaction Skin Tone

[View More Settings](#)

Check out your video settings. Check for light. Check for posture and position. Touch up your appearance, glasses or no glasses, etc.



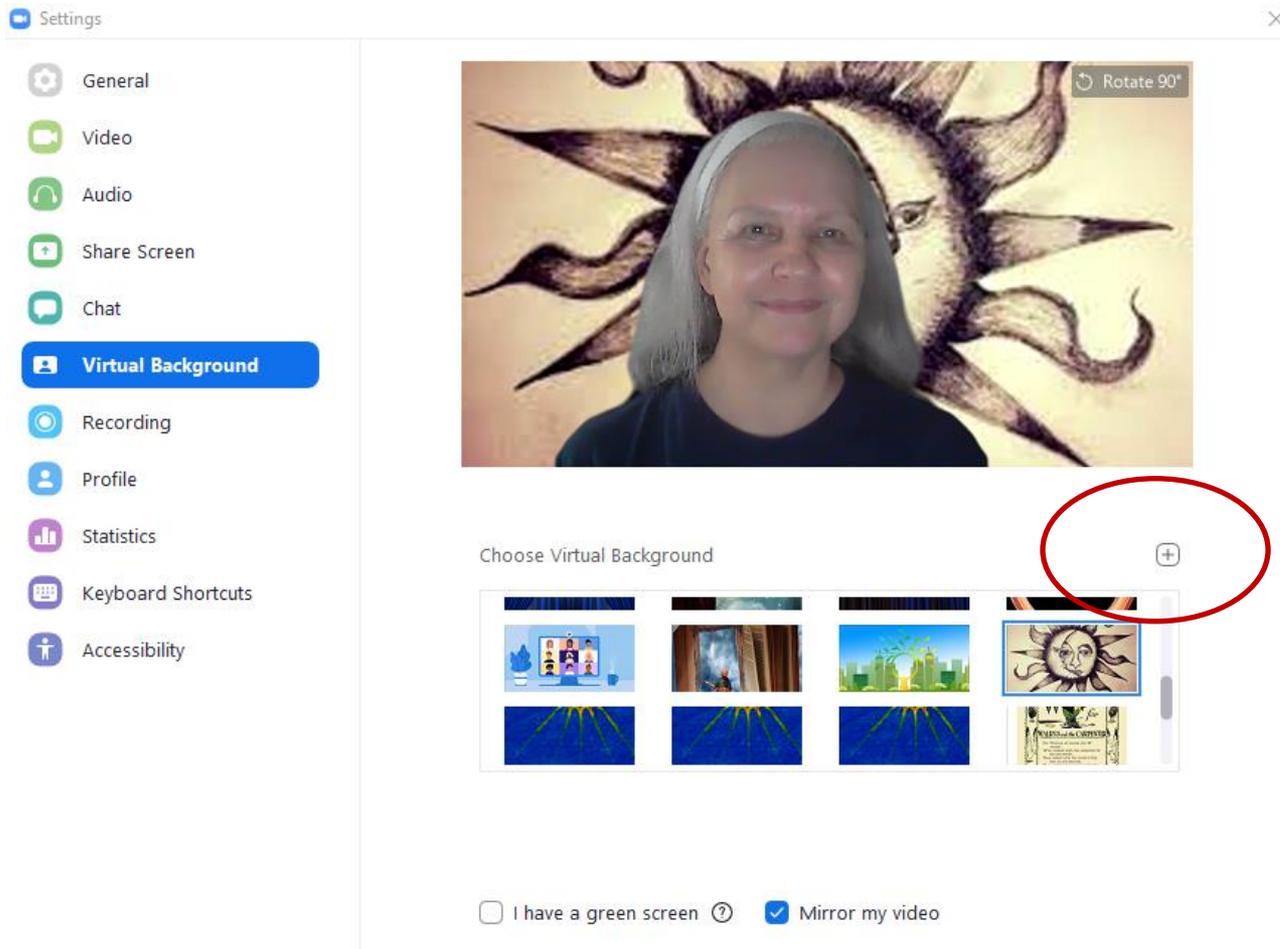
The screenshot shows the Zoom settings window with the 'Video' tab selected. On the left, a sidebar lists settings: General, Video, Audio, Share Screen, Chat, Virtual Background, Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility. The 'Video' section is highlighted in blue. The main area displays a video preview of a woman wearing glasses and a headset, set against a vibrant, colorful virtual background featuring a forest scene with an owl, a cat, and a basket of pumpkins. A 'Rotate 90°' button is visible in the top right corner of the preview. Below the preview, the following settings are shown:

- Camera:** Logitech HD Webcam C270 (dropdown menu)
- 16:9 (Widescreen) Original Ratio
- My Video:**
 - Enable HD
 - Mirror my video
 - Touch up my appearance
- Meetings:**
 - Always display participant names on their video
 - Turn off my video when joining meeting
 - Always show video preview dialog when joining a video meeting

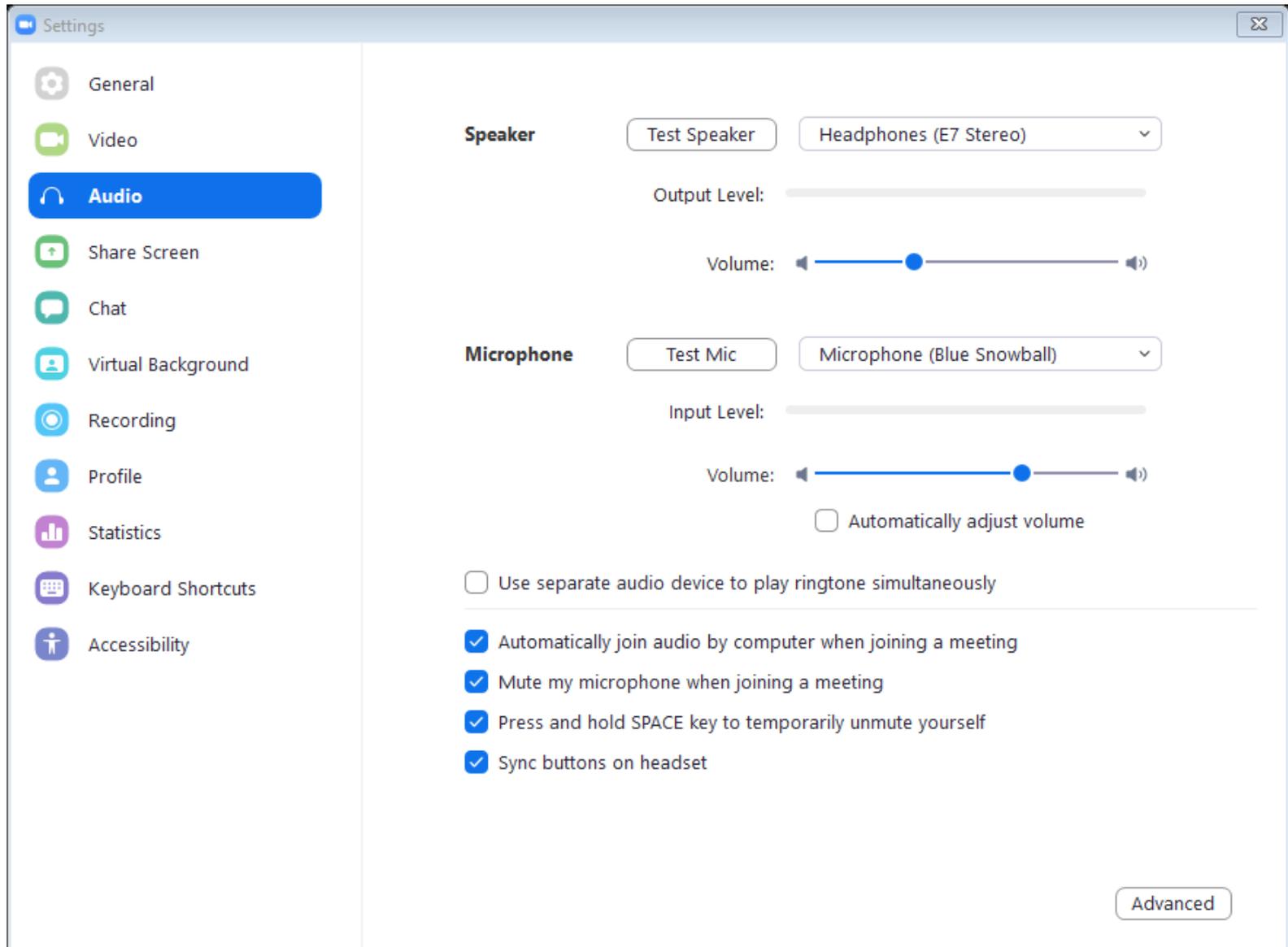
An 'Advanced' button is located at the bottom right of the settings panel. A large red checkmark is overlaid on the bottom left of the settings area, indicating that the settings are correct or complete.

Adding a virtual background is easy. Zoom provides a few sample backgrounds, both static and video, but you can add your own. Click the + button, and upload your favorite background images.

With Zoom's upgraded version, a green screen isn't necessary.



It's important to check your speaker and audio.



The screenshot shows the Zoom Settings application window with the 'Audio' section selected in the left-hand navigation menu. The main content area is divided into two sections: 'Speaker' and 'Microphone'. The 'Speaker' section includes a 'Test Speaker' button, a dropdown menu set to 'Headphones (E7 Stereo)', an 'Output Level' slider, and a 'Volume' slider. The 'Microphone' section includes a 'Test Mic' button, a dropdown menu set to 'Microphone (Blue Snowball)', an 'Input Level' slider, a 'Volume' slider, and an unchecked checkbox for 'Automatically adjust volume'. Below these sections is an unchecked checkbox for 'Use separate audio device to play ringtone simultaneously'. At the bottom, there are four checked checkboxes: 'Automatically join audio by computer when joining a meeting', 'Mute my microphone when joining a meeting', 'Press and hold SPACE key to temporarily unmute yourself', and 'Sync buttons on headset'. An 'Advanced' button is located in the bottom right corner.

Settings

- General
- Video
- Audio**
- Share Screen
- Chat
- Virtual Background
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Speaker

Test Speaker Headphones (E7 Stereo) ▾

Output Level:

Volume:

Microphone

Test Mic Microphone (Blue Snowball) ▾

Input Level:

Volume:

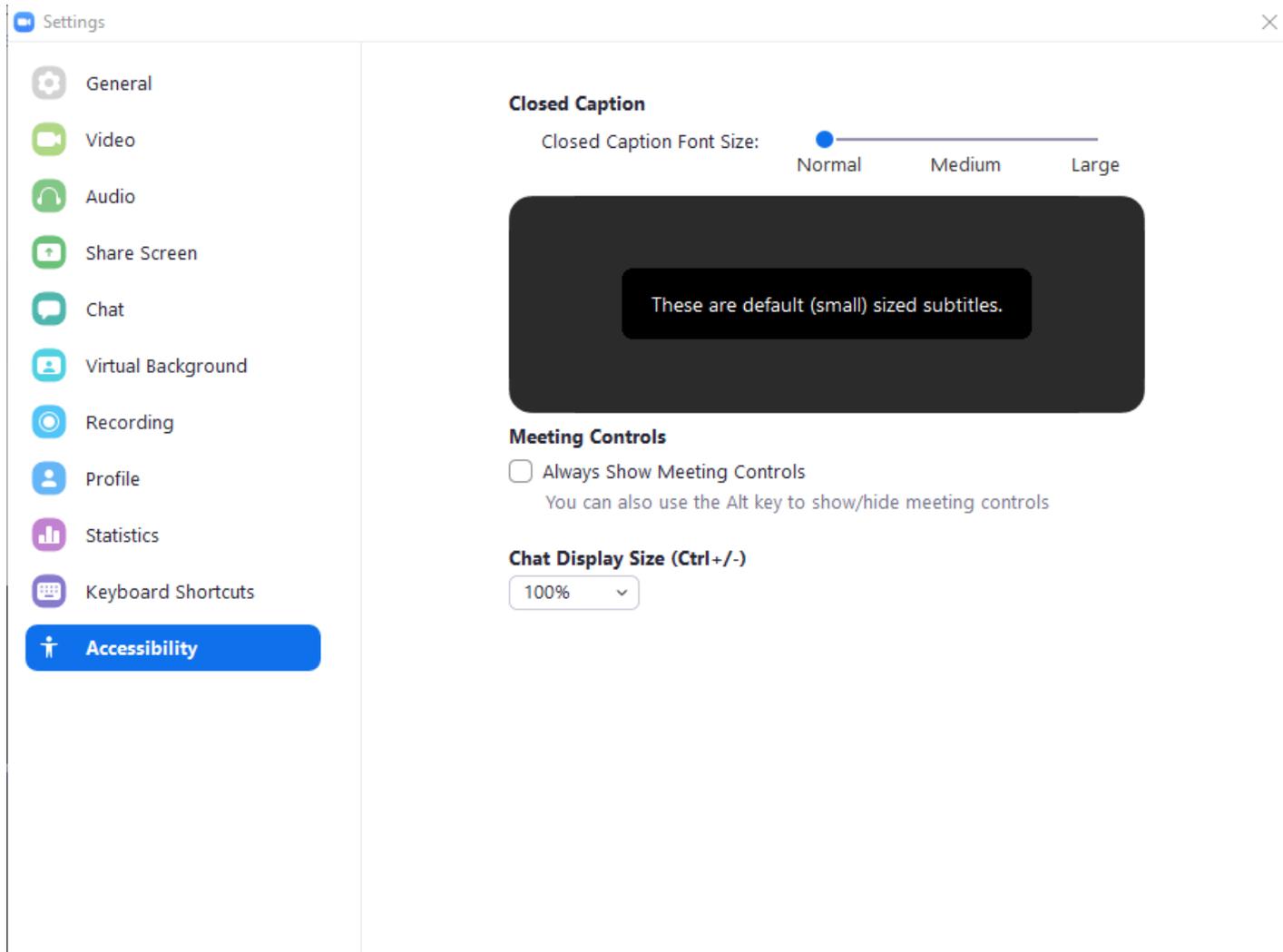
Automatically adjust volume

Use separate audio device to play ringtone simultaneously

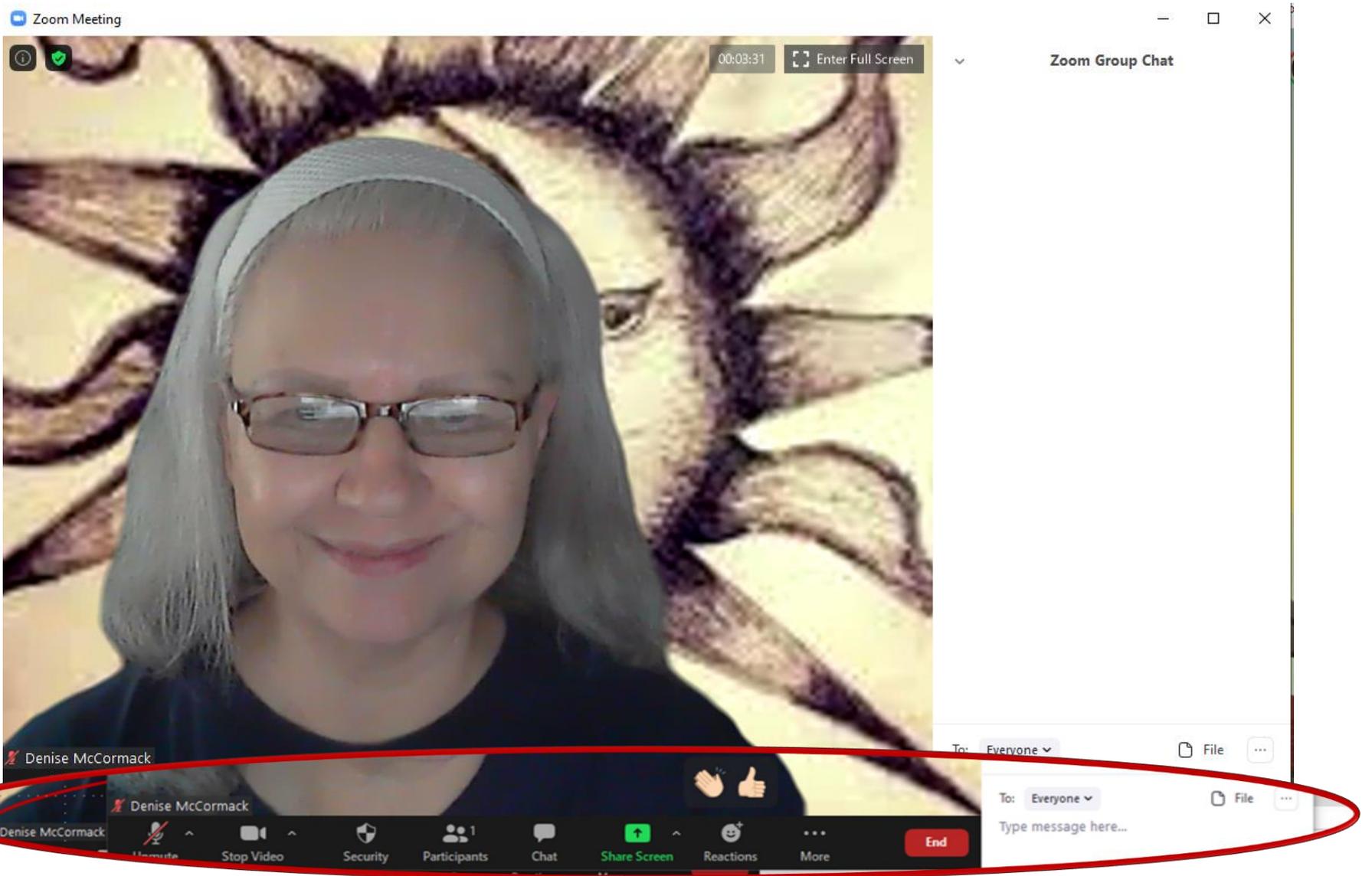
- Automatically join audio by computer when joining a meeting
- Mute my microphone when joining a meeting
- Press and hold SPACE key to temporarily unmute yourself
- Sync buttons on headset

Advanced

Closed captioning is also a wonderful tool.



Note the controls on the bottom of the screen.



Available Keyboard Shortcuts

F6: Navigate among Zoom popup windows.

Ctrl+Alt+Shift: Move focus to Zoom's meeting controls

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 control toolbar** in Accessibility 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

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)

Some Helpful Tips and Hints:

- Set up and practice with your virtual space prior to the meeting to ensure good lighting, sound, and posturing.
- Always enter the swap meeting on mute.
- Use a gesture or prop to indicate the beginning and end of your story.
- Remember good eye contact is always a good idea.
- Applause may be muted. Use and observe “jazz hands” or clapping.
- A swap is not a coaching/critiquing session. It’s a meeting for sharing and appreciation.
- A story should not be excessively long, generally, 5 to 10 minutes, to ensure time for all.
- An audio and video recording will be available to the tellers if requested.



Imagine that your webcam lens is the eyes of your audience... even if you have to don it with eyeglasses to remember.