

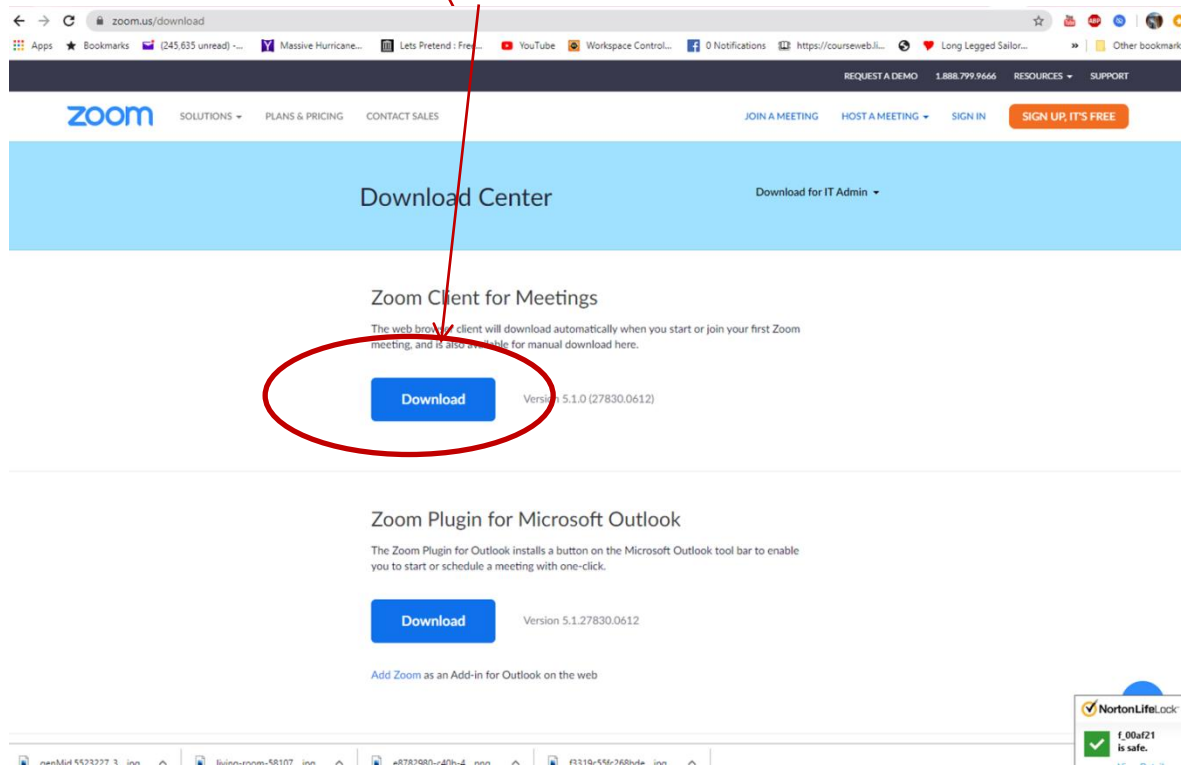
How to Install and Use Zoom

Mac information also available.

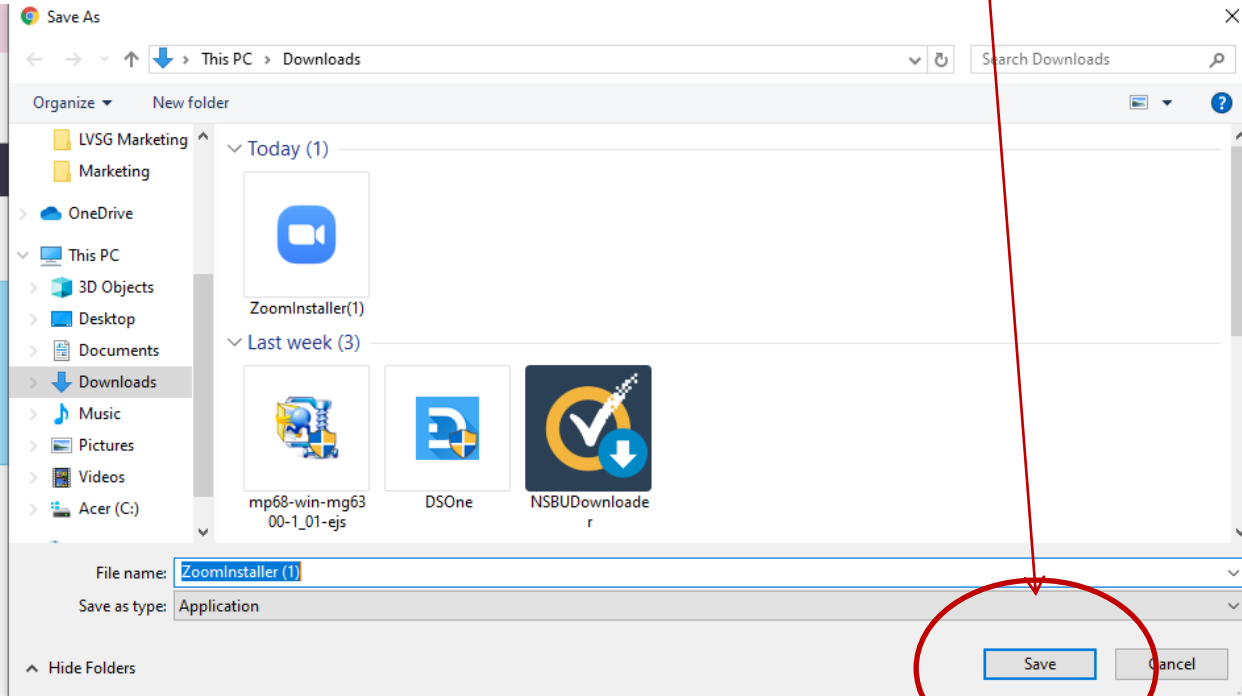
Visit: <https://denisemccormack.live/>

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.



Download

Version 5.1.0 (27830.0612)

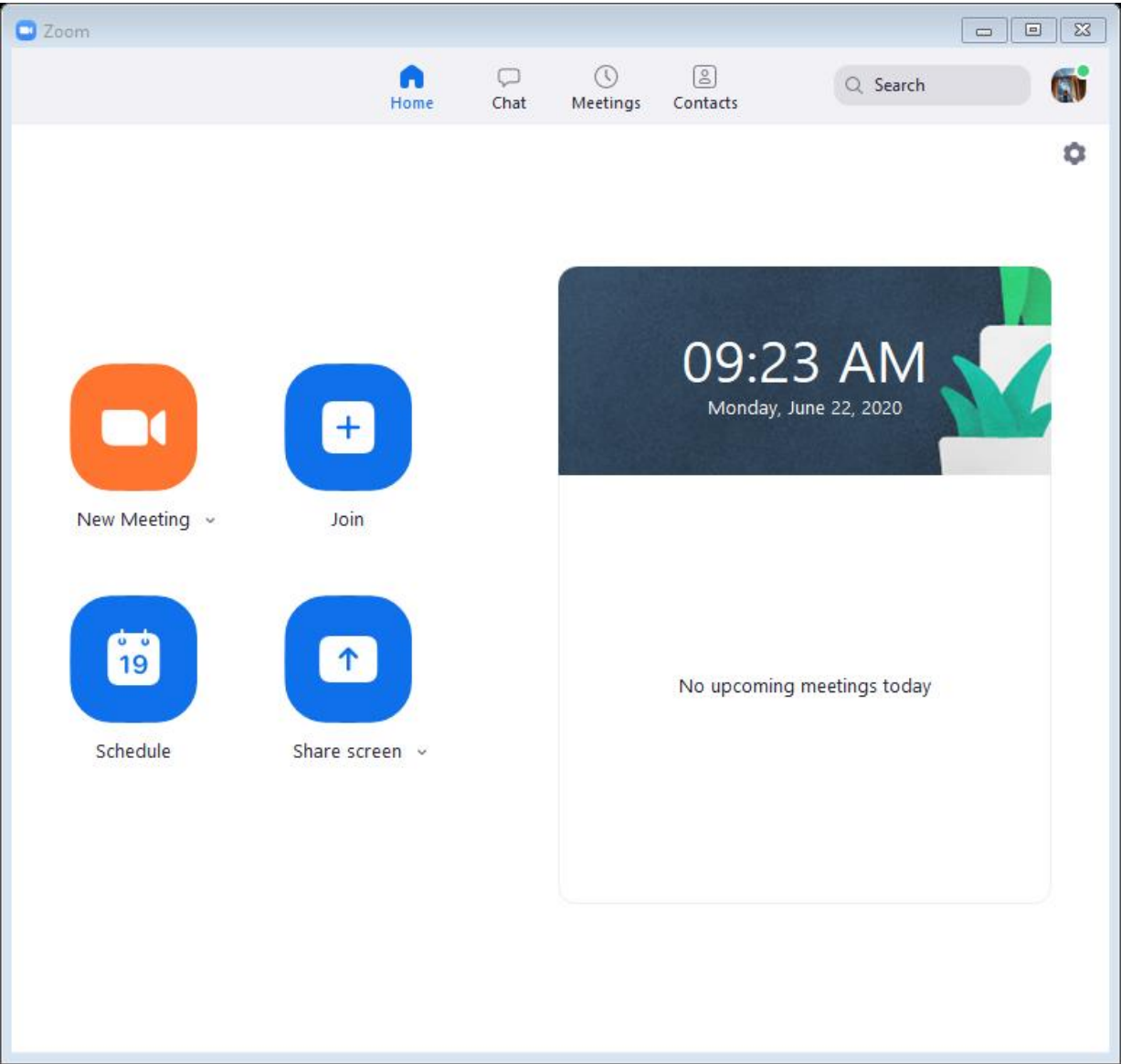
Zoom Plugin for Microsoft Outlook

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.

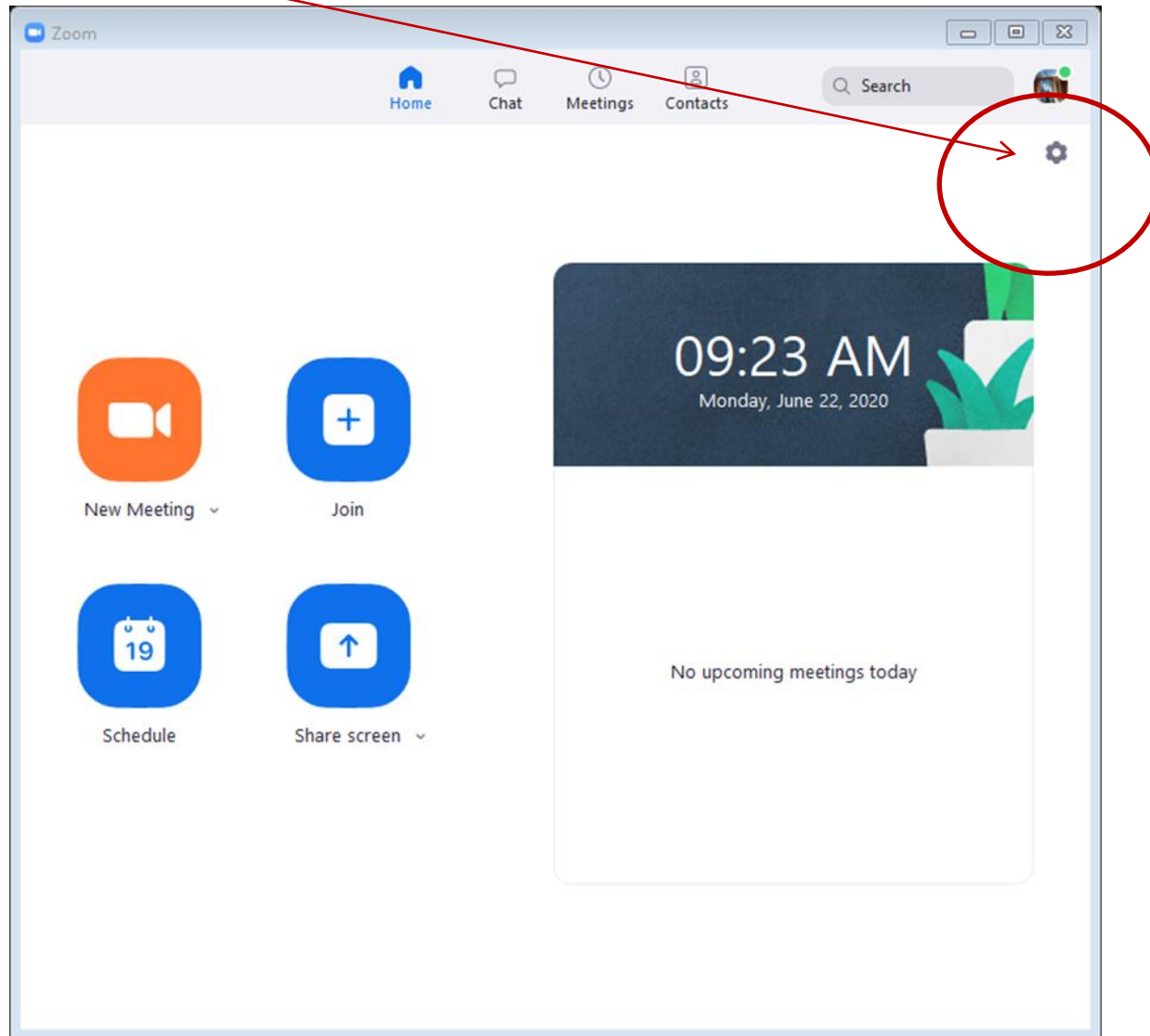
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Version 5.1.27830.0612

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.

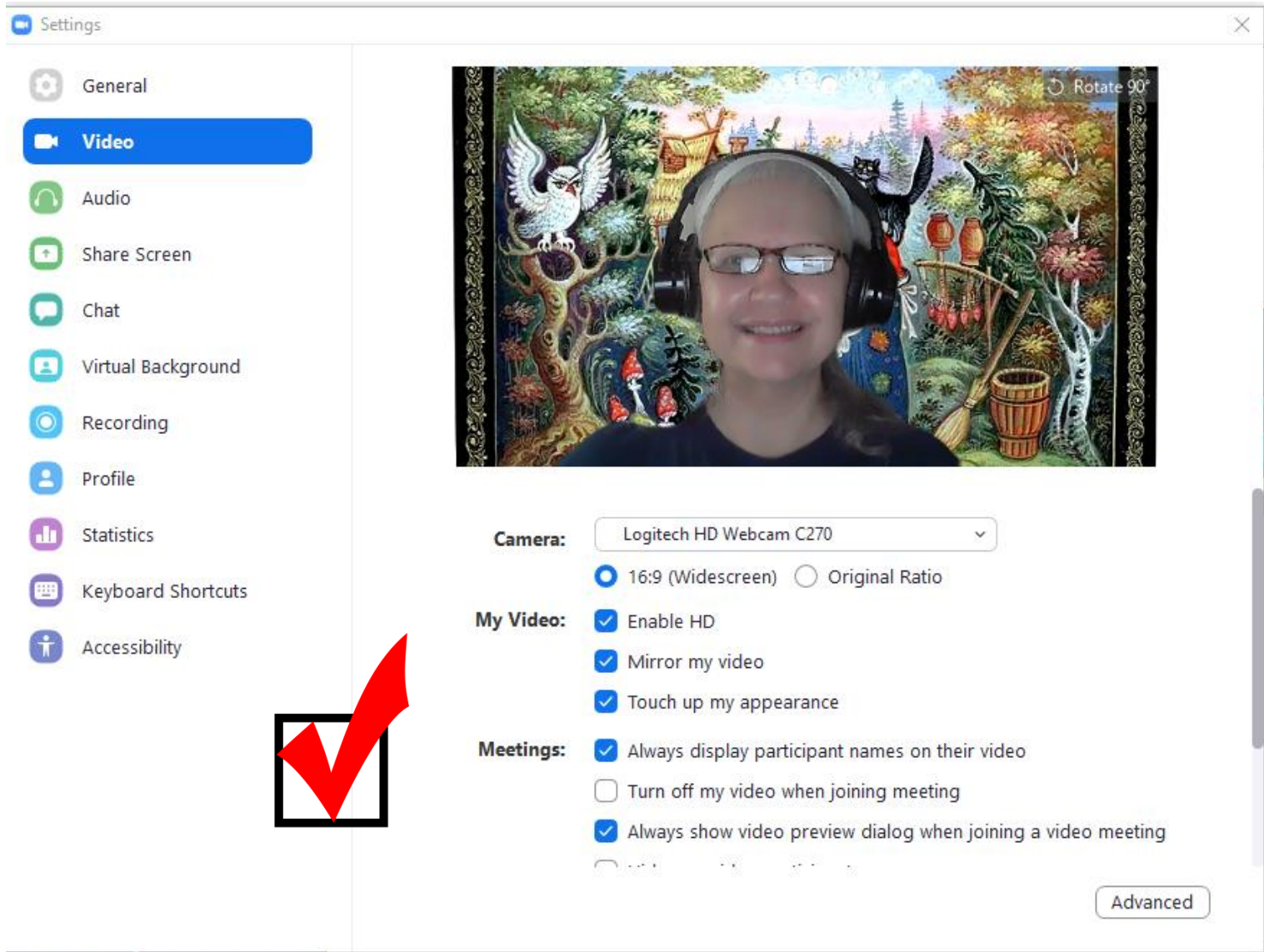
The screenshot shows the Zoom Settings application window. The title bar reads "Settings" and has a close button. On the left is a sidebar with the following categories: General (selected), Video, Audio, Share Screen, Chat, Virtual Background, Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility. The main content area is for the "General" settings, which includes the following options:

- 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

Below these options is the "Reaction Skin Tone" section, which displays a row of six thumbs-up emojis with different skin tones. The second emoji from the left (light skin tone) is highlighted with a grey background.

At the bottom of the settings pane, there is a link: [View More Settings](#) with an external link icon.

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



The image shows a screenshot of the Zoom application's settings window, specifically the 'Video' section. The window title is 'Settings' and it has a close button in the top right corner. On the left side, there is a sidebar with various settings categories: General, Video (highlighted in blue), Audio, Share Screen, Chat, Virtual Background, Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility. The main content area displays the 'Video' settings. At the top, there is a video preview window showing a person wearing glasses and headphones, with a colorful, whimsical virtual background featuring a forest scene with a white owl, a black cat, and a wooden barrel. A 'Rotate 90°' button is visible in the top right corner of the preview. Below the preview, the settings are organized into sections: 'Camera:' with a dropdown menu set to 'Logitech HD Webcam C270'; '16:9 (Widescreen)' selected with a radio button, and 'Original Ratio' unselected; 'My Video:' with three checked options: 'Enable HD', 'Mirror my video', and 'Touch up my appearance'; and 'Meetings:' with three checked options: 'Always display participant names on their video', 'Always show video preview dialog when joining a video meeting', and 'Turn off my video when joining meeting' (which is unselected). An 'Advanced' button is located at the bottom right of the settings area. A large red checkmark is overlaid on the bottom left of the settings area, indicating that the settings are correct.

Settings

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

Rotate 90°

Camera: Logitech HD Webcam C270

16:9 (Widescreen) Original Ratio

My Video:

- Enable HD
- Mirror my video
- Touch up my appearance

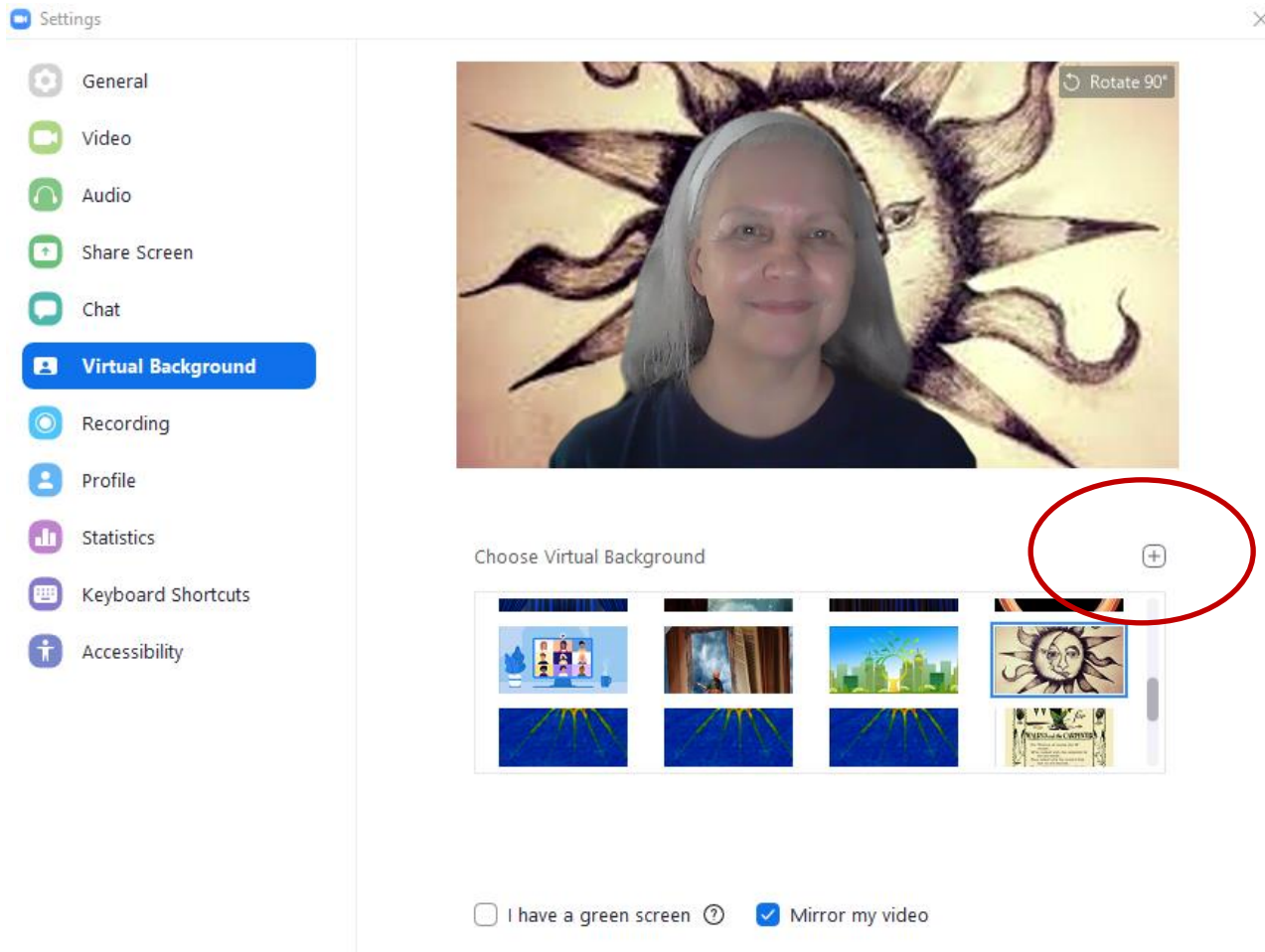
Meetings:

- Always display participant names on their video
- Turn off my video when joining meeting
- Always show video preview dialog when joining a video meeting

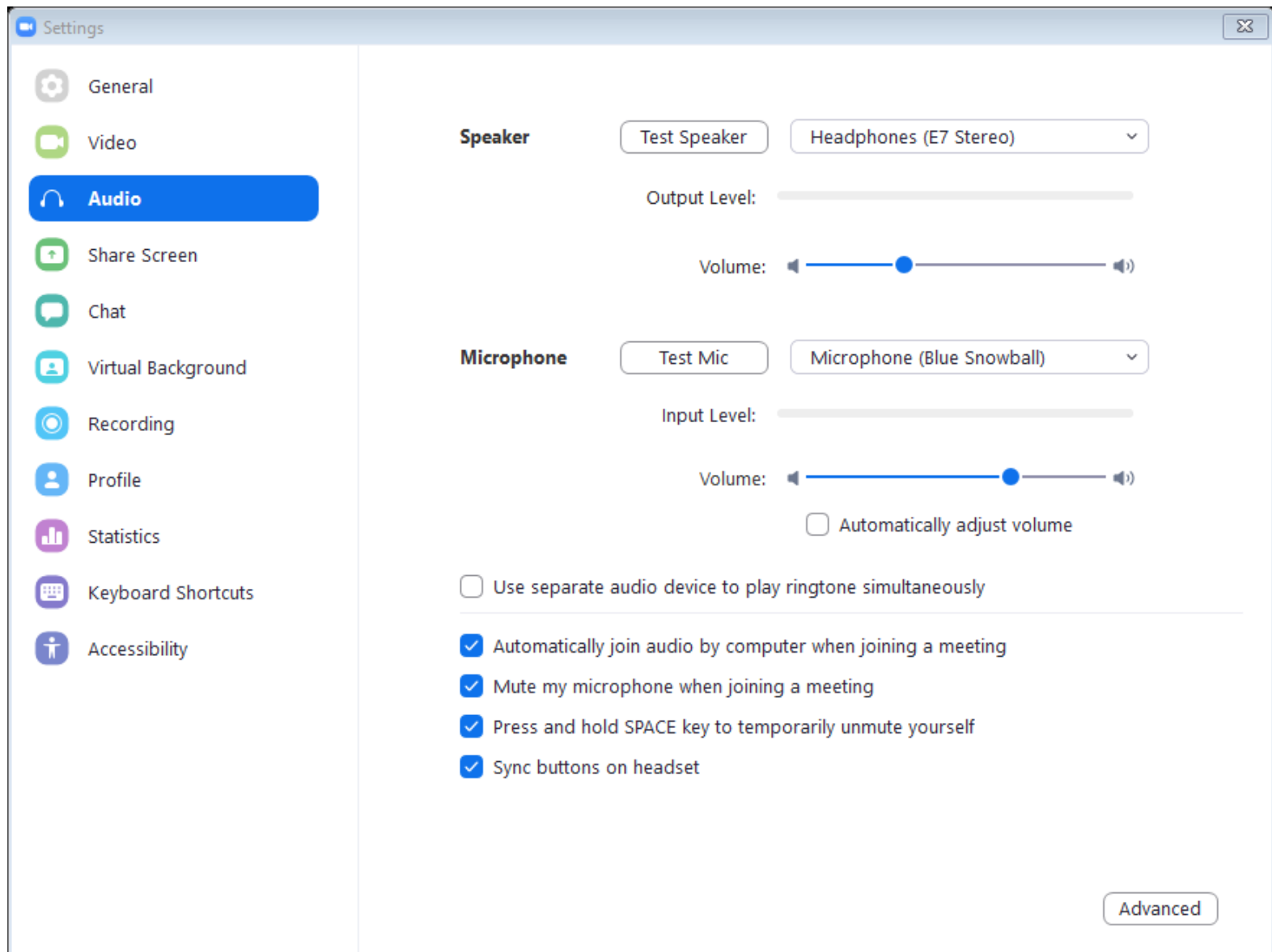
Advanced

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 of the settings 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:

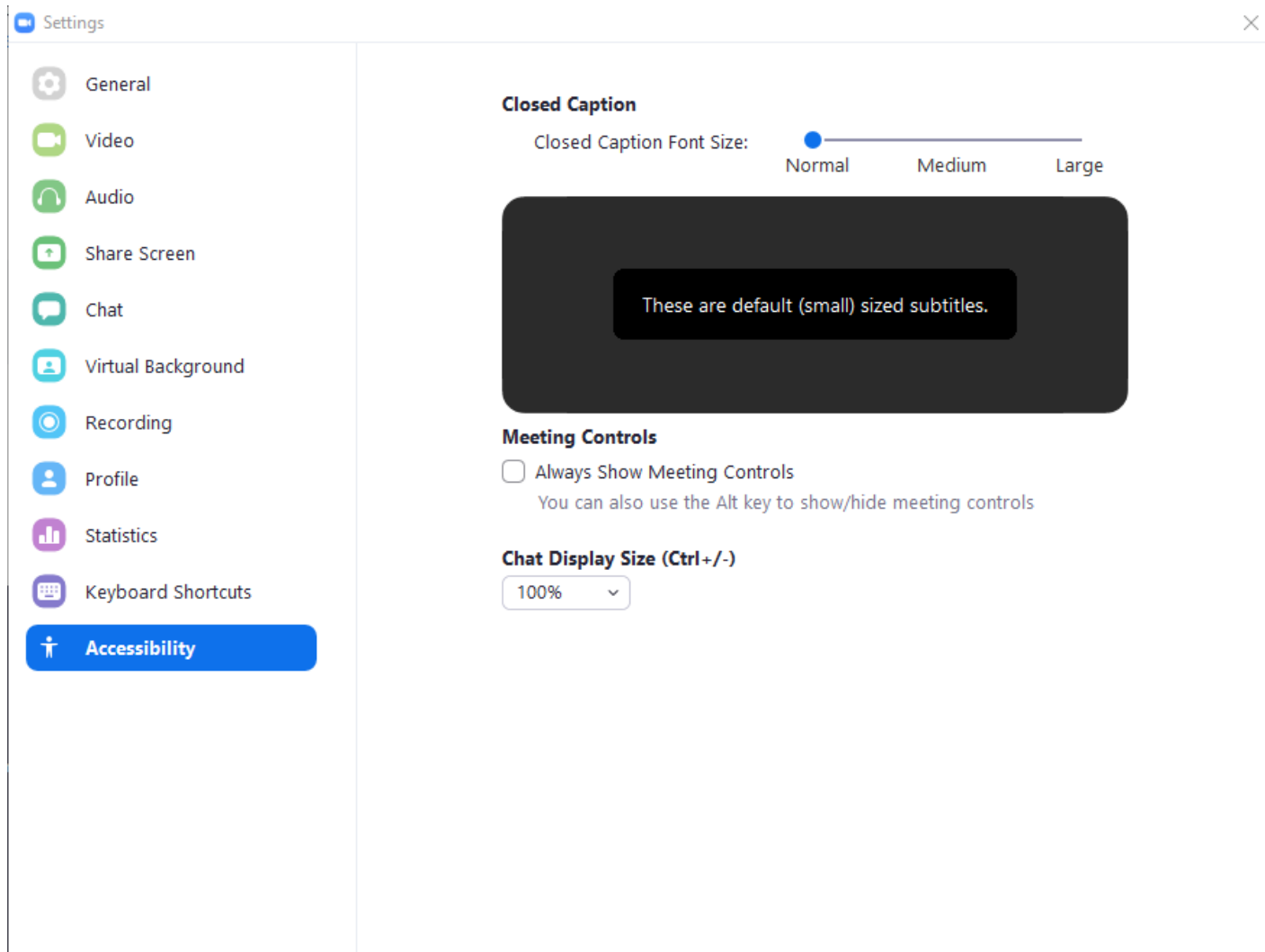
Automatically adjust volume

Use separate audio device to play ringtone simultaneously

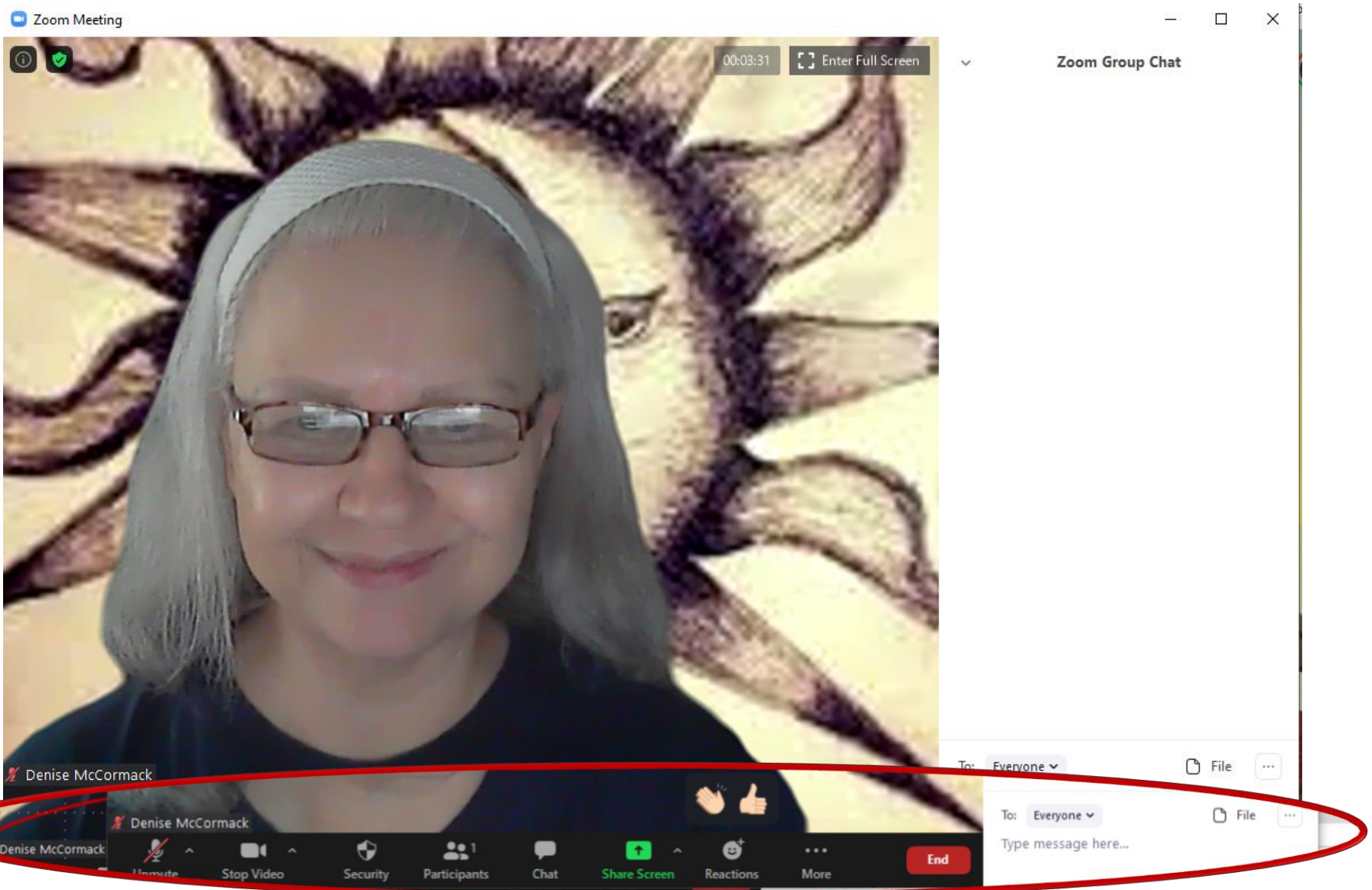
- Automatically join audio by computer when joining a meeting
- Mute my microphone when joining a meeting
- Press and hold SPACE key to temporarily unmute yourself
- Sync buttons on headset

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)

For more information, visit <https://denisemccormack.live/>