

# Zoom meeting guide

Please:

1. **Log in** using your 1<sup>st</sup> name and call sign
2. **Mute** your microphone; EVERYONE will hear **ANY** background noise

**Background slide, video not muted** (points to the main video area)

**Participants name** → **Jim K6SV** (points to the name above the video)

**Mic muted** (points to the muted microphone icon in the video area)

**These controls pop-up when the cursor is moved to the bottom of the window** (points to the bottom toolbar)

**Mic and camera muted. Click on the symbol to mute/un-mute mic or camera** (points to the mute and video off icons in the toolbar)

**Use ^ to show more controls. "Audio Settings" page shown was selected** (points to the ^ icon in the toolbar)

**Toggle between "Gallery View" (currently shown) and "Speaker View"** (points to the Gallery/Speaker toggle icon)

**Hand raised, Mic muted, there isn't a camera on this connection** (points to the hand raised icon)

**Hover on your name to mute/un-mute, use "more" to change login name** (points to the participant list)

**Mic & camera un-muted** (points to the un-muted icons for a participant)

**Camera muted** (points to the muted camera icon for a participant)

**Mute/un-mute mic Raise/lower hand** (points to the participant control icons)

**Zoom conference window in "Gallery View", participant list, chat window, and control pop-up showing** (points to the right-hand side of the interface)

**Space bar will act as PTT when selected** (points to the "Press and hold SPACE key to temporarily simulate yourself" checkbox)