

Top “Basics” & Computer Shortcuts

Zoom User Guide: <http://bit.ly/2WoaDBv>

1. Option to join, join 3 ways:
 - 1st option: Join online through your computer or app with a link host should provide (If you click the link from a device/phone, it will NOT work until you have downloaded the app)
 - 2nd Option: Join through the app if you already have it downloaded. Host should provide meeting number.
 - 3rd option: Join by phone call. Host should provide phone number and meeting number (*6 will unmute/mute. This option is audio ONLY)
2. Others not seeing you? Be sure you are sharing your video. (<https://bit.ly/2xiPYo9>)
3. Not hearing others? Test your speakers. Click the little 'up' arrow next to 'audio' to find this option called “Test mic and speakers”. (<https://bit.ly/2UdHuru>)
4. Others not hearing you? Be sure you are unmuted. If you are calling in, *6 mutes and unmutes yourself. Still nothing? Test your microphone and speakers. Click the little 'up' arrow next to 'audio' to find this option called “Test mic and speakers”. (<https://bit.ly/2UdHuru>)
5. Share your screen: If you are the host, click 'Share'. If you are a participant and share but no-one sees you, be sure the host has clicked "Multiple participants can share simultaneously" and NOT sharing their host screen or any others are sharing a screen. (<https://bit.ly/2vFnnZw>)
6. Hearing feedback? Ask participants to mute themselves or ask the host to mute everyone. Feedback during Zoom ONLY happens when someone has their microphone unmuted and speakers turned up **at the same time**.
7. Want to find a meeting you created quickly when needed? When you create meetings, be sure they are “recurring”. No fixed time is fine. This allows to use the same number over and over and it stays in your meetings list without having to find it.

Top Computer Shortcuts

1. Join a meeting:
 - PC: Alt+J
 - Mac: ⌘Cmd+J

2. Share screen: To start a screen share
 - PC: Alt+Shift+S
 - Mac: ⌘Cmd+Shift+S)
3. Mute/Unmute audio: On the app or through a link
 - PC: Alt+A
 - Mac: ⌘Cmd+Shift+A
 - Phone call *6 mutes and unmutes yourself.
4. Start/Stop Video
 - PC: Alt+Shift+V
 - Mac: ⌘Cmd+Shift+V
5. Someone missing from the meeting? Do a quick invite: When you're in a meeting
 - PC: Alt+I
 - Mac ⌘Cmd+I
 - Copy the URL and send.
6. Running your own Zoom meeting and want to record it?
 - PC: Alt+R to start recording.
 - PC: Alt+P to pause/resume recording.
 - Mac: ⌘Cmd+Shift+R to start recording.
 - Mac: ⌘Cmd+Shift+P to pause/resume recording.