Basic Zoom Controls as a Participant:

Click here to change audio settings or to test audio

Click here to change video settings

Click here to send reactions to the instructor such as Thumbs Up or Applause

Click on the mic icon to turn your mic on or off

Click on the camera icon to turn your web cam on or off

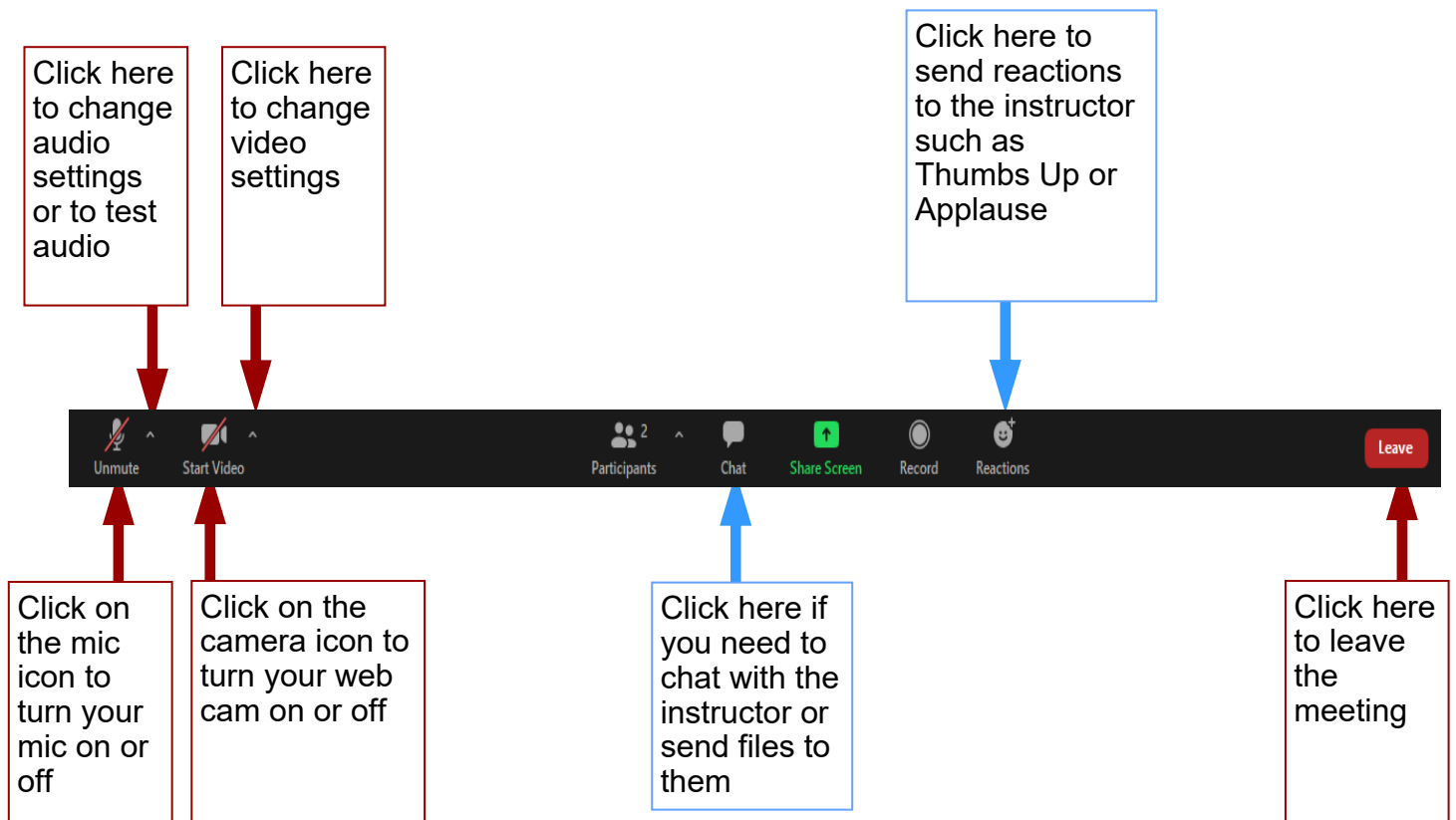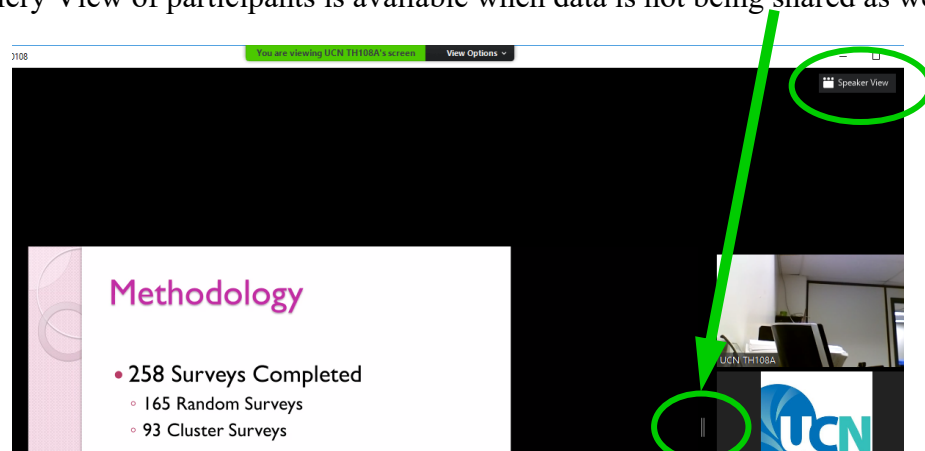Click here if you need to chat with the instructor or send files to them

Click here to leave the meeting

When using a single monitor in a meeting, and the host is presenting (PPT, pdf, etc.) you can use *"Side by Side Mode"* to change the size of the windows. So you can make the camera views larger and presentation smaller, or the other way around.
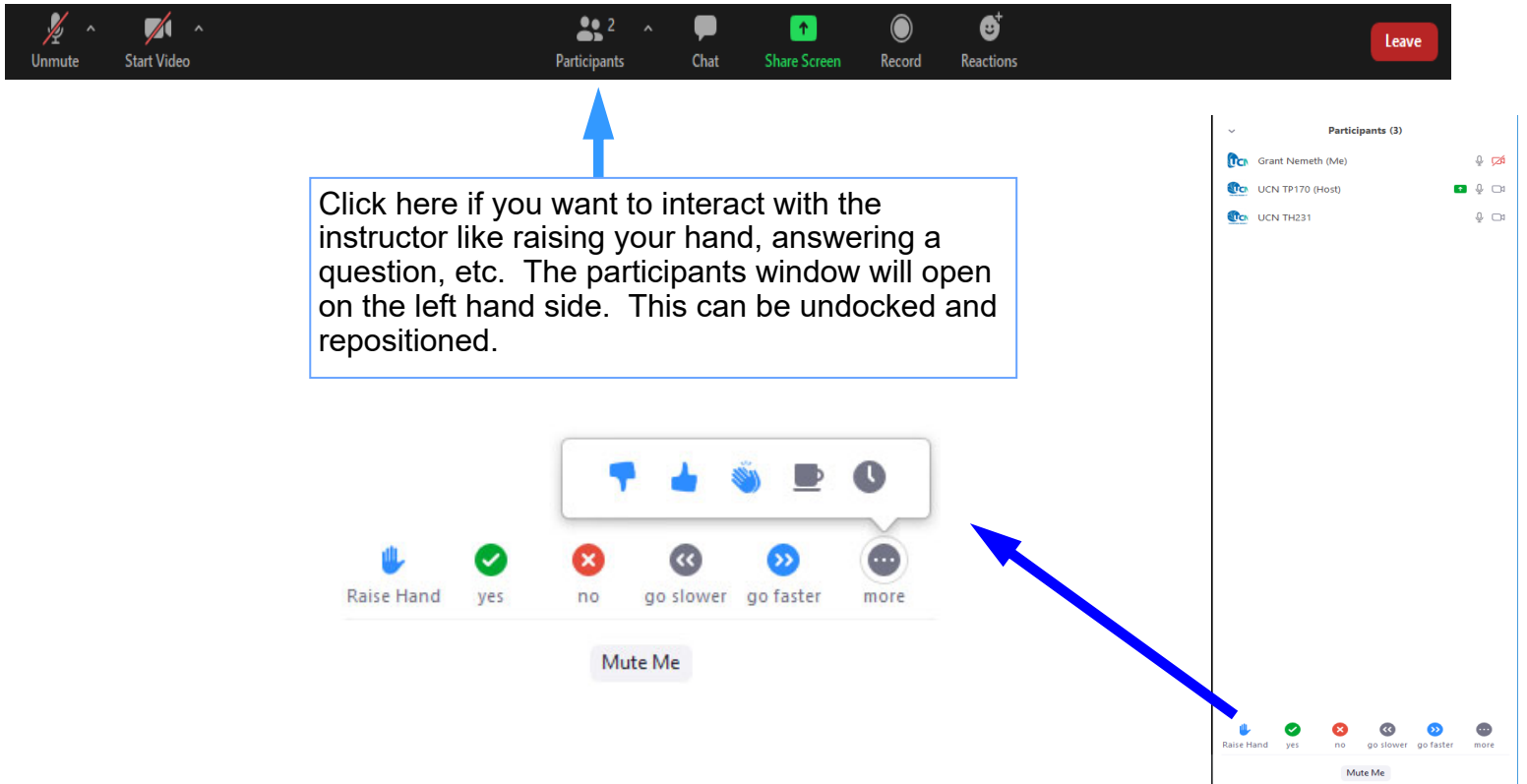
Go to *"View Options"* at the top of the screen and select *"Side by Side mode"*
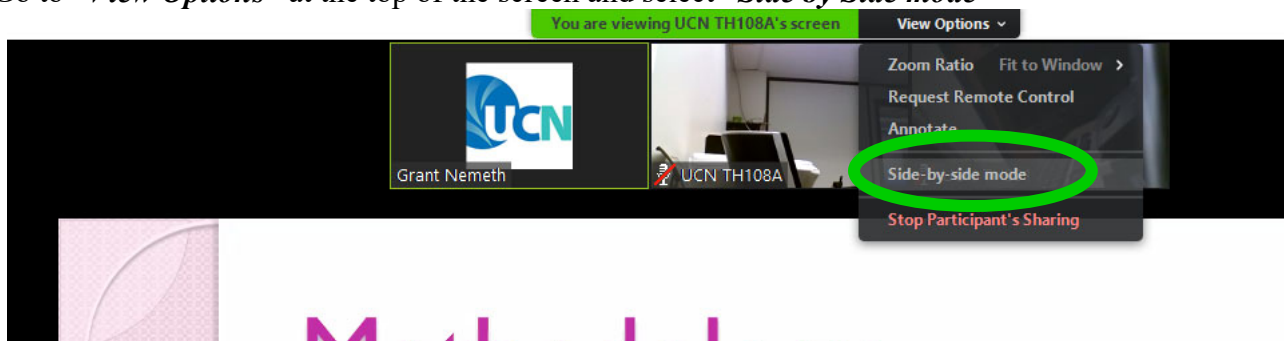

Then you can click on the 2 bars and drag to change the ratio of presentation vs video. You can still change between Active Speaker or Gallery View in the video window in the upper right. Swapping between Active Speaker & Gallery View of participants is available when data is not being shared as well.

Basic Zoom Controls as a Participant:

Click here if you want to interact with the instructor like raising your hand, answering a question, etc. The participants window will open on the left hand side. This can be undocked and repositioned.
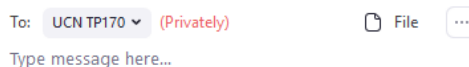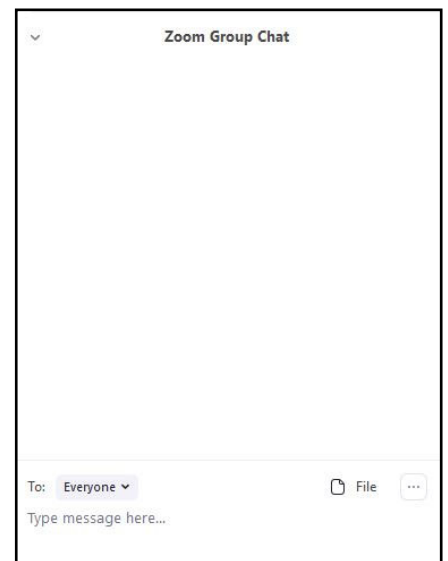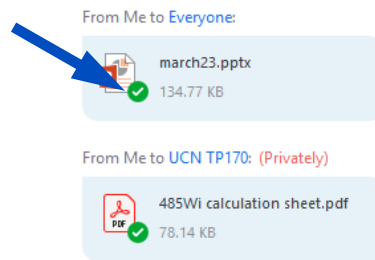

To share files in a meeting, click on the **"Chat"** button on the toolbar and the chat window will open up.
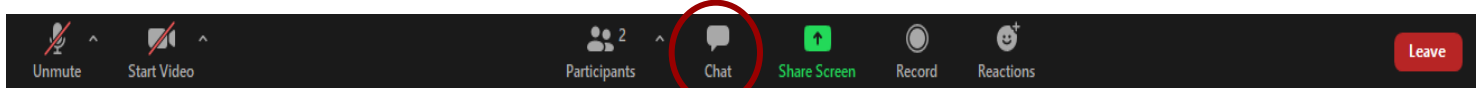
Select who you want to send the file to from the **"To:"** drop down selection. By default **"Everyone"** will be at the top of the list.
Then click on **"File".** The open file location window will open up, browse on your computer to the file you wish to send and then click on **"Open"** which will then send the file.


You will see that the file has sent in the chat window. If it is a large file, you may see the progress of the file uploading. File size limit is 150MB.

From Me to Everyone:
march23.pptx
134.77 KB

From Me to UCN TP170: (Privately)
485Wi calculation sheet.pdf
78.14 KB

To: UCN TP170 ▾ (Privately)
Type message here...

Basic Zoom Controls as a Participant:

If you are asked to share a document or power point, open and minimize the file. Then click on the green *"Share Screen"* button on the toolbar.
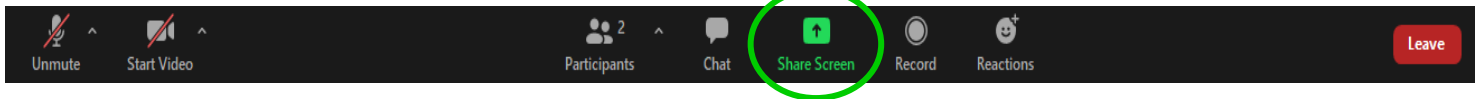
The screen share window will open showing all your options of screens/programs you have open and available to share. If you select *"Screen"* anything shown on your computer screen will be shared. It is best to go down to the list of open applications and just select the one you want to share. Double click on the window of the application you want to share, or click once, a blue box will appear around it, and then click the *"Share"* button in the lower right.