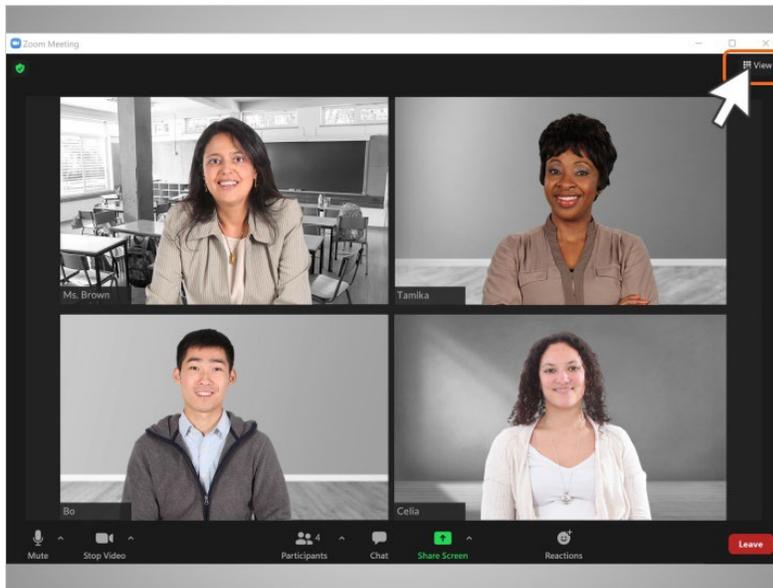


Basics of Video Conferencing

Attending an Online Meeting

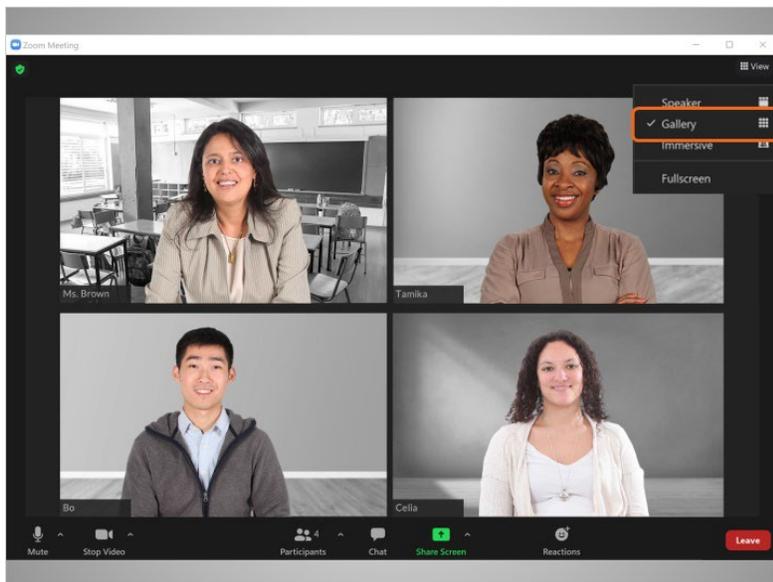


In the last lesson, Bo learned how to join an online meeting. In this lesson Bo learns how to use the features within the video conferencing tool. In today's lesson Bo is using Zoom on a Windows 10 computer.

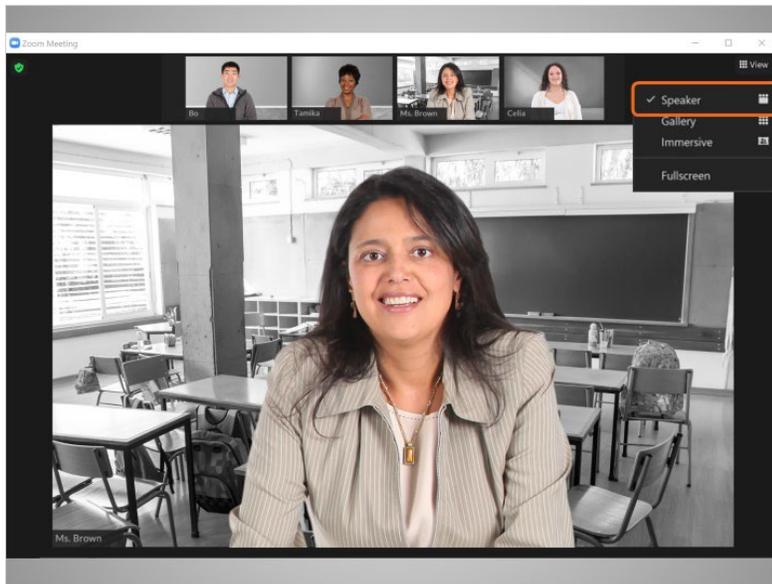


When Bo enters the Zoom meeting room, he sees his daughter’s teacher as well as two other parents on the screen. There are many different views he can choose from when in a video conferencing meeting.

Bo clicks on the View link at the top right corner to see his options.



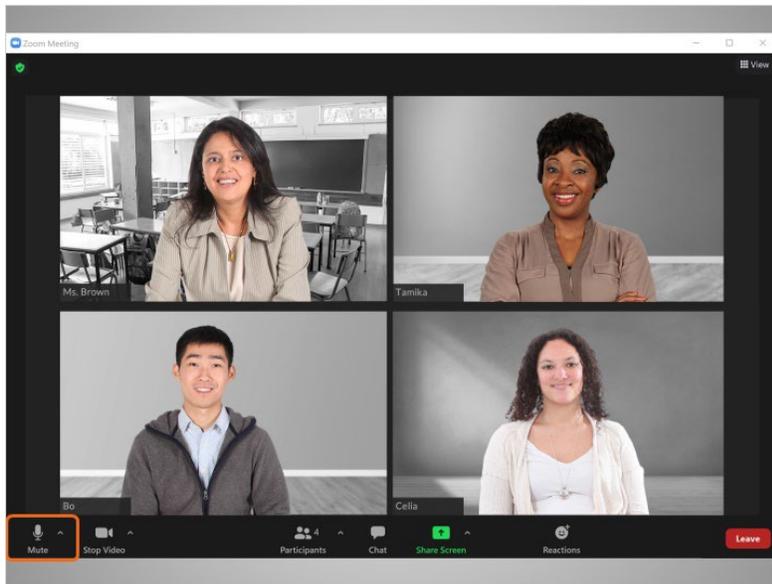
The Gallery view shows all the people who are in the meeting in columns and rows.



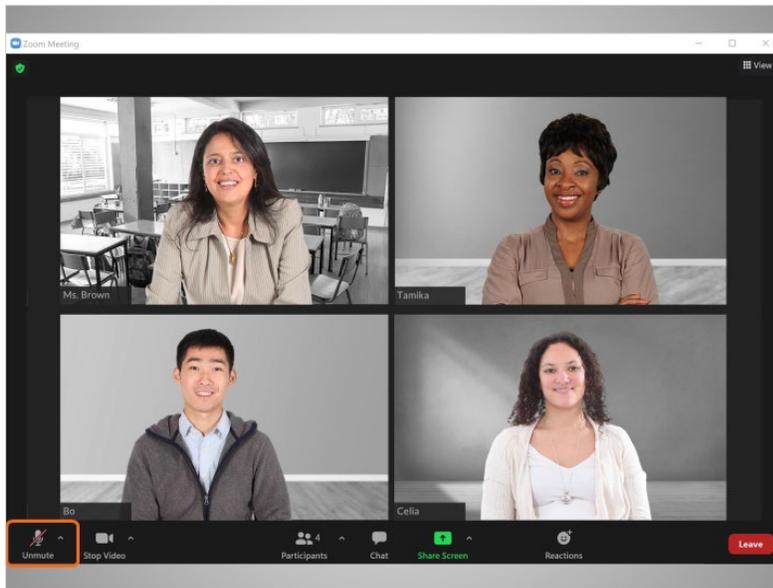
The Speaker view shows the person who is speaking in the middle of the screen. Other participants will have small thumbnail images at the top or left-hand side of the screen. Use this view if someone is doing a presentation or one person will be speaking for a length of time.



Zoom includes a toolbar. When using the desktop application, the toolbar appears on the bottom of the screen.

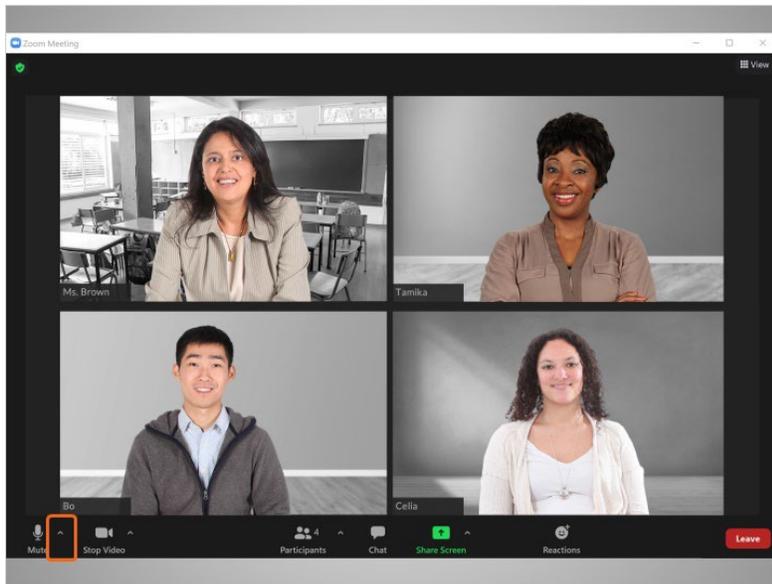


The first item in the toolbar is the Mute button. Bo uses this button to mute and unmute himself.

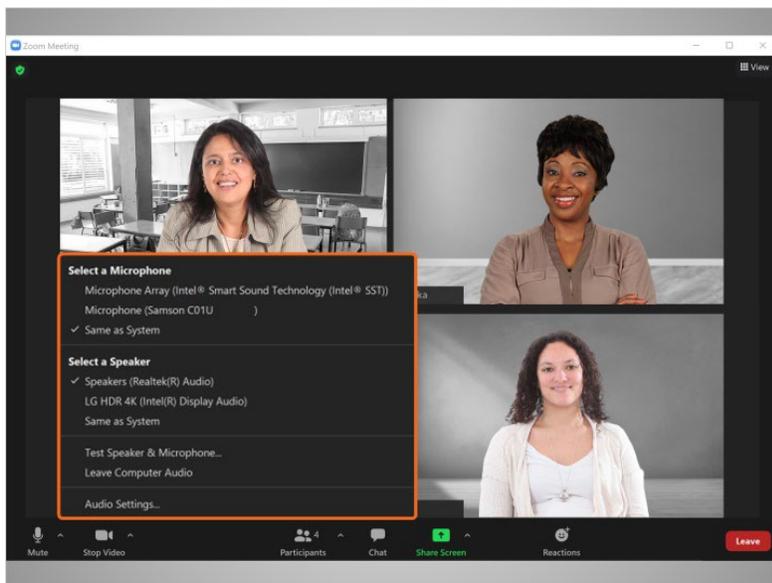


If the Unmute has a red slash going through it, Bo’s microphone is turned off. When the mute button is off no one in the meeting can hear what Bo says. Computer speakers pick up background noises like children playing or a dog barking. Those sounds may be distracting in a meeting setting so, it is recommended to mute yourself when you are not speaking.

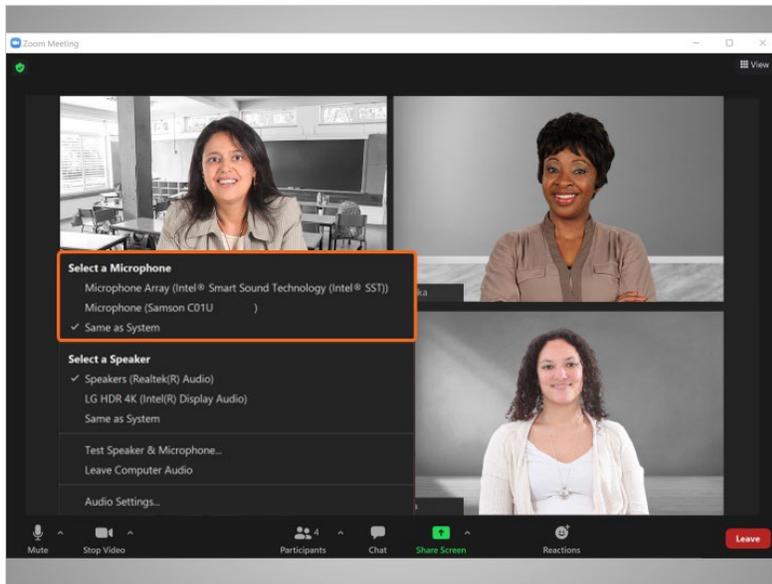
To turn the microphone back on Bo clicks the Mute icon.



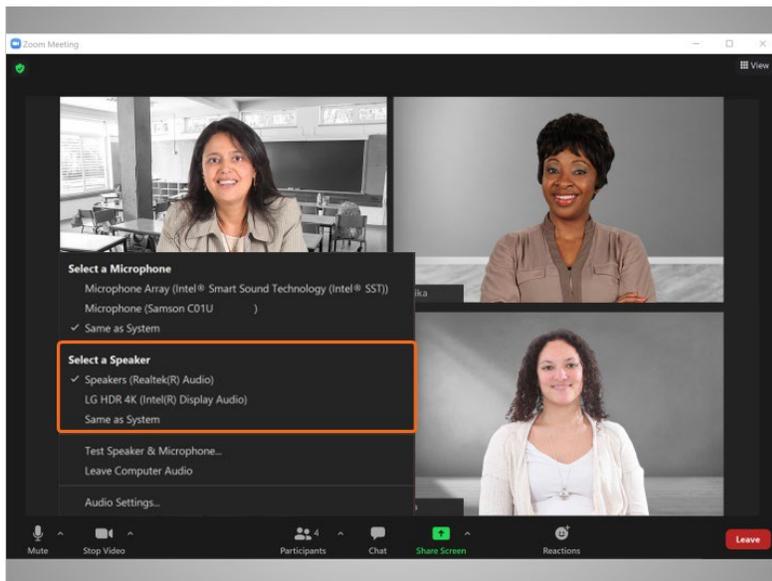
If Bo is having trouble with his audio connection, he can click the arrow next to the Mute button.



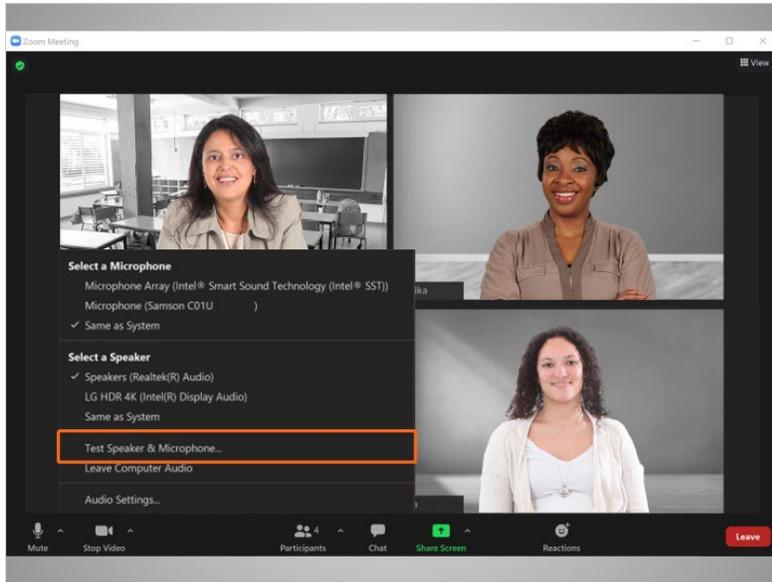
From this menu



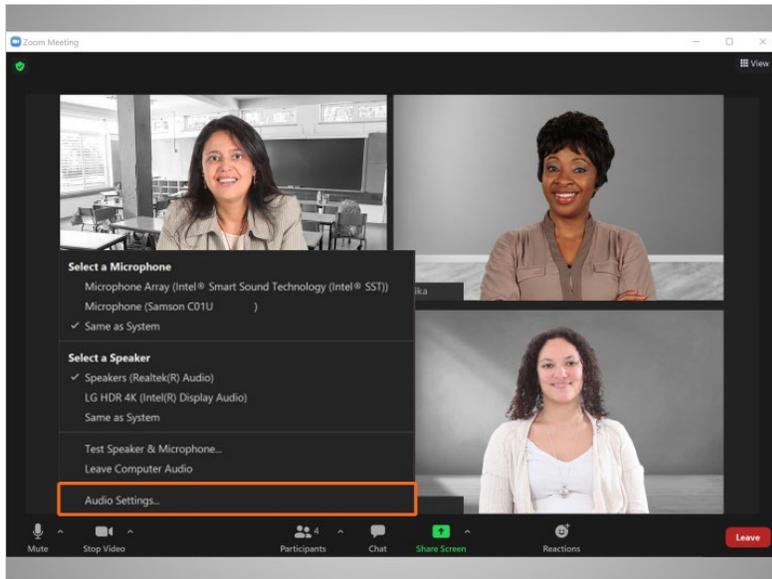
he can select which computer microphone to use,



which speaker to use,



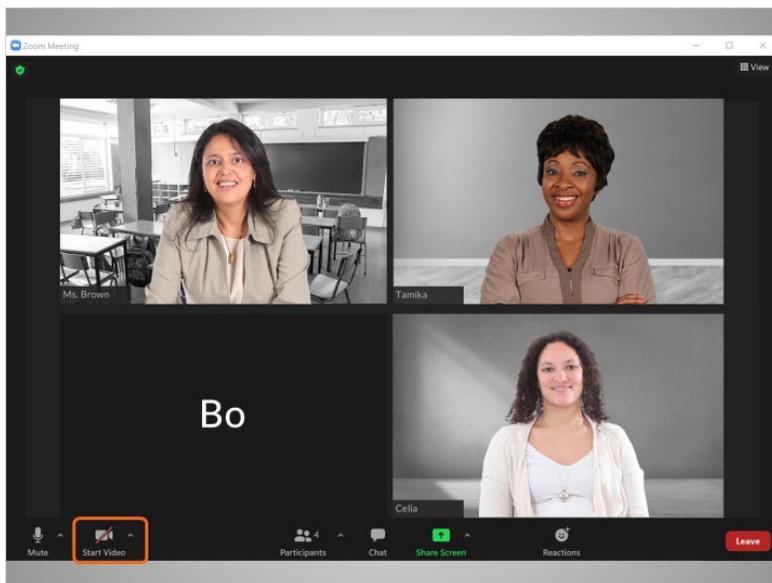
and test the speaker and microphone.



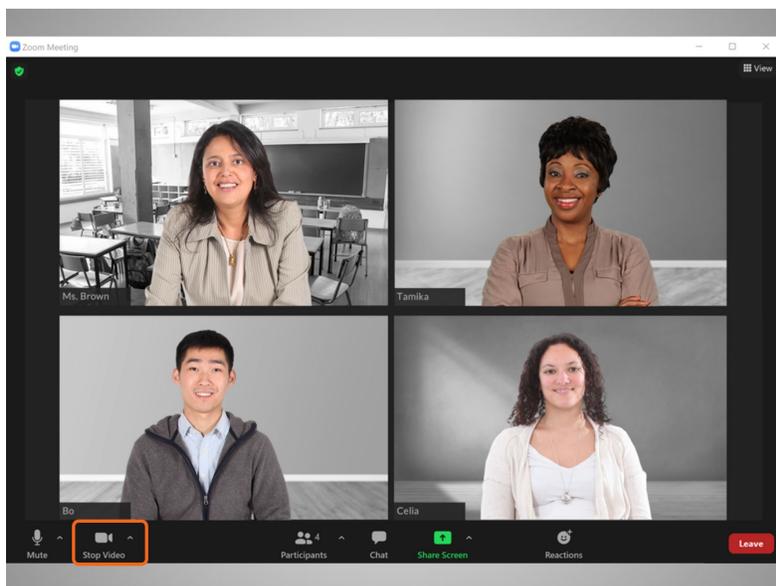
Bo can change his audio settings as needed.



The second item on the toolbar is the Video icon. Bo uses this button to turn his video on or off.

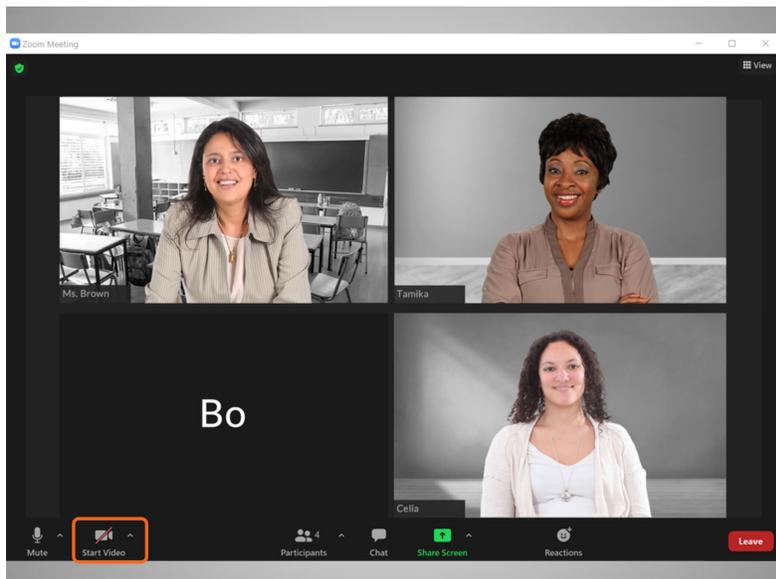


When his video is off a red slash displays and his image goes away.

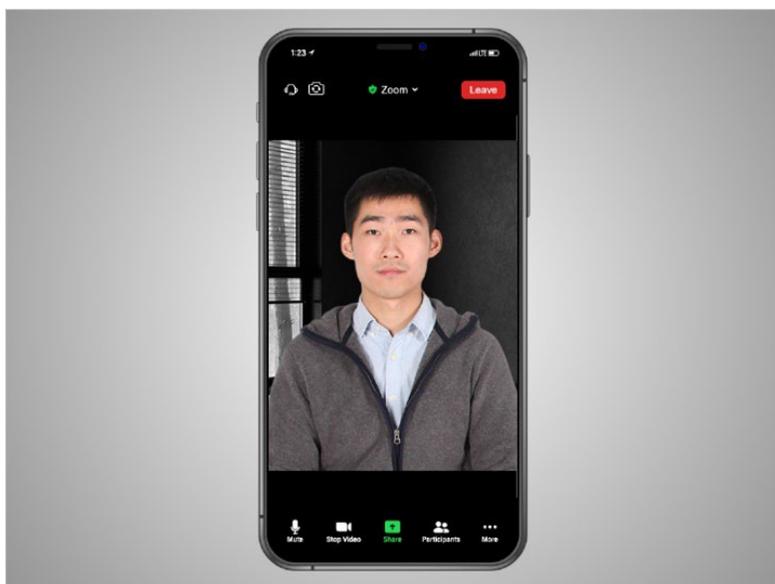


When he clicks it again the video turns back on.

The computer must have a camera for this video feature to work. If your computer does not have a camera, you can listen to the other participants, see the screen, speak during the meeting, and share your screen.



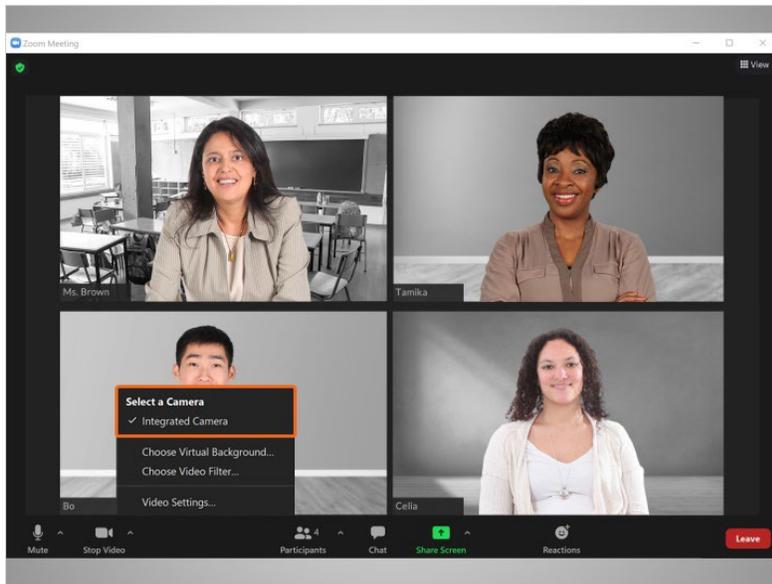
However, if your computer does not have a camera people will not be able to see you.



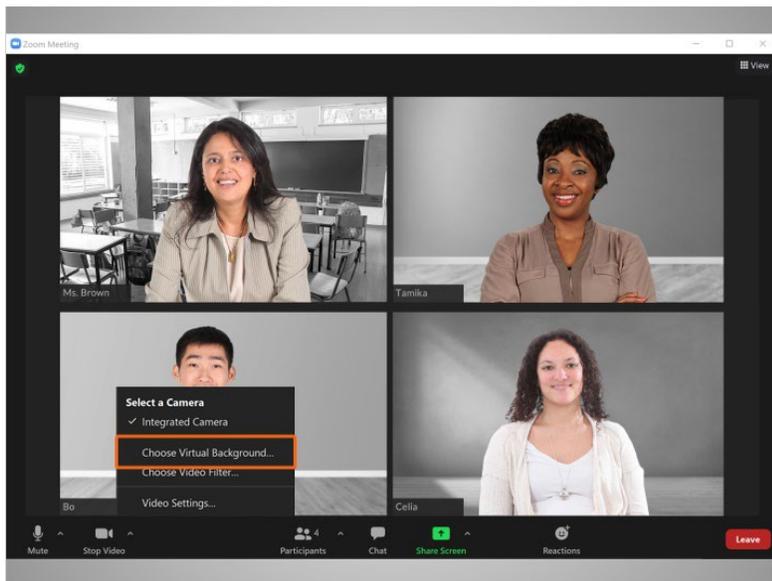
If Bo's computer does not have a camera, he can also try connecting with his mobile device which includes a camera. To do this, he would need to have the Zoom app installed on his phone. In this example, Bo is using the Zoom app on his iPhone.



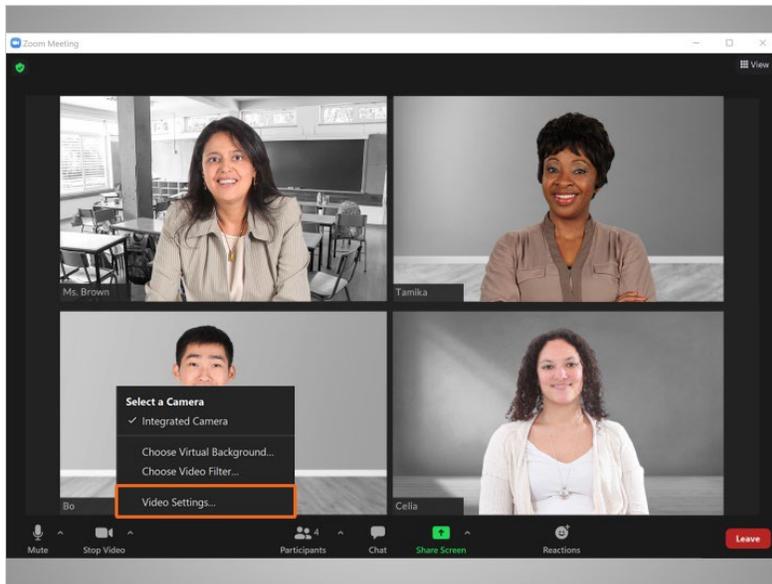
If Bo clicks on the arrow to the right of the camera



he can select the camera settings,



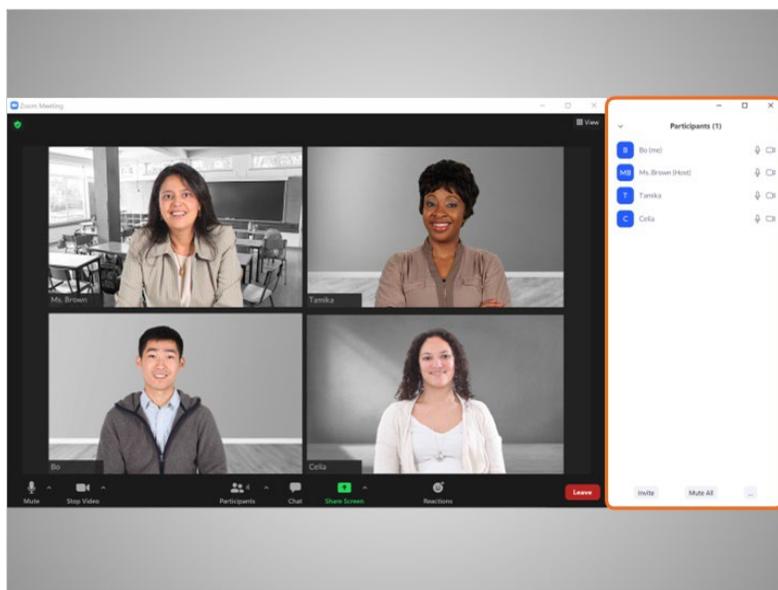
choose a virtual background,



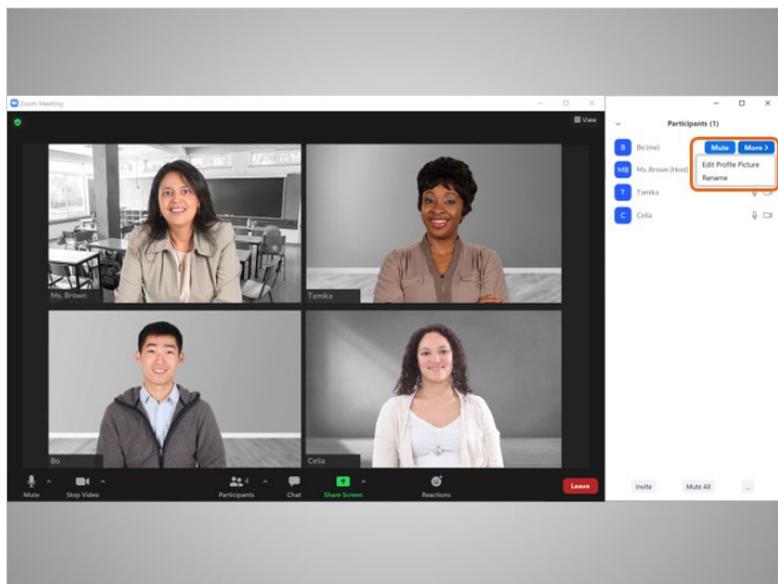
or test and adjust his camera settings.



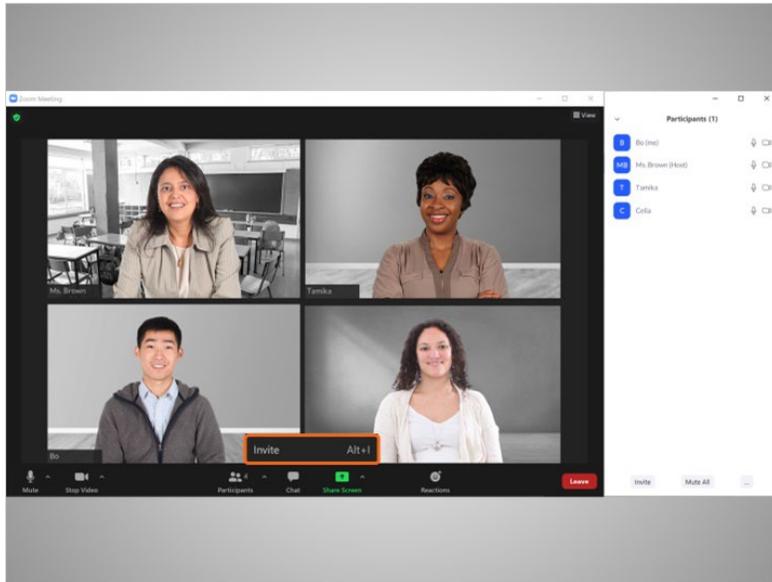
If Bo clicks on the Participants icon,



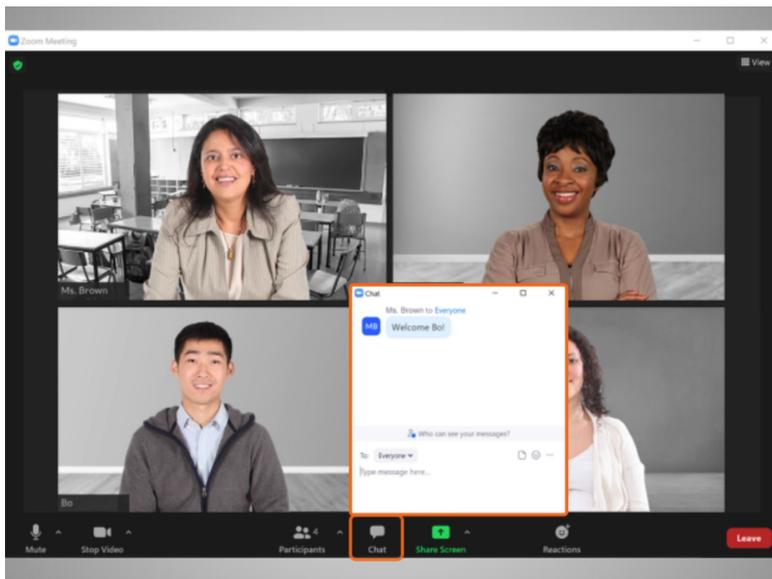
he can see who is in the meeting.



He can also change the name and personal information that displays to the other participants by clicking More, then Rename.



He can also invite someone else to the meeting.



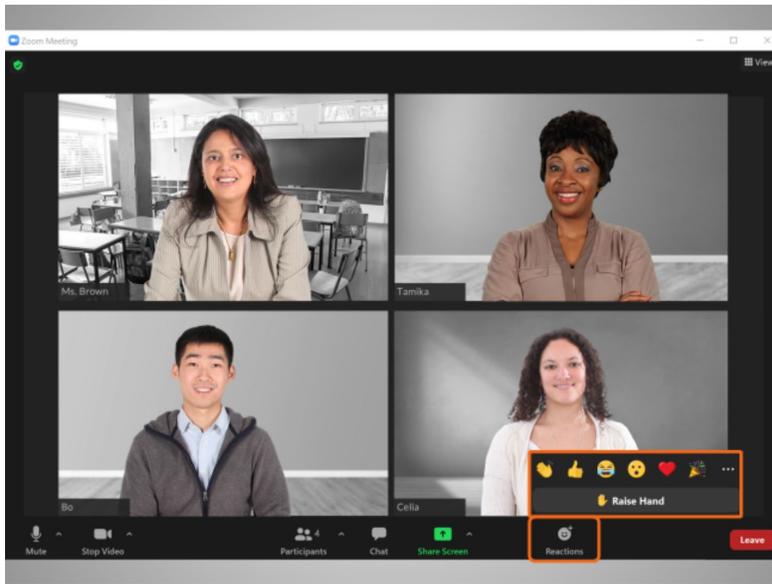
Bo can use the Chat feature to send a message or share a link to a particular person in the group or to all attendees.



To close the chat window Bo clicks the Chat icon again and the chat window goes away.



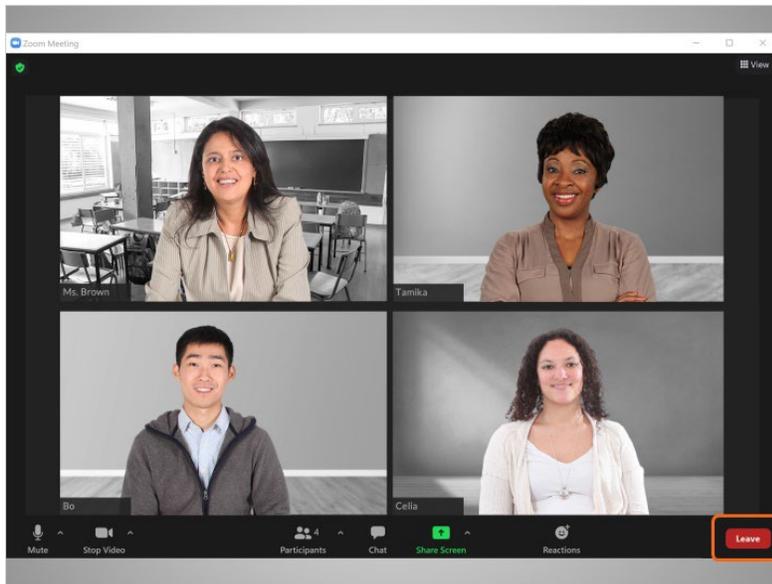
The Share Screen feature allows Bo to share what displays on his screen. For example he can share a photo, a presentation, or a document, such as his child's homework assignment, with the group. The person who hosts the meeting can turn off this function.



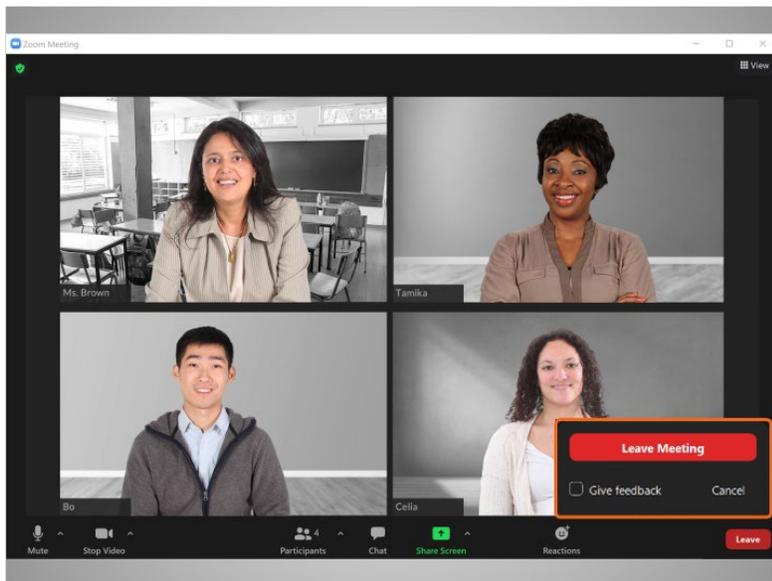
The Reactions section allows Bo to use emojis to “raise a hand” to speak, or share how he feels with the group about something happening in the meeting. He can clap, give a thumbs up, smile, and more just by clicking on a specific emoji.



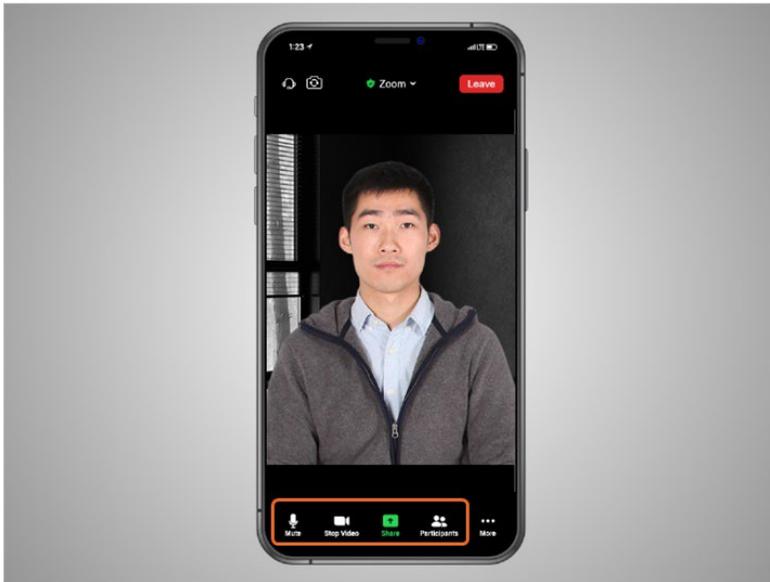
The “raise hand” feature, alerts the person who is conducting the meeting that Bo has a question, or, that he would like to speak.



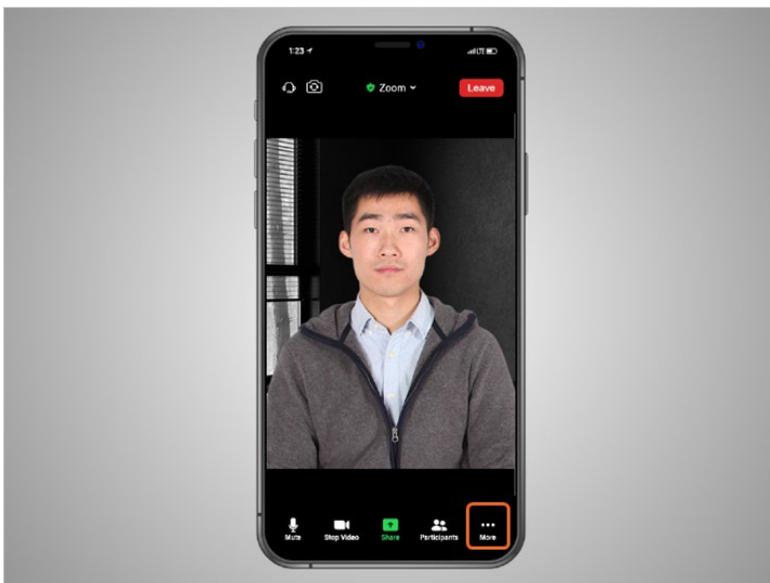
When Bo is ready to leave the meeting, he clicks the Leave button,



then clicks the Leave Meeting button. This logs him out of the meeting and the Zoom app. If Bo connected audio through his phone, he simply ends the call to disconnect his audio.



Depending on which device you use for video conferencing, some options may be located in a different location on your screen. In this example, Bo is attending a Zoom video conference meeting using his iPhone. The mute, video, and participants tab are all at the bottom of the screen.



Bo will need to click on More to see other features, like Chat and Reactions.



In this lesson Bo attended a Zoom meeting and learned how to use features in the Zoom toolbar. In the next lesson Bo will create a Zoom account.