



Zoom Housekeeping tips

vizient[®]

zoom Meetings – Housekeeping

Quick how-to:

Audio:

- Adjust VoIP audio settings
- Switch to telephone audio

Video:

- Webcam setting
- Virtual background
- Tips

Participants interaction

- Raise Hand
- Chat
- Q & A

zoom Meetings – Audio and Video settings

The screenshot shows a Zoom meeting window with the following details:

- Zoom Meeting ID: 943-548-323
- Meeting Topic: Success Onboarding Team's Personal Meeting Room
- Host Name: Success Onboarding Team
- Invitation URL: <https://zoom.us/j/7228544372>
[Copy URL](#)
- Participant ID: 52

Below the meeting details are three icons:

- Join Audio:** A red square icon with a white microphone and a green arrow pointing up. A red diagonal line is drawn through the icon. Below it, the text "Join Audio" and "Computer Audio Connected" is visible.
- Share Screen:** A red square icon with a white screen and a green arrow pointing up.
- Invite Others:** A blue square icon with a white person silhouette and a yellow plus sign.

At the bottom of the window is a dark toolbar with the following controls from left to right:

- Unmute:** A microphone icon with a red diagonal line through it.
- Start Video:** A video camera icon with a red diagonal line through it.
- Invite:** A person icon with a plus sign.
- Manage Participants:** A group of people icon with the number "1" next to it.
- Share Screen:** A green square icon with a white screen and a green arrow pointing up.
- Chat:** A speech bubble icon.
- Record:** A magnifying glass icon.
- Reactions:** A smiley face icon with a plus sign.
- End Meeting:** A red button with the text "End Meeting".

Two orange arrows point downwards from the text "Red line through Microphone and Video icons indicate both are turned off" to the muted microphone and video camera icons in the toolbar.

zoom Meetings – Audio

Zoom Meeting ID: 843-548-323

Meeting Topic: Success Onboarding Team's Personal Meeting Room
Host Name: Success Onboarding Team
Invitation URL: <https://zoom.us/j/7228544372>
[Copy URL](#)
Participant ID: 52

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Test

Mute Start Video Invite Manage Participants 1 Share Screen Chat Record Reactions End Meeting

The screenshot shows a Zoom meeting window with a white background. At the top, the meeting ID is displayed. The main area contains meeting details: Meeting Topic, Host Name, Invitation URL (with a 'Copy URL' link), and Participant ID. Below this are three icons: 'Join Audio' (with a green 'Computer Audio Connected' status), 'Share Screen', and 'Invite Others'. At the bottom is a dark control bar with icons for Mute, Start Video, Invite, Manage Participants (showing 1 participant), Share Screen, Chat, Record, and Reactions. An 'End Meeting' button is on the far right. An orange arrow points to the Mute icon in the control bar.

Click on
Microphone icon to
unmute



zoom Meetings – Audio

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Host Name: Success Onboarding Team
Invitation URL: <https://zoom.us/j/7228544372>
[Copy URL](#)
Participant ID: 52

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Click on up arrow next to microphone icon for audio options

Mute Start Video Invite Manage Participants Share Screen Chat Record Reactions End Meeting

zoom Meetings – Audio

Zoom Meeting ID: 843-548-323

Meeting Topic: Success Onboarding Team's Personal Meeting Room
Host Name: Success Onboarding Team
Invitation URL: <https://zoom.us/j/7228544372>
[Copy URL](#)
Participant ID: 52

Click on up arrow next to microphone icon for audio options

Select a Microphone
Same as System
✓ MacBook Pro Microphone (MacBook Pro Microphone)

Select a Speaker
Same as System
✓ MacBook Pro Speakers (MacBook Pro Speakers)

Test Speaker & Microphone...
Switch to Phone Audio...
Leave Computer Audio
Audio Settings...

Join Audio
Share Screen
Invite Others

Mute Start Video Invite Manage Participants Share Screen Chat Record Reactions End Meeting

zoom Meetings – Audio

The screenshot shows a Zoom meeting window with the title "Zoom Meeting ID: 843-548-323". The meeting topic is "Success Onboarding Team's Personal Meeting Room". The host name is "Success Onboarding Team". The invitation URL is "https://zoom.us/j/7228544372" with a "Copy URL" link. The participant ID is "52".

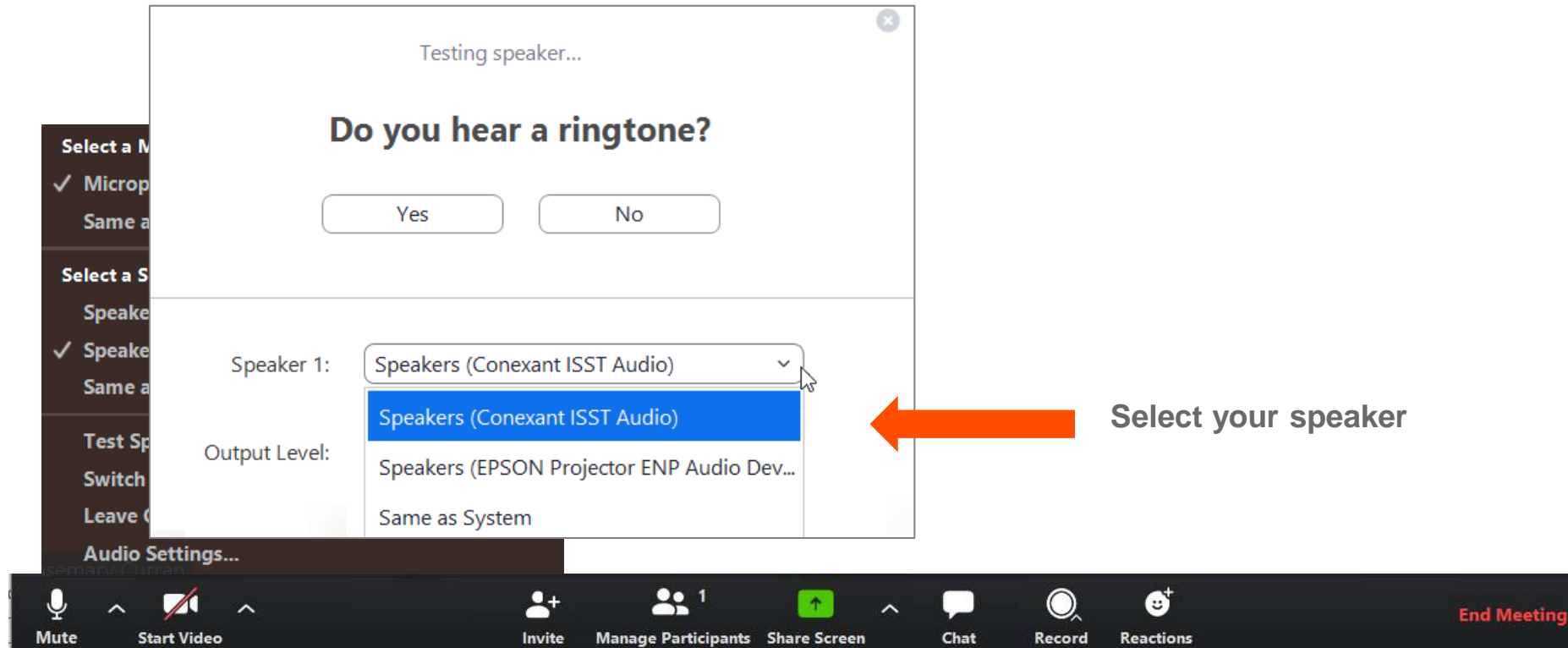
The audio settings menu is open, showing the following options:

- Select a Microphone
 - ✓ Microphone (Conexant ISST Audio)
 - Same as System
- Select a Speaker
 - Speakers (EPSON Projector ENP Audio Device)
 - ✓ Speakers (Conexant ISST Audio)
 - Same as System
- Test Speaker & Microphone...
- Switch to Phone Audio...
- Leave Computer Audio
- Audio Settings...

An orange arrow points to the "Test Speaker & Microphone..." option. A text box next to the arrow says "Click on Test Speaker and Microphone".

The bottom toolbar includes: Mute, Start Video, Invite, Manage Participants, Share Screen, Chat, Record, Reactions, and End Meeting.

zoom Meetings – Audio



The screenshot displays the Zoom audio settings interface. A dialog box titled "Testing speaker..." is open, asking "Do you hear a ringtone?" with "Yes" and "No" buttons. Below this, the "Speaker 1:" dropdown menu is expanded, showing several options: "Speakers (Conexant ISST Audio)" (highlighted in blue), "Speakers (EPSON Projector ENP Audio Dev...", and "Same as System". An orange arrow points from the text "Select your speaker" to the highlighted option. The "Audio Settings..." menu is visible on the left, and the Zoom meeting toolbar is at the bottom.

Testing speaker...

Do you hear a ringtone?

Yes No

Speaker 1: Speakers (Conexant ISST Audio) ✓

Speakers (Conexant ISST Audio)

Speakers (EPSON Projector ENP Audio Dev...

Same as System

Output Level:

Select your speaker

Mute Start Video Invite Manage Participants Share Screen Chat Record Reactions End Meeting

zoom Meetings – Audio

The screenshot shows a Zoom meeting window with the following details:

- Zoom Meeting ID: 843-548-323
- Meeting Topic: Success Onboarding Team's Personal Meeting Room
- Host Name: Success Onboarding Team
- Invitation URL: <https://zoom.us/j/7228544372>
[Copy URL](#)
- Participant ID: 52

The audio settings menu is open, showing the following options:

- Select a Microphone
 - ✓ Microphone (Conexant ISST Audio)
 - Same as System
- Select a Speaker
 - Speakers (EPSON Projector ENP Audio Device)
 - ✓ Speakers (Conexant ISST Audio)
 - Same as System
- Test Speaker & Microphone...
- Switch to Phone Audio...
- Leave Computer Audio
- Audio Settings...

An orange arrow points to the "Switch to Phone Audio..." option, with the text: "Click this link to switch to phone audio".

The bottom toolbar includes: Mute, Start Video, Invite, Manage Participants (1), Share Screen, Chat, Record, Reactions, and End Meeting.

zoom Meetings – Audio

The screenshot shows a Zoom meeting window with a meeting ID of 843-548-323. A dialog box titled "Choose ONE of the audio conference options" is open, showing three options: "Phone Call", "Computer...Connected", and "Call Me". The "Phone Call" option is selected. Below the options, there is a dropdown menu for the country (USA) and a list of dial-in numbers: +1 646 876 9923, +1 669 900 6833, 888 788 0099 (Toll Free), and 877 853 5247 (Toll Free). The Meeting ID is 850 850 5003 and the Participant ID is 51. In the background, a "Select a Microphone" menu is open, showing options like "Same as System", "MacBook Pro Microphone (MacBook Pro Microphone)", "Select a Speaker", "Same as System", "MacBook Pro Speakers (MacBook Pro Speakers)", "Test Speaker & Microphone...", "Switch to Phone Audio...", "Leave Computer Audio", and "Audio Settings...". The bottom toolbar includes icons for Unmute, Start Video, Invite, Manage Participants, Share, Chat, Record, Breakout Rooms, and More. The "End Meeting" button is visible in the bottom right corner.

Zoom Meeting ID: 843-548-323

Choose ONE of the audio conference options

Phone Call Computer...Connected Call Me

Use any of the numbers listed to dial into the meeting. You will need to input Meeting ID and Participant ID

Select a Microphone

- Same as System
- ✓ MacBook Pro Microphone (MacBook Pro Microphone)

Select a Speaker

- Same as System
- ✓ MacBook Pro Speakers (MacBook Pro Speakers)

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

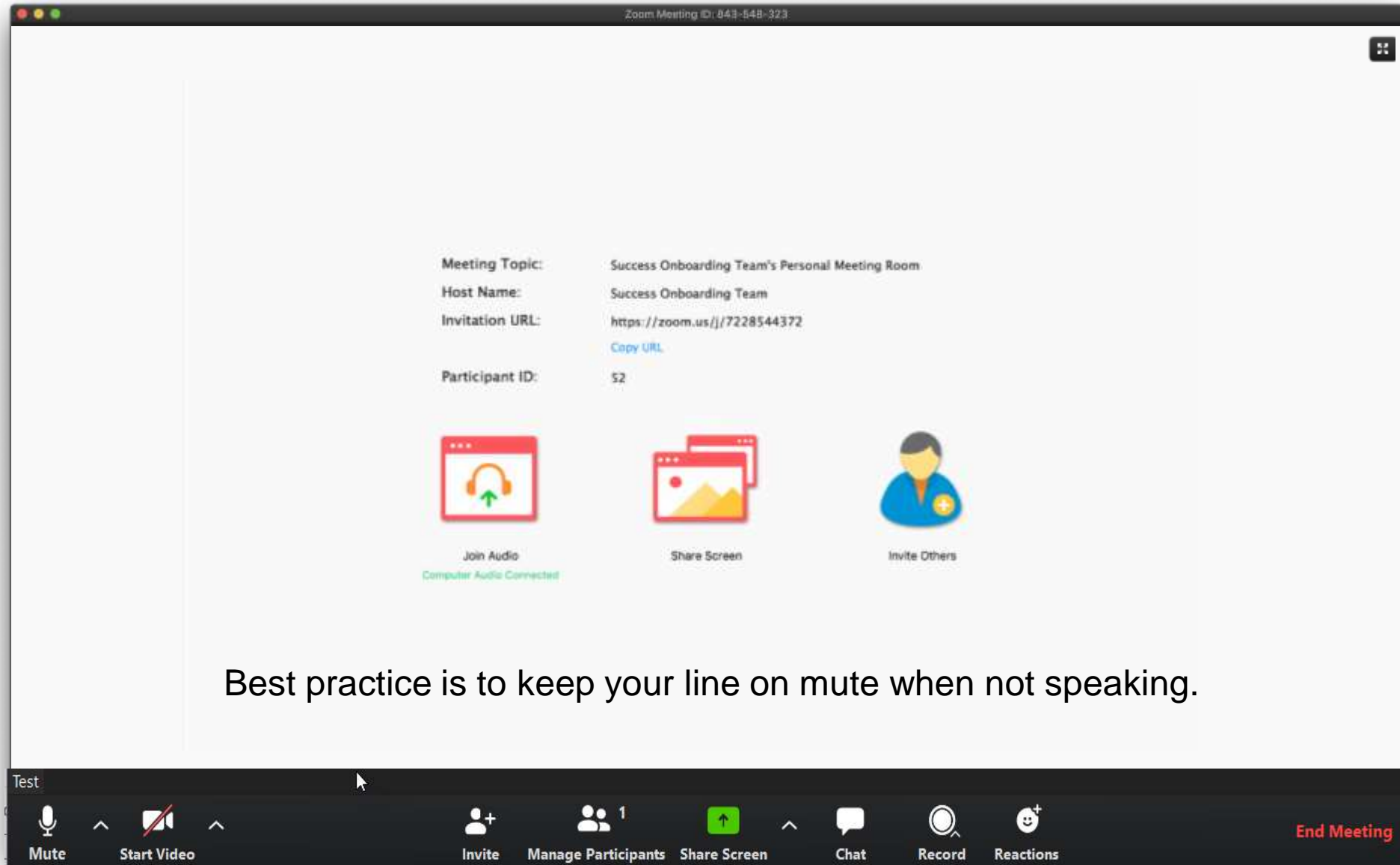
Audio Settings...

Join Audio Share Screen Invite Others

Unmute Start Video Invite Manage Participants Share Chat Record Breakout Rooms More

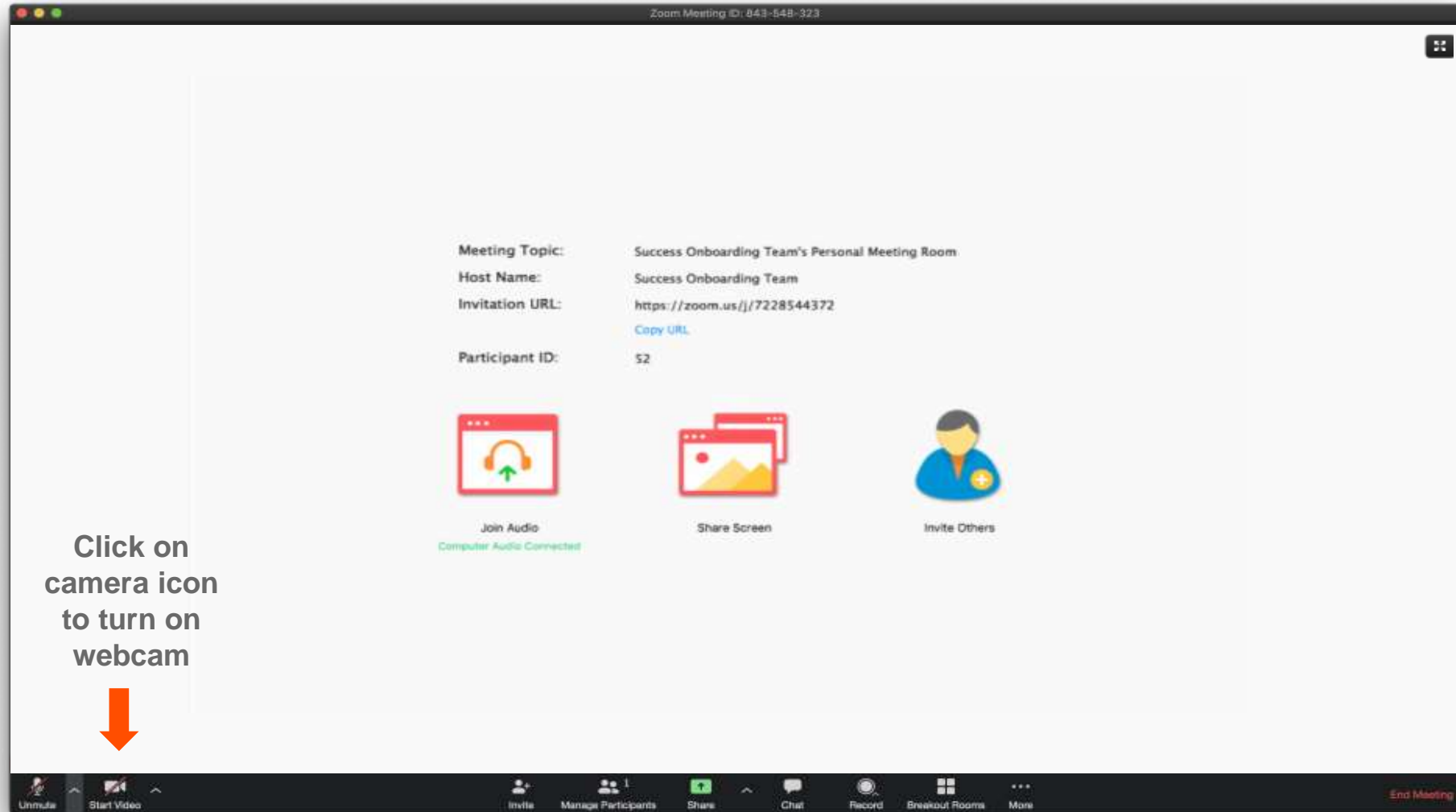
End Meeting

zoom Meetings – Audio



Best practice is to keep your line on mute when not speaking.

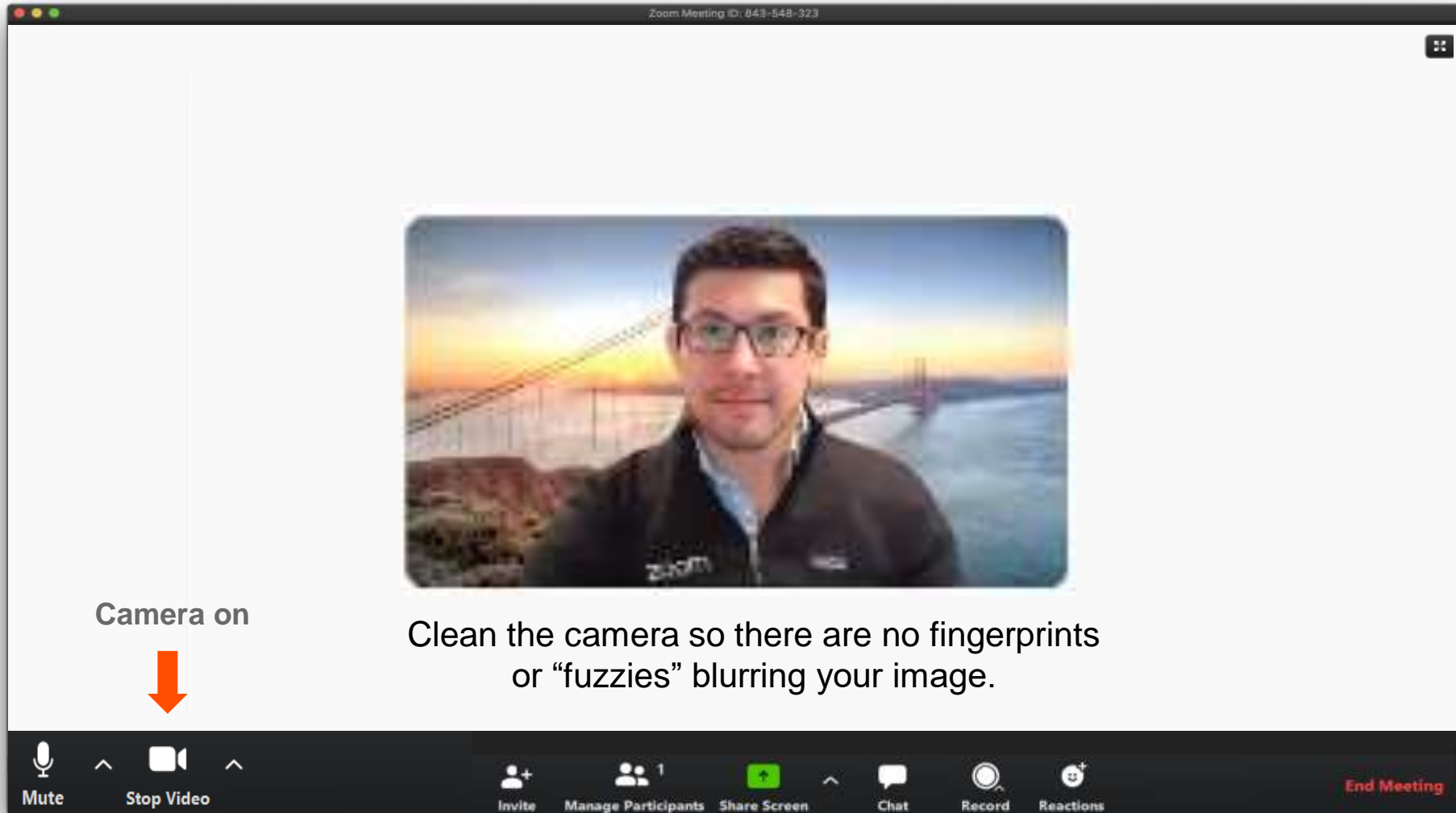
zoom Meetings – Video



Click on camera icon to turn on webcam



zoom Meetings – Video



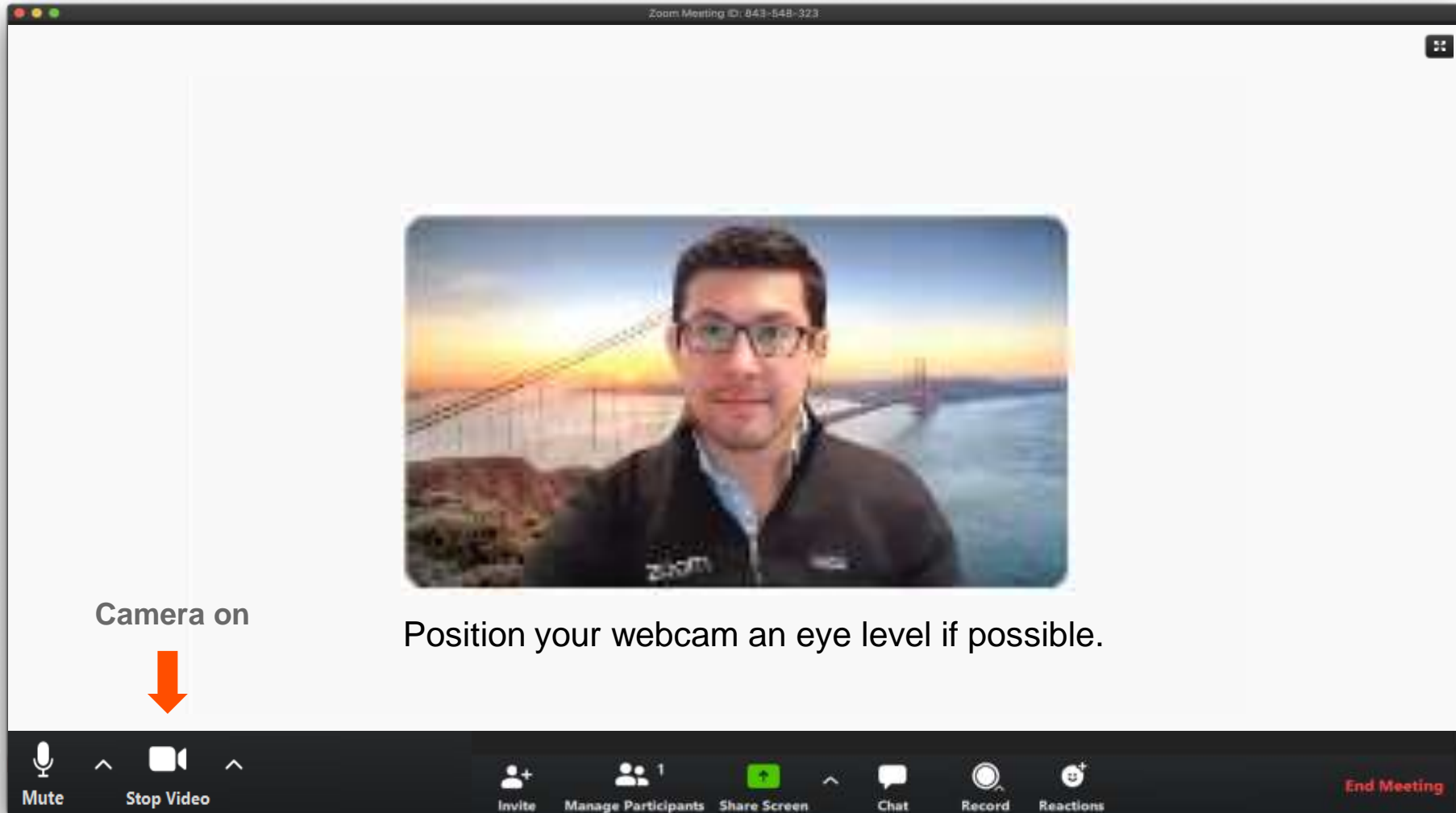
Zoom Meeting ID: 843-548-323

Camera on

Clean the camera so there are no fingerprints or “fuzzies” blurring your image.

Mute Stop Video Invite Manage Participants Share Screen Chat Record Reactions End Meeting

zoom Meetings – Video



zoom Meetings – Video

Zoom Meeting ID: 843-548-323



Camera on

Make sure you don't have any distracting images or patterns on the wall(s) behind you.

Mute Stop Video Invite Manage Participants Share Screen Chat Record Reactions End Meeting

zoom Meetings – Video



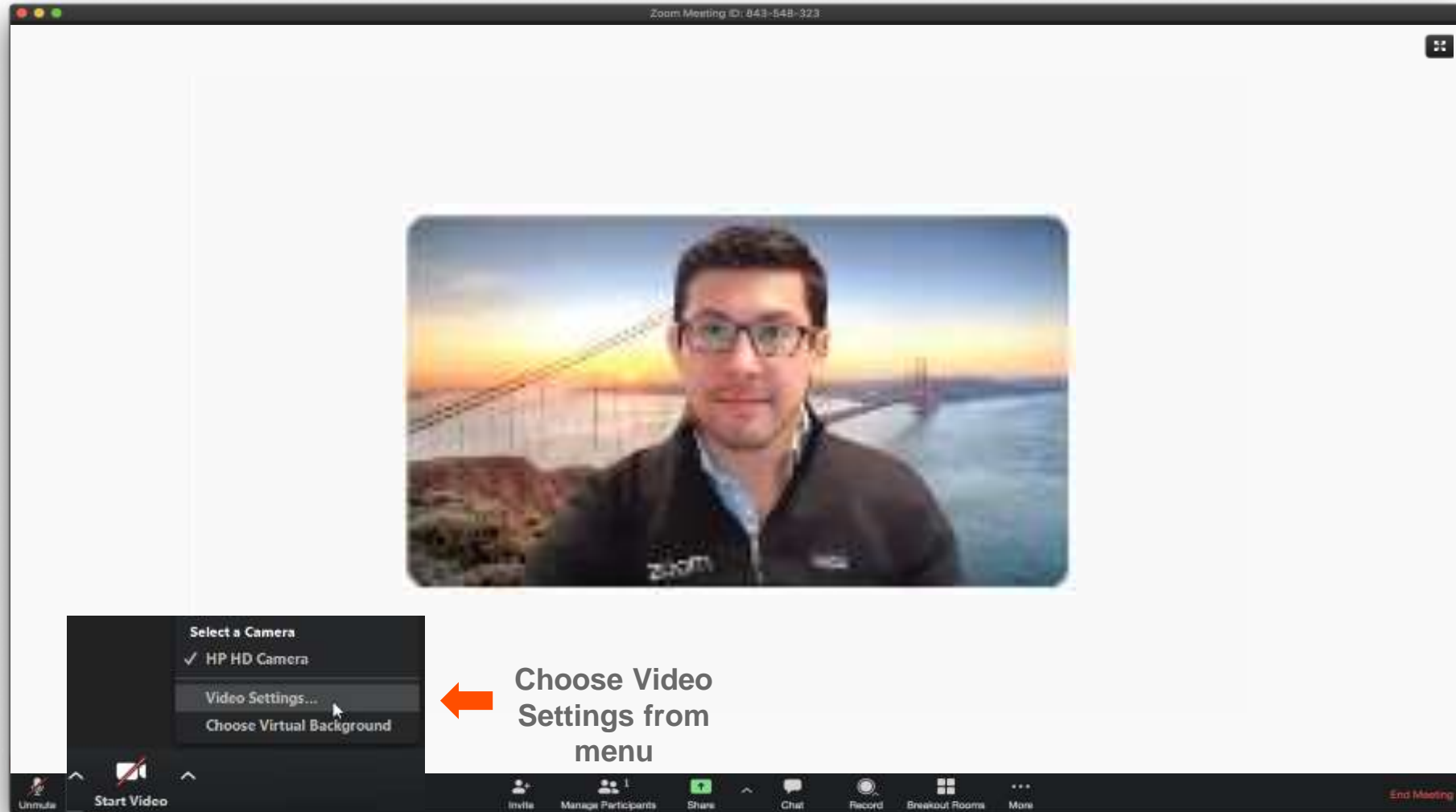
Zoom Meeting ID: 843-548-323

Camera on

Check your video image privately before sharing your video stream to ensure you are centered and easily visible.

Mute Stop Video Invite Manage Participants Share Screen Chat Record Reactions End Meeting

zoom Meetings – Video



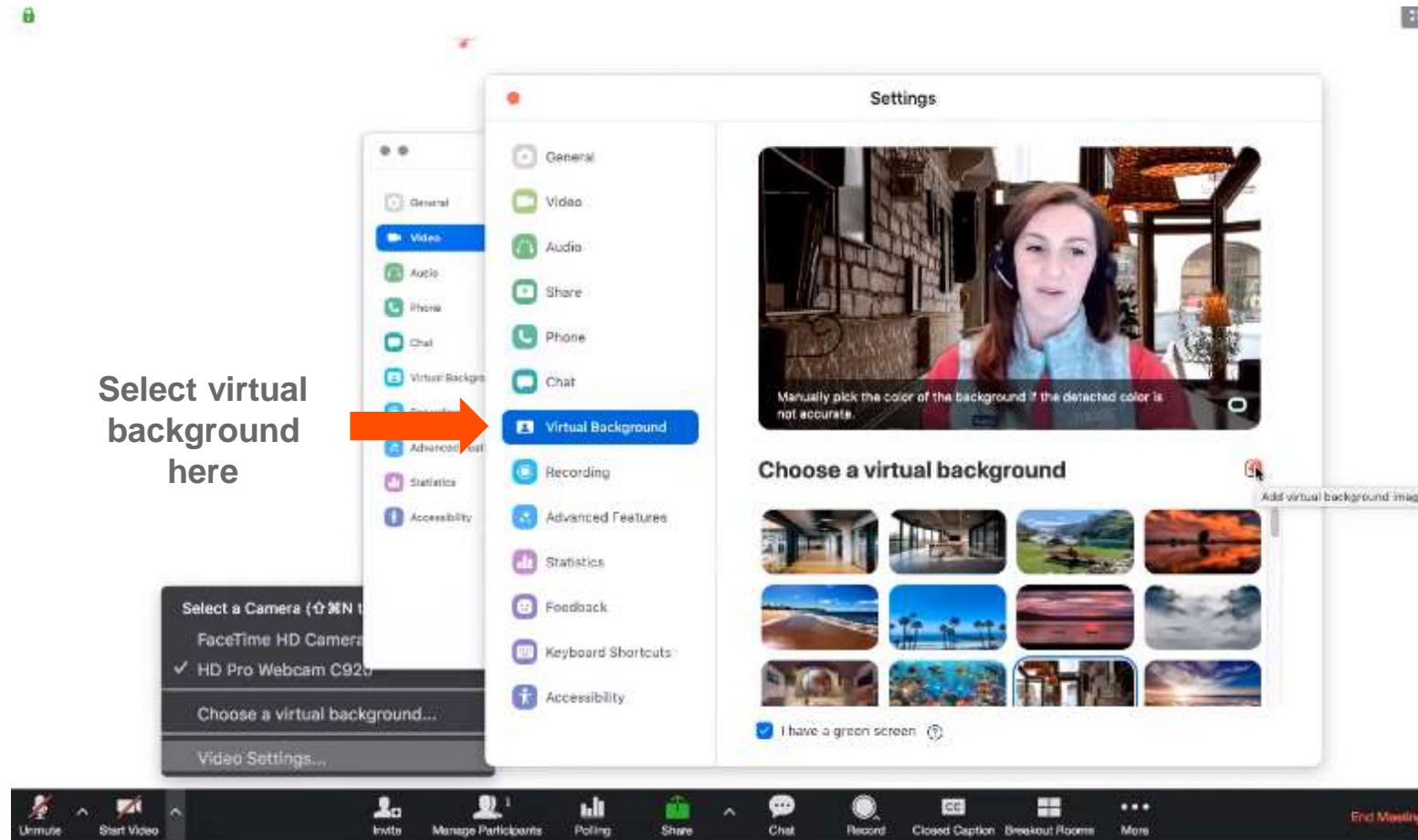
Choose Video Settings from menu

zoom Meetings – Video

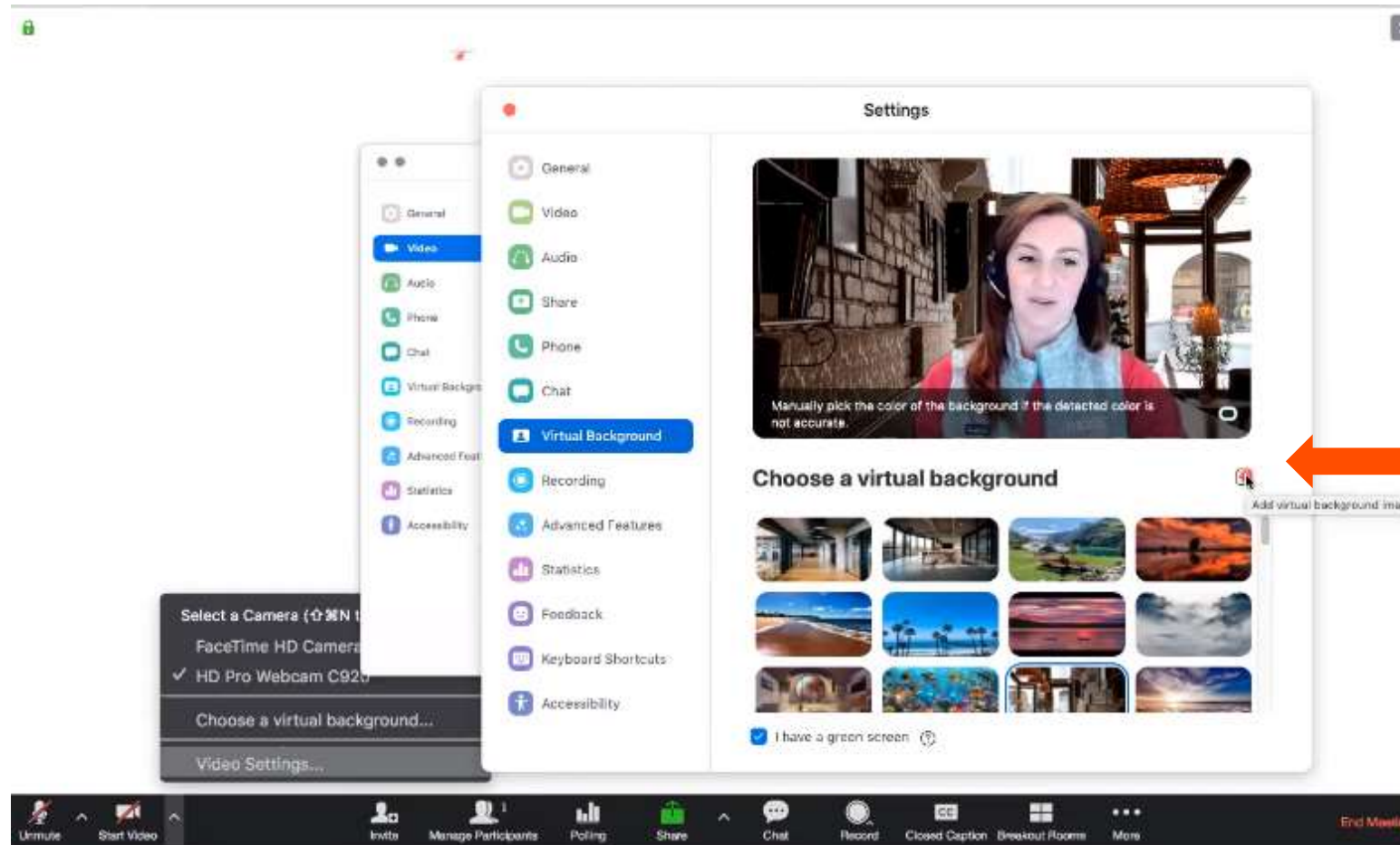
The image shows the Zoom video settings interface. On the left, a sidebar lists various settings: General, Video, Audio, Share Screen, Chat, Virtual Background, Recording, Profile, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. The 'Video' option is selected and highlighted in blue. Below this sidebar, a dropdown menu is open, showing options: 'Select a Camera' (with sub-options 'FaceTime H...' and 'HD Pro Wo...'), 'Choose a virtual background...', and 'Video Settings...'. The main 'Settings' window is open to the 'Video' section. It features a video preview window showing a man with glasses against a bridge background. Below the preview, there are several settings: 'Camera' is set to 'HP HD Camera'; '16:9 (Widescreen)' is selected over 'Original Ratio'; 'My Video' settings include 'Enable HD' (checked), 'Mirror my video' (unchecked), and 'Touch up my appearance' (checked); 'Meetings' settings include 'Always display participant names on their video' (checked), 'Turn off my video when joining meeting' (checked), and 'Always show video preview dialog when joining a video meeting' (checked). An orange arrow points from the text 'You can make video adjustments here' to the 'Enable HD' checkbox. At the bottom of the screen is a dark toolbar with icons for 'Unmute', 'Start Video', 'Invite', 'Message Participants', 'Polling', 'Share', 'Chat', 'Record', 'Closed Caption', 'Breakout Rooms', and 'More'. A 'Stop Meeting' button is visible in the bottom right corner.

You can make video adjustments here

zoom Meetings – Video

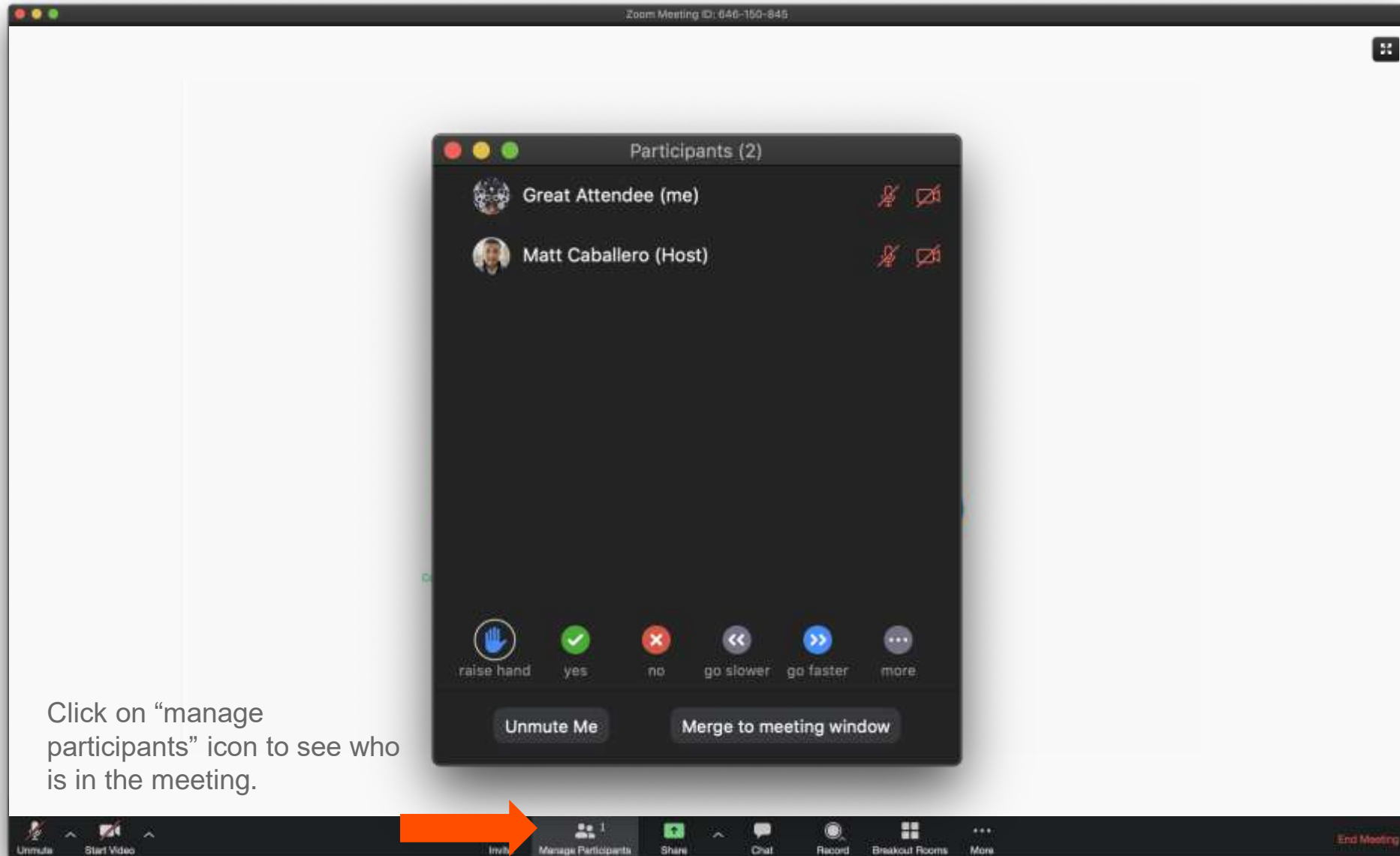


zoom Meetings – Video



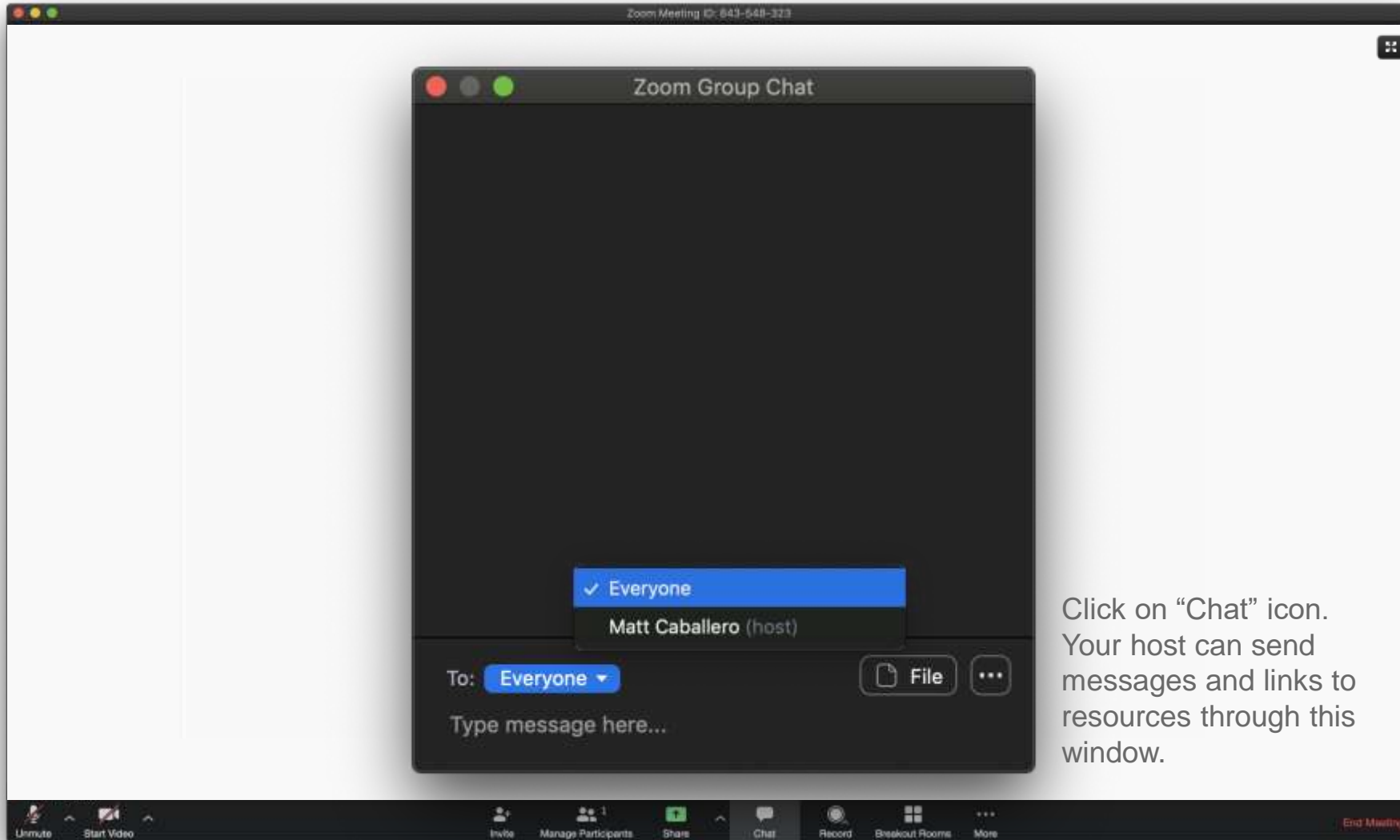
Select a virtual background here
OR
Add your own image

zoom Meetings –viewer interaction



Click on “manage participants” icon to see who is in the meeting.

zoom Meetings –viewer interaction



Click on “Chat” icon.
Your host can send
messages and links to
resources through this
window.

zoom Final Tip

Keep your computer plugged in so it doesn't die during a video conference!