Zoom Pre-meeting Controls - Windows & Mac

Zoom						×
	Home	□ Chat	() Meetings	(2) Contacts	Q Search	9 .
						0
New Meeting ~	++ Join				1 PM July 21, 2020	6
19 Schedule	Share screen ×			No upcomin <u>c</u>	g meetings today	

Select gear icon to open General Settings

Select Audio:

Settings		×
 Settings General Video Audio Share Screen Chat Virtual Background Recording Profile Statistics Keyboard Shortcuts Accessibility 	 Start Zoom when I start Windows When closed, minimize window to the notification area instead of the task bar Use dual monitors Enter full screen automatically when starting or joining a meeting Automatically copy invite link once the meeting starts Ask me to confirm when I leave a meeting Show my connected time Remind me 5 minutes before my upcoming meetings Stop my video and audio when my display is off or screen saver begins Reaction Skin Tone 	X
	View More Settings [2]	

From Audio:

- Test and adjust speaker as needed
- Select "automatically join audio by computer when joining a meeting"

Select *Accessibility* from left margin:

Settings	×		
General			
C Video	Speaker Test Speaker Speakers (High Definition Audio D.,, ~		
Audio	Output Level:		
5 Share Screen	Volume: 🖣 ——— 🐠		
Chat			
Uirtual Background	Microphone Test Mic Microphone (High Definition Audio >		
O Recording	Input Level:		
Profile	Volume: 🝕 ————— 🖣 ()		
Statistics	Automatically adjust volume		
E Keyboard Shortcuts	Use separate audio device to play ringtone simultaneously		
Accessibility	🚺 🗹 Automatically join audio by computer when joining a meeting		
	Mute my microphone when joining a meeting		
	Enable Stereo sound		
	Press and hold SPACE key to temporarily unmute yourself		
	Sync buttons on headset		
	Advanced		

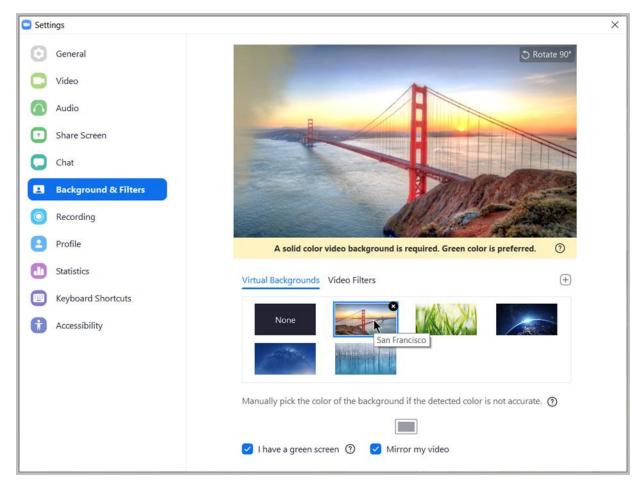
From Accessibility:

• Select "*always show meeting controls*" so they don't hide if not hovering over bottom of screen

Setti	ings		Х
Θ	General	Closed Caption	8
0	Video	Closed Caption Font Size: Normal Medium Large	
	Audio		
•	Share Screen		
0	Chat	These are default (small) sized subtitles.	2
	Virtual Background		
	Recording	Meeting Controls	
8	Profile	Always Show Meeting Controls You can also use the Alt key to show/hide meeting controls	
•	Statistics	Chat Display Size (Ctrl+/-)	
	Keyboard Shortcuts		
Ť	Accessibility		

To change or set your background select "Background & Filters".

Select a 'stock' photo or select "+" to search and add a photo from your computer.



Zoom Help Center for more information:

https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started