# Your Zoom Primer

Zoom is an online tool that allows us to meet and interact online.

ACCESSING ZOOM

You can access a Zoom meeting from a computer desktop or laptop, a tablet, iPad or even your phone. If you are accessing a meeting from your mobile phone, join early so you can download the Zoom app.

We'll email you a meeting link with the date and time for our Zoom session. Look for something like this https://muextension.zoom.us/j/123456789 or https://muextension.zoom.us/my/abcdefghijkl. When it's time for your meeting, just **CLICK ON THE LINK**.

When asked "Do you want to allow this page to open "Zoom.us"? select "**OPEN ZOOM.US**."
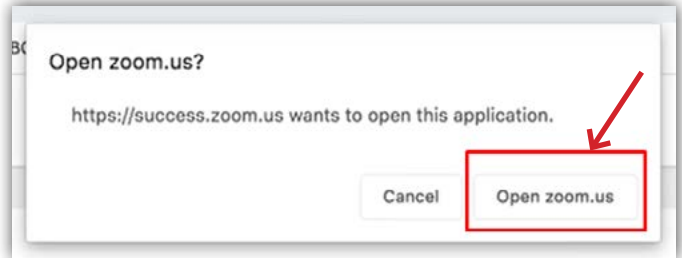
On the next screen, select "**JOIN WITH COMPUTER AUDIO**."
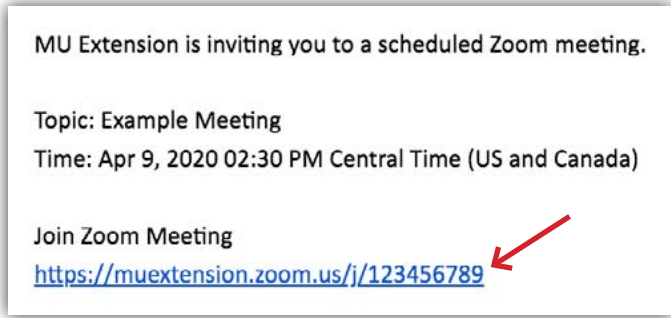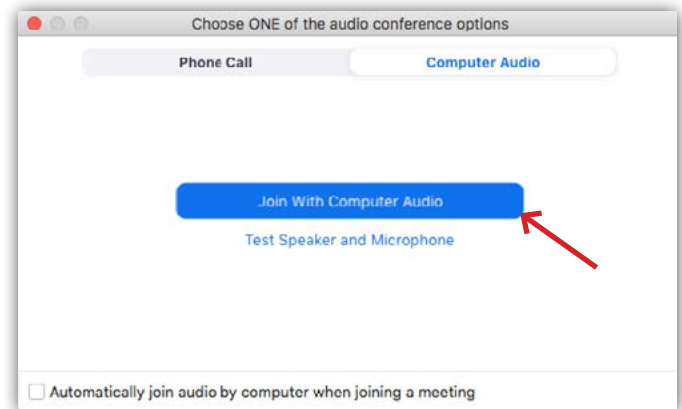
THE ZOOM INTERFACE

SPEAKER VIEW

By default, Zoom will open in **SPEAKER VIEW**, showing a speaker as a large image. Other participants will show above as smaller images or block boxes.

A red bar over the microphone icon on the toolbar indicates that your microphone is muted. Click on the microphone icon to switch between **MUTE** and **UNMUTE**.
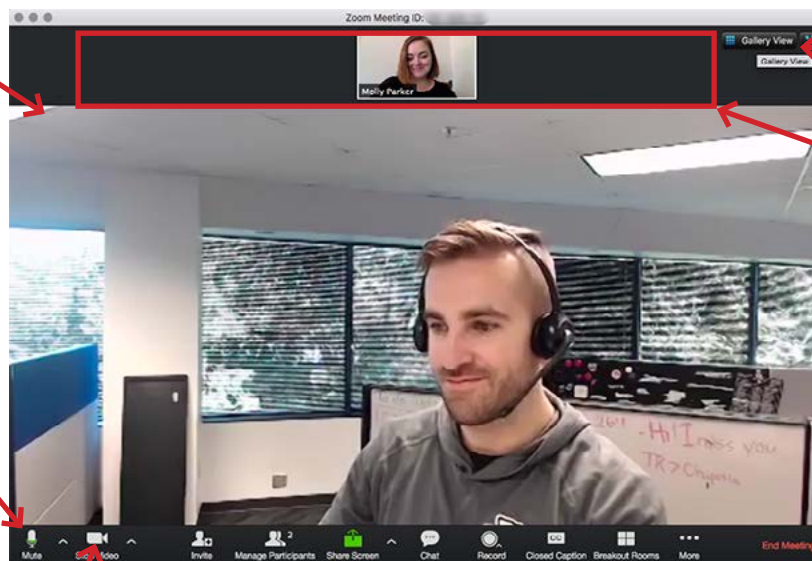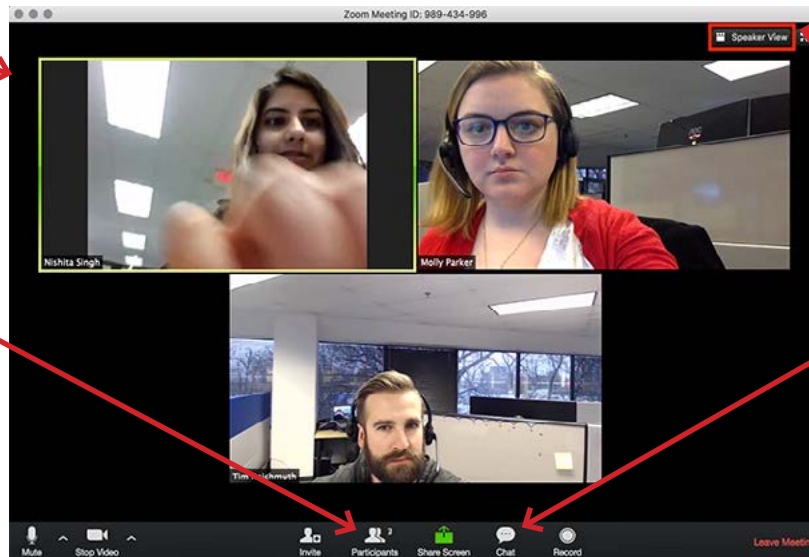

Click this icon to switch to **GALLERY VIEW**

Here, you can see the names of all the participants in your meeting.

A red bar over the webcam icon on the toolbar indicates that your video is hidden. Your camera is off and other people can't see you. Click on the webcam icon to switch between **START VIDEO** and **STOP VIDEO**.

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GALLERY VIEW

Use **GALLERY VIEW** to see and interact with everyone in your session. You can easily switch back and forth between Speaker View and Gallery View.

Click this icon to return to **SPEAKER VIEW**

Clicking on the **PARTICIPANTS ICON** opens and closes the participant window. Here you can see the names of everyone in the session, raise your hand for a question, and even select yes or no to answer questions. (See below.)
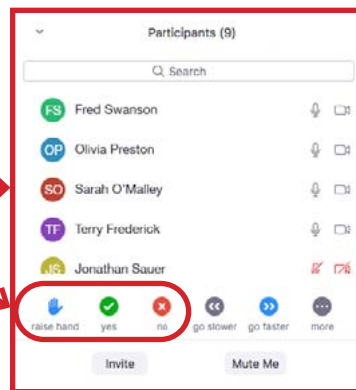
Select the **CHAT ICON** to open your chat window (see below). This is a space you can type in to ask questions, respond to questions, comment on the topic, and add helpful links for the group.

PARTICIPANT WINDOW

Selecting the **PARTICIPANT ICON** at the bottom of your Zoom interface will open up the **PARTICIPANT WINDOW**.
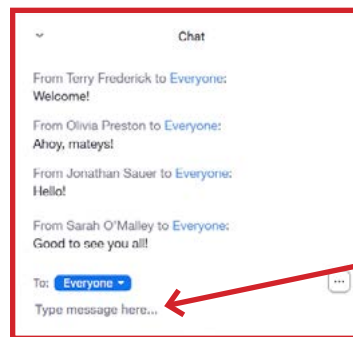
Use these **INTERACTIVE BUTTONS** to engage with your Zoom presenter.

CHAT WINDOW

Selecting the **CHAT ICON** at the bottom of your Zoom interface will open up the **CHAT WINDOW**.

Chat with all participants or specific participants by typing into the **CHAT BOX**.

ZOOM ETIQUETTE

- Keep your microphone muted when you aren't speaking.
- Wait for an individual to finish speaking before you start so you don't talk over what others are saying.

WE ACKNOWLEDGE

We all learn differently, and we want everyone to succeed. If you have a learning need or disability, please contact us at muextcanvassupport@missouri.edu as soon as possible so we can provide you with appropriate accommodations.

We acknowledge that everyone's contribution will be unique and particular to their context and experiences. Therefore, we expect and welcome a diversity of contributions and viewpoints. We hope that everyone will bring to the course a sense of curiosity, interest in listening, and willingness to share.

ADDITIONAL RESOURCES

- https://teachingtools.umsystem.edu/support/solutions/articles/11000083172-using-best-practices-for-zoom-meeting-participants
- https://teachingtools.umsystem.edu/support/solutions/articles/11000083182-joining-a-zoom-meeting

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