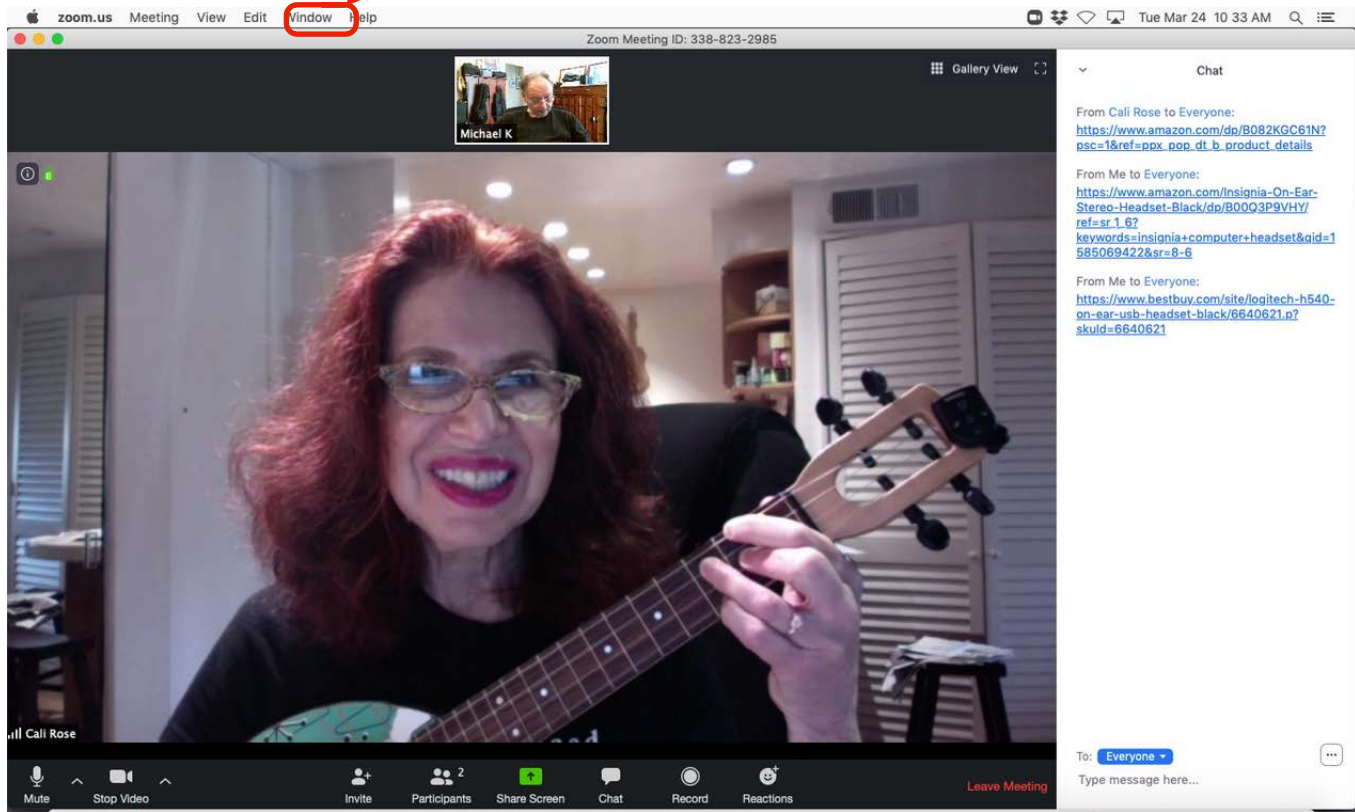


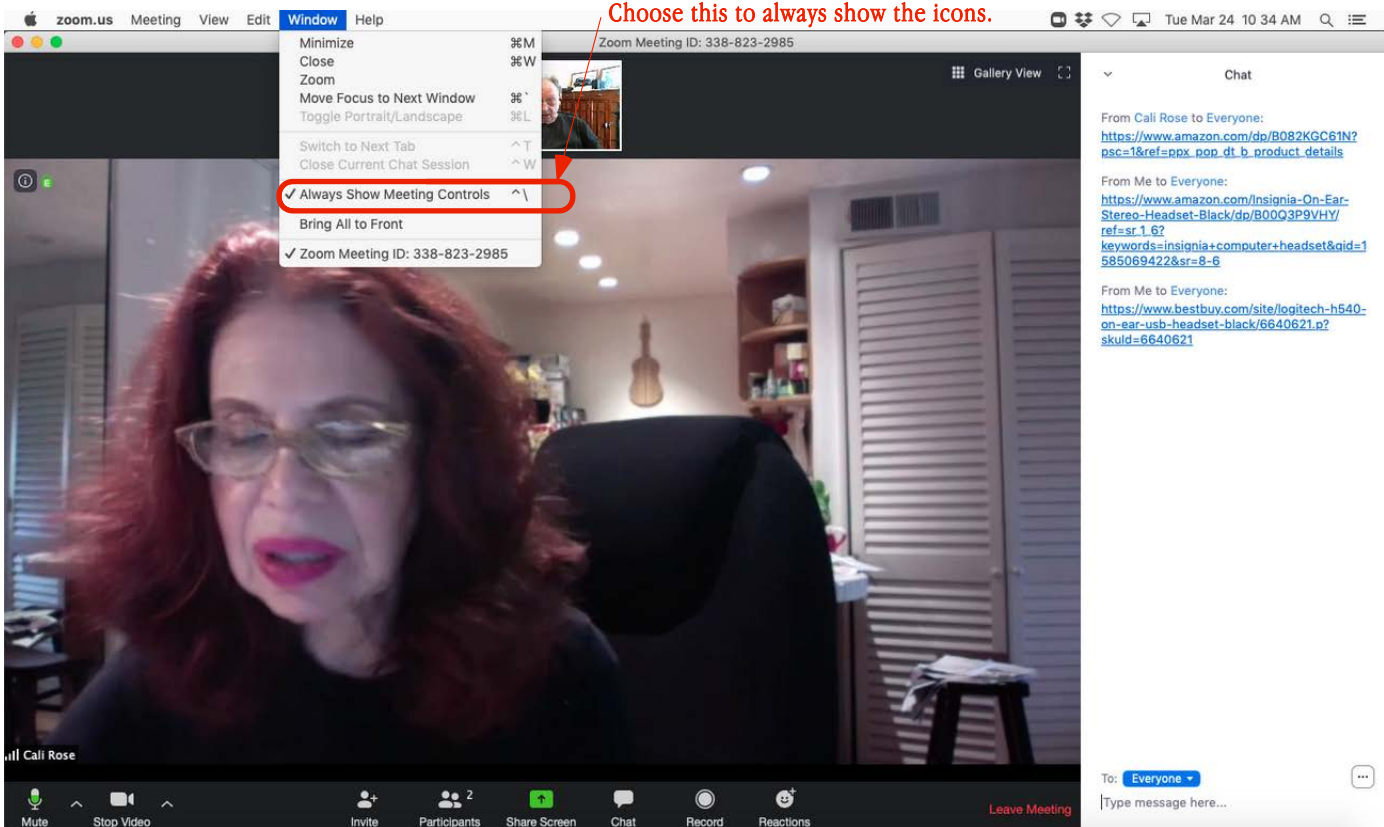
Once you sign into Zoom, you'll see Cali. Here are a few things to do to get fully setup. These screen shots are for an Apple Macintosh computer but other computers will be very similar. If you're on a smartphone or tablet, touch instead of click. If you need help, email Michael Kohan to arrange a meeting with him mikeccs@kohanmike.com.

The row of icons at the bottom of the window are very useful, to keep them on the screen at all times, a setting has to be done.

Look for the Window menu, click once on it.



Choose this to always show the icons.



Zoom.us Meeting View Edit Window Help
Zoom Meeting ID: 338-823-2985
Tue Mar 24 10 33 AM

You can mute yourself by clicking once on the mute icon in the lower left of the window.

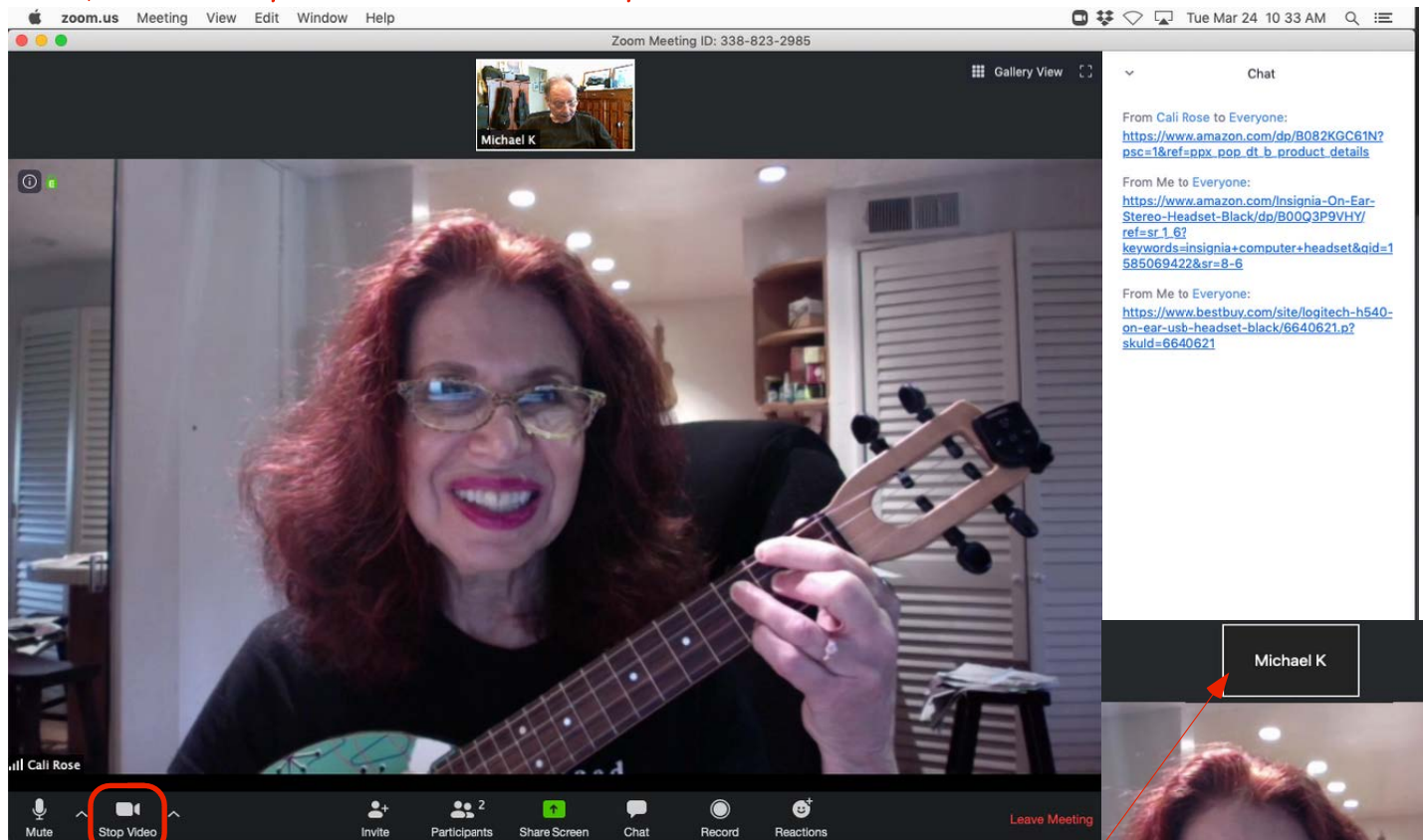


Mute icon - click if you don't want us to hear you, like if you get a phone



When you mute, the icon will have a red slash and there will be a red mark to the left of your name in your frame.

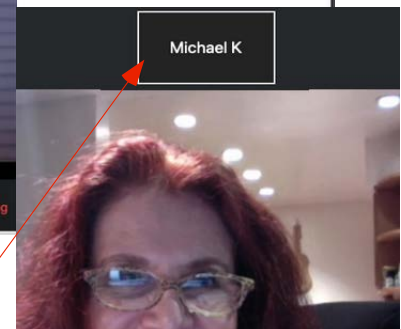
The same thing goes for video, you can stop your video. When you do, your frame will only show the name that was in your sign-on window, be sure to enter your actual name so we know who you are.



Video icon - click it if you don't want us to see you.

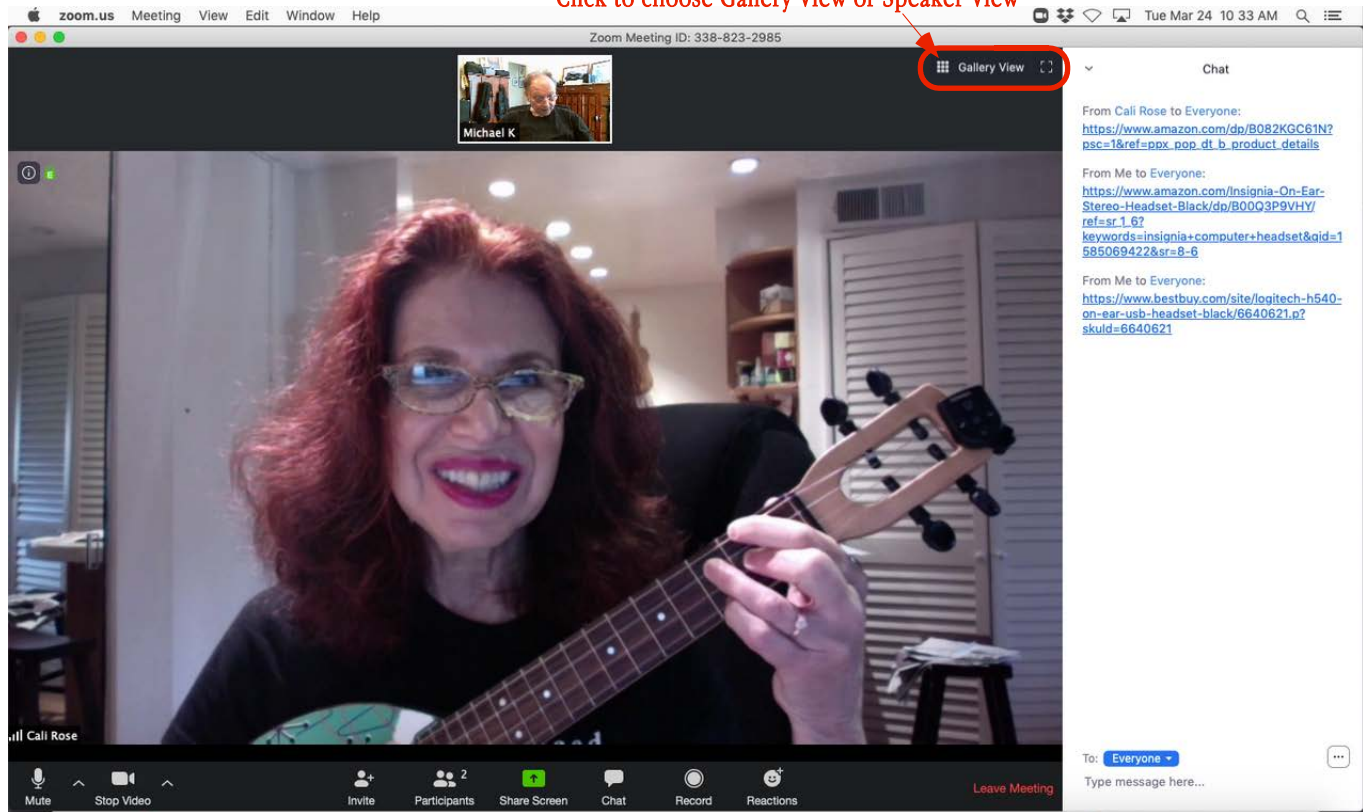


When you stop your video, the icon will have a red slash, and your frame will only show your name.

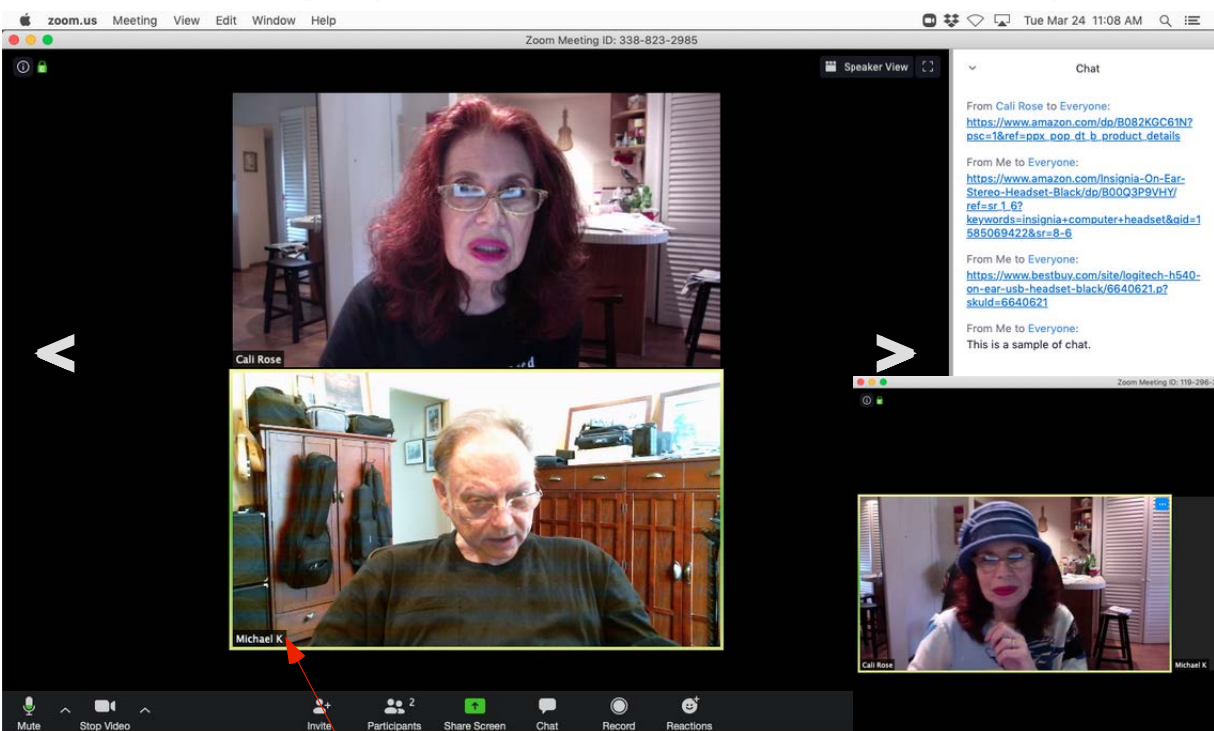


Viewing choices - There are two ways to view, Gallery and Speaker. Make the choice in the upper right corner, a small square icon with Gallery View or Speaker View. It's confusing because it looks like it's a label for the view you're in, but it's to go to that view (it should be To Gallery View or To Speaker View). If you have a smaller screen, you may only see the small square icon. The Speaker view will have a large frame with Cali while we play, and when we are unmuted, the person talking shows there. The participants will all be in a row of small frames at the top of the window which scrolls left and right to see everyone.

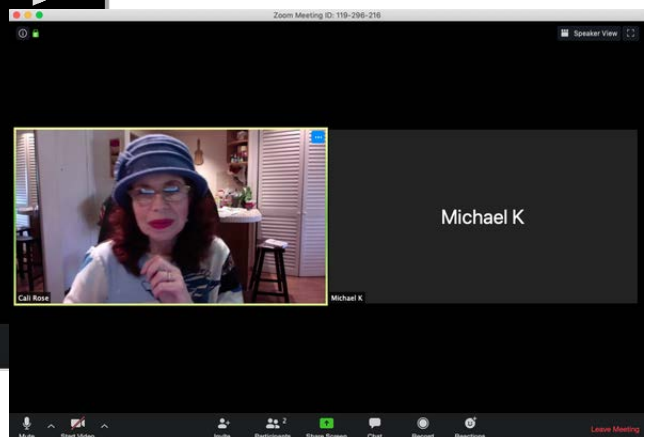
Click to choose Gallery View or Speaker View



The Gallery view will have an equal size frame for each participant, no single large frame, the more participants, the more frames. Also, when unmuted, whoever is speaking will have a yellow border around the frame. There are left and right arrows to view everyone.

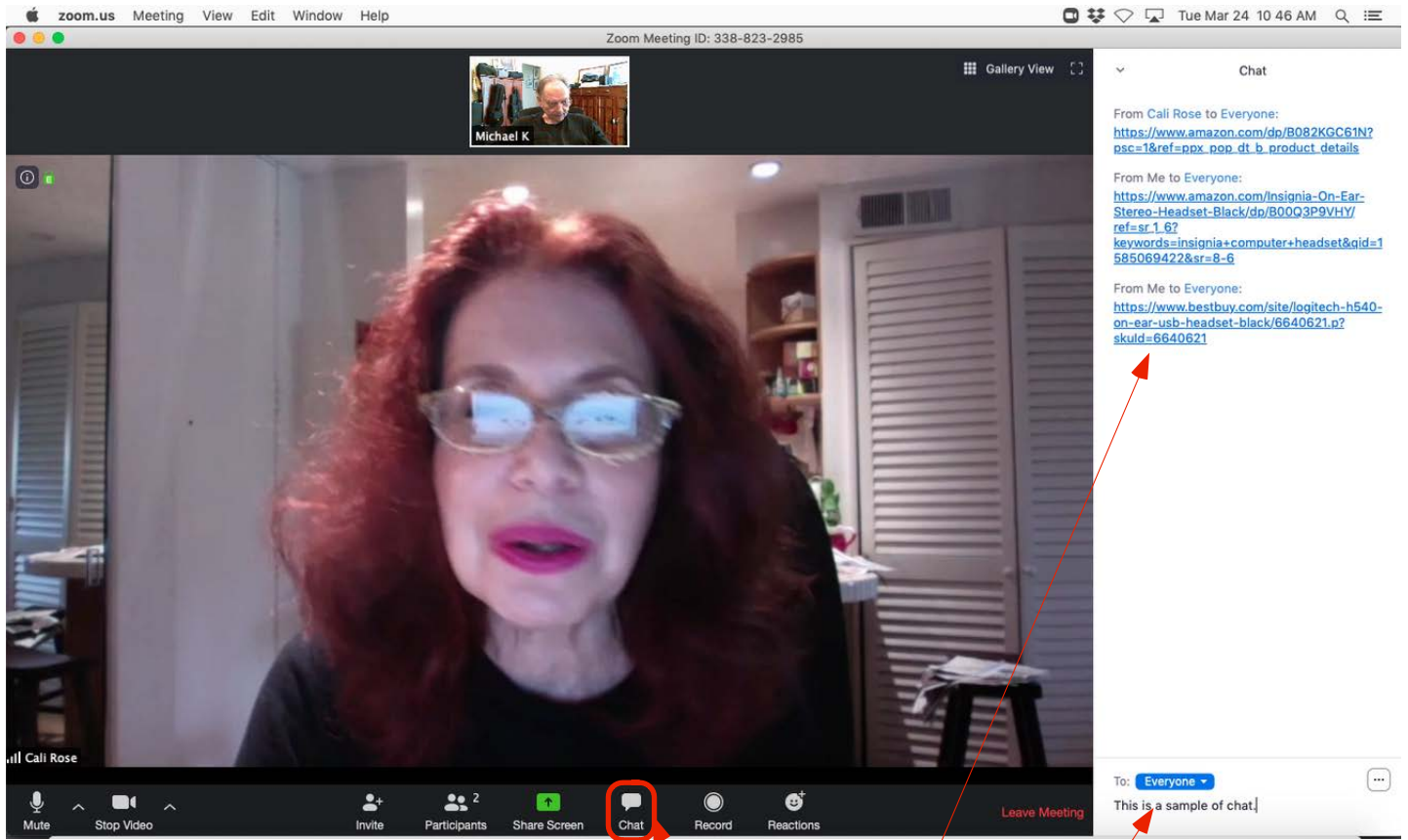


Yellow border around their frame for the person talking..



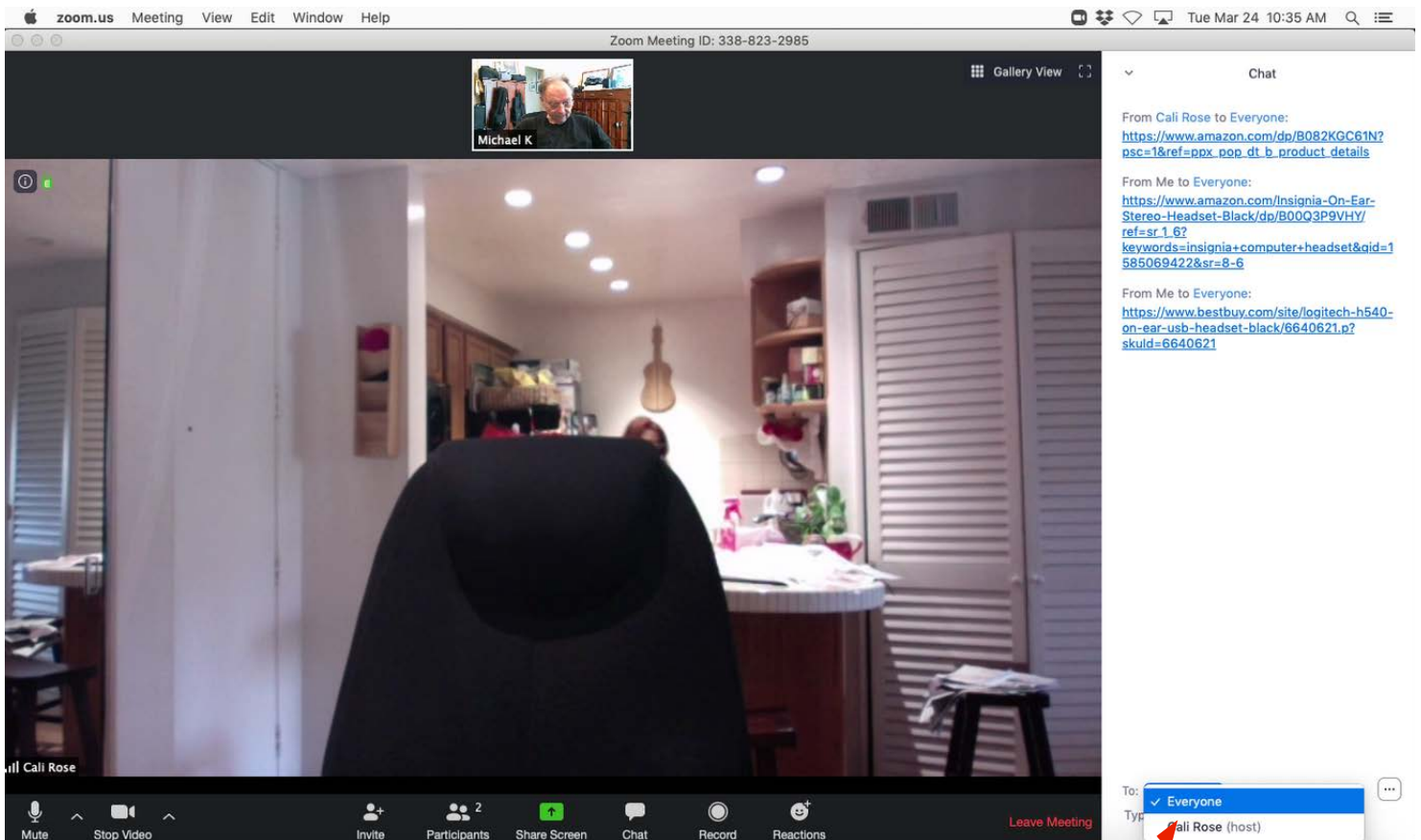
This is Gallery view when someone turns off their video.

We can also chat with each other. When you first use the Zoom app, the Chat column will not show (the other pages have the Chat column showing). To show it, click the Chat icon at the bottom middle of the window.



Click Chat to show the Chat column to the right.

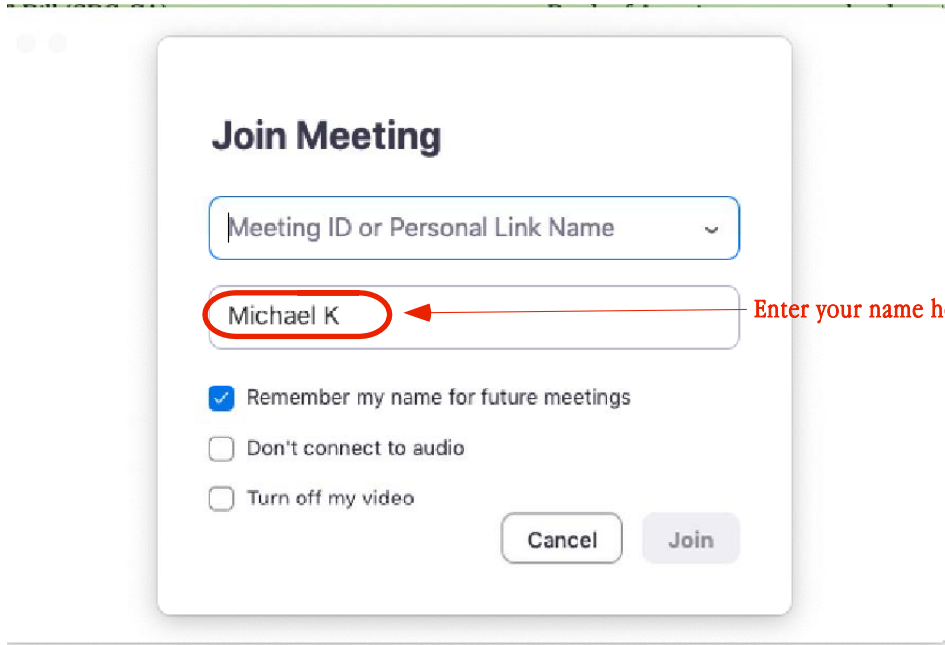
Type your chat message here and hit the enter/return key to send it.



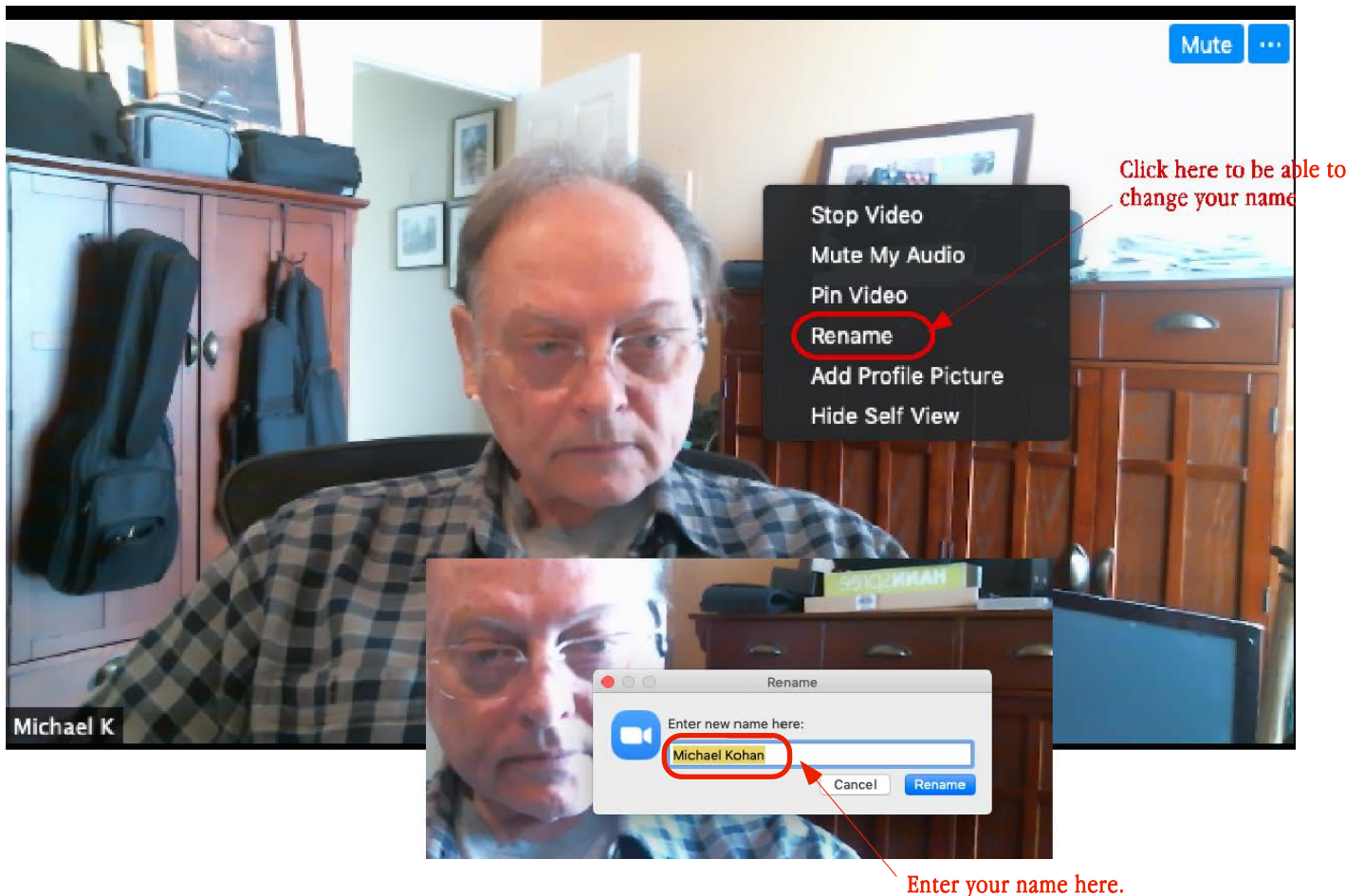
Click To: and a list will pop up with everyone who is participating. You can choose anyone to send a private chat message. To send to everyone, change it back to Everyone.

User Name - In the login window where you enter the meeting ID is a place to enter your name, be sure your name is there. Also click the check box and make it blue for 'Remember my name for future meetings.'

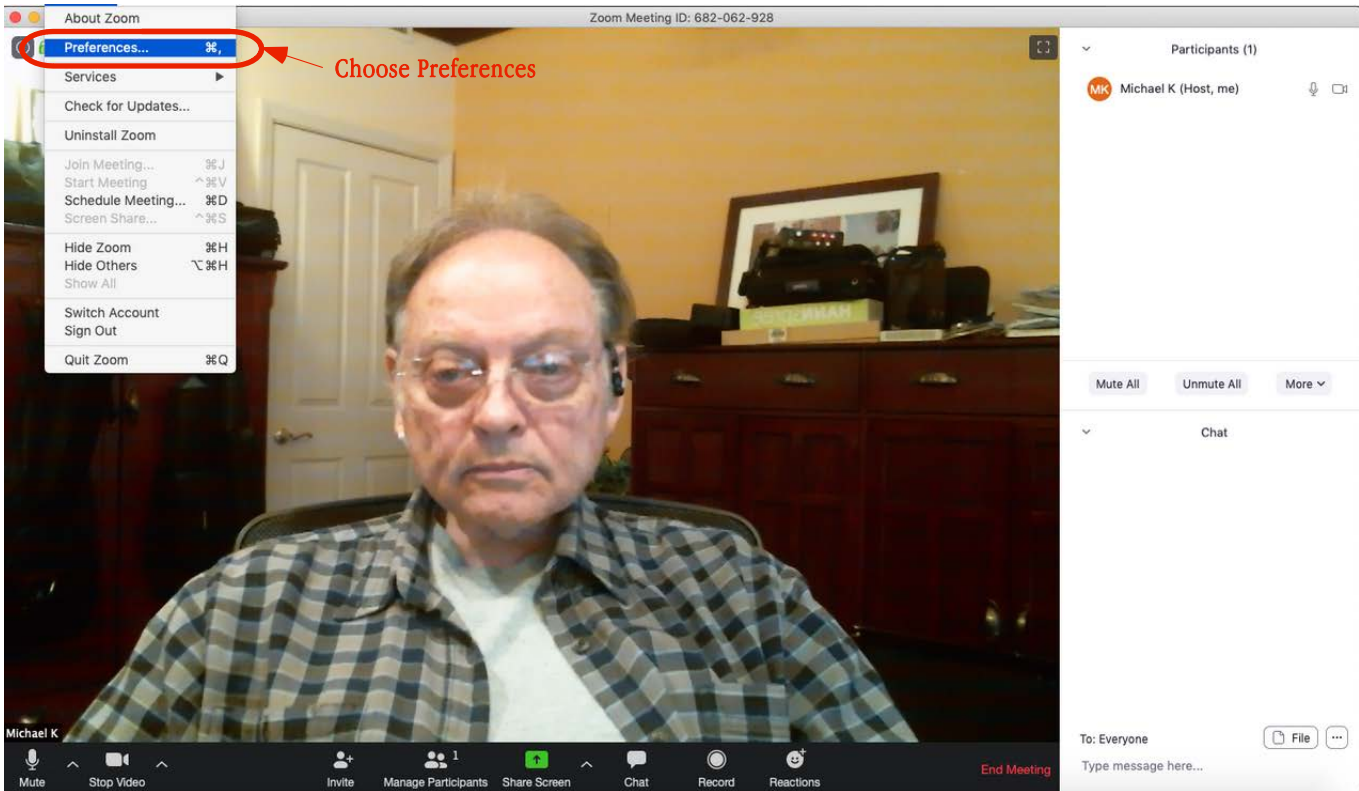
If you have the same first name as someone else, add your last name or initial.



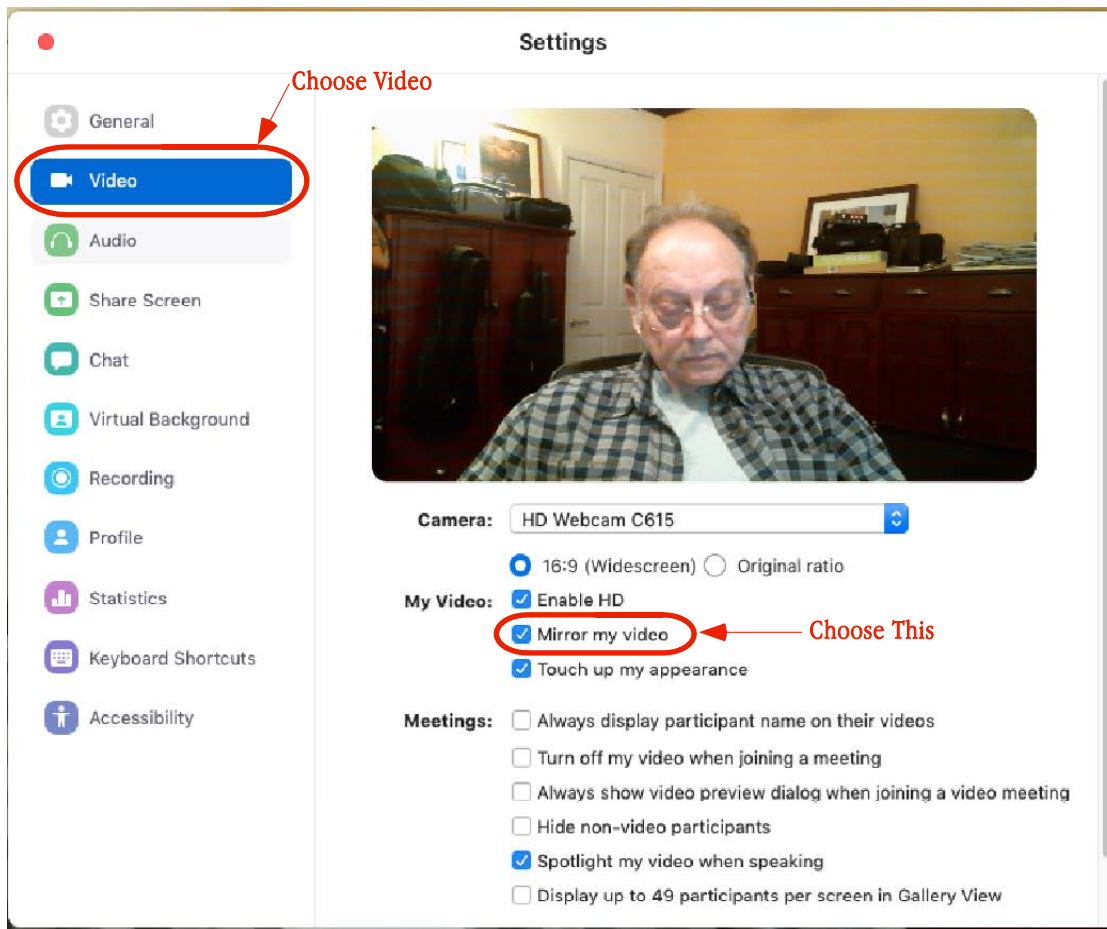
You can also enter your name after you join. In the frame of your image, click once anywhere and a menu will show. Click 'Rename' to change your name.



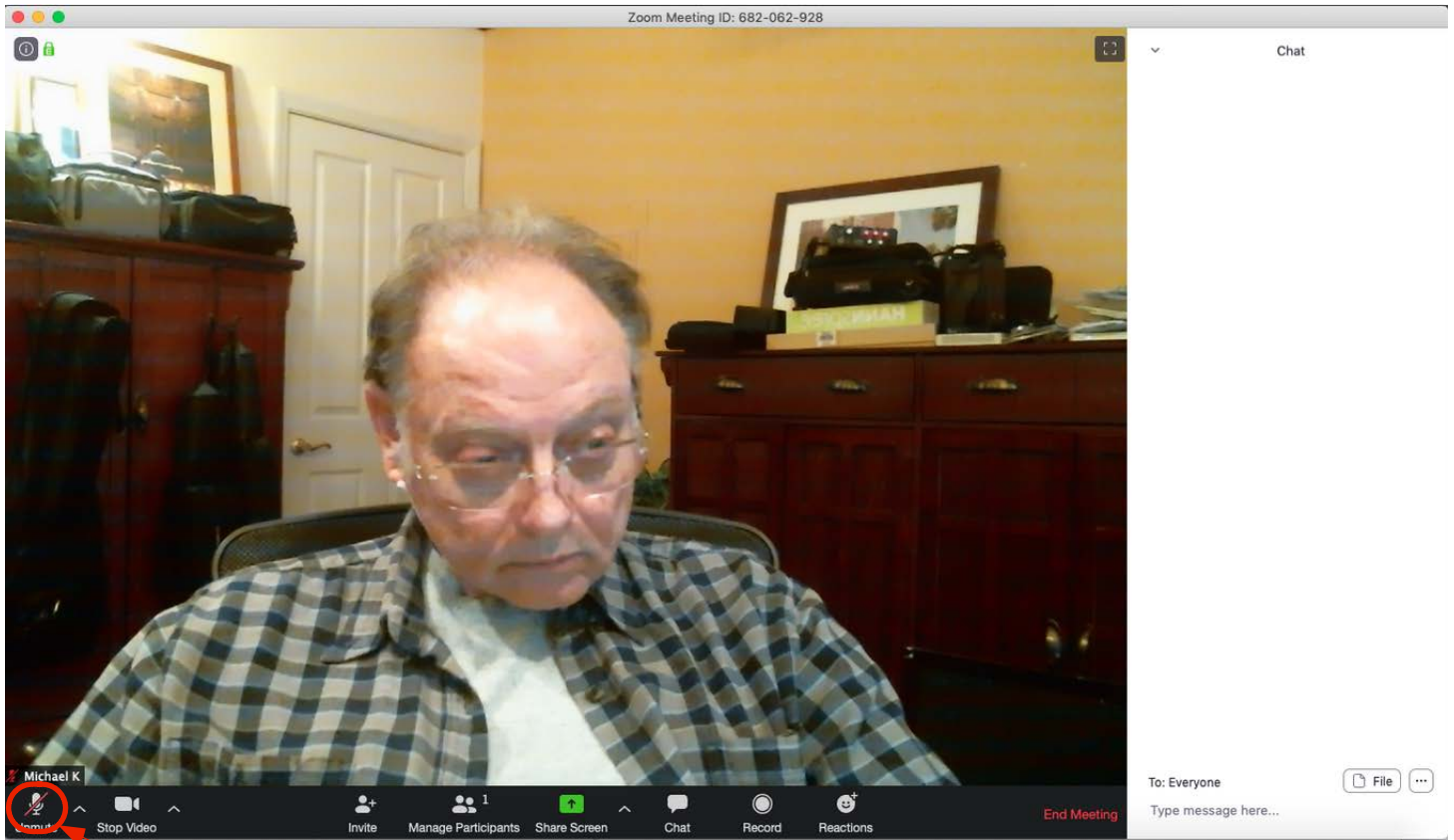
Flip video - To set your video so it's like looking in a mirror, open the Preferences. Click once on the Zoom.US menu, then click once on Preferences (it might be a different menu on non Mac (Apple) computers, smartphones or tablets.)



Choose Video in the left column, then on the right,click the check box to make it blue for 'Mirror my video.'



When you join a meeting, your audio will be muted, to unmute yourself temporarily, hold down the space bar while you talk, let go when you finish talking. This will avoid background noise on your end from interfering with Cali or someone else talking.



Muted

While holding the space bar when talking, a small mic will show at the bottom of the window.

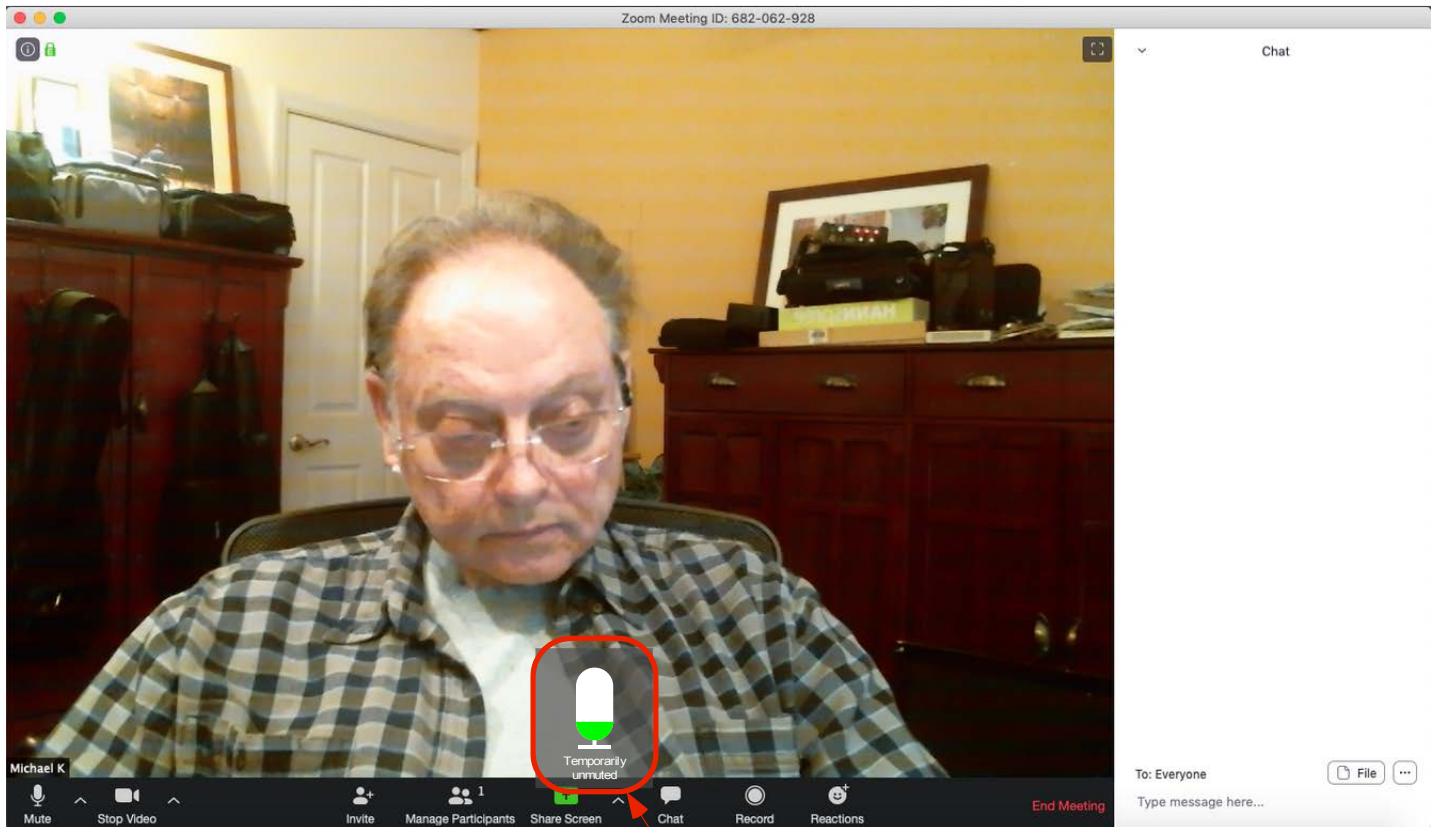


Image of mic while holding space bar and talking