Manuals+ — User Manuals Simplified.
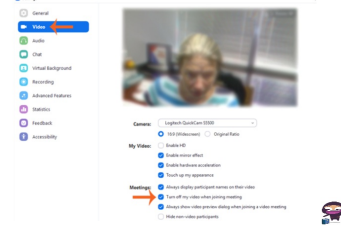

Zoom Video Settings Instruction Software

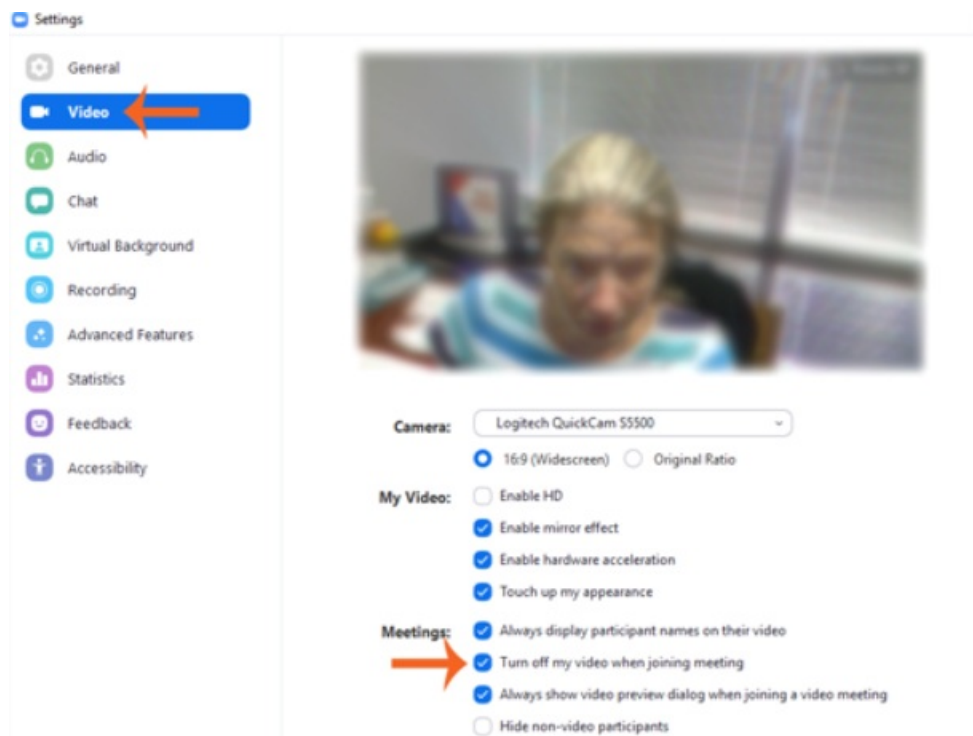# Zoom Video Settings Instruction Software User Guide

Contents

Zoom Video Settings Instruction Software

Product Information

Specifications

- Product Name: Zoom
- Features: Video conferencing, screen sharing, virtual backgrounds, chat functionality
- Compatibility: Windows, macOS, iOS, Android
- Version: Latest version available at the time of use

Product Usage Instructions

Adjusting Video Layout

1. Click on 'View' at the top right-hand corner of the Zoom interface.
2. You will see options like Speaker view, Gallery view, Immersive view, follow host video order, hide self-view, hide non-video participants, and full screen.

Note: The host will guide the facilitator through the process. The host's video will be off to minimize distractions for the audience.

Enabling Closed Captions

1. Participants can activate captions by clicking on the arrow next to the Closed Caption button.
2. Captions can be displayed as subtitles within the Zoom window or in the chat bar on the right side of the window.
3. If captions are in the chat bar, participants can save the entire transcript by clicking 'Save Transcript' in the bottom-right corner.

Raising Hand in Zoom

To raise your hand in Zoom

1. Locate the 'Raise Hand' button in the Zoom interface.
2. Click on the 'Raise Hand' button to notify the host and other participants that you have a question or comment.

Frequently Asked Questions (FAQ)

- **Q: Can I change my video background in Zoom?**
  A: Yes, you can change your video background in Zoom. Click on the 'Virtual Background' option to select or upload a custom background image or video.
- **Q: How can I share my screen in a Zoom meeting?**
  A: To share your screen in a Zoom meeting, click on the 'Share Screen' button at the bottom of the Zoom interface. You can choose to share your entire screen, a specific application window, or a whiteboard.

Facilitator Notes: Zoom Video Settings Instructions

Adjusting your video layout

- There are 4 available video layouts in the webinar/workshop: Speaker view, Gallery view, Immersive view, and Floating Thumbnail window. Any of these layouts can be used in full screen or window mode, except for the floating thumbnail view.

Instructions:
1. Click on view at the top right-hand corner.
2. You will now have the options to select, Speaker view, Gallery view, Immersive view, follow host video order, hide self-view, hide non-video participants, and full screen.

Please note: The host will assist the facilitator; therefore, the host video will be off to minimize distracting the audience.

How To Enable Closed Captions in Zoom:

- Click the Closed Caption button at the bottom of the Zoom window. A list of options will appear.
- Click "Live Transcript" at the bottom to toggle captions on.
  - Participants can then choose to activate captions by clicking on the arrow to the right of their Closed Caption button.
  - Participants can make the captions appear as subtitles within the Zoom window or in the chat bar to the right of the Zoom window.
  - If the latter is optioned, the entire transcript can be saved by clicking "Save Transcript" in the bottom-right corner.

How To Raise Hand in Zoom

- Click on the icon labeled "Reactions" in the toolbar on the bottom center of your screen.
  - A new window should appear on the bottom right side of your screen.
  - Inside of the window, click "Raise Hand" at activate.

- You'll know your hand is raised as a participant when you see an emoji hand on the screen next to your name.
- To lower your hand, Click "Raise hand" button again, "Lower Hand" should appear

Documents / Resources

	Zoom Video Settings Instruction Software [pdf] User Guide Video Settings Instruction Software, Video Settings Instruction Software, Settings Instruction Software, Instruction Software, Software

References

- **User Manual**