

Zoom Cheat Sheet

My enthusiastic **Teaching Assistants** may be helping with class!

TIP: Find yourself in full screen mode, but don't wanna be? Try **Escape**.

When I'm presenting slides, you'll see **View Options** here.

Participants window. Shows status indicators for everyone. Also lets you raise your hand 🙋 and 👍👎 etc.



In the default **Speaker View**, everyone appears on top. Whoever is talking automatically appears below.

Toggle between **Speaker & Gallery view**. You'll likely want **Speaker** view for class.

Solve audio problems (speaker, microphone).

Use **virtual backgrounds**. Upload before class. Your computer must meet requirements.

TIP: "Touch up my appearance" to soften your look.

Quick **thumbs up** or **applause**.

Only use at end of day, to avoid issues rejoining class.

Unmute to speak, otherwise keep muted for sound quality.

Stop Video to show your photo or name instead of your live video. Use sparingly (breaks).

Open/ close **Participants** window (right).

Open/ close **Chat** window (right).

Use only if invited to share your screen.

Chat window. Use **To Everyone** liberally. (I'll check often.) Otherwise, be cautious & type nothing that could be embarrassing if exposed.