**Welcome to the first VRPA Virtual Conference!**

This is a quick tips sheet for using Zoom!

If you have more questions than this sheet can answer head over to the [Zoom Help Center](https://support.zoom.us/hc/en-us/categories/200101697)!

***How do I set my virtual background?***

1. Click on the arrow or carrot just to the right of the “Stop Video” Icon
2. Select “Video Settings”
3. Then select “Virtual Background” from the list on the left
4. Select the background that you’d like to use

Video: [Virtual Backgrounds](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-background#:~:text=While%20in%20a%20Zoom%20meeting,background%20will%20be%20automatically%20applied.)

***How can I maximize the effectiveness of my virtual background?***

* Use bright even lighting
* Use a solid color backdrop (this refers to what is behind you in your home), preferably green
* Do not wear clothing that is the same color as your backdrop
* Use Zoom resolution guides for images/videos for best results

***How do I add a “Virtual Background” image from my computer?***

1. Click on the arrow or carrot just to the right of the “Stop Video” Icon
2. Select “Video Settings”
3. Then select “Virtual Background” from the list on the left
4. You will see default virtual backgrounds
5. To the right of these is a “Plus” icon
6. Click the “Plus” icon
7. Select “Add Image” from the dropdown menu
8. Select image from computer & click “Open”

***How do I share my screen?***

1. Click the “Share Screen” icon located in your meeting controls at the bottom of your screen
2. Select a screen share option
   1. Share your entire desktop, a specific application window, whiteboard, or iPhone/iPad screen
3. Click “Share Screen” -- at this point Zoom will automatically switch to full screen. To exit full-screen, click “Exit Full Screen” in the top-right corner OR press the “Esc” key

\*Remember that if you choose to share your desktop, viewers can see everything that you see on your desktop. \*

You can choose to share just one application (for ex. powerpoint) if you do not want others seeing your desktop. If you share using just one application, you have to remember that the participants can only see what is on screen in that application.

***I’m playing a video. How do I share the video with sound?***

1. Click the “Share Screen” icon located in your meeting controls at the bottom of your screen
2. Select a screen share option
   1. Share your entire desktop, a specific application window, whiteboard, or iPhone/iPad screen
3. In the bottom left hand corner of the share menu there is a “Share Computer Sound” checkbox
4. Check this option to allow video sound to play
5. Click “Share Screen”

\*Remember that if you choose to “Share Computer Sound” it will play ALL of your computer’s sounds during the presentation, so make sure to have your emails & other notifications turned off.\*

***How do I join a Zoom meeting?***

Just click on the link that you received from VRPA! When prompted enter the meeting ID

Video: [Join a Meeting](https://www.youtube.com/watch?time_continue=5&v=hIkCmbvAHQQ&feature=emb_logo)

***How do I join computer/device audio?***

On most devices, you can join computer/device audio by clicking *Join Audio, Join with Computer Audio, or Audio* to access the audio settings.

Video: [Joining & Configuring Audio & Video](https://www.youtube.com/watch?v=-s76QHshQnY&feature=emb_logo)

***My video/camera is not working!***

Zoom provides tips for Windows, Mac, Linux, Android, and iOS

[How to troubleshoot your video](https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working)

***How to change your Zoom name to your First and Last Name?***

If you are in the Zoom meeting. Hover your mouse in the bottom left hand corner of your tile. You should see a name (maybe yours) show up. Right click on the name and select “rename”. Enter your first and last name and select “OK”.

***How can I test my audio and video before the conference?***

[Joining a test meeting](https://support.zoom.us/hc/en-us/articles/115002262083)