**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 make someone else the host of a meeting?***

1. Start meeting as the host
2. In the host controls, click “End”
3. Click “Leave Meeting”
4. Assign someone (The Moderator) to be the new host, then click “Assign and Leave”

***How do I set a background image?***

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 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”

***What makes a background image work well?***

* 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 “Spotlight” the presenter?***

1. Hover over the video of the participant that you want to spotlight and click the ellipsis (...)
2. A dropdown box will appear
3. Select “Spotlight Video”

***How do I cancel “Spotlight”?***

Click “Cancel Spotlight Video” in the upper-left corner

***How do I RECORD?***

1. Click on the “Record” icon at the bottom of your screen



1. A menu will appear
2. Select “Record to the Cloud”
3. You should be recording now
4. Look in the upper left hand corner of your screen to ensure you see the Recording icon in red.



***How do I stop recording?***

1. When you are recording “Pause/Stop” icons appear at the bottom of your screen
2. Click on the “Stop” icon (black square) to end the recording (see above image)

***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 know people want to be let into the Zoom Session & how do I let them in?***

1. There will be a note that flashes at the bottom of your screen when a person is in the ‘waiting room’.
2. Click on the “Participants” icon at the bottom of your screen. This will open a window that lists people in the ‘waiting room’.
3. Click on “Admit” to give someone access to the session

***How do I remove a participant from a meeting?***

1. Click on the “Participants” icon or Manage Participants
2. A list of the participants will open
3. Click on the participant’s name and a menu of options will appear
4. Choose “remove”

***How do I mute everyone in the meeting (this will mute the presenters as well)?***

1. Click “Participants”
2. Click “Mute All”

***How do I access the chat?***

1. At the bottom of your screen are meeting controls, represented by a series of icons.
2. Click on the ‘chat’ icon in the meeting controls. This will open a chat box. It will appear on the side of the video chat portion.
3. You can both enter comments and read what others have written.