Useful Features of Zoom for a Better User Experience

Some useful features of Zoom that will come in handy while you watch the presentations and move to your breakout rooms (when applicable).

First, we ask that you stay muted when you are not talking. You may be muted when you join any meeting but if you need to mute or unmute yourself, click the "Mute" button in the bottom left side of the screen. You will also see the button to toggle your video screen there as well. If you don't see the icons, move your cursor over the Zoom window and they will appear.

We recommend watching the event in "Speaker View". But if you would like to see more people in the event, you can switch over to "Gallery View". Change views by clicking the "Views" button in the top right portion of the Zoom screen.

Another feature is the Participants panel. The button is located at the bottom of the zoom screen. In the participants panel, in addition to seeing the attendees, you can raise your hand, say yes or no, and other types of feedback that may be used during the breakout sessions.

In the chat panel (the button located to the right of the participants button), you can write comments or ask questions that will be relayed to the presenter. You have the option of writing to Everyone or selecting an individual person to chat with.

If you are on the phone, you can unmute yourself by pressing *6 and re-mute yourself with the same numbers, *6. Press *9 to raise your when you would like to ask a question.

When we have a breakout session, Zoom will automatically move you to the breakout room you selected upon registration. If for some reason you are not in the correct breakout room, or you would like to change, look for the "Breakout Rooms" icon on the bottom row of the screen. Pressing it will bring up a list of breakouts and participants. Click the "Move" button to change to that breakout room. You can also type a note in the chat box for the breakout monitors to move you to another breakout.