

# Zoom Guide

## WELCOME!

Live sessions in The Garden Studio take place on Zoom.

Zoom is FREE for you to use. You can download the app on your computer, device, tablet, or phone. You will use the same username and password for each device. You can download the app and set up your free account at

<https://zoom.us/>



I have gathered a few tutorials from around the Internet to help you troubleshoot any issues you're having with Zoom. You can also navigate to The Garden Studio "Support" page (click [here](#)) and book a one-on-one call for help with tech issues.

## SUGGESTED TUTORIALS:

1. [How to Join a Zoom Meeting for the First Time](#) (The Basics)
2. [Joining A Zoom Meeting](#)
3. [How to switch from gallery view \(seeing everyone\) to speaker view \(only seeing the speaker\)](#)
4. [Tips on using ZOOM on iphones or ipads:](#)

This [article](#) also has some great tips!

And [here](#) is the official ZOOM help page!

# Zoom Guide

The following guide will help you navigate your first video call. Don't worry if it seems overwhelming at first - you'll get the hang of it quickly!

## 1: Joining the Meeting

- Click the link you were sent (likely in an email or in Facebook)
- You might need to download the Zoom app if you haven't already
- Allow Zoom to use your computer's audio and video!

## 2: Audio Settings

- You'll usually start muted (this is good!)
- To unmute: Click the microphone icon in the bottom-left corner (*make sure the microphone on your device is enabled as well*)
- To mute again: Click the same icon
- Tip: Keep yourself muted when not speaking to reduce background noise



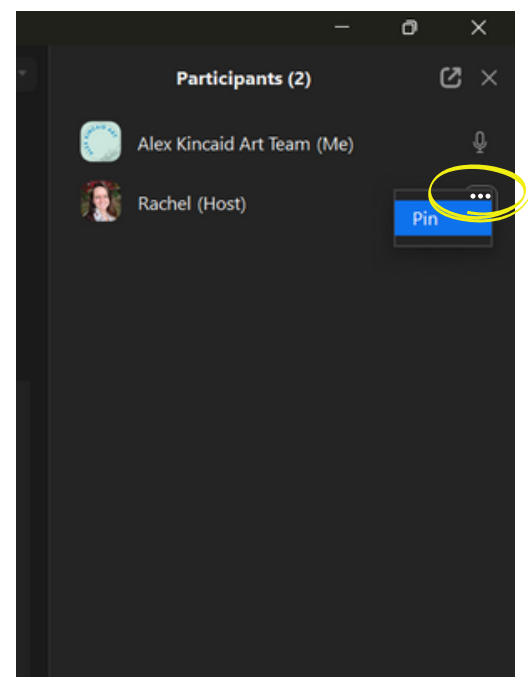
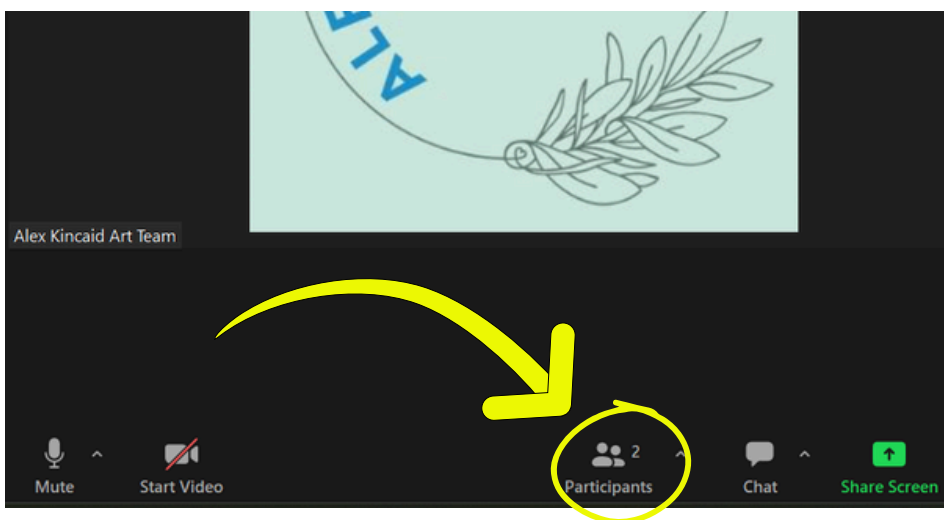
### 3. Video Settings

- To turn on your video: Click the camera icon in the bottom-left corner (*make sure the camera on your device is enabled as well*)
- To turn it off: Click the same icon again



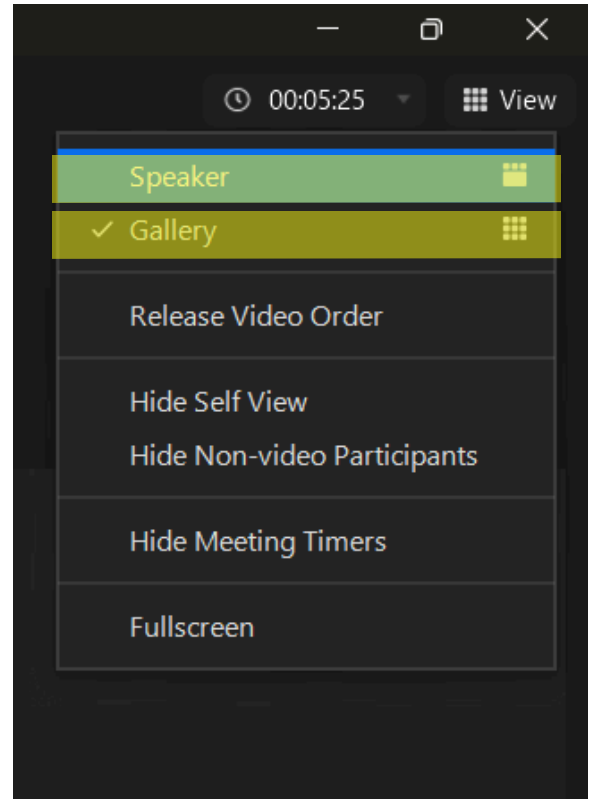
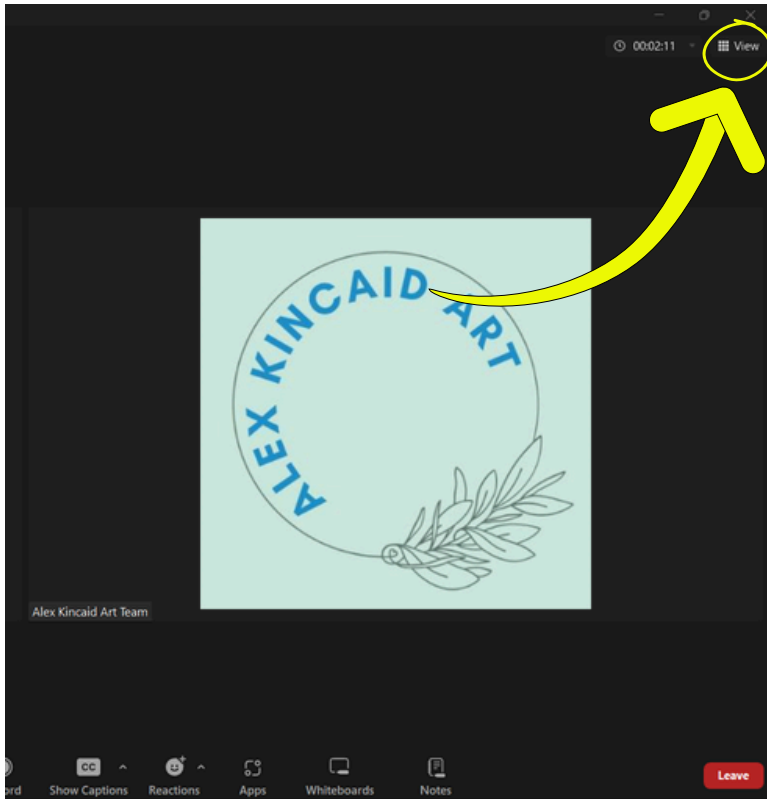
### 4. Changing Your Display Name

- Click "Participants" at the bottom of the window
- Find your name in the list and hover over it
- Click "More" and then "Rename"
- Type in your preferred name and click "OK"



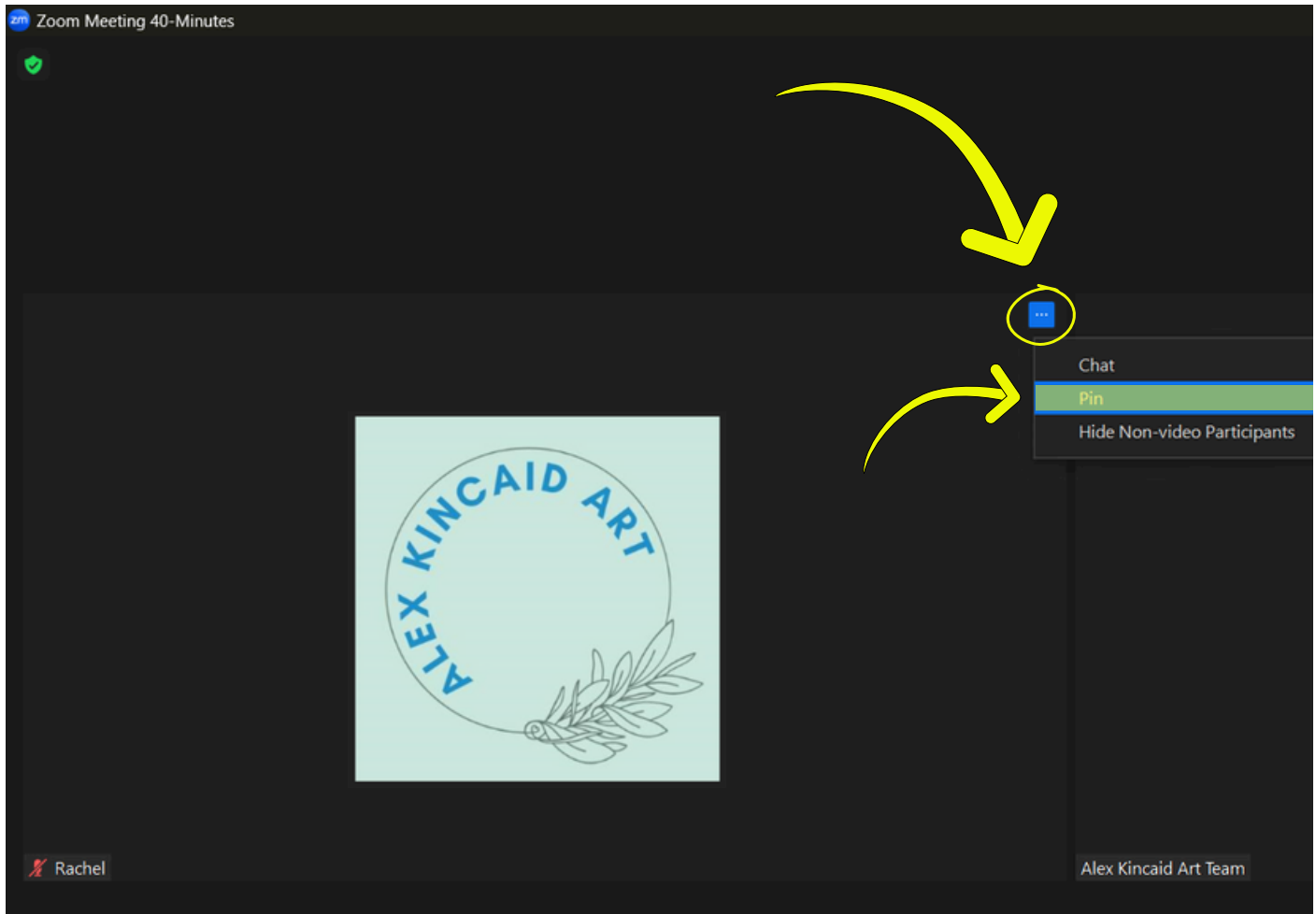
## 5. Choosing Your View

- In the top-right corner, you'll see "Speaker View" or "Gallery View"
- Speaker View: Focuses on whoever is currently speaking
- Gallery View: Shows all participants in a grid
- Try both to see which you prefer!



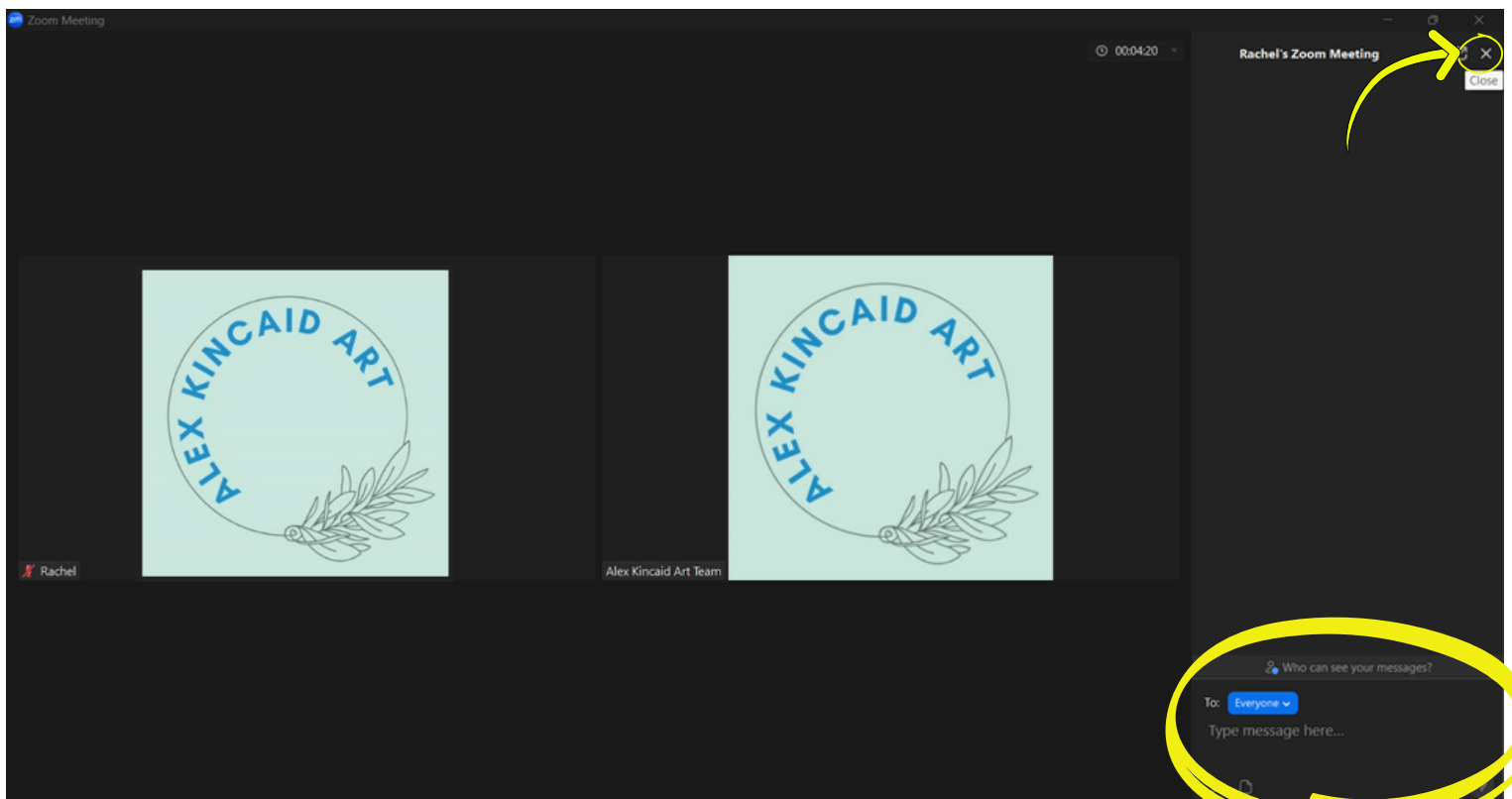
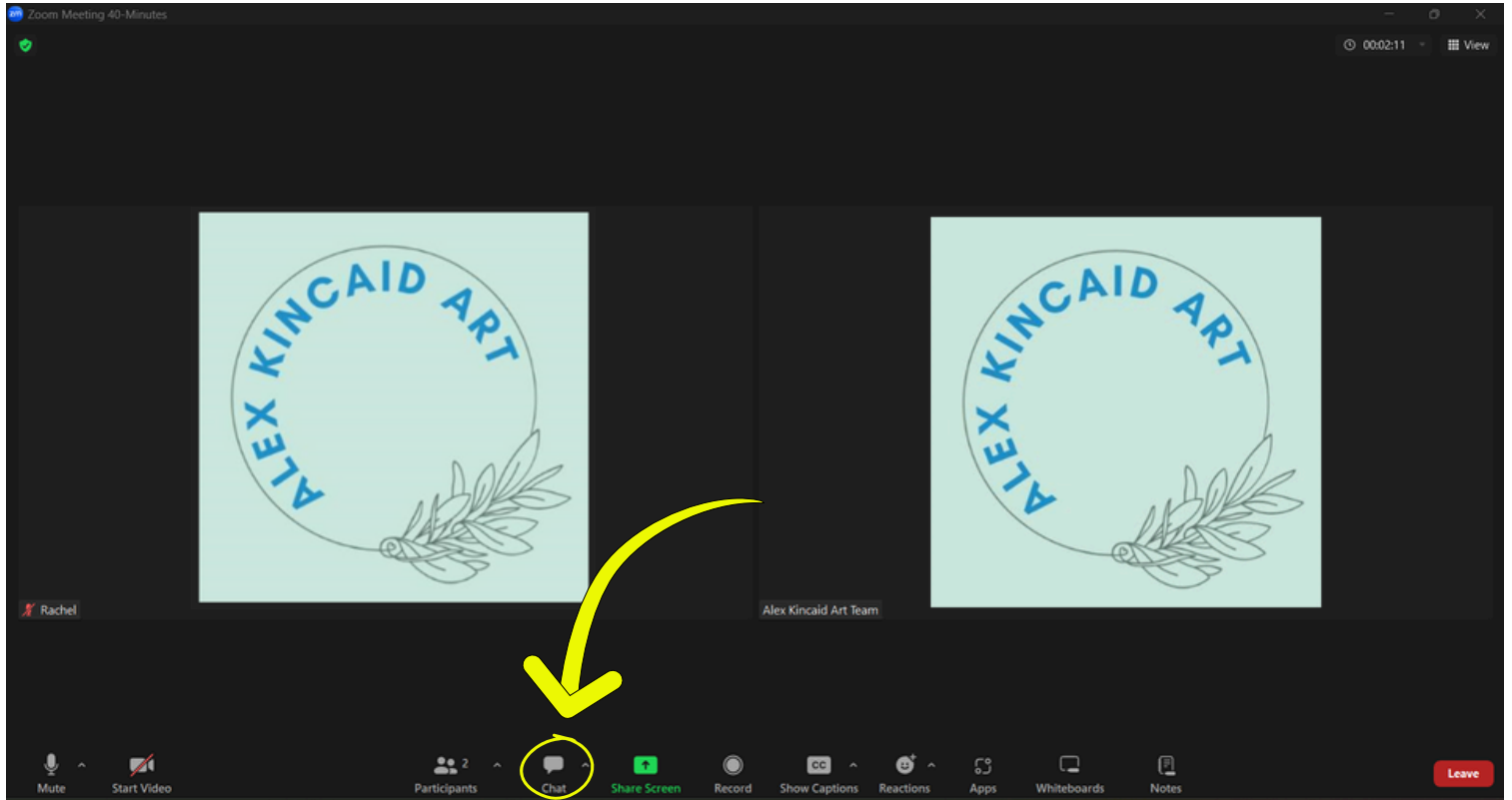
## 6. Pinning a Video

- To keep one person's video large, hover over their video, click the three dots (...) and select "Pin"
- To unpin: Click (...) again and select "Unpin"



## 7. Using the Chat

- Click "Chat" at the bottom of the screen to open the chat window
- To move the chat: Click and drag the top of the chat window
- To hide chat: Click "Chat" again



## **Helpful Tips**

- If you're having trouble hearing or being heard, check your audio settings by clicking the arrow next to the microphone icon
- Feel free to turn your video off if you need to step away briefly
- Don't be afraid to ask questions if you're unsure about something - everyone was new to Zoom once!

Remember, practice makes perfect. The more you use Zoom, the more comfortable you'll become. Enjoy your meeting!