

Zoom Tips and Tricks



Action	Tip
Gallery View	Gallery view lets you see everyone in the meeting at once, instead of just the person speaking. Click the tab that says Gallery view in the top right corner. Change it back by clicking Speaker view in that same top right corner.
Mute and Camera Default	Go to Settings > Audio > Mute microphone when joining a meeting, and then Settings > Video > Turn off my video when joining a meeting.
Space Bar	Mute and unmute with the space bar by quickly pressing and holding the spacebar on your keyboard.
Discussion Reactions	Send a thumbs up or a clapping emoji to communicate without interrupting the meeting. To react during a meeting, click the Reactions tab at the bottom of the meeting screen and choose the one you want. Emoji will disappear after 5 seconds.
Meeting Record	Go to Settings > Recording and toggle it on. When you're hosting a Zoom meeting, click the Record icon on the bottom toolbar.
Nonvideo Participants	Hide the participants who aren't using video by going to Settings > Video > Meetings, and check Hide nonvideo participants.
Screen Share	Click the Share screen icon on the toolbar at the bottom of the meeting screen – you have the option to share your entire desktop, or just one of the windows you have open. Click the red Stop Share button at the top of the screen to go back to being a meeting participant.
Silence Desktop Notifications	Windows 10 has a built-in feature called Focus Assist that silences desktop notifications. Go to Settings > System > Focus Assist, and toggle When I'm duplicating my display to On.
Breakout Rooms	Encourage small group discussions by breaking into small groups. https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms
Polling	Collect feedback on single or multiple-choice questions during your meeting. Review the Zoom help center for more details: https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings
Whiteboard	Allows you and others to annotate during the meeting. The feature is challenging so practice first and determine if it's a useful tool. https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard
Beauty Filter	Click the up arrow next to Start Video. Click Video Settings, and under My Video, check the box for Touch Up My Appearance.