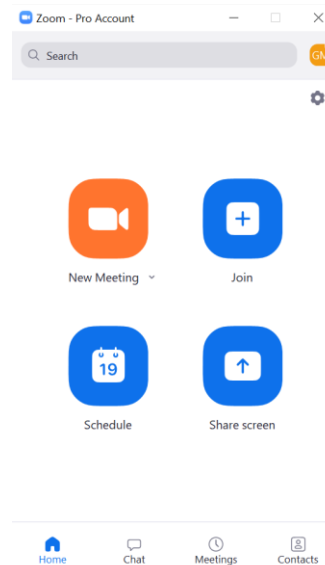


Tips and Tricks for a Successful Zoom Meeting

First, go to your Zoom Application

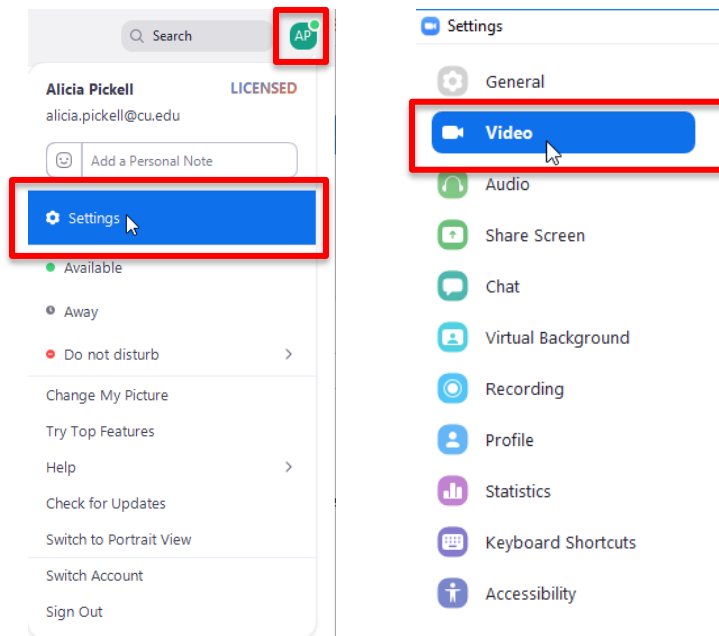
You can access your **Zoom Profile** by going to <https://cusystem.zoom.us> and using your SSO username and password, or contact the UIS Service Desk for assistance installing the **Zoom Application**.



Mirror, Mirror

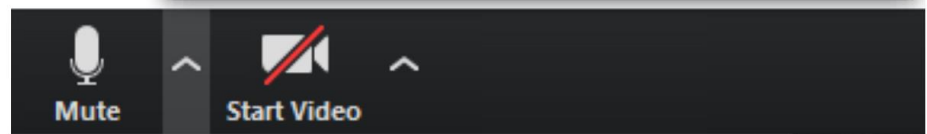
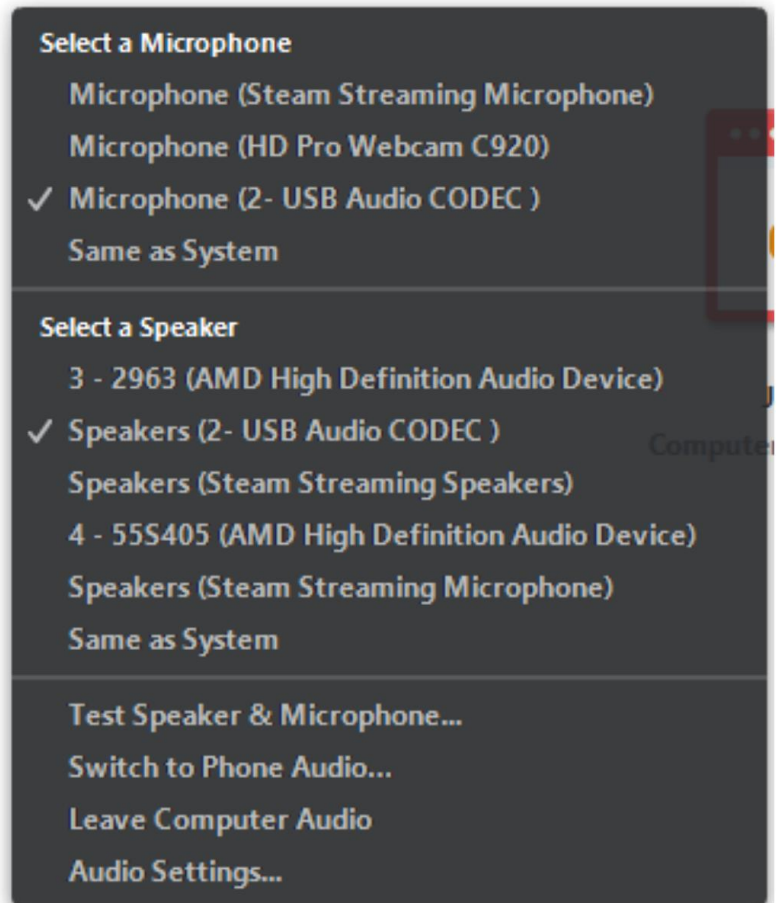
Before a meeting begins, it is always a good idea to check what your guests will be seeing – your appearance and the room you are using as your home office.

Open the Zoom App, then access the **Settings** menu by clicking the gear icon in the upper right corner. Choose the **Video** section, and you will get a preview of what your camera sees.



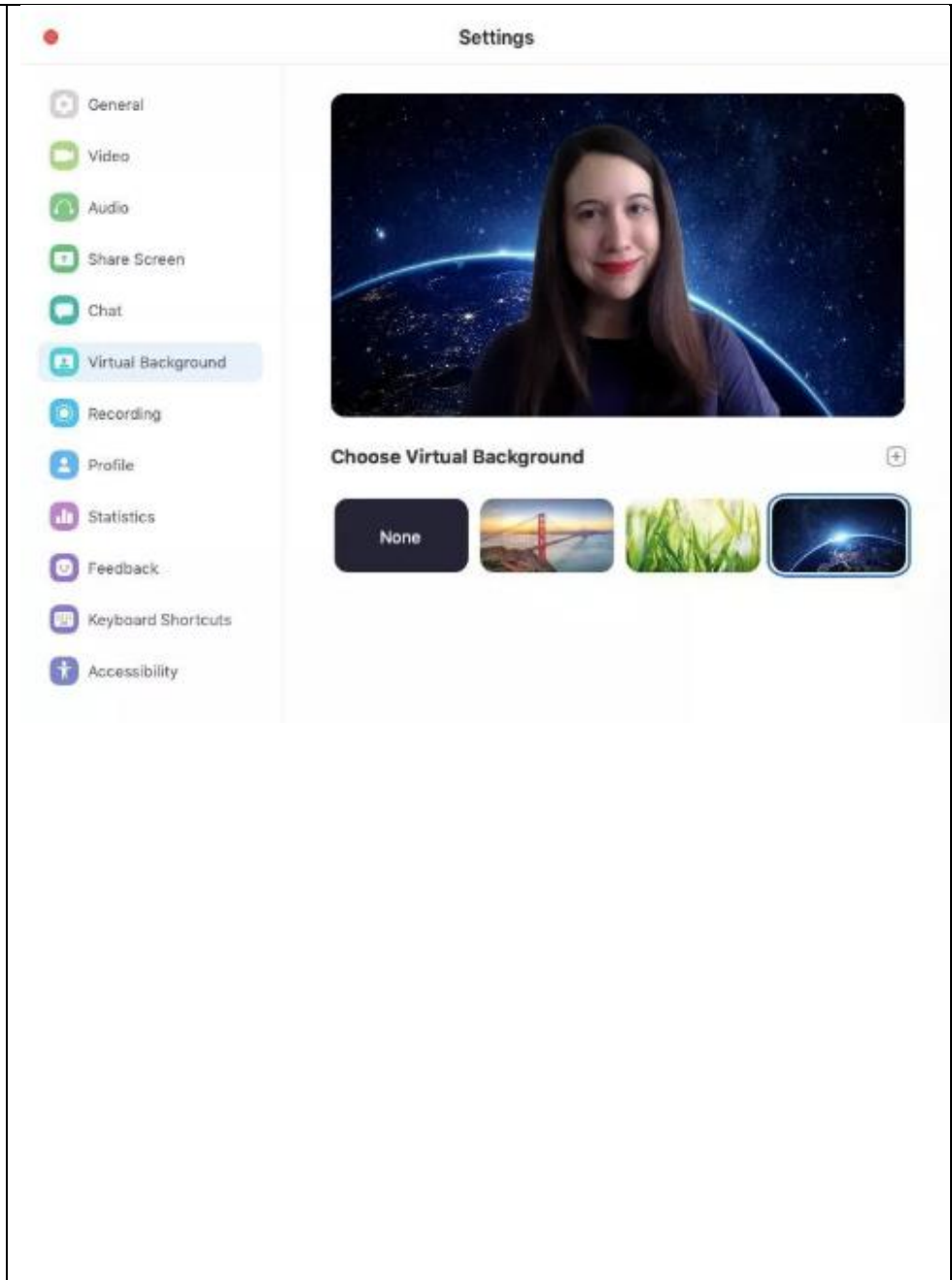
Testing, Testing

While you are still in the Settings menu, click on the **Audio** section to select your preferred audio setup. If you are just using your laptop speaker and microphone, there's not much to adjust here. But if you have a mic-headset combo you would like to use, make sure it's selected here for both the Speaker and Microphone options before you start your call.



Change your Zoom background on the desktop app

1. In the Zoom app, click your profile in the top right corner and click **Settings**.
2. On the menu to the left, click **Virtual Background**.
3. You'll see a few default background options provided by Zoom, including an outer space scene or blades of grass. You can choose one of those by clicking on it, and it will automatically change your screen as well. There's also an option for if you have a green screen and want to use that.
4. If you want to upload a photo to use as your background, on the same **Virtual Background Page**, click the + icon next to where it says **Choose Virtual Background**. A box will pop up allowing you to upload a photo from your computer. Click on the one you want, and it will appear alongside the other pictures as an option to choose.
5. To get rid of any photos you upload, tap the **X** in their top left corner.



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See everyone at once

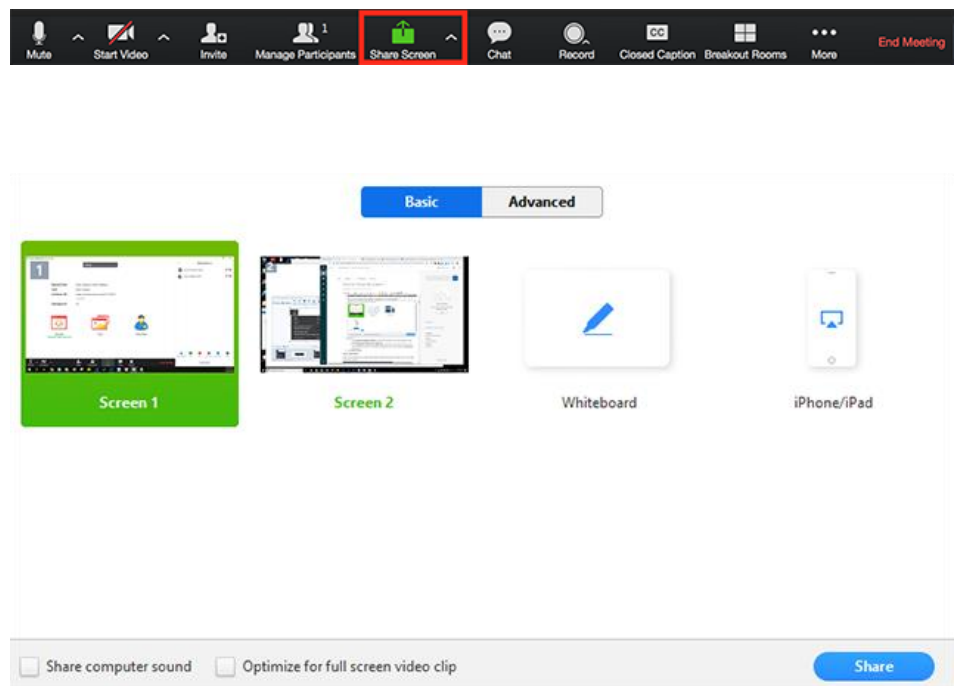
By default, Zoom will show you whoever's actively speaking. However, with a single click, you can view everyone on the call by clicking "Gallery View" in the upper-right corner of an active meeting. Once clicked, it will show you a grid of all the call's participants up to a maximum of 49 per page.



Share your screen

1. Click the Share Screen button located in your meeting controls.

2. Select the specific screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.



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Contact UIS

Call: (303) 860-4357

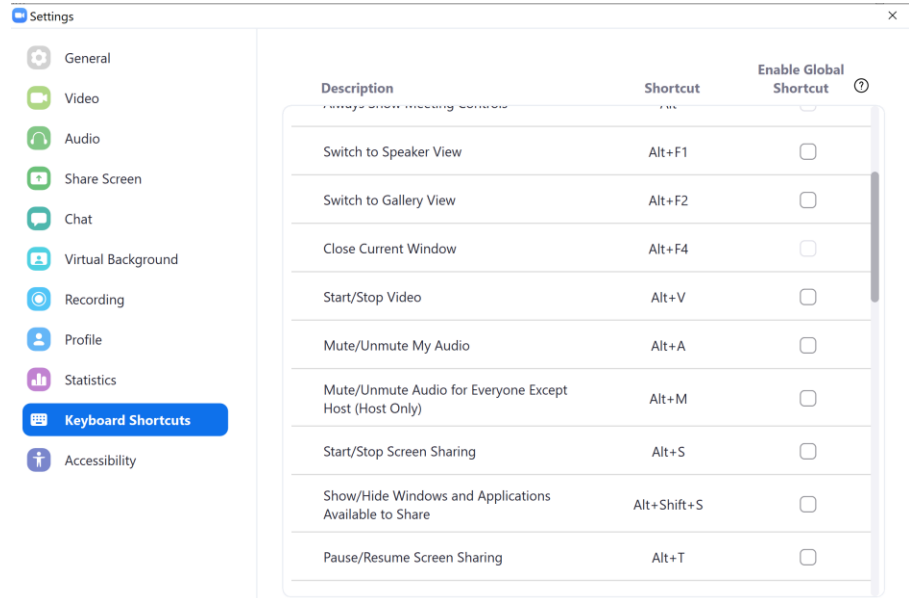
Email: help@cu.edu

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Keyboard Shortcuts

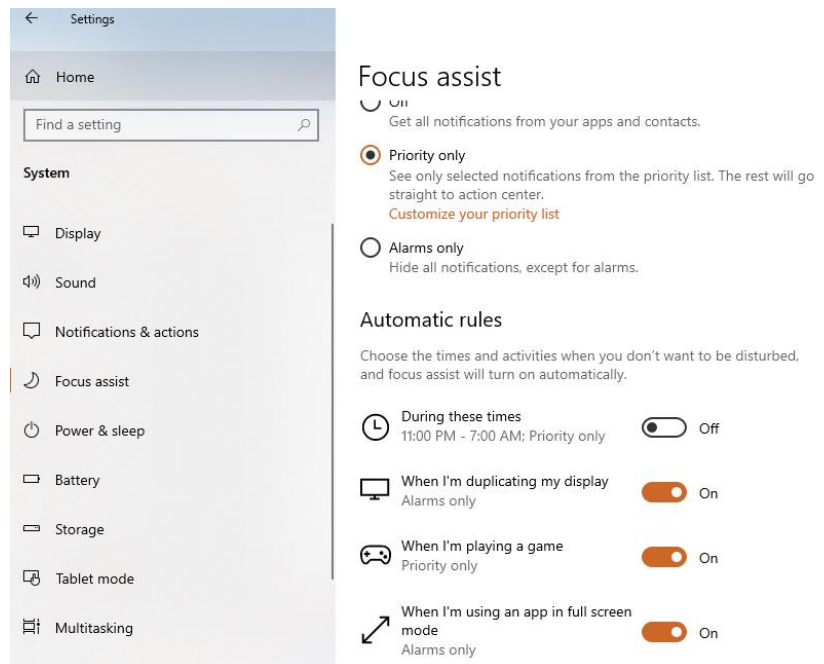
In **Settings**, click on **Keyboard Shortcuts**. There are many shortcuts that will save you time like needing to move your mouse to toggle your microphone off and on mute or to switch to Gallery View.



Prevent embarrassment by silencing desktop notifications

Windows 10 has a built-in feature called Focus Assist that does just this. Just head to **Settings > System > Focus Assist**, and toggle **When I'm duplicating my display** to **On**. You can also toggle it manually from the Action Center found at the bottom right of the Windows 10 taskbar.

Mac users need to employ a third-party app to automate the process. One suggested app is **Muzzle**, which simply toggles on macOS's built-in Do Not Disturb mode whenever you start screen sharing, so you don't forget.



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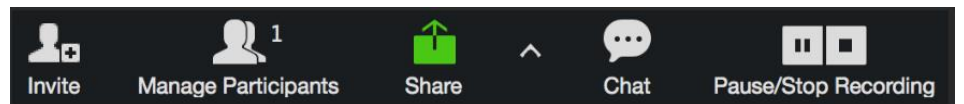
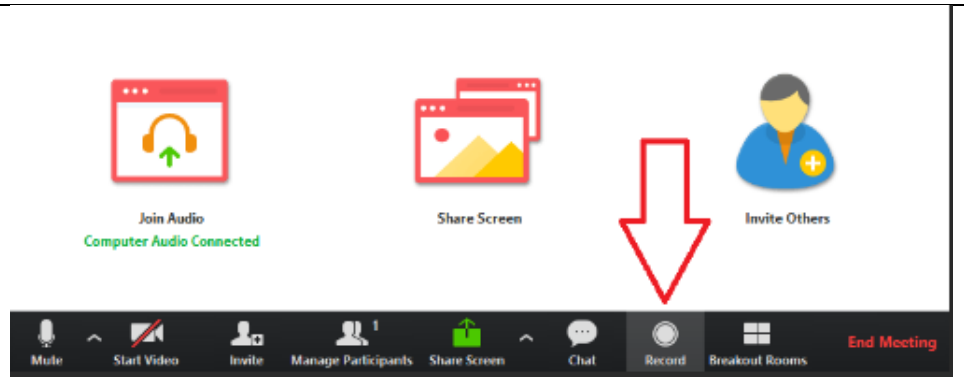
VIDEO CONFERENCING

Record Meeting

Want to save key meetings? Record them for reference. Doing an interview and you don't want to slow things down by taking notes? Record it!

As the host, you will be provided with a Record button in the lower meeting controls.

Pause or Stop your recording using the buttons provided in the toolbar.



Want more tips?

[Zoom Help Center](#) has many **View Live Training Videos** regarding frequently asked questions.

zoom Help Center

If you need any assistance, please contact the **UIS Service Desk**. We will be happy to help!



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