

Basic Zoom Features

There are a variety of features on Zoom to enhance your video call experience. The simplest way to use these features is on either a laptop or a computer. These features are also available on tablets and mobile devices but may require more steps to use them. Here are basic features that would be useful while attending a Zoom meeting.

Mute

The mute button is an important and useful feature to know on Zoom. It is good Zoom etiquette to mute yourself while you are not speaking to limit any background noise.

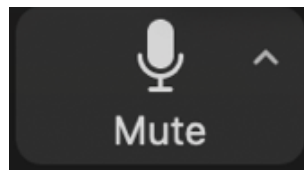
On a laptop, computer or mobile device:

- The mute button is displayed as a microphone icon in the bottom left corner of the screen on smartphones and computers. For a tablet, this is located toward the right top corner.
- While you are muted, a red line across the microphone will show up.
- To mute or unmute yourself, click or tap on the microphone icon.

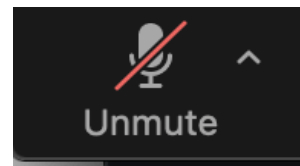
On a tablet:

- The mute button is located on the top of the screen.

Unmuted:



Muted:



Video

Having your video camera on during a Zoom meeting is a great way to help replicate face-to-face interaction by allowing people to see your facial expressions and reactions during the meeting.

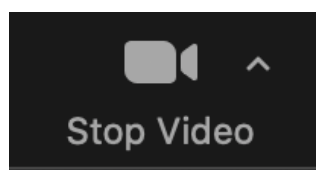
On a laptop, computer or mobile device:

- The video button is displayed as a video icon in the bottom left corner of the screen on a smartphone or a computer, and top right corner for tablets.
- If your video is off, a red line across the video icon will be displayed.
- To turn on or off the video, click or tap on the video icon.

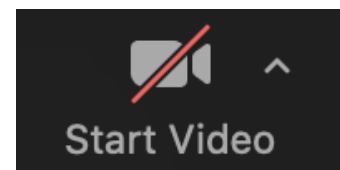
On a tablet:

- The video button is located at the top of the screen.

Video is on:



Video is off



Virtual Background

The virtual background is an optional feature you can use. The virtual background is especially useful if your in-person background is cluttered or you do not want to display it.

On a laptop or computer:

- Locate the video icon. Next to the video icon there will be a small “^” icon.
- Click on the “^” icon and select “Choose Virtual Background.”
- Zoom has some pre-installed virtual backgrounds you can use, or you can upload your own picture to use for your virtual background.
 - Please note that not all devices support the virtual background feature. For older devices, this may not display correctly.

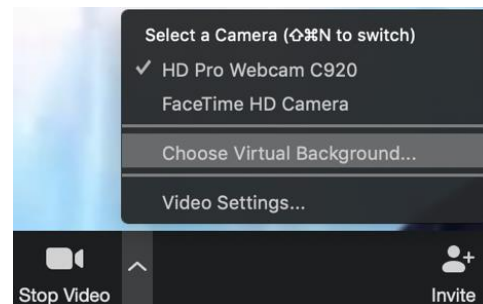
On a tablet:

- To access your virtual background, locate the three dots in the top right of your screen. Click the three dots and select “Virtual Background.” You can then choose your background.

On a mobile device:

- To access your virtual background, locate the three dots in the bottom right of your screen. Click the three dots and select “Virtual Background.” You can then choose your background.

Virtual background selection on a computer:

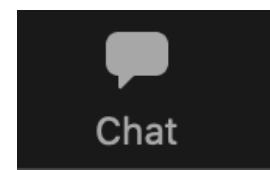


Chat

The chat box allows you to interact with others in your Zoom meeting by posting questions or comments without interrupting the current conversation or presentation.

On a laptop or computer:

- The chat option is located in the middle of the bottom of the screen, illustrated by a message bubble.
 - You can click the chat icon and type your message there.



On a tablet or mobile device:

- The chat option can be found by clicking on the three dots in the bottom right of the screen.
 - Choose the “Chat” option. You can type your comments or questions there.

Virtual Filter

Similar to the virtual background, the virtual filter is a fun feature you can use to add different visuals to your Zoom screen. You can add different borders to your screen as well as add different elements to your appearance. Some of these include: animal faces, hair accessories, and hats.

On a laptop or computer:

- Locate the video icon. Next to the video icon there will be a small “^” icon.
- Click on the “^” icon and select “Choose Virtual Filter.”
- Zoom has pre-installed virtual filters you can use.
 - Please note that not all devices support the virtual filter feature. For older devices, this may not display correctly.

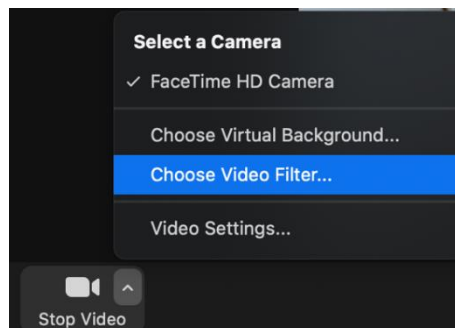
On a tablet:

- To access your virtual background, locate the three dots in the top right of your screen. Click the three dots and select “Virtual Filter.” You can then choose the filter you want to use.

On a mobile device:

- To access your virtual filter, locate the three dots in the bottom right of your screen. Click the three dots and select “Virtual Filter.” You can then choose your filter.

Virtual Filter Selection on a Computer:



Reactions

Reactions are fun ways to provide interaction in Zoom meetings without talking. Originally, the available options were the thumbs up and clapping emoji. Recently, Zoom added a heart, laughing, surprised, and celebration emoji. These can be used in different ways to interact during the Zoom meeting without talking or typing in the chat. You can use the thumbs up to indicate agreement to a question or decision. You can use the clapping and other reactions after a presentation, video, achievement, etc.

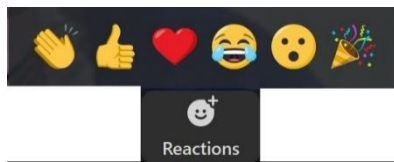
On a laptop or computer:

- The reactions option, shown as a smiley face, is in the bottom right of your screen.
- Click on the smiley face and select the reaction you would like to express.
- Once selected, the emoji will display on your screen and disappear after a few seconds.

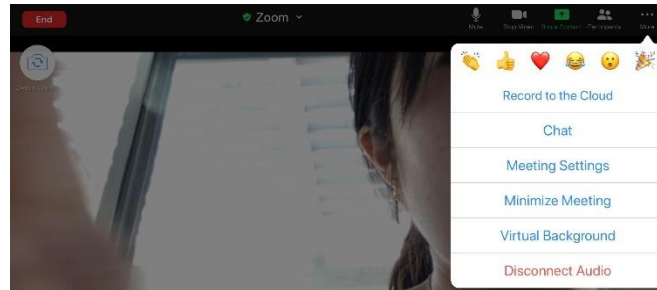
On a tablet or mobile device:

- Locate the three dots indicating more features.
- Click on the three, and the six reaction options should be displayed above the other options (i.e. chat, virtual background, etc.).
- Select your reaction and it will be displayed on your screen.

On a computer:



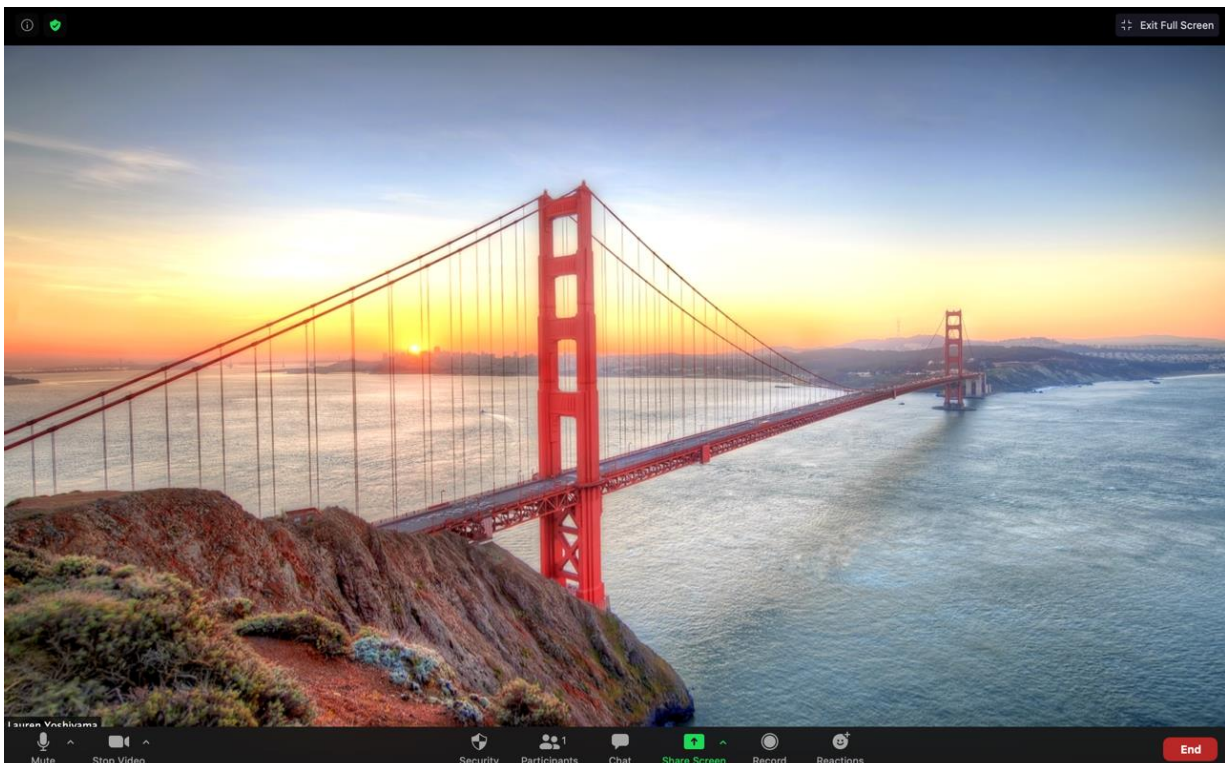
On a tablet:



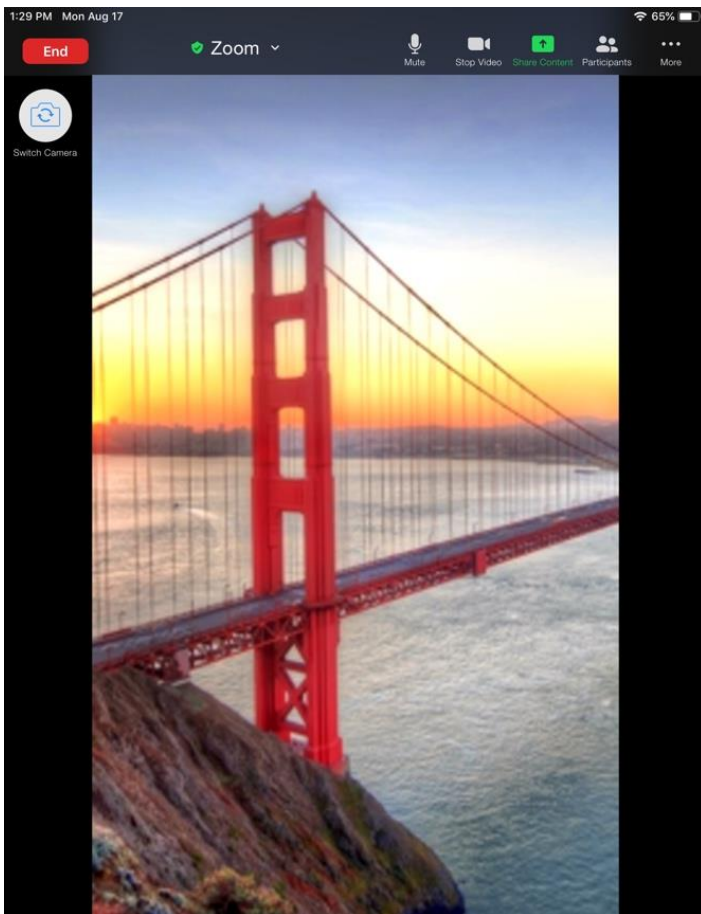
Different Devices

As mentioned before, all the Zoom features may appear differently depending on what device you are using. For the best results and easiest user experience, it is recommended to use a laptop or computer. Below are screenshots of how the different features appear on a laptop and a tablet.

Laptop/Computer View:



Tablet View:



Mobile Device View:

