

Zoom User Manual

Join a Meeting

Join the conference by clicking on the titles of the conference which you can find [here](#). They will redirect you to Zoom you have to add your Username and password If you don't have Zoom, you can download it [here](#). When you're in the conference, you may click on the Start Video button to start your video.

When you enter a zoom conference, you have this bar on your lower part of your screen. Below you will find explanations for them.

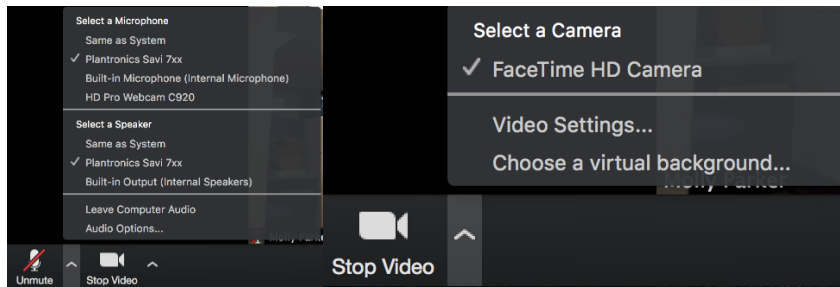


Mute/Unmute & Audio Settings:

You can mute and unmute your microphone by clicking on the button. By clicking on the arrow next to the mute button, you can find information regarding audio settings. There you can also change your microphone source.

Start/Stop Video & Video Settings

In the same way, you can click on the video button to switch on or off your camera. If you click on the arrow next to the button, you can switch camera or add a virtual background (if enabled)



Chat

You can always ask a question through the chat function and at any given time you can click on a participant and send a message directly to this person.

Choose Video Layout and full screen

On the top right corner you will find the option to choose how you see the speakers and participants. By clicking on the Gallery View you can choose to switch to active speaker view and gallery view. By clicking on the four arrow button you can maximise the screen.

Leave Meeting

You can leave the meeting at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.

