

# Zoom Tips & Reminders

In this document you will find quick tips and reminders of the features reviewed during your Zoom Orientation with the OLLI at UNLV Administrative Team.

For any additional questions, please email [olliatunlv@unlv.edu](mailto:olliatunlv@unlv.edu).

Please keep in mind each device has these features, however they may be in a different location than indicated in this document. If you are looking for additional information for your device, please click [here](#) to review the information provided by Zoom.

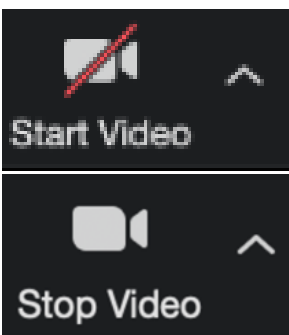
## Audio–



At the bottom left-hand corner on a computer, or top of your screen on a tablet/phone, you can use the “Mute/Unmute” button to participate in discussions and ask questions.

**Reminder–** As you are admitted to each discussion group, you will be muted to reduce feedback and ensure everyone can hear the facilitators.

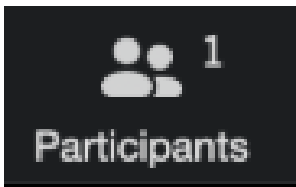
## Video–



At the bottom left-hand corner on a computer, or top of your screen on a tablet/phone, you can use the “Start Video/Stop Video” to participate in your discussion groups.

**Reminder–** If you are planning to take a break or walk away from your device during a discussion group, please turn off your camera.

## Participants–



On the control panel at the bottom of your computer screen or top of your tablet/phone screen, you can open the Participant Panel (pictured below). This panel will open on the right hand side of your screen to view all of the members within the discussion group.

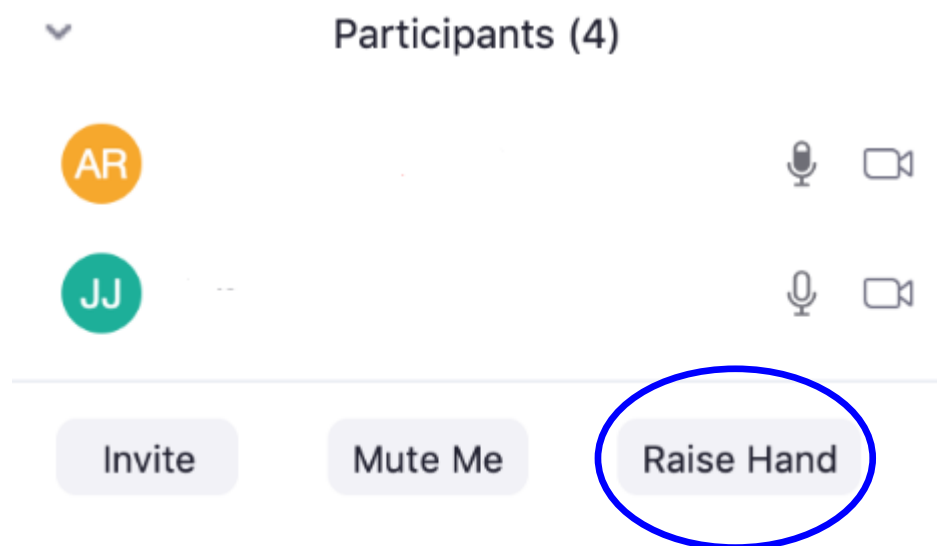
**Reminder–** To view this panel, your computer will need to be out of Full Screen mode. If your Participant Panel pops up in the middle of your screen, you can click on “More” and click “Merge to Meeting Window.”

**Raise Your Hand–** To raise your hand on your computer, you will need to open the Participant Screen as stated above and click the button “Raise Hand.” Once you are called on, you can unmute your device and ask your questions or share your comment.

**Raise Your Hand on Different Devices–** Click the links below to watch short tutorials on a different device.

[Android](#)

[iPad/iPhone](#)



## Chat–



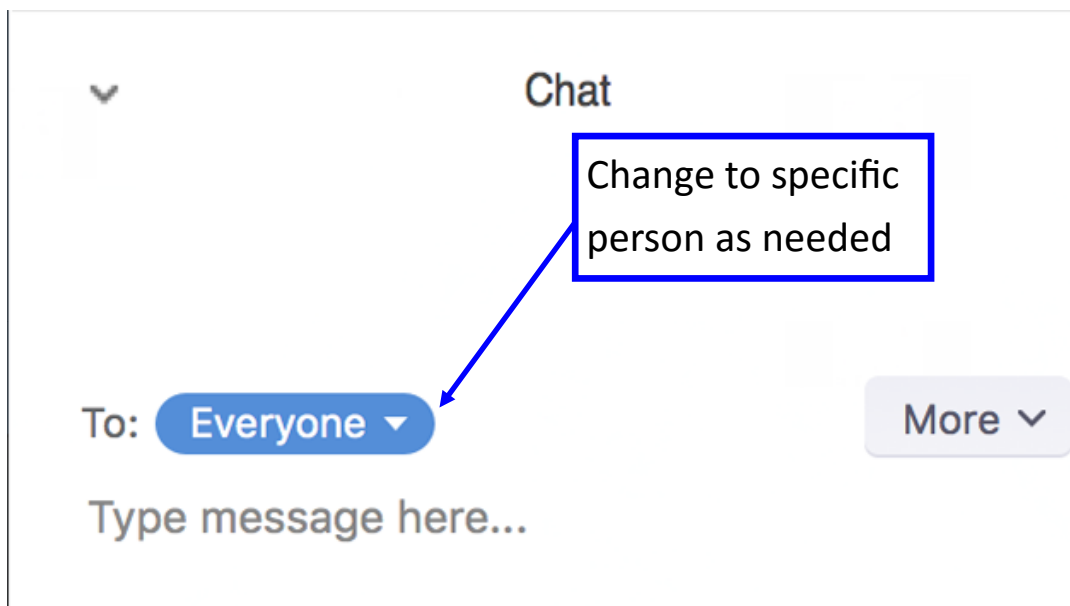
On the control panel at the bottom of your computer screen or top of your tablet/phone screen, you can open the Chat Screen (pictured below.) This screen will open on the right hand side of the discussion group. This feature will allow you to send a message to everyone in the meeting or a specific person.

### Reminders–

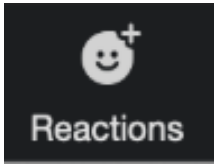
If your chat screen pops up in the middle of your screen, you can click on “More” and click “Merge to Meeting Window.”

If you want to pass a note or ask the Admin Team a question, make sure you check that you change the chat from “Everyone” to the individual you would like to message.

You will need to click the “Enter” on your keyboard to send a message.



## Reactions–

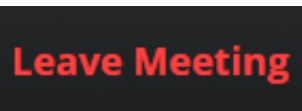


Throughout the discussion group, if your instructor asks for a thumbs up or you wish to encourage someone in class, you can use the Reactions as shown without interrupting the discussion.



Reactions will disappear after 5 seconds.

## Leave Meeting-



To leave a meeting after the discussion group has ended, you will click the red “Leave Meeting” button (as shown).

**Reminder–** If you click this button before the meeting has ended, you will have to go back to the link and re-enter the discussion group.

## Joining by Phone-

If you do not have a webcam, or cannot join by computer/tablet/smartphone, click [here](#) to view how to participate by calling into your discussion group.

For members without a webcam, but who own a computer/laptop you can use your computer/laptop to view the discussion group and call in from your phone to provide you with audio capabilities.

## Best Practices-

- ◆ Be aware of your background and lighting. If possible, try to have light in front of you, rather than behind you.
- ◆ Try to have a neutral calm background, clear of distractions.
- ◆ Turn your microphone off until you would like to speak as background noise can be distracting.
- ◆ Make sure to turn off or silence your cell phone, just like you would during and in-person class.