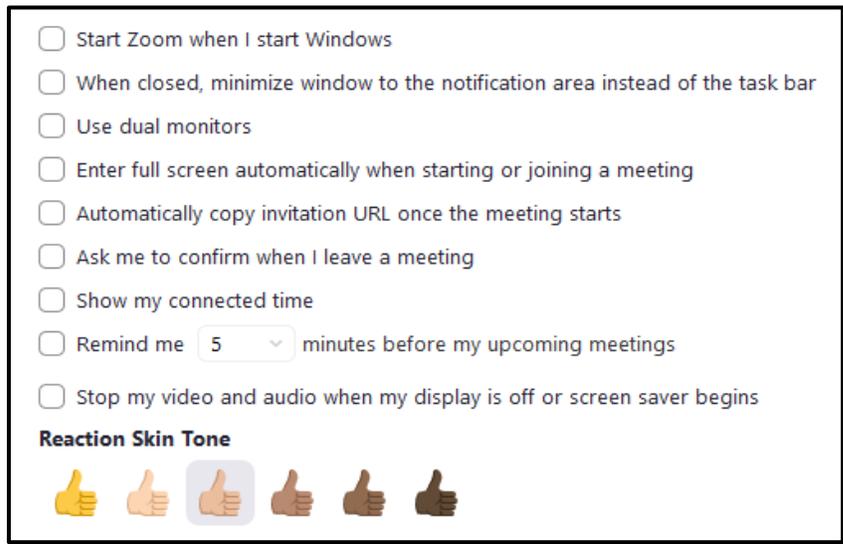


## Zoom User Settings

### To access settings

- Click the gear icon under your profile picture to change general settings for meetings.

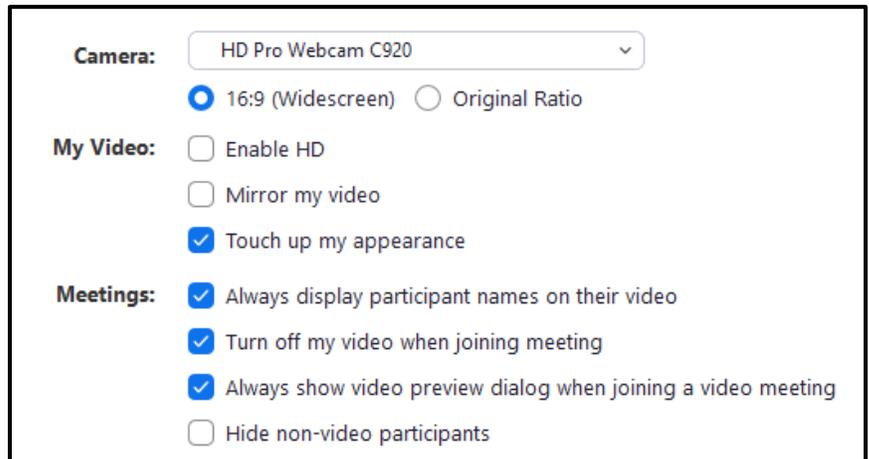
- Start Zoom when I start Windows – will automatically open and display the Zoom client when Windows starts.
- When closed, minimize window to notification area instead of task bar - keeps Zoom open in the taskbar notifications area after you close it.
- Use dual monitors – allows you to place screen share content and video on separate screens while in a meeting; Zoom will appear on both monitors.



- Enter full screen automatically when starting or joining a meeting – opens the meeting full screen.
- Automatically copy Invitation URL to clipboard after the meeting starts – copies the meeting URL to the clipboard for easy access during the meeting.
- Ask me to confirm when I leave a meeting - displays a prompt to confirm if you really want to leave the meeting.
- Show my connected time - displays the total time you have been in the current meeting.
- Remind me \_\_\_ minutes before my upcoming meetings - displays a notification at the specified time before your meetings start.
- Reaction Skin Tone - sets the default skin tone for chat emoticons and meeting reactions.

- Click the Video tab to change any camera or video settings.

- Click the **Camera** drop-down arrow to select the camera to use and select the video ratio.
- To use HD video in your meetings, select **Enable HD**.
- Click **Mirror my video** if you need to flip your video horizontally.

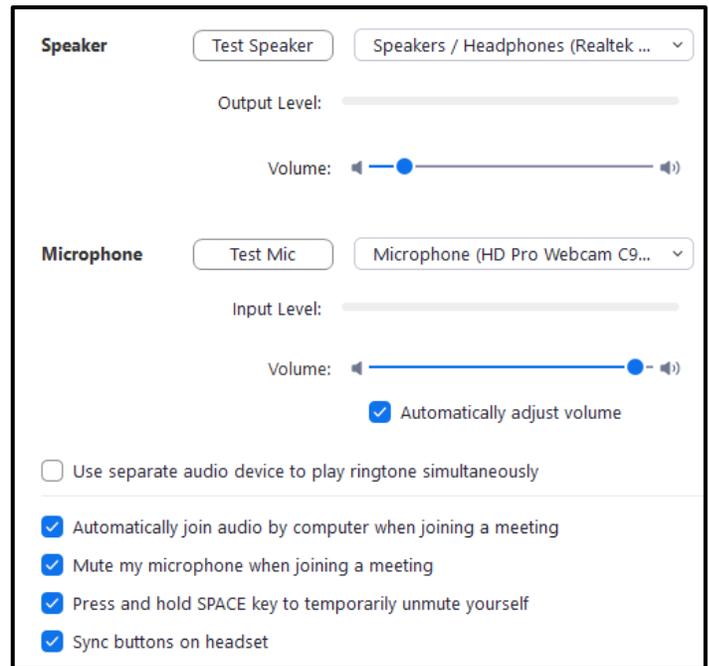
A screenshot of a video settings interface. It is enclosed in a black rectangular border. The settings are organized into three sections: 'Camera', 'My Video', and 'Meetings'.

- Camera:** A dropdown menu is set to 'HD Pro Webcam C920'. Below it are two radio buttons: '16:9 (Widescreen)' (selected) and 'Original Ratio'.
- My Video:** Contains three checkboxes: 'Enable HD' (unchecked), 'Mirror my video' (unchecked), and 'Touch up my appearance' (checked).
- Meetings:** Contains four checkboxes: 'Always display participant names on their video' (checked), 'Turn off my video when joining meeting' (checked), 'Always show video preview dialog when joining a video meeting' (checked), and 'Hide non-video participants' (unchecked).

- Selecting **Touch up my appearance** will apply a softening effect to minimize the visibility of imperfections.
- Select **Always display participant names on their video** to show the participants' names on top of their video.
- **Turn off my video when joining meeting** will automatically disable your video when you first join the meeting.
- To see the video feed within a video preview window, select **Always show video preview dialog when joining a video meeting**.
- Click **Hide non-video participants** to hide the participant's thumbnails if they don't have video enabled (otherwise the thumbnail will just display the participant's name)

- Click the Audio tab to set or change audio settings.

- Click **Test Speaker** to play a test tone and adjust the volume level.
- Click the speaker drop-down arrow to select the speaker you want Zoom to use.
- To make sure the microphone will record the audio, click **Test Mic**.
- Selecting **Automatically adjust volume** will automatically make your microphone softer or louder as needed to make it easier for other participants to hear you.



- Click **Use separate audio device** to choose a different device to play the ringtone when you are invited to a meeting or receive a Zoom phone call.
- Choose to **Automatically join audio by computer when joining a meeting** to automatically start with your audio enabled.
- Select whether to mute the microphone automatically when joining a meeting and whether to allow yourself to unmute by pressing and holding the space bar.
- **Sync buttons on headset** allows you to mute or unmute using a button on your audio device and will show the microphone is muted or unmuted in the Zoom client.

- Click **Share Screen** to open the available screen sharing settings.

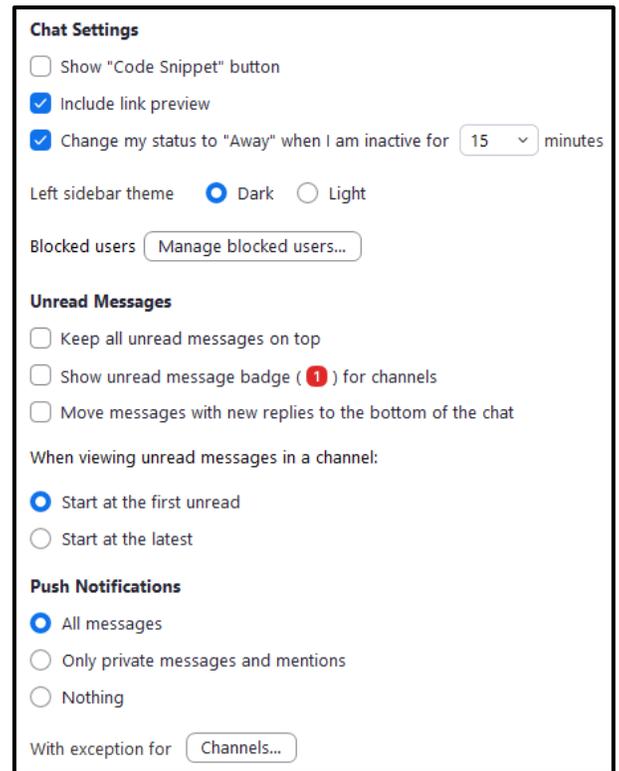
- Selecting **Enter full screen when a participant shares screen** automatically changes the view to full screen mode while **Maximize Zoom** window when a participant share screen will maximize the size of the Zoom client but does not enter full screen.

- Enter full screen when a participant shares screen
- Maximize Zoom window when a participant share screen
- Scale to fit shared content to Zoom window
- Enable the remote control of all applications
- Side-by-side mode
- Silence system notifications when sharing desktop

- To automatically make the shared screen fit the size of the Zoom window, check **Scale to fit shared content to Zoom window**.
- Enabling the remote control of all applications will allow other participants to remotely control all applications when working in a remote-control session.
- To display the shared screen and the participants' video side by side, choose **Side-by-side mode**.
- Click **Silence system notifications when sharing desktop** to disable system sounds such as email notifications and other desktop alerts.

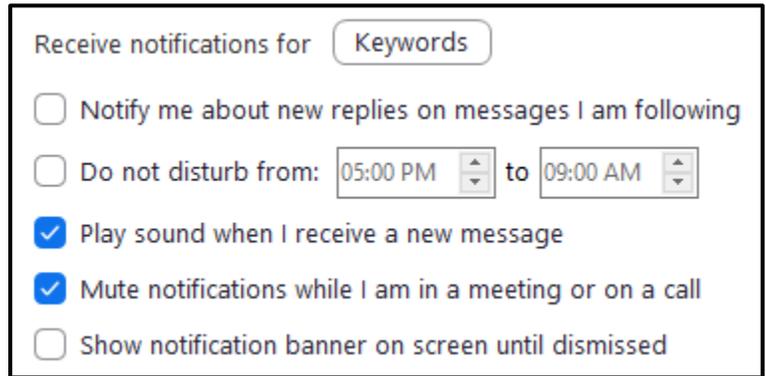
- **Chat settings** are settings related to the Zoom chat, channel and message notifications.

- Checking the **Show Code Snippet button** will show the code snippet button on the chat box, allowing you to send code snippets (visit Zoom support for more details).
- Select **Include Link Preview** to insert a link preview with the page title, preview image, and description whenever your message contains a link.
- Change your status to Away if your computer is inactive for a specified number of minutes by clicking **Show my status as Away when I am inactive for \_ minutes:**
- Choose dark or light for the color of the chat sidebar.



- Click **Manage blocked users** to view names of those you have blocked and to remove them from the blocked list.
- Check the **Keep all unread messages on top:** box to keep chats with unread messages at the top of your chats list.
- Select **Show unread message badge for channels:** to display the number of unread messages beside each chat.
- To put a message with a new reply at the bottom of the chat window, click **Move messages with new replies to the bottom of the chat.**
- Under **Push Notifications**, select if you want to receive notifications for
  - All messages
  - Only notifications for private 1-on-1 chats and any time someone uses @(your name) in any channel.
  - Nothing
- Click **Channels** if you want specific channels to have different notification settings than the ones you set above.

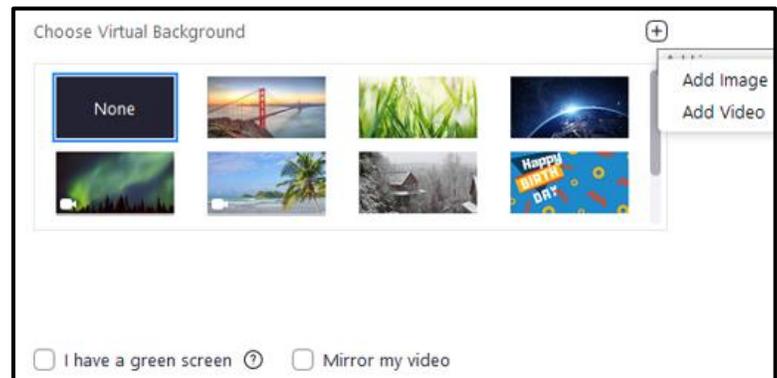
- Click **Keywords** to set any keywords you want to receive notifications for.
- Choose if you want to be notified of any new replies on messages you are following.
- If desired, set the time period when you do not want to receive notifications.



- Check the box to hear a sound when a new chat message is received.
- If desired, select **Mute notifications while I am in a meeting or on a call** and if you would like the notification banner to remain on the screen until you clear it.

- **Virtual Background** allows you to display an image or video as your background during a Zoom meeting.

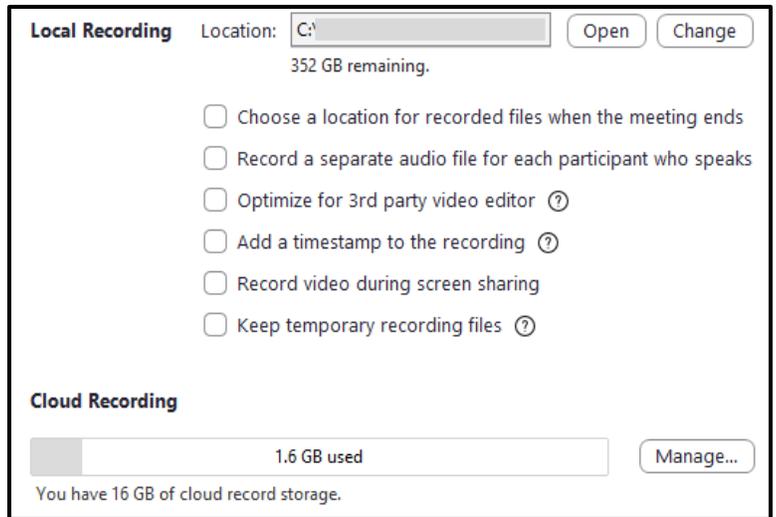
- Click on an image to use it as the background or click the + sign to add your own.
- To disable the virtual background, click **None**.



- Click **I have a green screen** if you have a physical green screen set up and then click on the video to select the correct color for the green screen.
- Select **Mirror my video** if you need to horizontally flip the video.

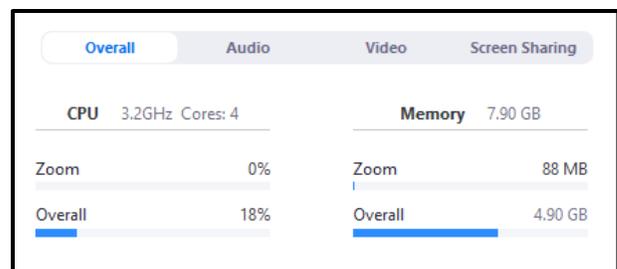
- Click **Recording** to set the meeting recording options.

- Choose the default location to save recording files; click **Change** to set a new location.
- Select **Choose a location for recorded files when the meeting ends** to display a prompt at the end of a meeting asking where to save the recording file; if this is not checked, files are saved to the default location.



- Choosing **Record a separate audio file for each participant who speaks** creates separate audio files for each participant, instead of one audio file for all.
- Enable **Optimize for 3<sup>rd</sup> party video editor** to make sure the file is compatible with video editing software used to modify the recording.
- Adding a timestamp to the recording will include the date and time of the actual meeting in the recording.
- Select **Record video during screen sharing** to continue recording participants' video when screens are being shared.
- Choosing **Keep temporary recording files** will keep the original file to help Zoom troubleshoot problems.
- Click **Manage** to open the Zoom web portal and adjust the settings for cloud recording.

- The **Statistics** tab shows how much CPU and memory the program is currently using.



- To view available keyboard shortcuts within Zoom, click **Keyboard Shortcuts**.

Description	Shortcut
Navigate Among Zoom Popup Windows	F6
Change Focus to Zoom Meeting Controls (On Top when Sharing Screen)	Ctrl+Alt+Shift
View the Previous Page of Video Participants in Gallery View	Page Up

- Click **Accessibility** to adjust the closed caption font size, to make the meeting controls always visible, and to adjust the display size in the chat.

**Closed Caption**  
Closed Caption Font Size:  Normal Medium Large

These are default (small) sized subtitles.

**Meeting Controls**  
 Always Show Meeting Controls  
You can also use the Alt key to show/hide meeting controls

**Chat Display Size (Ctrl+/-)**  
100% ▾