Zoom Tips and Shortcuts for Participants

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Last Updated: August 9, 2022

Zoom Tips

1. **Join on a desktop or laptop computer.** Smartphones and iPads or other tablets are not recommended due to their functionality limitations and small screens.

2. **Log in at least 10 minutes early.** If you have not used Zoom before, it will require a software download/install on your computer. You may also be required to update another underlying utility. If the workshop offers credits, logging in early will also ensure that you are on time and present for the full webinar.

   Please test your connection prior to the webinar to ensure you're prepared. [Learn how to join a test Zoom meeting](bit.ly/39JJezx) (bit.ly/39JJezx).

3. **Access captioning.** If captioning is offered for the webinar, view the captions by clicking the "Closed Caption" button on your Zoom screen. If you are having issues viewing captions in the Zoom window, an alternative link to view captions in a browser window will be provided at the start of the webinar.

4. **Make sure the name displayed on your video matches the name on your registration.** If it is incorrect, go to "Participants," hover over your name, and click the "Rename" button. You may need to click "More" first to see this button. This is especially important if you have requested professional development credits for the workshop.

5. **Mute your audio.** Keep your audio muted when you are not speaking. This helps avoid unwanted background noises that can distract other participants. The meeting host may mute you if there is extra noise coming from your feed. You can mute or unmute using the buttons on your screen, or by using the following keyboard shortcuts:

   - Windows shortcut for muting/unmuting: Alt+A
   - Mac shortcut for muting/unmuting: Command+Shift+A

6. **Turn off your video.** For webinar streaming purposes, keep your video turned off when you are not speaking. You can turn it off or on using the buttons on your screen, or by using the following keyboard shortcuts:

- Windows shortcut for turning video on/off: Alt+V
- Mac shortcut for turning video on/off: Command+Shift+V

7. **Review MDE-LIO's meeting expectations:** Participants are expected to be respectful and courteous to others during the event. MDE-LIO reserves the right to mute, turn off video, and/or remove participants who do not adhere to this expectation.

8. **Position your camera properly.** If you turn your video on to participate or ask a question, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.

9. **Identify yourself when speaking.** Before asking or answering a question, say your name. This will help us know who is speaking, and if an interpreter is present, this will help the interpreter relay the speaker's name to participants who are Deaf or Hard of Hearing.

10. **Limit distractions and avoid multitasking.** Turning off notifications, closing or minimizing apps, and muting your smartphone will help you focus on the workshop. You'll also retain the information better if you wait until after the event to reply to emails or text messages.

Zoom Keyboard Shortcuts

Several common Zoom keyboard shortcuts are listed below. More shortcuts can be found on Zoom's [Hot Keys and Shortcuts page](bit.ly/2wuNbYU) (bit.ly/2wuNbYU).

- Mute/unmute audio
  - Windows: Alt+A
  - Mac: Command+Shift+A

- Turn video on/off
  - Windows: Alt+V
  - Mac: Command+Shift+V

- Raise hand to ask a question
  - Windows: Alt+Y
  - Mac: Option+Y

- Display/hide chat window
  - Windows: Alt+H
  - Mac: Command+shift+H

- Display/hide participants panel
  - Windows: Alt+U

- o   Mac: Command+U

Sources

- Five Tips for Webinar Attendees (tellonline.org/articles/5-tips-for-webinar-attendees/en)
- Zoom Meetings: Etiquette and Best Practices (technology.pitt.edu/blog/zoom-tips)