

# Your Digital Passport to the World of Tech

Zoom Calls: A Way to Stay Connected  
During Physical Distancing



# Session III:

## Audio & Video Settings





# Breakdown of Sessions

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- **Session 1: Signing into Zoom with the Right Platform for You**
- **Session 2: Basic Meeting Controls**
- **Session 3: Audio & Video Settings**
- **Session 4: Accessibility & More Settings**
- **Session 5: Zoom Etiquette & Troubleshooting**
- **Session 6: Virtual Background & Video Filters**
- **Session 7: Hosting Your Own Zoom Meeting**
- **Session 8: Using Zoom for Interviews**





# Download Class Materials

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Go to <https://sfcommunityliving.org/learn-skills/computer-training/>, look through our Tech Help Desk class schedules for all online classes hosted by Community Living Campaign.

- Here you can also download printable copies of the class materials used for today's lesson & all other planned lessons on CLC's Tech schedule.



# Today's Goals

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- Recap **Mute/Unmute**
- Learn about **Audio Settings**
- Recap **Start/Stop Video**
- Learn about **Video Settings**
- Find **Help & Keep Learning**

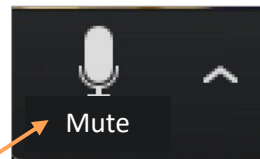




# Mute / Unmute Your Mic

- Keep your microphone muted unless talking
- Host may limit when you can unmute your mic

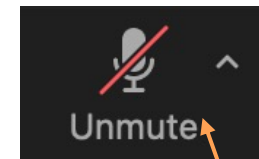
## Dialing in Over Phone Only



### You Are Unmuted:

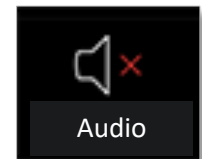
- Icon will be grey and say "Mute"
- Everyone can hear you, even if you can't hear them
- Click to mute your microphone

## Some Tablets or Smartphones



### You Are Muted:

- Icon will have red line and say "Unmute"
- No one can hear you, even if you can hear them
- Click to unmute your microphone





# Customize Your Audio

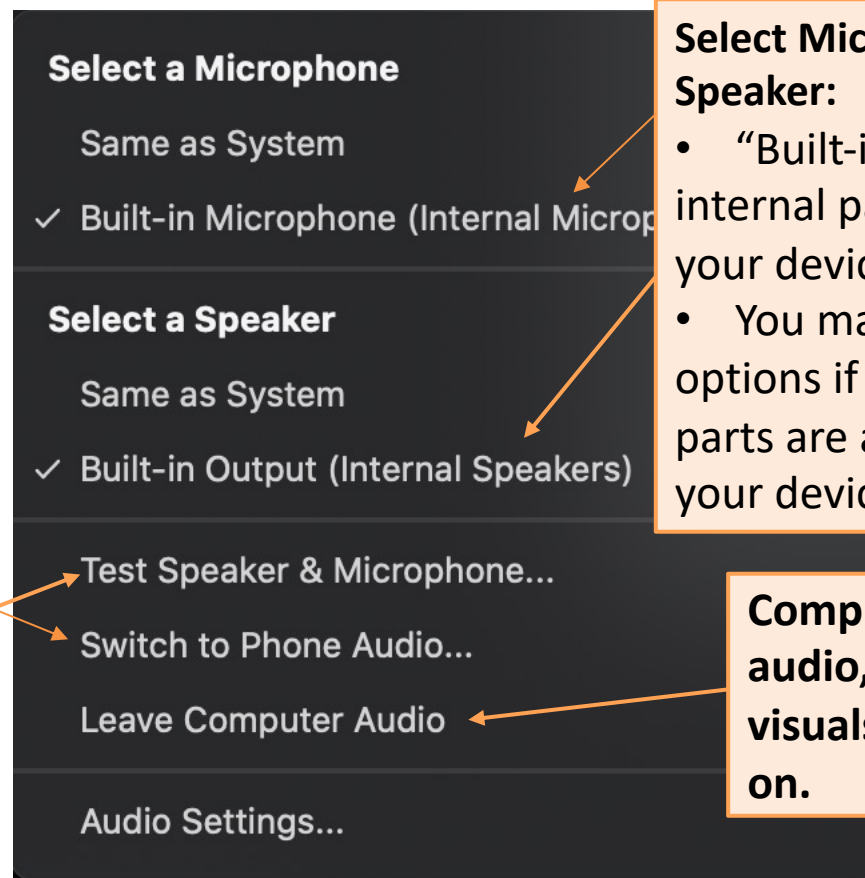
- Only available for computer users

## Dropdown Menu



Click the small arrows to access dropdown menu

Test Speakers & Microphone if having issues, or switch to dialing in on your phone for audio instead



### Select Microphone & Speaker:

- “Built-in” are the internal parts of your device
- You may have more options if external parts are attached to your device

Completely cuts off audio, but keeps visuals and camera on.



# Audio Settings

- Only available to Computer users

Click to test audio for microphone & speakers

Click to always have audio automatically connect

Click to always have mic automatically muted

Click to use the Spacebar on keyboard like a “walkie-talkie” button

The screenshot shows the Zoom audio settings interface. It is divided into two main sections: **Speaker** and **Microphone**.  
**Speaker Section:** Includes a 'Test Speaker' button, 'Output Level' indicator, and 'Output Volume' slider. The selected device is 'Built-in Output (Internal Speakers)'.  
**Microphone Section:** Includes a 'Test Mic' button, 'Input Level' indicator, and 'Input Volume' slider. The selected device is 'Built-in Microphone (Internal Micropho...'. A checkbox for 'Automatically adjust microphone volume' is checked.  
**Global Settings:** A checkbox for 'Use separate audio device to play ringtone simultaneously' is unchecked. At the bottom, three checkboxes are checked: 'Join audio by computer when joining a meeting', 'Mute microphone when joining a meeting', and 'Press and hold SPACE key to temporarily unmute yourself'.  
Four orange callout boxes on the left point to: 1) 'Test Speaker' button, 2) 'Test Mic' button, 3) 'Join audio by computer when joining a meeting' checkbox, and 4) 'Mute microphone when joining a meeting' checkbox.

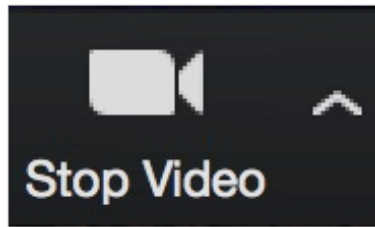




# Turn On/Off Your Camera

- Find the camera on your device & make sure it is unobstructed (cover, post-it note, fingerprints, dust, etc.)
- Turn on video if you'd like to be seen

Some Tablets or Smartphones



## Your Camera is On:

- Icon will be grey and say "Stop Video"
- Everyone can see you, even if you can't see them
- Click to turn off your camera

## Your Camera is Off:

- Icon will have red line and say "Start Video"
- No one can see you, even if you can see them
- Click to turn on your camera



# Video Settings

- Only available to Computer users

Same as earlier option to select your camera

**Camera:** FaceTime HD Camera (Built-in) 

16:9 (Widescreen)  Original ratio

**My Video:**  Enable HD  
 Mirror my video  
 Touch up my appearance

**Meetings:**  Always display participant name on their videos  
 Turn off my video when joining a meeting  
 Always show video preview dialog when joining a video meeting  
 Hide non-video participants  
 Spotlight my video when speaking  
 Display up to 49 participants per screen in Gallery View

Select based on personal preference, but may use more of your battery life or internet “data”

Select based on personal preference





# Tablet/Smartphone Settings

- Only available to Tablet & Smartphone users

Select so that your Meeting Controls won't hide when you're not touching your screen.

If turned off, you will not see your video square or the video squares of those with their cameras off.

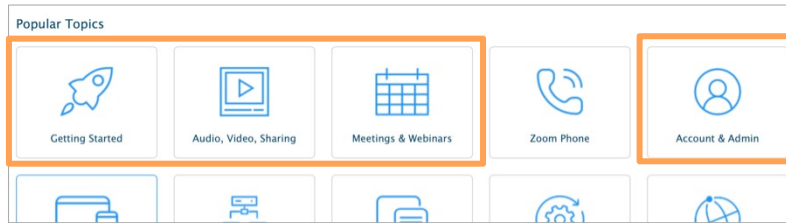
Meeting Settings		Done
MEETINGS		
Meeting Topic	CLC Neighborhood Tech Connect Classes	
Always Show Meeting Controls		<input checked="" type="checkbox"/>
Touch Up My Appearance		<input checked="" type="checkbox"/>
Closed Captioning		<input checked="" type="checkbox"/>
Show Name when Participants Join		<input checked="" type="checkbox"/>
Show Non-Video Participants		<input checked="" type="checkbox"/>
Show Self View		<input checked="" type="checkbox"/>
Show My Connected Time		<input type="checkbox"/>

Many of the settings are based on personal preference. These are the only settings available to you on this device while you're currently in a meeting, but you can access more settings in the Zoom App before joining a meeting.



# Zoom Help Center

[support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us)



- **Join a meeting:**  
[support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting)
- **Join a meeting by phone:**  
[support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone)
- **Download Zoom:**  
[zoom.us/download](https://zoom.us/download)

## Instructions



Mac



Windows



Linux



Web



iOS



Android

Most help pages have step by step instructions for each Zoom type



**COMMUNITY**  
LIVING CAMPAIGN



# More Resources

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- **Geeks on Tour Videos**

[www.youtube.com/playlist?list=PLxMFLNwWedPDhh-NCVihh70d2YA8YJJVG](https://www.youtube.com/playlist?list=PLxMFLNwWedPDhh-NCVihh70d2YA8YJJVG)

- **Senior Planet Handout**

[seniorplanet.org/wp-content/uploads/2020/03/Zoom.pdf](https://seniorplanet.org/wp-content/uploads/2020/03/Zoom.pdf)

- **Language Support**

[support.zoom.us/hc/en-us/articles/209982306-Change-your-language-on-Zoom](https://support.zoom.us/hc/en-us/articles/209982306-Change-your-language-on-Zoom)

- **Closed Captioning**

[support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning](https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning)



# Online Tech Classes

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**Apple Help Desk: Mondays 10:00am – 12:00pm**

**Internet Safety Help Desk: Tuesdays 10:00am – 12:00pm**

**Zoom Help Desk: Tuesdays 2:00pm – 3:30pm**

**Virtual Help Desk: Wednesdays 10:00am – 12:00pm**

**Android Help Desk: Wednesdays 3:30pm – 5:30pm**

**Apple Help Desk: Thursdays 3:30pm – 5:30pm**

**Virtual Help Desk: Fridays 11:00am – 1:00pm**

- **All use the same Meeting ID: 873 8317 4373**
- **To join over the phone toll-free:** Call 1-669-900-6833 and enter Meeting ID: 873 8317 4373 ##
- The “Virtual Help Desks” on Wednesdays & Fridays are both for general tech questions & help. The other days focus on a specific topic or type of device.



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