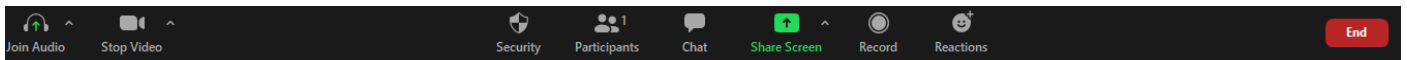


# 5 Video Call Tips for Zoom Users

## Tip 1. Know the basics

If you know what these icons do you will be more than capable of using the video call program in Teams. This bar will appear at the bottom of your screen each time you move your mouse.



From left to right:

Microphone: click to turn it on/off

Camera: click to turn on/off

Security: options for managing the security levels of your call

Participants: this allows you to see who else is in the meeting.

Chat: if you click the chat icon it will open up a chat box on the right-hand side.

Share screen: click to share your screen with other participants.

Records: click to record your video call

Reactions: this allows users to share reactions through-out the call using emoticons.

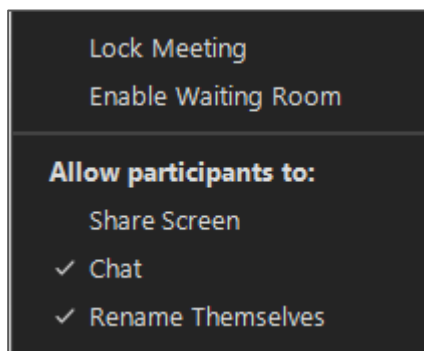
End: click this button to leave the meeting or end the entire meeting.

## Tip 2. Keep strangers out of your calls

Avoid experiencing "Zoom Bombing" by following this simple tip. Before your attendees begin joining the call, ensure you have some security measures in place to avoid any strangers dropping in secretly or abruptly. Click the



icon and make sure you have a good level of security in place to both monitor attendees and maintain your desired level of control during the call.



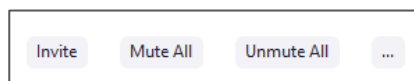
From top to bottom:

- Lock Meeting: Stops anyone from being able to join your call, turn this on once all your attendees have arrived
- Enable Waiting Room: puts all those calling in, into a waiting room where you have the control to either admit them or reject them. Turn this on at the start of the meeting to monitor your attendees
- Allow participants to options: this allows you to manage the controls and feature availabilities attendees can have during your call, depending on the

nature of the call you may want to allow them all three or none. We recommend not giving your attendees the option to share their screen unless they are presenting to avoid any screen takeovers.

### Tip 3. Hush your crowd

If you are hosting a meeting and need some silence to present, you do not have to waste time waiting for everyone to switch their microphones off. As the host/creator of the meeting, you automatically have the ability to mute your attendees. They will get a notification informing them they have been muted and will need to unmute themselves in order to speak again.



To do this, simply look for the buttons in the bottom right hand side of the participants bar and click, mute all. If you click the 3 dots to the right, you set your call to mute everyone upon entering the meeting to avoid disruption.

### Tip 4. Use the chat feature for questions

It can be hard to adapt to presenting via video call, especially when your audience members want to ask a question without talking over one another or interrupting the presentation. This is where the Zoom chat feature can help. Tell your attendees to post any questions they have in the chat bar for you to address later. When you reach the questions portion of your presentation, open the chat sidebar, and make your way through each question.

Accessing the chat feature is covered in Tip 1.

### Tip 5. Use the reactions button for controlled engagement

Encouraging engagement on video calls can be difficult depending on the number of attendees you have in a call. Using Zoom's reaction features can be an effective way to encourage engagement from your attendees without causing too much disruption.



This feature is only an option when your camera is on, users have to options

or

.

When attendees click these reactions, they will be viewable to everyone and will appear for a few seconds over their video.

**We hope these tips were helpful to you and your team!**

**Please do not hesitate to contact us if you would like any further assistance**



visit [www.cygnnet.it](http://www.cygnnet.it) email [info@cygnnet-it.org](mailto:info@cygnnet-it.org) call 020 8619 1200