UNIVERSITY of HOUSTON
HISTORICALLY UNDERUTILIZED BUSINESS OPERATIONS
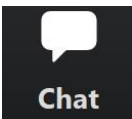
Tips to Enhance Your Zoom Experience

Speaker View   **Gallery View**

To ensure that you can see the speaker and presentations, switch to Speaker view. To switch to Speaker View, click on the **speaker view** or **gallery view** icons found at the top of your screen.

When this function is active, you will see the speaker in the enlarged box, and attendees will appear in smaller boxes.

Stop Video

Need to take a break, no problem. Here's how to turn off your camera during the Zoom meeting. Click the **Stop Video** icon found on your bottom task bar.

Start Video

If you're camera ready, Click Start Video and smile. ☺

Chat

Use the Chat function during the workshop to interact with speakers and other attendees. If you have any questions you'd like ask, here's the place to ask them. The **Chat** icon can be found on your bottom task bar.

To: Everyone ⌄

Type message here...   You can send a message to everyone or a private message by selecting the intended recipient's name.

Breakout Rooms

1. Click **Breakout Rooms** in your meeting controls.
   This will display the list of open breakout rooms created by the host.

2. Hover your pointer over the number to the right of breakout room you wish to join, click **Join**.

3. Repeat as necessary to join other breakout rooms, or click **Leave Room** to return to the main session.

*Prior to the Zoom meeting you can set a **virtual background**. This feature allows you to display an image as your background.

This feature can be found in your Zoom settings.

*Your Zoom display name should be your company's name so you are easily identified.

If you have any questions or concerns regarding these Zoom functions, feel free to contact
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