PARTICIPATION IN ZOOM MEETINGS

ZOOM FEATURES

Zoom at Texas A&M University offers several features and options that allow you to access Zoom and participate in meetings across all device platforms. Below is a guide to showcase where these features can be found and how you can access these meeting features on either your desktop, tablet, or mobile device.

RAISE HAND
You can access the “Raise Hand” feature under the “Reactions” icon at the bottom of your Zoom Screen.

APPLAUSE
You can access the Applause feature under the “Reactions” icon at the bottom of your Zoom Screen.

CHAT
The chat feature is located at the bottom of your Zoom screen, that will open up a window where you can choose to chat with all participants or a single person in the zoom room.

POLLS
As a participant, a screen will appear with the polling question. You can close the polling screen by selecting the blue button at the bottom that reads “End Poll”.

SHARE SCREEN
The Share Screen icon is located on your Zoom toolbar. You can choose what you’d like to share based on what is currently open and running on your computer.

MUTE/UNMUTE
The Mute/Unmute feature is located on your Zoom toolbar. To ensure you are muted make sure there is a diagonal line striking through the microphone icon.

All of the above can be accessed on an iPhone/android smartphone, tablet, PC/Mac desktop

NEED MORE HELP? EMAIL: AIHELP@TAMU.EDU PHONE: (979) 458-3417

INSTALLING THE LATEST VERSION OF ZOOM:

It is important to keep your Zoom up-to-date with the latest version. To check if you need to update your Zoom, open the Zoom application and click on your profile icon located in the top right. A drop-down menu will appear. Click on the “Check for Updates” tab to ensure you have the latest version.
1. RAISE HAND
   You can access the “Raise Hand” feature under the “Reactions” icon at the bottom of your Zoom Screen.

2. APPLAUSE
   You can access the “Applause” feature under the “Reactions” icon at the bottom of your Zoom Screen.

3. CHAT
   When you select the chat icon, a box will appear on your screen and you have the ability to type in a message for either the host and participants to see, or you may direct message a participant in the chat.

4. POLLS
   A pop-up screen will appear with a polling question. You will have the ability to pick an answer choice within the poll and press submit.

5. SHARE SCREEN
   To share your screen, select the green “Share Screen” icon located at the bottom of your Zoom toolbar. A screen will appear with various ways to share your screen. You have the ability to share your entire desktop screen by selecting the “Desktop” screen option or you can share a particular window you have open by selecting it within the share screen window.

6. MUTE/UNMUTE
   You can access the “Mute/Unmute” feature at the bottom of your Zoom Screen. To mute your microphone, click on the microphone icon and the red diagonal line will appear to indicate your microphone is off.
1. **RAISE HAND**
   You can access the “Raise Hand” feature in the more tab. It is the first option to pop up.

2. **APPLAUSE**
   You can access the “Applause” feature under the more tab. The applause, as well as other reactions, are located at the bottom of the tab.

3. **CHAT**
   You can access the “Chat” feature under the more tab. When you select the chat option, a box will appear on your screen and you have the ability to type in a message for either the host and participants to see, or you may direct message a participant in the chat.

4. **POLLS**
   A pop-up screen will appear with a polling question. You will have the ability to pick an answer choice within the poll and press submit. On tablet you are able to answer but there is no menu function to access it.

5. **SHARE SCREEN**
   To share your screen, select the green “Share Screen” icon located in your Zoom toolbar. A menu will appear with various ways to share your screen. You will be brought to your settings where you will ‘screen record’. After you accept a pop up option, it will show your screen in the Zoom meeting.

6. **MUTE/UNMUTE**
   You can access the “Mute/Unmute” feature in your Zoom toolbar. To mute your microphone, select the microphone icon and the red diagonal line will appear to indicate your microphone is off.
1. **RAISE HAND**
   You can access the “Raise Hand” feature in the more tab. It is the first option.

2. **APPLAUSE**
   You can access the “Applause” feature under the more tab. The applause, as well as other reactions, are located at the bottom of the tab.

3. **CHAT**
   You can access the “Chat” feature under the more tab. When you select the chat option, a box will appear on your screen and you have the ability to type in a message for either the host and participants to see, or you may direct message a participant in the chat.

4. **POLLS**
   A pop-up screen will appear with a polling question. You will have the ability to pick an answer choice within the poll and press submit. On mobile you are able to answer but there is **no menu function** to access it.

5. **SHARE SCREEN**
   To share your screen, select the green “Share Screen” icon located in your Zoom toolbar. A menu will appear with various ways to share your screen. You will be brought to your settings where you will ‘screen record’. After you accept a pop up option, it will show your screen in the Zoom meeting.

6. **MUTE/UNMUTE**
   You can access the “Mute/Unmute” feature in your Zoom toolbar. To mute your microphone, select the microphone icon and the red diagonal line will appear to indicate your microphone is off.

**HELPFUL MOBILE TIPS**

**Dissapearing Menu?**
When you’re on mobile and you notice you can no longer see your meeting menu, tap on your screen to bring it back!

**Having Trouble Seeing All The Participants?**
When you’re on mobile and you notice you can’t see everyone in the meeting, go ahead and swipe your finger to the left! You will be able to see more people in your zoom meeting! You are only able to see 4 people at a time on your mobile device.