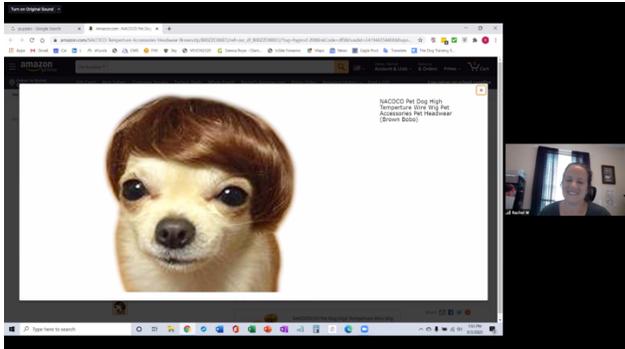
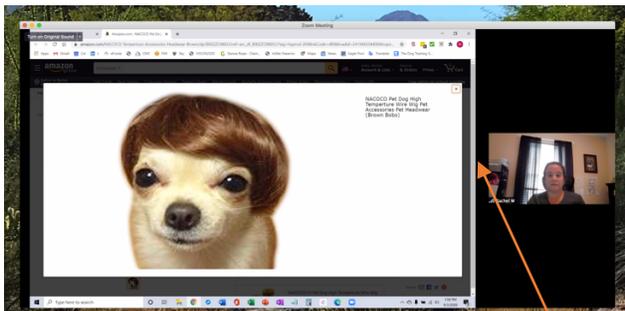


ORGANIZING YOUR ZOOM WINDOW FOR MAXIMUM VIEWING

Often when the host shares their screen, your screen will go into “full-screen” mode. “Full-screen” mode is when the open window extends to the maximum width and height of your monitor. Notice in the picture below that you can’t see any of the computer screen desktop, just the zoom window. This mode makes it hard to organize your screen. And things like the chat window pop up and cover the screen which can be annoying.



To get out of “full-screen” mode, press your escape key. Now you should see the zoom window and some of your desktop.

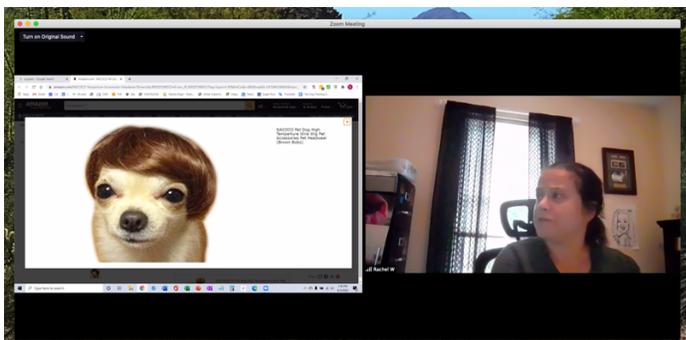


You will notice that the left side of the screen is where the video (or document) the host is sharing is displayed. And it’s pretty big. And on the right, is the window showing the host and it’s smaller.

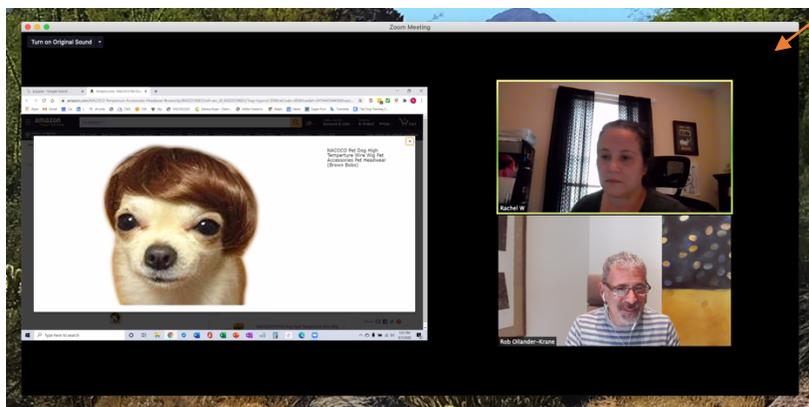
Once you are no longer in “full-screen” mode, you can adjust the size of these sections to your liking, either larger or smaller.

To do this, place your mouse over the intersection of the two sections. Two small vertical lines will appear. With your cursor over those lines, click on them and then you can move left or right, making one section larger while the other gets smaller.

In our example, I moved the cursor to the left to make the two sections equal in size.



Zoom defaults to speaker view. That means you can only see the person who is speaking on the right side of the screen. The view will keep changing depending on who is talking. If you prefer to see all the people on the call instead of just who is currently talking, you can change from speaker view to gallery view. Although you can't see the button in the window below (I couldn't get a screen capture of it), it would be right here and would say "gallery view". Just click it to change the view. Now in this example, you can see the two people on this call instead of just the person speaking.



Note: I believe zoom defaults to up to 6 windows in gallery view. If there are more than 6 participants, you will see an arrow on the side of the section with the 6 windows that allows you to scroll to the next set of 6. There is a way to show up to 49 windows. You can find that option in the zoom video settings. You have to select it when you are NOT in a zoom meeting.

CHAT FEATURE

During the video call, you can also chat with the participants and the host. To open the chat window, find the chat option at the bottom of the screen and click it. Several options, including chat, can be found at the bottom of the window but will only appear if you move your cursor to the bottom of the window.



A window will appear on the right side of the screen. You can chat with everyone in the room, or change select another individual in the room to chat with privately. To select someone, click the arrow next to the word "Everyone" in the blue bubble.

