

Zoom Tutorial

Changing your name

Desktop | Laptop | Tablet

Click on **Participants** to open up that window.

Hover over your name and click **More**. Choose **Rename** and enter your name. Click **Rename**.

iOS | Android

Click on **Participants** to open up that window.
Tap your name to Rename yourself.

Chatting with other Participants

Desktop | Laptop | Tablet

Click on the **Chat** button at the bottom of the screen.

iOS | Android

Tap the screen to show the controls. Tap **More**, then tap **Chat**.

Speaking | Muting

Desktop | Laptop | Tablet

Click on the **Mute** button in the lower left corner of the screen to turn your microphone off and on.

iOS | Android

Click on the **Join Audio** button in the lower left corner of the screen to turn your microphone off and on.

Video (of yourself)

Desktop | Laptop | Tablet | iOS | Android

Click on the **Stop Video** or **Start Video** button in the lower left corner of the screen to turn your camera off and on.

Changing Views of Participants

Desktop | Laptop

Click on **View** in the upper right corner of your screen.
Choose **Speaker** to enlarge the active speaker's video.
Choose **Gallery** to see all participant's videos equally the same.

Tablet

Tap the screen to see the controls in the upper left corner.
For **Speaker** view tap on the **Active Speaker** icon.
For **Gallery** view tap on the **Gallery View** icon.

iOS | Android

Speaker view is the default.
Swipe left to go to **Gallery** view.
Swipe right to go to **Speaker** view.