

## HELPFUL ZOOM INSTRUCTIONS

### How to change name on zoom account to first and last name (required for attendance)

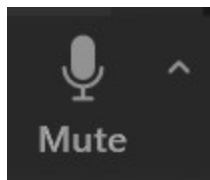
\* Attendance is restricted to active UWOSA members.

\* Please ensure your Zoom display name is your first and last name as it appears on your Western OneCard to gain admittance to the meeting.

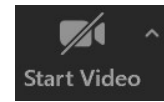
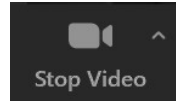
- Click on the following Western link: [Video Conferencing, Web Conferencing, Online Meetings, Screen Sharing - Zoom](#)
- Sign in using your Western credentials
- Under Profile, click Edit
- Under Display Name, ensure first and last name reflect your Western OneCard
- Click 'save changes'

### How to turn on/off microphone

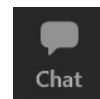
- If you are using an external microphone be sure to plug it in before opening the Zoom application. We recommend using a headset if possible.
- Join the Zoom meeting. You can mute and unmute yourself in meetings on any platform, including Mac, Windows, Android, and iPhone/iPad.
- Click or tap the microphone icon. You'll see this in the bottom left corner of your screen—if you don't see it, click or tap the screen to bring up the icon row. When the icon is red and has a line through it, your microphone is muted.
- Click or tap the microphone icon again. If the previous action muted your microphone, this action unmutes it.



### How to turn on video



- If you are using an external camera be sure to plug it in before opening the Zoom application.
- Join the Zoom meeting.
- Click or tap the video icon. You'll see this in the bottom left corner of your screen - if you don't see it, click or tap the screen to bring up the icon row. When the icon is red and has a line through it, your video is off.
- Click or tap on the video icon again. If the previous action turned off your video, this action turns it on.



### How to use chat function

Click the Chat icon in the meeting controls bar at the bottom of your screen. The chat window will open on the right.

- Use "Everyone" when typing a message into the chat box so it is not overlooked.

To: Everyone ▾

Type message here...

- When new chat messages are sent, a preview of the message will appear and the Chat button will flash orange. Click the button to view the chat window.