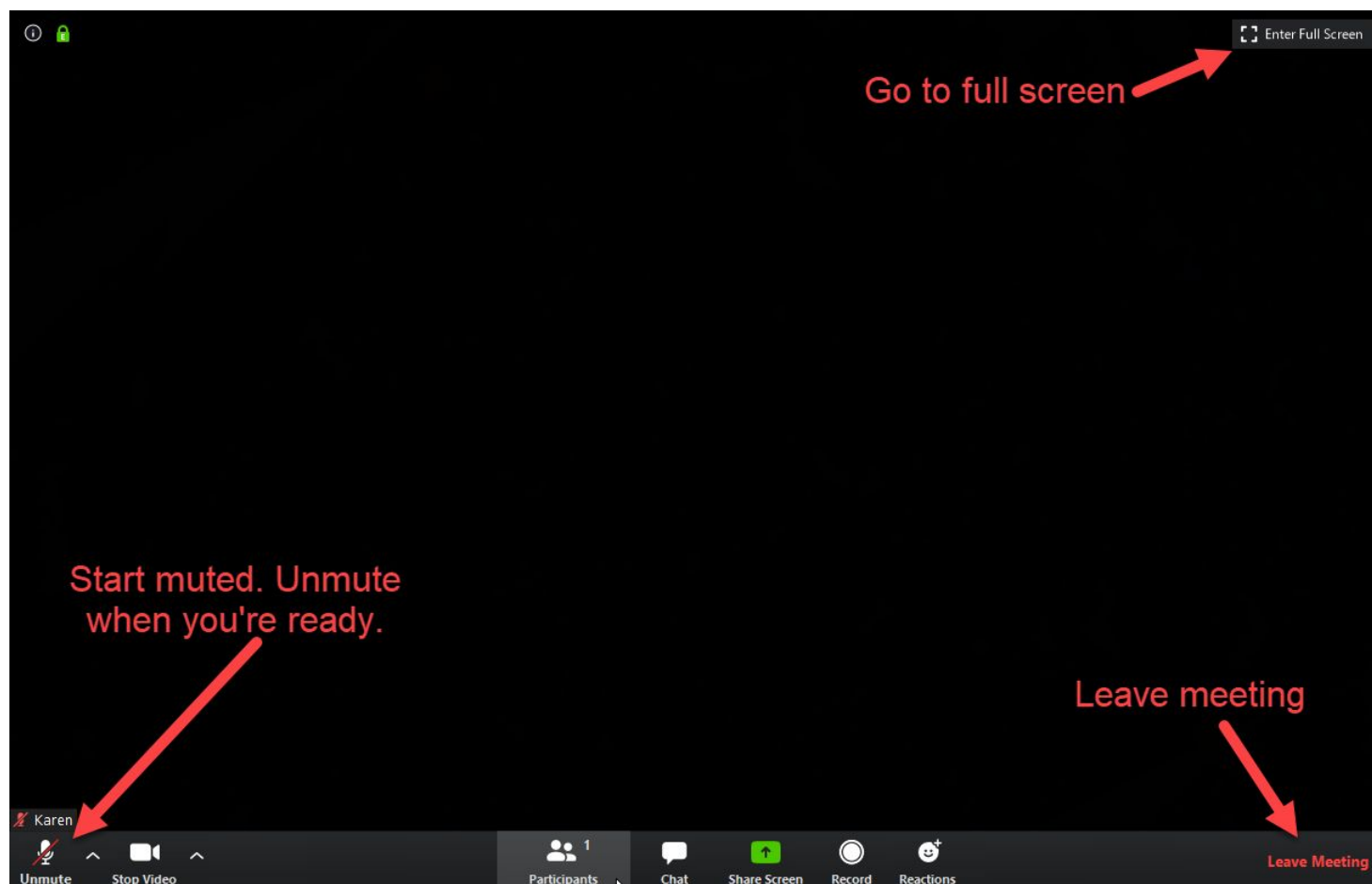


## Starting a Zoom Meeting / Basics

Once you've logged in to Zoom via the **Bard Zoom portal** (<https://bard.zoom.us/>) you will see the Meeting window. By default your audio is muted so you can wait until participants join your meeting.

### The meeting window

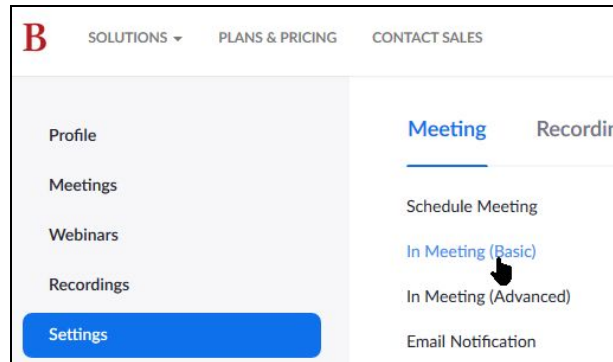
When you are having a meeting without sharing your screen.



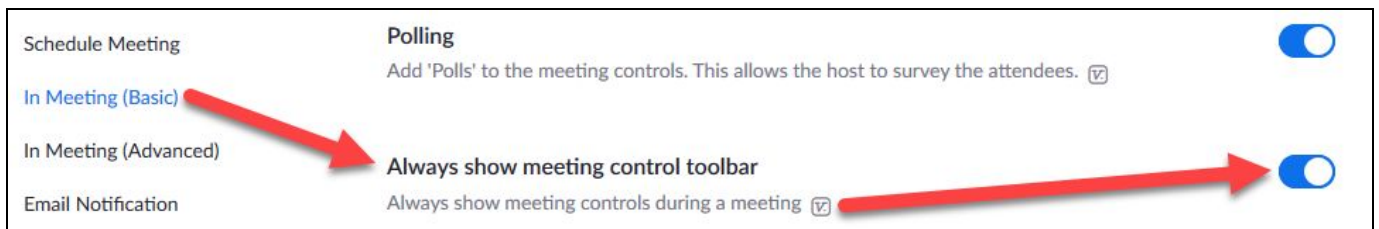
- Meeting controls are at the bottom of the window.
- Move your cursor to the bottom of the window to bring up the toolbar.

## Keeping the toolbar open at all times

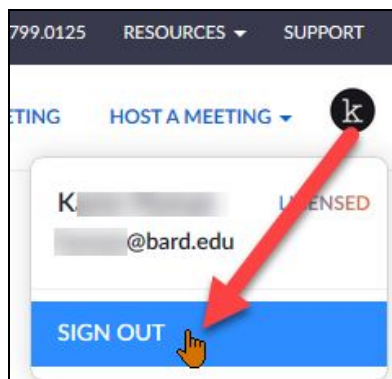
1. To keep the toolbar in view instead of auto-hiding, which is the default, login to the **Bard Zoom portal**, and click **Settings, In Meeting (Basic)**.



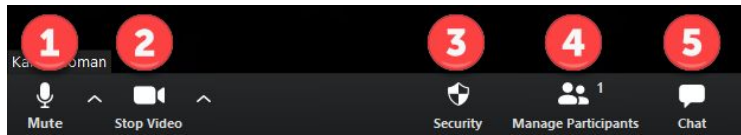
2. Click the button to the right of **Always show meeting control bar**.



3. Logout of Settings by clicking on **your icon** in the upper right hand corner of the window and click **Sign Out**.



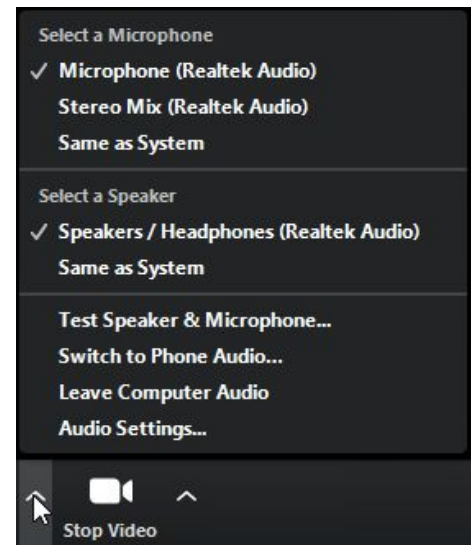
# The Meeting Window Toolbar



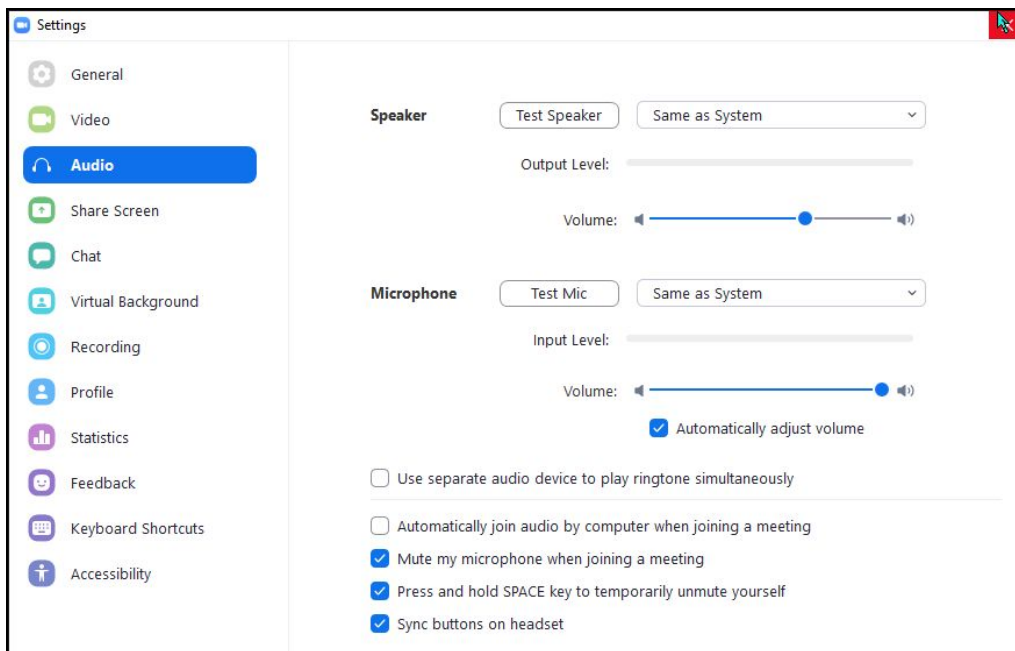
1. **Unmute.** This is a toggle icon. Click it to mute or unmute your microphone.

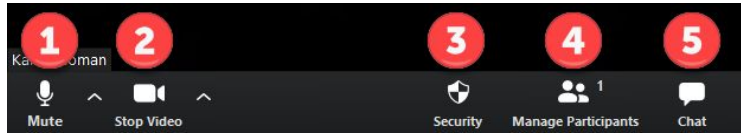
2. **Stop Video.**

- a. This is a toggle icon. Click the icon to turn on or off your video camera.
- b. Click the **LEFT** ^ for your microphone and speaker settings. Click **Audio Settings** to troubleshoot audio problems.

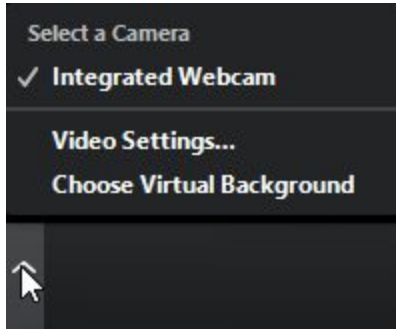


c. In **Audio Settings** you can test your speaker and microphone, set up a headset or external microphone and select other options.

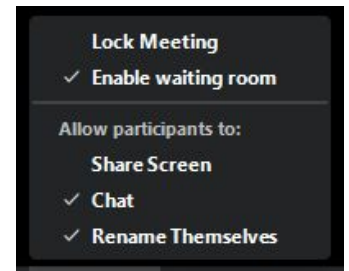




- d. Click the **RIGHT** ^ for your camera/video settings. Use this menu to troubleshoot or set up any external webcam.

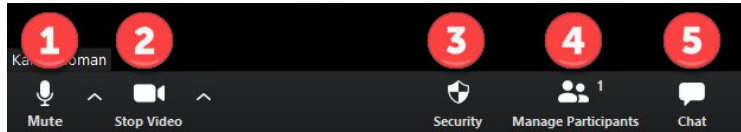


3. **Security.** Click here to make adjustments to what your participants can or cannot do during the meeting. If you don't want people to accumulate in a waiting room before you start your meeting, you can disable the waiting room here.

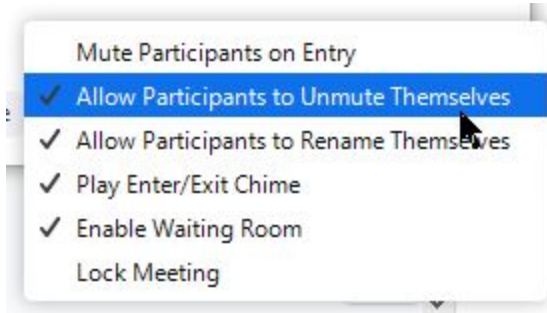


4. **Manage Participants.** Click here to open a participants panel on the right side of your window and manage your participants.

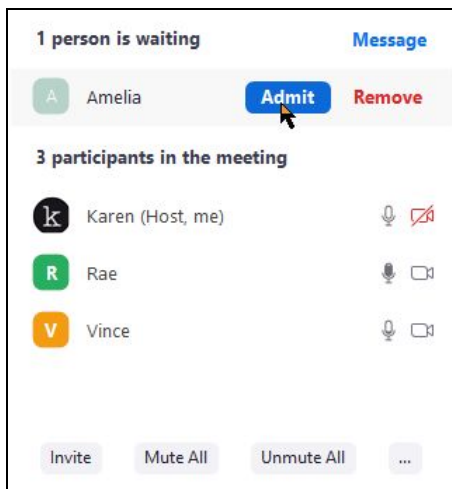


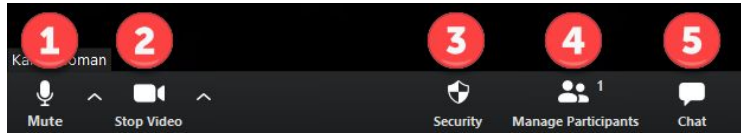


- a. Click the **three dot menu** in the lower right of the participants panel to open up the menu for participant options.

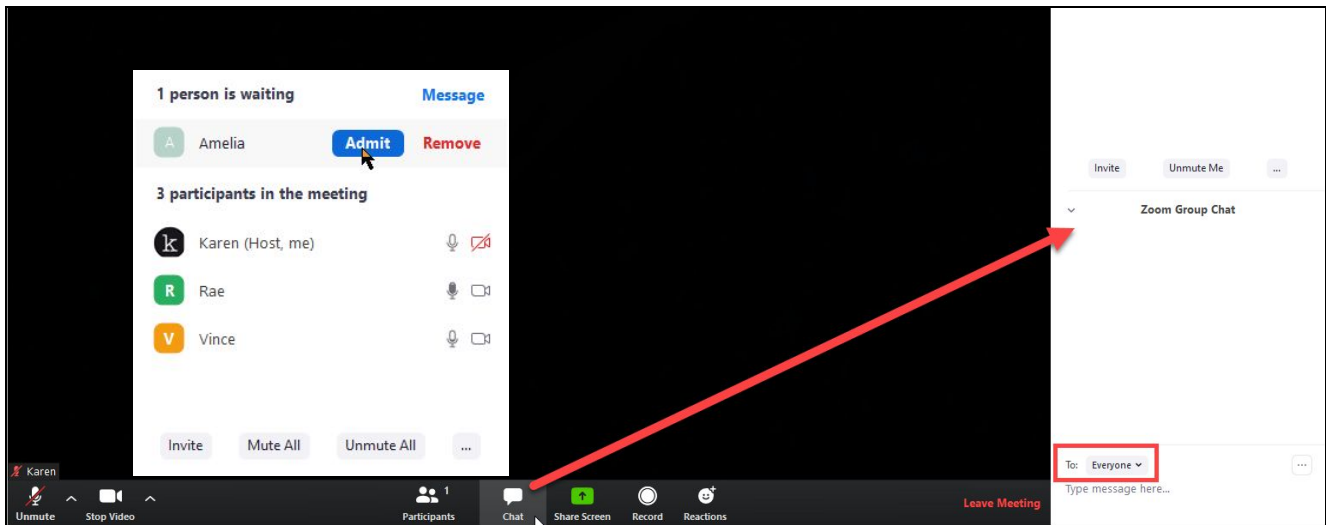


- b. As a Host you can mute or turn off the video for individual participants by clicking on the audio video icon next to their name in the right hand panel or mute them all on entry in the **three dot menu**.
- c. If you enable the **waiting room**, participants will not be in the actual meeting until you admit them.



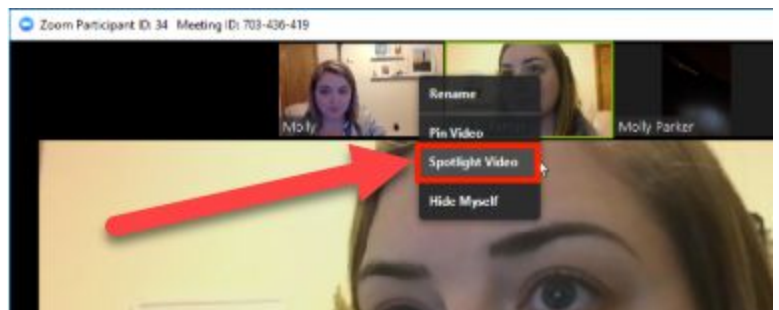


5. **Chat.** Click here to open a chat window which opens under your participants panel. You can chat with everyone or specific participants located in the drop-down box.



## Spotlighting a Keynote Speaker

If you have certain speakers in your meeting that you would like to highlight, you can spotlight a video. This places that speaker in a larger window on the screen for **everybody**. You need three people minimum to use this feature.



1. In the meeting, hover over the video of the person you want to spotlight and click.
2. From the menu that appears, choose **Spotlight Video**. Their video is now front and center in the videoconference window.
3. To cancel the spotlight, click **Cancel the spotlight video** in the upper left hand corner of the person's video.

Click the **red Leave Meeting** at the lower right corner of your window to end the meeting.

You have the option to leave the meeting and/or assign another host. Click **End Meeting for All** to end the meeting for everyone.