

Zoom Meetings

Participant Audio & Video Settings for Zoom Meetings Using a PC

Tips to having a successful and professional Zoom meeting:

- A. A participant can use the Zoom toolbar to unmute or mute themselves in a meeting. Click the **microphone icon** to mute or unmute.
- B. Clicking the **caret symbol**, located to the right of the audio button, allows the participant to configure their audio settings.
- C. Participants that turn on the Start Video icon are granting access to be seen on screen. Participants that do not turn on the Start Video icon will only have the name they provide visible on screen.
- D. The gear icon can be clicked to open the user settings menu. The Video and Virtual Backgrounds can be set and adjusted from this menu. The participant can allow their video setting to display a professional photo of themselves or a virtual background if their background is set up for a green screen setting.
- E. The profile menu allows the participant to upload a custom professional photo of themselves.

