

Zoom tutorial

Are you new to Zoom? No problem! Here is a handy cheat sheet to help you participate fully in the call by phone, tablet, or computer.

Joining a call

By landline or cell phone without internet connection:

1. Dial the phone number provided in the meeting invitation.
2. Enter the meeting ID and passcode provided in the meeting invitation when prompted.
3. You may enter a waiting room until the meeting facilitator admits you.

By smartphone, tablet, or computer:

1. Click on the link provided in the meeting invitation.
2. You may enter a waiting room until the meeting facilitator admits you.

Using your microphone (landline or cell phone without internet connection)

Dial *6 on your phone to mute and unmute.

Using your microphone and camera (smartphone, tablet, and computer)

Look for the microphone icon.

If it looks like this, your microphone is on.



Click on it to mute yourself.

If it looks like this, your microphone is off.



Click on it to unmute yourself.

Look for the camera icon.

If it looks like this, your camera is on and you can be seen by others.




Click on it to turn your camera off.

If it looks like this, your camera is off and you cannot be seen by others.




Click on it to turn your camera on.

Troubleshooting speaker and microphone (smartphone, tablet, and computer)


1. If you cannot hear or be heard, click on the arrow next to the microphone. 
2. When the menu pops up, click on “test speaker and microphone.”
3. Run the tests as prompted.
4. If either your speaker or microphone isn’t working, click on the arrow next to the microphone again.
5. When the menu pops up, look for “select a speaker” or “select a microphone.”
6. Select a different speaker or microphone.

Using the chat feature (smartphone, tablet, and computer)

1. Click here to open the chat window. 
2. Type your message and hit enter.
3. The default is set so that everyone will see your message. To chat with someone privately, click on “To:” and select the person you want to chat with. Note that if the call is being recorded, private chats will be saved as part of the recording.

Changing the view (smartphone, tablet, and computer)

Active speaker view  switches the large video window between who is speaking.

Gallery view  lets you see thumbnail displays of participants in a grid pattern that expands and contracts as participants join and leave the meeting.

To switch between active speaker and gallery views:

Windows or Mac—Click view in the top right corner and choose “Speaker” or “Gallery.”

Android phone/tablet or iPhone—Active speaker view is the default. Swipe left to change to gallery view. Swipe right until you get to the first screen to return to active speaker view.

iPad—Tap the icon under the camera in the top left corner to switch from active speaker to gallery view. Tap the icon again to switch back to active speaker view. (If you don’t see the icons, tap on your screen to make them appear.)