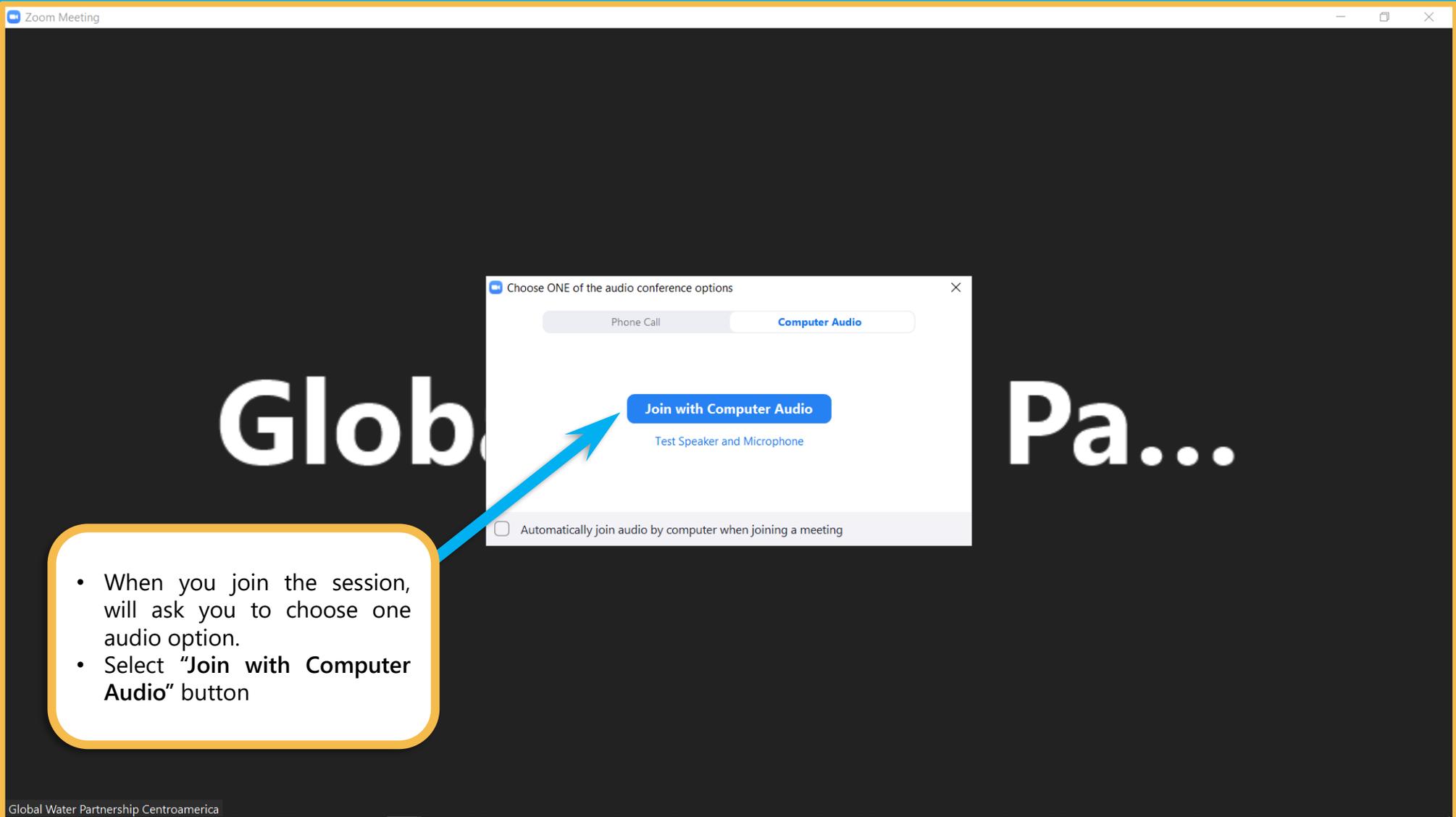




# zoom 101

**A simple guide through Zoom  
during the Workshop**

# Audio settings



The screenshot shows a Zoom Meeting window with a dialog box titled "Choose ONE of the audio conference options". The dialog box has two radio buttons: "Phone Call" and "Computer Audio". The "Computer Audio" option is selected. Below the radio buttons is a blue button labeled "Join with Computer Audio" and a link "Test Speaker and Microphone". At the bottom of the dialog box, there is a checkbox labeled "Automatically join audio by computer when joining a meeting" which is currently unchecked. A blue arrow points from the "Join with Computer Audio" button in the dialog box to a callout box on the left.

Global Pa...

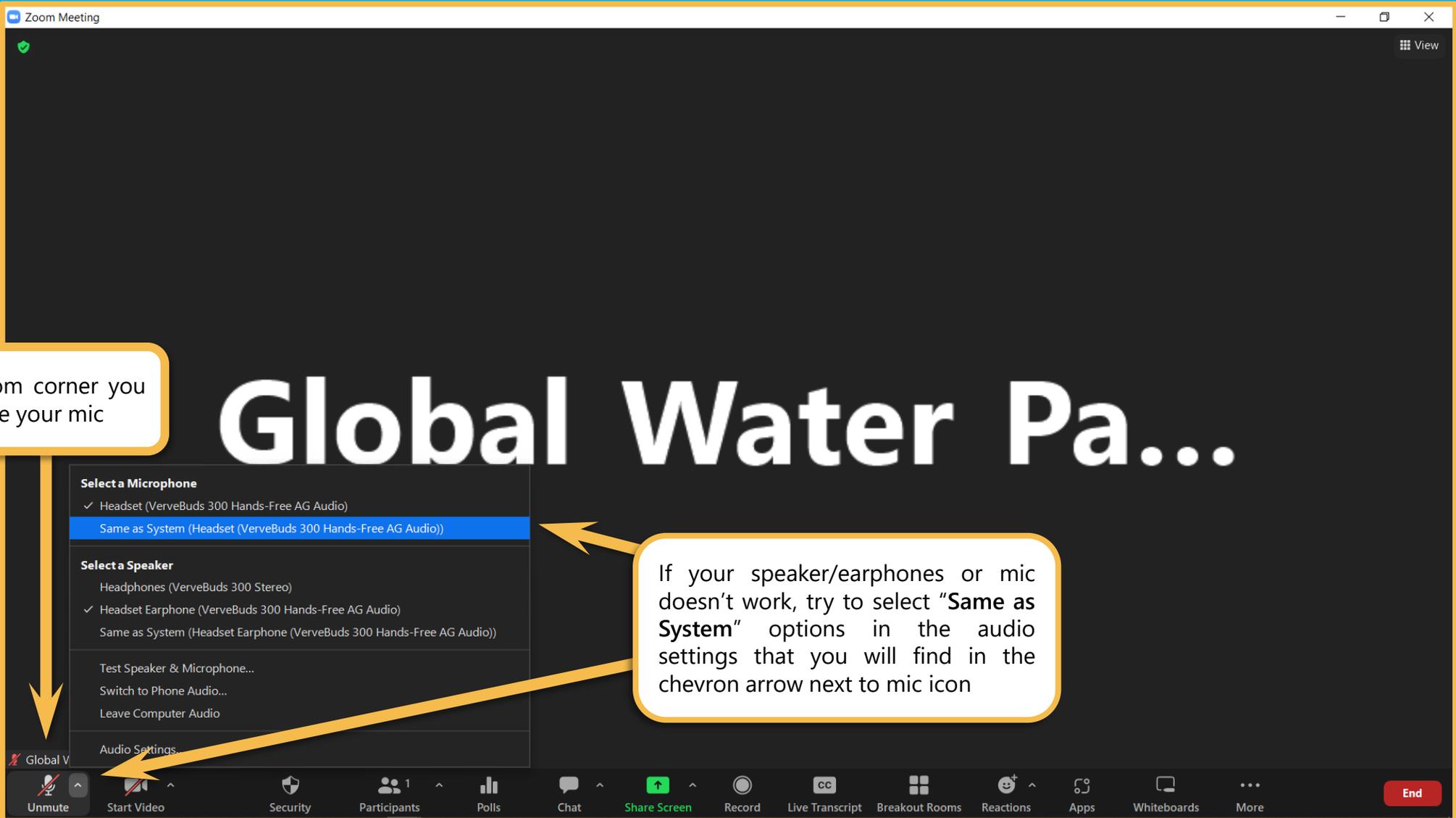
- When you join the session, will ask you to choose one audio option.
- Select **"Join with Computer Audio"** button

Global Water Partnership Centroamerica

# Audio settings

- At the left bottom corner you can mute/unmute your mic

## Global Water Pa...



The screenshot shows the Zoom Meeting interface with the audio settings menu open. The menu is titled "Select a Microphone" and "Select a Speaker". Under "Select a Microphone", the options are: "Headset (VerveBuds 300 Hands-Free AG Audio)", "Same as System (Headset (VerveBuds 300 Hands-Free AG Audio))", and "Same as System (Headset (VerveBuds 300 Hands-Free AG Audio))". Under "Select a Speaker", the options are: "Headphones (VerveBuds 300 Stereo)", "Headset Earphone (VerveBuds 300 Hands-Free AG Audio)", "Same as System (Headset Earphone (VerveBuds 300 Hands-Free AG Audio))", "Test Speaker & Microphone...", "Switch to Phone Audio...", and "Leave Computer Audio". At the bottom of the menu is "Audio Settings...". The Zoom Meeting toolbar is visible at the bottom, with the "Unmute" button highlighted. The "Unmute" button has a red slash through it, indicating it is currently muted. The "Start Video" button is also visible. The "Security" button is highlighted in green. The "Participants" button shows 1 participant. The "Polls" button is visible. The "Chat" button is visible. The "Share Screen" button is visible. The "Record" button is visible. The "Live Transcript" button is visible. The "Breakout Rooms" button is visible. The "Reactions" button is visible. The "Apps" button is visible. The "Whiteboards" button is visible. The "More" button is visible. The "End" button is visible in the bottom right corner.

If your speaker/earphones or mic doesn't work, try to select "Same as System" options in the audio settings that you will find in the chevron arrow next to mic icon



# Video setAtings

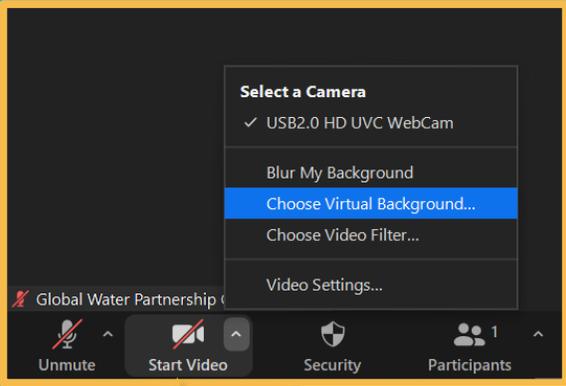
The screenshot shows a Zoom Meeting window with a dark background. The top bar includes 'Zoom Meeting', a 'View' button, and window controls. The right sidebar shows 'Participants (1)' with 'Global Water Partnership Centroa...' (Host, me) and buttons for 'Invite', 'Mute All', and a menu. Below is a 'Chat' section with 'Who can see your messages?' set to 'Everyone' and a text input field. The bottom toolbar contains icons for Unmute, Start Video, Security, Participants, Polls, Chat, Share Screen, Reactions, Apps, Whiteboards, More, and End. A context menu is open over the 'Start Video' icon, listing: 'Select a Camera' (with 'USB2.0 HD UVC WebCam' selected), 'Blur My Background', 'Choose Virtual Background...' (highlighted in blue), 'Choose Video Filter...', and 'Video Settings...'. Three callout boxes provide instructions: one points to the 'Start Video' icon, another points to the chevron arrow next to the video icon in the toolbar, and a third points to the 'Choose Virtual Background...' option in the menu.

Here you can turn on/off your webcam.

If your webcam doesn't work, check if its available in the video settings that you will find clicking in the chevron arrow next to video icon.

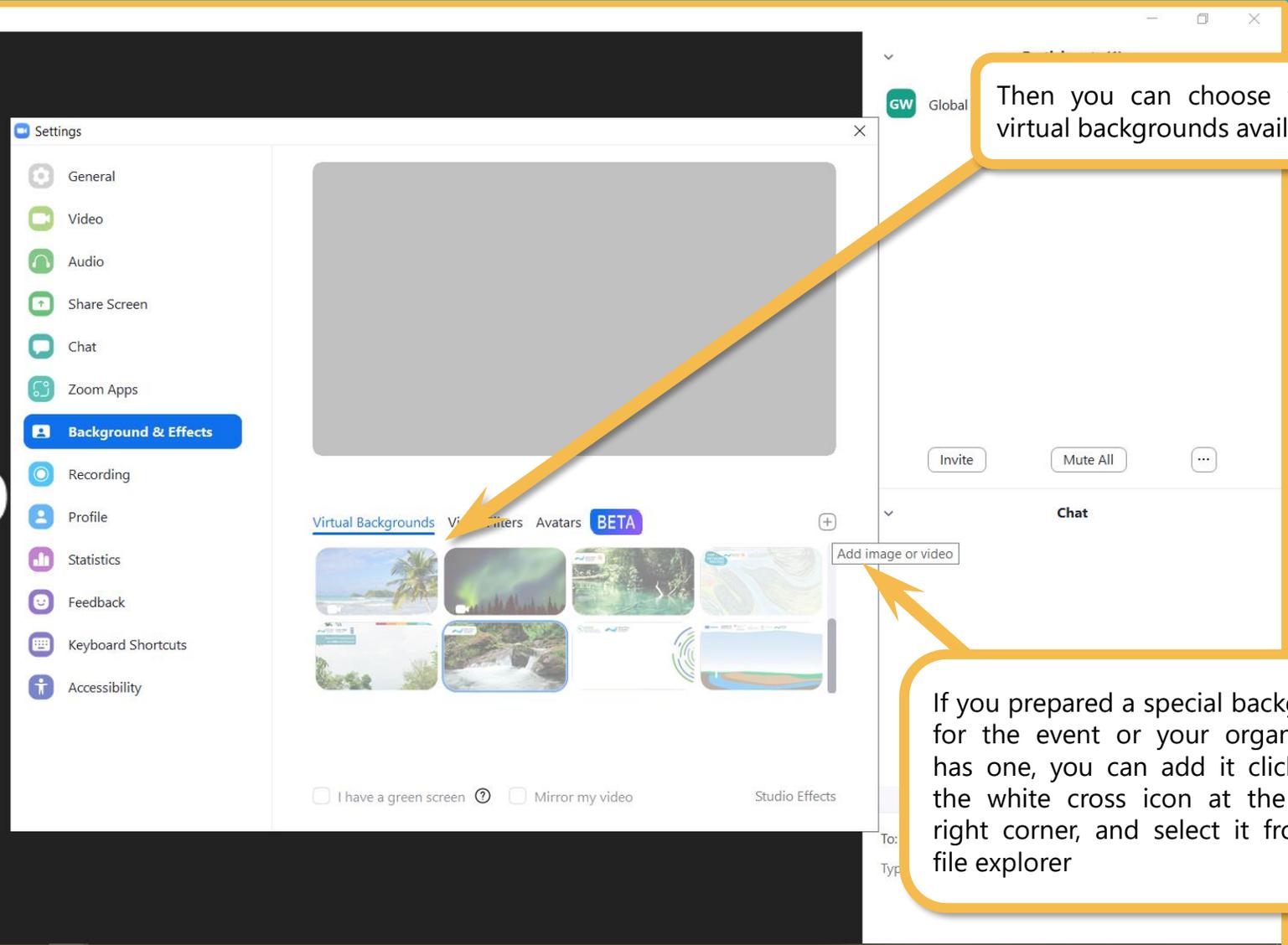
Also, you can blur your background or choose a virtual background if you want.

# Video settings



To change your background, just click in the option in video settings (previous slide)

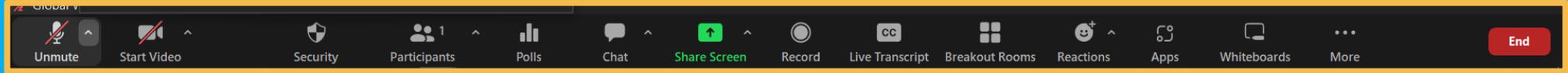
Global



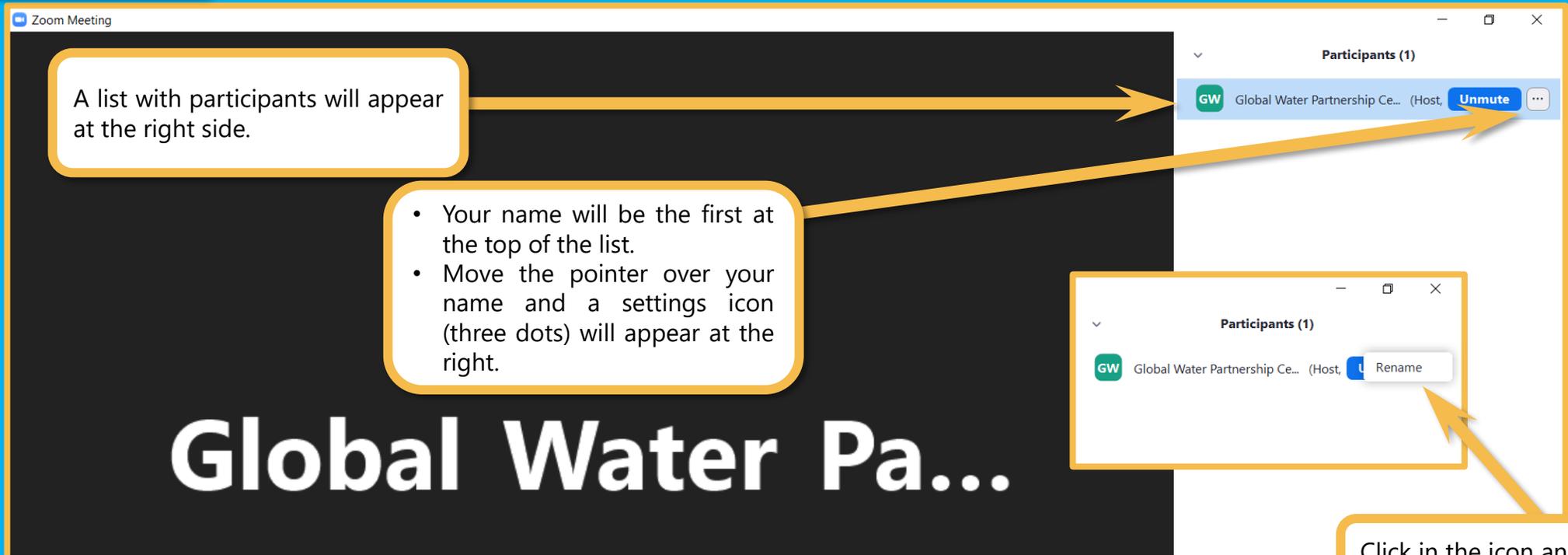
Then you can choose from the virtual backgrounds available.

If you prepared a special background for the event or your organisation has one, you can add it clicking in the white cross icon at the upper right corner, and select it from the file explorer

# How to rename yourself?



Click the "Participants Icon"



A list with participants will appear at the right side.

- Your name will be the first at the top of the list.
- Move the pointer over your name and a settings icon (three dots) will appear at the right.

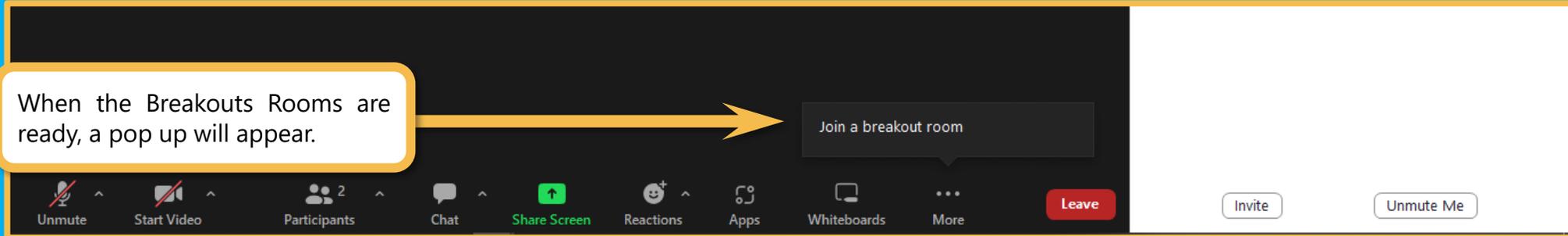
## Global Water Pa...

Click in the icon and the "rename" button will appear.

Don't forget to rename yourself, this is important and helpful for the organisers in case that you need assistance.

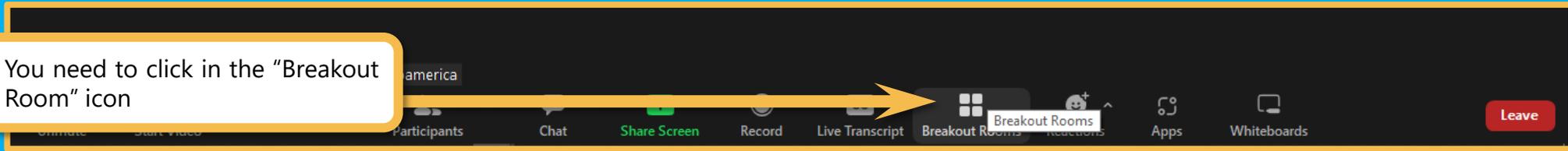
# How to join a group?

When the Breakouts Rooms are ready, a pop up will appear.



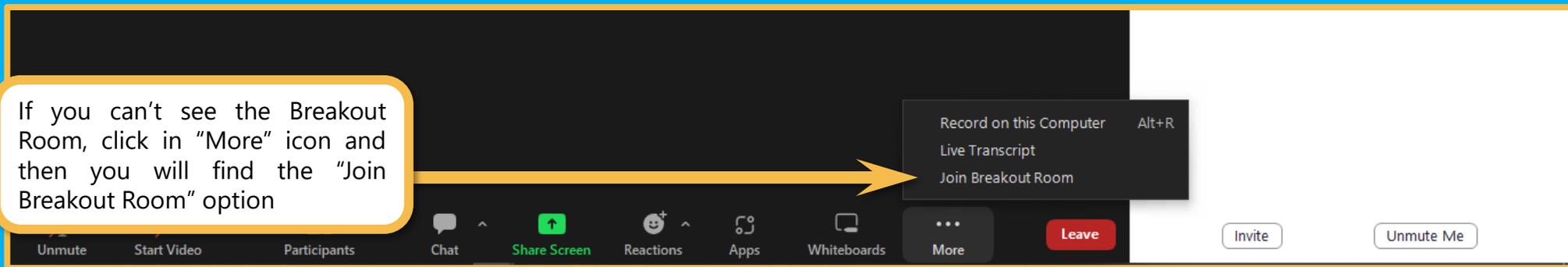
A screenshot of the Zoom meeting toolbar. A grey pop-up box with the text "Join a breakout room" is positioned over the "More" icon. The toolbar includes icons for Unmute, Start Video, Participants (2), Chat, Share Screen, Reactions, Apps, Whiteboards, and More. On the right side, there are buttons for "Leave", "Invite", and "Unmute Me".

You need to click in the "Breakout Room" icon



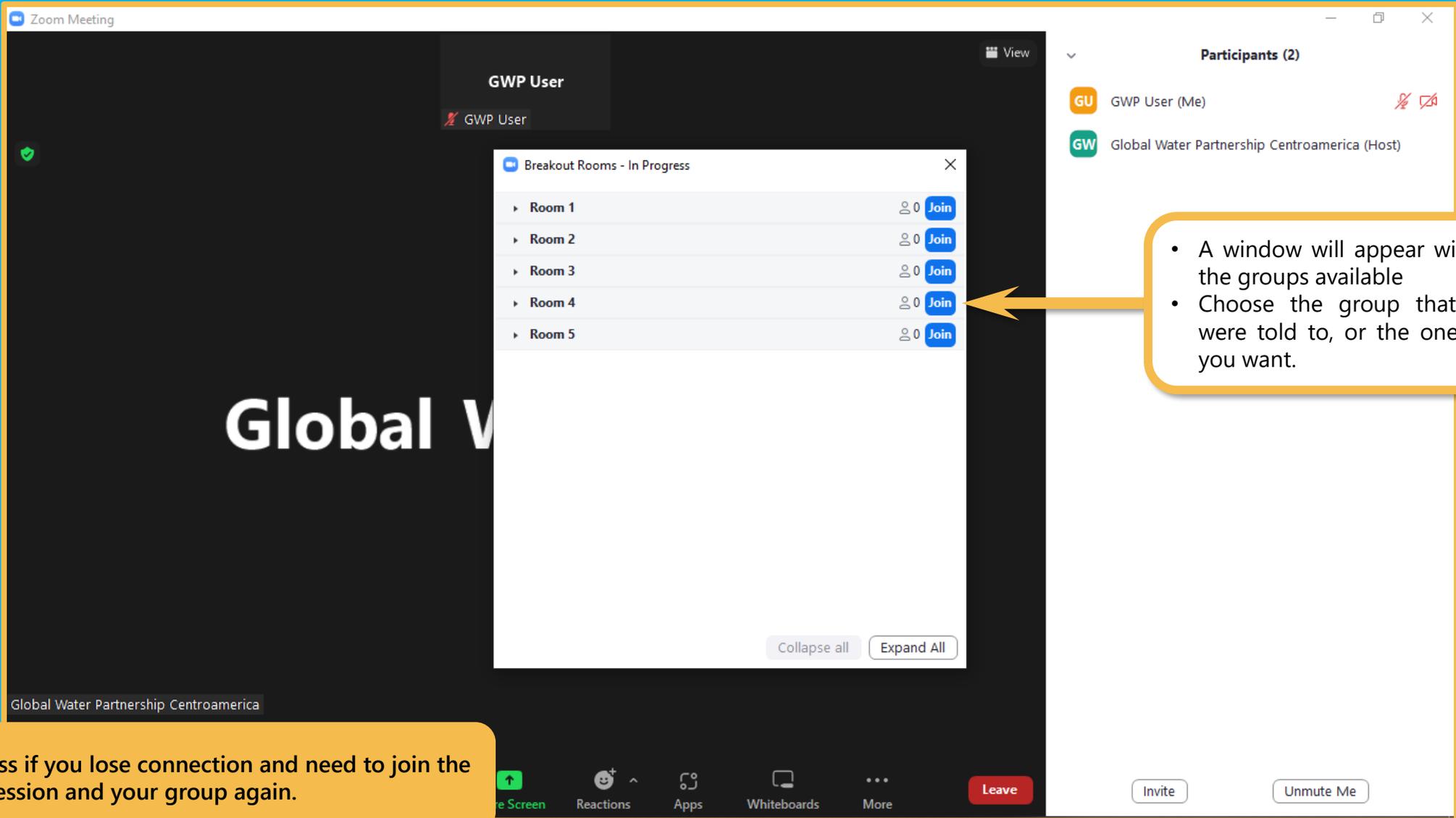
A screenshot of the Zoom meeting toolbar. The "Breakout Rooms" icon, represented by a 2x2 grid, is highlighted with a white box and a tooltip that says "Breakout Rooms". A yellow arrow points from the text box to this icon. Other icons include Unmute, Start Video, Participants, Chat, Share Screen, Record, Live Transcript, Reactions, Apps, Whiteboards, and a red "Leave" button.

If you can't see the Breakout Room, click in "More" icon and then you will find the "Join Breakout Room" option



A screenshot of the Zoom meeting toolbar. The "More" icon (three dots) is highlighted with a white box and a tooltip. The tooltip lists three options: "Record on this Computer Alt+R", "Live Transcript", and "Join Breakout Room". A yellow arrow points from the text box to the "Join Breakout Room" option. The toolbar also shows Unmute, Start Video, Participants, Chat, Share Screen, Reactions, Apps, Whiteboards, and a red "Leave" button. On the right, there are "Invite" and "Unmute Me" buttons.

# How to join a group?



The screenshot shows a Zoom meeting window. At the top, it says "Zoom Meeting". Below that, the user's name "GWP User" is displayed. A "Breakout Rooms - In Progress" window is open, showing a list of five rooms (Room 1 to Room 5), each with a "Join" button. To the right, a "Participants (2)" window shows two participants: "GWP User (Me)" and "Global Water Partnership Centroamerica (Host)".

Room Name	Join Button
Room 1	Join
Room 2	Join
Room 3	Join
Room 4	Join
Room 5	Join

Participants (2)

- GU GWP User (Me)
- GW Global Water Partnership Centroamerica (Host)

Global Water Partnership Centroamerica

Zoom Meeting Controls: Share Screen, Reactions, Apps, Whiteboards, More, Leave, Invite, Unmute Me

- A window will appear with all the groups available
- Choose the group that you were told to, or the one that you want.

Repeat this process if you lose connection and need to join the session and your group again.



# Video settings

A screenshot of a Zoom meeting window. The window title is "Zoom Meeting". The main content area shows a dark background with the text "Global Water Pa..." and a green checkmark icon. A yellow callout box with a white background and a yellow border contains the text: "Click in the 'interpretation' icon and choose the language of your preference." An arrow points from this box to the "Interpretation" icon in the bottom toolbar. The toolbar includes icons for Unmute, Start Video, Participants (2), Chat, Share Screen, Record, Live Transcript, Interpretation, Reactions, Apps, Whiteboards, and a red "Leave" button. A dropdown menu is open over the "Interpretation" icon, showing "Listen In:" with options: "Original Audio (Interpretation off)" (checked), "English", and "French". There is also a "Mute Original Audio" option.

Zoom Meeting

GWP User

GWP User

Global Water Pa...

Click in the "interpretation" icon and choose the language of your preference.

Listen In:

- ✓ Original Audio (Interpretation off)
- EN English
- FR French

Mute Original Audio

Global Water Partnership Centroamerica

Unmute Start Video Participants 2 Chat Share Screen Record Live Transcript Interpretation Reactions Apps Whiteboards Leave