



# Zoom Tips !



Compiled by

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# Video Guides and Tips

There are a number of Tips and video guides made available by Zoom on YouTube.

Most of the guides have been made using a Mac however, features are similar to windows devices.

The most relevant video guides are listed below:

1. [How to sign in to Zoom](#) – custom video
2. [How to Setup a Recurring Zoom Meeting](#) – custom video
3. [Zoom Meeting Controls](#)
4. [Manage Participants in Zoom Meeting](#)
5. [Share content](#)
6. [Schedule a Meeting](#)
7. [Zoom Virtual background](#) – to hide the background
8. [Record a Zoom Meeting](#)

Local recording is available to free and paid subscribers. Local recording allows users to record meeting video and audio locally to a computer. The recorded files can be uploaded to a file storage service like One Drive.

9. [Joining & Configuring Audio & Video](#) – if you are having issues with your internet or your internet connection becomes unstable, **disable your video**.

# Text guides and Tips:

## 1. [Sharing a whiteboard](#)

The whiteboard feature will allow you to share a whiteboard that you and other participants can annotate on.

## 2. [Touch Up My Appearance](#)

The Touch Up My Appearance option retouches your video display with a soft focus. This can help smooth out the skin tone on your face, to present a more polished looking appearance when you display your video to others

## 3. [How Do I Test My Video?](#)

You can test your video camera with Zoom before joining the meeting to ensure that the camera is working correctly.

## 4. [How Do I Change The Video Layout?](#)

There are 3 video layouts when no one in the meeting is screen sharing: Active Speaker, Gallery, and Mini.

# Support:

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