



Taking Zoom to the Next Level - Top Ten Tips, Tricks, and Hidden Features

1. Turn on Gallery View

Gallery view lets you see everyone in the meeting at once, instead of just the person speaking. To turn that on, click the tab that says "**Gallery view**" in the top right corner. If the meeting has 49 or fewer attendees, you'll see all of their screens displayed on one page. If there are more, you'll have the option to move between multiple pages. Change it back by clicking "**Speaker view**" in that same top right corner.

2. Hide Non-Video Participants

On a larger call, your screen can get cluttered with participants, which can be distracting, especially if some don't have their cameras on. Hide the participants who aren't using video by going to **Settings > Video > Meetings**, and check **Hide non-video participants**.

3. Share Your Screen

Share your screen for a Zoom meeting (or to watch a movie or play a game) with other participants by clicking the **Share Screen** icon on the toolbar at the bottom of the meeting screen. You'll have the option to share your entire desktop, or just one of the windows you have open. Click the red **Stop Share** button at the top of the screen to go back to being a normal participant in the meeting.

4. Record the Meeting to Your Computer

Zoom users can record their meeting to their laptop or computer using the desktop app. Those recorded files can then be uploaded to a [file storage service](#) such as [Google Drive](#) or [Dropbox](#), or a video streaming service such as YouTube or Vimeo.

To enable local recording, go to **Settings > Recording**, and toggle it on. When you're hosting a Zoom meeting, click the **Record** icon on the bottom toolbar.

5. Record a Meeting to the Cloud

You can take a recording that will save directly to the cloud (or to your computer if you prefer). Tap the **Record** button on the bottom toolbar, and you'll have the option to make it either local or in the cloud. You can do this on either desktop or mobile.

6. Change Your Background

Change your Zoom background to space, or a custom photo.

Virtually transport yourself to the beach, outer space or anywhere else you can imagine by customizing your background while on Zoom calls -- everyone's doing it these days. Go to **Settings > Virtual Background** and select or upload the image you want from there.

7. Mute Your Audio and Turn Off Your Camera by Default

Diving for the mute audio and camera buttons as soon as you enter a meeting can get old. Keep your coworkers from seeing your bedhead or hearing your cat screeching by turning those off by default. To do it, go to **Settings > Audio > Mute** microphone when joining a meeting, and then **Settings > Video > Turn off my video** when joining a meeting.

8. Mute and Unmute with the Space Bar

When you are called on to speak, stop scrambling to click the microphone button. You can press and hold the spacebar to quickly mute and unmute your mic, right from your keyboard.

9. React with Emoji on Screen

If you're muted in a meeting, you can still let the hosts know your thoughts with emoji reactions. Send a thumbs up or a clapping emoji to communicate without interrupting the meeting (by default, those reactions have a yellow skin tone, but you can customize that on the Zoom desktop app).

To react during a meeting, click the **Reactions** tab at the bottom of the meeting screen (it's in the same panel as mute audio and video, to the right) and choose the one you want. Emoji will disappear after 5 seconds.

If the meeting organizer enables the nonverbal feedback feature, participants can place an icon such as a raised hand next to their name to communicate. Every participant will be able to see each other's feedback.

10. Learn Handy Keyboard Shortcuts

For those who don't like clicking around their screen, Zoom has a ton of helpful keyboard shortcuts to help you navigate the app on your desktop without using your mouse. Find commands to join a meeting, start or stop recording, enter full screen and share your screen. Check out [Zoom's full list of hot keys and keyboard shortcuts](#) to see the options for Windows, Mac, Linux, and iPad.

Adapted from "13 Zoom video chat tips, tricks and hidden features" by Alison DeNisco Rayome: https://www.cnet.com/how-to/13-zoom-video-chat-tips-tricks-and-hidden-features/?ServiceType=facebook_page&UniqueID=5C9943C8-71E6-11EA-BC0E-5D86C28169F1&ftag=COS-05-10aaa0a&TheTime=2020