



## WILD ONES ZOOM TIPS & TRICKS FOR ATTENDEES

We want our members to have an enjoyable experience attending our Zoom Meetings. We are including a list of tips and a few shortcuts to improve your meetings.

- **Make sure you have the most updated version of Zoom's software.** A recent security update added default passwords and disabled the ability to scan for meetings to join.
- **Mute your audio and turn off your camera by default –**
  - Go to Settings > Audio > Mute microphone when joining a meeting
  - Then go to Settings > Video > Turn off my video when joining a meeting.

### Handy Keyboard Shortcuts

Here are some popular keyboard shortcuts and a link to all of them:

<https://support.zoom.us/hc/en-us/articles/205683899-hot-keys-and-keyboard-for-zoom>

- ALT+F            ENTER OR EXIT FULL SCREEN
- ALT+Y            RAISE/LOWER HAND
- ALT+SHIFT+T    SCREENSHOT
- CTRL+F            SEARCH
- Mute and unmute with the space bar.