

13 hidden tips, tricks, and features of Zoom

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The Zoom video chat application has become an extremely popular option for millions of people working and studying at home during the Corona outbreak.

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Here are 13 ways to master Zoom.

1. Change the background

You can customize the background while making Zoom calls. Refer to the article: [How to use Zoom's Virtual Background feature](#) for more details.

2. Turn off sound and camera by default

Turn off the sound and camera by default so your coworker doesn't accidentally see your headboard or hear your cat calling. To do this, go to **Settings> Audio> Mute microphone when joining a meeting** and then select **Settings> Video> Turn off my video when joining a meeting** .



Turn off sound and camera by default

3. Turn off and unmute with spaces

When you are called to say something, there's no need to click the microphone button anymore. You can press and hold the spacebar to quickly mute or unmute the mic, right from the keyboard.

4. Respond to emoticons on the screen

If you are muted during a meeting, you can still let the host know your thoughts with the emoticons. Send a thumb or clap icon to maintain communication without interrupting the meeting.

To react during the meeting, click the **Reactions** tab at the bottom of the meeting screen (it's in the same panel with the audio and video off feature on the right) and select the one you want. Emoticons will disappear after 5 seconds.

If the meeting organizer activates the nonverbal feedback feature, the participant can place an icon like a raised hand next to their name to communicate. Everyone involved will be able to see each other's responses.

5. Learn handy keyboard shortcuts

Zoom has a lot of useful keyboard shortcuts to help you navigate applications on your computer without using a mouse. Refer to the article: [Summary of shortcuts using Zoom learning online](#) for more details.

6. Turn on the library view

Library view allows you to see everyone in the meeting at the same time, instead of just the person speaking. To enable this feature, click on the tab with **Gallery view** content in the top right corner.

If the meeting has 49 participants or less, you will see all their screens are displayed on one page. If there are more, you will have the option to move between multiple pages. Change it again by clicking **Speaker view** in the top right corner.

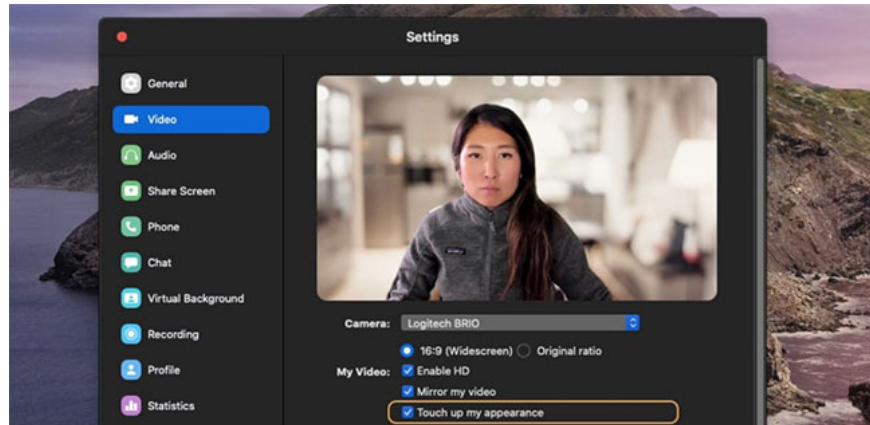
7. Hide participants without turning on the camera

During a larger call, your screen may get cluttered with participants, which can be distracting, especially if some people don't turn on the camera. Hide non-camera participants by going to **Settings > Video > Meetings** and selecting **Hide nonvideo participants** .

8. Screen sharing

Share the screen for the Zoom meeting with other participants by clicking the **Share screen** icon on the toolbar at the bottom of the meeting screen. You will have the option to share the entire desktop or just one of the opened windows. Click the red **Stop Share** button at the top of the screen to return to being a normal participant in the meeting.

9. Turn on beauty filters



Turn on beauty filter

At this point, if you already know all the tips for getting dressed and ready like a normal working day, but still don't think you're getting the best image, the **Zoom Up Touch My feature** can help you. Filters are aimed at improving the image, making you look tired. If you've ever used the beauty mode on your phone's selfie camera, you'll know what you get.

To enable it, click the up arrow next to **Start Video**. Click on **Video Settings** and in **My Video**, check the box for **Touch Up My Appearance**.

10. Record the meeting on the computer

Both free and paid Zoom subscribers can record the meeting to the computer using the desktop application (you cannot record on mobile devices at this time, unless you have a paid account). The recorded files can then be uploaded to a file storage service like Google Drive or Dropbox or a video streaming service like YouTube or Vimeo.

Refer to the article: [How to record online learning video on Zoom Meeting](#) for how to do it.

11. Record a meeting to the cloud

If you subscribe to one of Zoom's paid plans (starting at \$ 15 / month), you can make a record that will save directly to the cloud (or to your computer if you want). Click the **Record** button on the bottom toolbar and you will have the option to put it in local mode or in the cloud. You can do this on your computer or mobile phone.

12. Hold a group meeting longer than 40 minutes

At Zoom's free basic level, group meetings can only last up to 40 minutes (although individual meetings are not limited in time). For unlimited group calling time, upgrade to a premium account.

13. Hold meetings with more than 100 people



Hold meetings with more than 100 people

If you have a group of more than 100 people, you must upgrade to a premium professional account. If you upgrade to the highest level (Enterprise Plus), you can hold meetings with up to 1000 participants.

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