

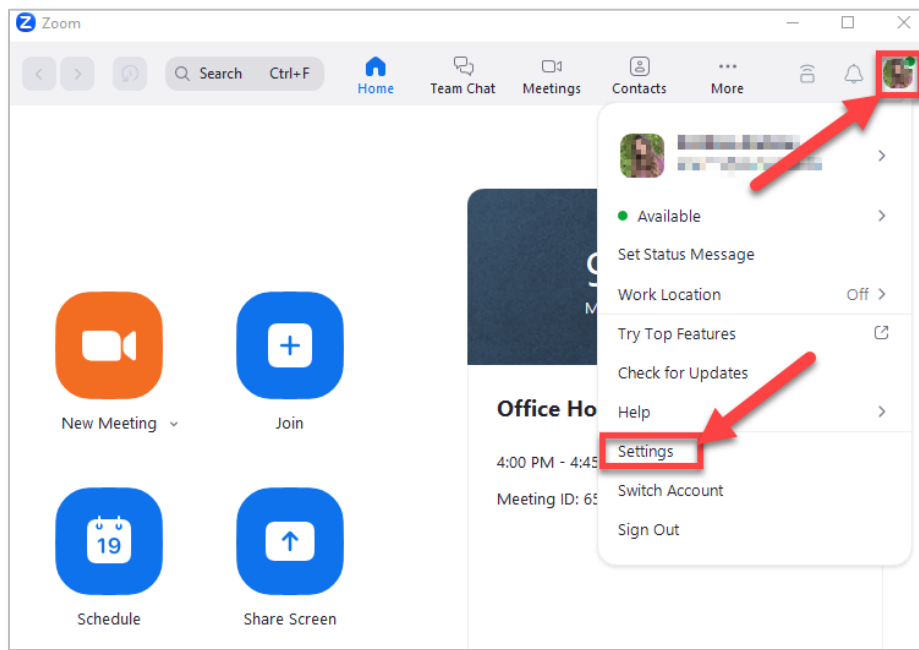
Personal Settings – Zoom Desktop Application

This tutorial describes how to access and set up your personal settings inside the Zoom desktop application (app).

For further information or assistance, please visit our [Team Dynamix Support portal](#) and select the appropriate Category to submit a ticket.

Steps

1. To access the settings menu, open your Zoom desktop app.
2. Select your profile picture in the top right of the window and then select **Settings**.



3. A settings window will open with a menu on the left. Select each option in the menu to specify how you want Zoom to function for you personally.

Options include:

General: how Zoom starts, meeting reminders, update schedule, theme, navigation, reactions, etc.

Video: video settings, adjust light, mirror video, etc.

Audio: test speakers and mic, etc.

Share Screen: how your screens react when sharing, etc.

Zoom Apps: how Zoom Apps function

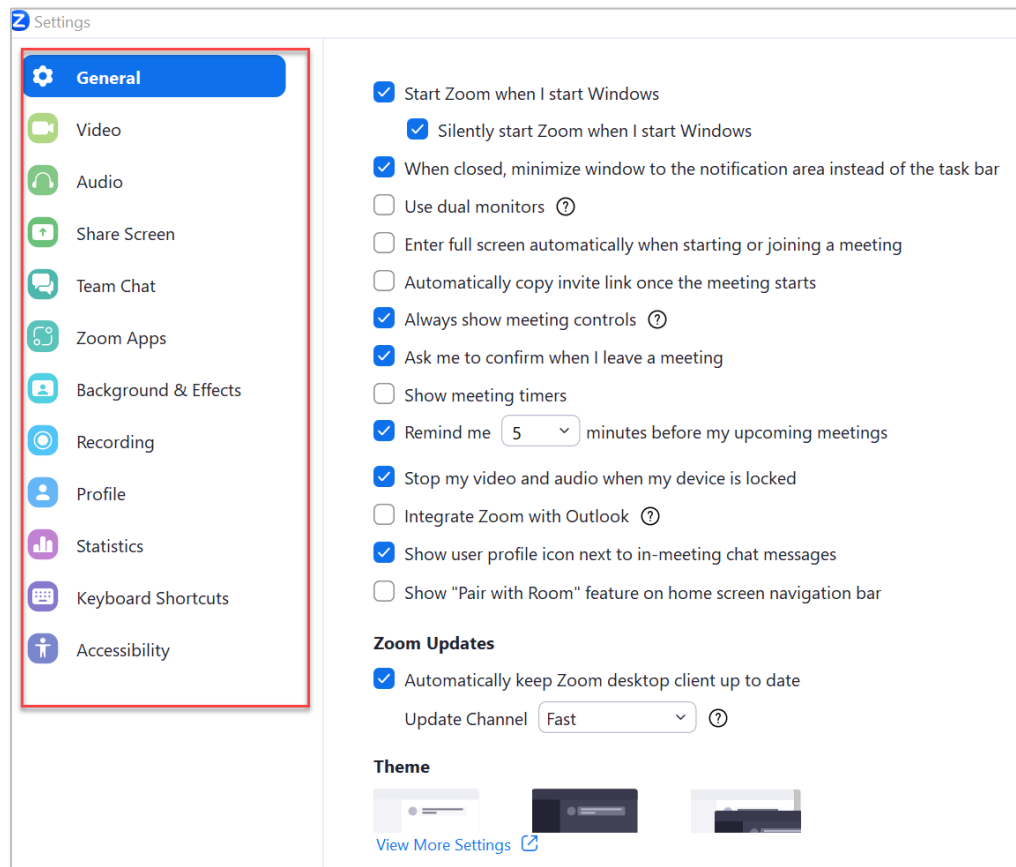
Background & Effects: virtual backgrounds, blur, etc.

Recording: settings for local recordings (Note: we recommend primarily using Cloud recording)

Profile: profile picture, language, time zone, date format, etc.

Keyboard Shortcuts: enable/disable keyboard shortcuts

Accessibility: personal screen appearance (e.g., font size, closed captioning size/colour)



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4. Close the settings window when you are finished updating your settings.

Things to Remember

- You can access the Global Settings by selecting the **View More Settings** link at the bottom of the settings window.



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