



How to Zoom

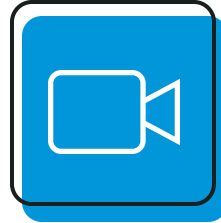
A Basic Guide to Get You Started

Voice & Video



Mute Button

- Always mute unless you are actively talking
- If you are muted, click the mic icon to talk
- Click the little arrow next to mute for audio settings



Video Button

- Click this button to toggle between video on and off
- Turn video off if your internet connection is spotty
- Click the little arrow next to the camera for video settings

Side Bars & Chat



Participants Button

- Click this button to see who is in the meeting
- A side bar pops up on the right side
- A "raise hand" icon is in the side bar for you to use during your meeting



Chat Button

- Allows you to send text messages during the meeting
- Chat to "everyone" in the meeting or send a private message to one person
- Can be a side bar or a pop up window

Sharing & Caring



Share Button

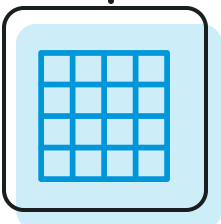
- Allows you or the presenter to share their computer screen
- May be disabled by the host of the meeting
- Look for the green button



Reactions

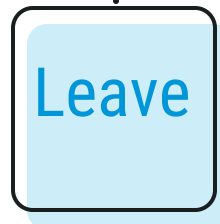
- Allows you to choose from 2 icons: thumbs up or hand clap
- Great way to show support without interrupting the meeting or if your video is off

Viewing & Going



Screen Layout

- Speaker View shows the person talking on a full screen, with small icons of other attendees on the side
- Grid View shows everyone on the screen "Brady Bunch" style



Leave a Meeting

- When you are ready to leave a meeting, click on "Leave Meeting"
- If you are in a smaller breakout room, be sure to click "Leave Breakout" to go back to the main room
- Look for the red button

