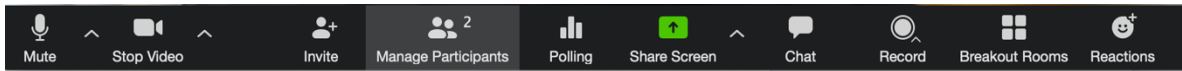


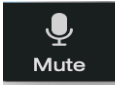

Zoom Basics: Audio & Video + Other Icons

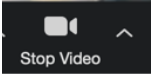

1. To log-into Zoom using your computer, click on the URL link that was sent. If a password was provided for the meeting, follow the prompt and enter it.
2. Once you're logged in, you should see a tool bar at the bottom of your Zoom screen that looks something like this:

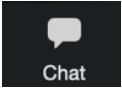


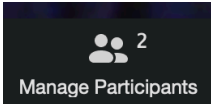
If the toolbar isn't there, hover your mouse over the bottom of your Zoom screen. It should show up.

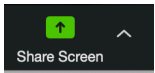
3. Toolbar Features—

<p>Audio</p>  <p>Mute</p>  <p>Unmute</p>	<p>Mute Your Microphone</p> <ol style="list-style-type: none">1. To mute your microphone, push the “Mute” button.2. Why mute? Because when multiple people are on a call, your background noise can be distracting and can make it hard to hear the speaker.3. Context matters: sometimes it's good manners to mute your microphone. But, if the group is small, and you're in a quiet place, then it may be okay to leave your microphone on for the whole meeting.
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<p>Video</p>  <p>Stop Video</p>  <p>Start Video</p>	<p>Stop Your Video</p> <ol style="list-style-type: none">1. To stop your video, push the “Stop Video” button.2. Why stop video? For many reasons.<ul style="list-style-type: none">- If your internet connection is weak or unstable, stopping the video can help strengthen your internet connection. This way you can still participate in the call.- If there is a distraction in your background, or you need to change locations, stopping video is a courtesy to other participants and can be less distracting for others on the call.- Any other reason—perhaps you feel more comfortable.3. What happens when I stop video?<ul style="list-style-type: none">- Typically, a dark screen appears with your name listed.
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<p style="text-align: center;">Chat</p> 	<p style="text-align: center;">How to Chat</p> <ol style="list-style-type: none"> 1. To chat, click on the chat icon. 2. Options include chatting everyone, or individuals. Select accordingly, then type into the chat box and press enter. 3. Note: some meetings may not have this function. It depends which features the “Host” enabled when they set-up the Zoom meeting. <p>Why Chat?</p> <ul style="list-style-type: none"> - If your video connection is bad, this is a simple and quick way to communicate your status. - If you do not want to interrupt someone while they are speaking, this may be a polite way to get your idea across, or to ask a question. - It’s an easy way to share information for all to access, like URL links or webpages. Note: participants cannot copy and paste the text like they would be able to in an email.
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<p style="text-align: center;">Manage Participants</p> 	<p style="text-align: center;">Manage Participants: What Does This Icon Do?</p> <ul style="list-style-type: none"> - When you click this button, you will see the number of people participating, as well as their listed name on Zoom. - If you click on this button, you can mute/unmute or enact/disable video by clicking on the icon next to your name. - Here, you can also edit how your name shows up. See Ensuring Privacy Info Sheet.
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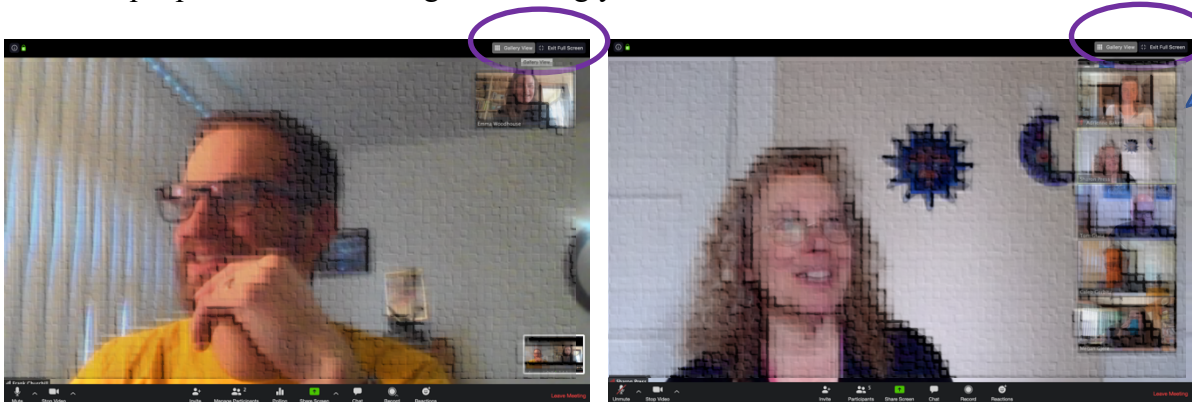
<p style="text-align: center;">Share Screen</p> 	<p style="text-align: center;">How to Share Your Screen</p> <ol style="list-style-type: none"> 4. See Info Sheet on “How to Share Your Screen.”
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Zoom Basics: Viewing

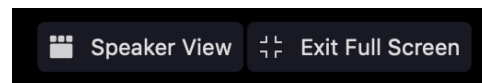
There are a few ways to view the people on your Zoom call.

1. Speaker View

- a. The person who is speaking will be the prominent image. You can see others in the meeting on the right hand side.
- b. Depending on the size of the group, you may not see everyone displayed on the right side of the screen. You can hover your mouse over the “film strip” of people and scroll through accordingly.

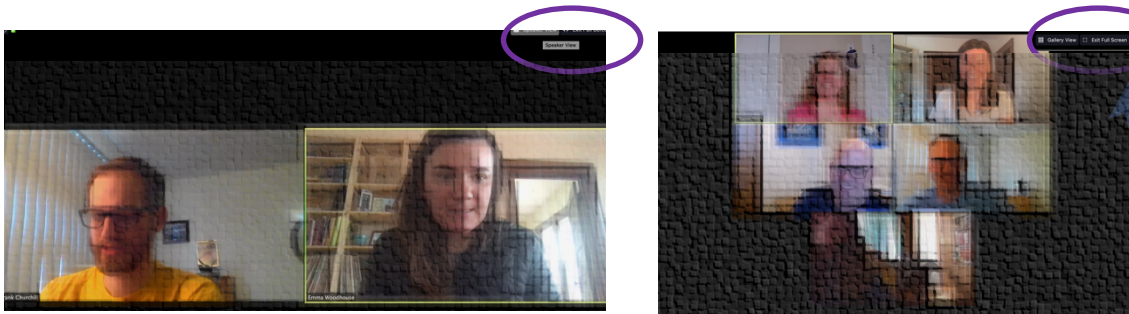


- c. To choose Speaker View, click the button on the top right hand side of the screen. It should look something like this:



2. Gallery View

- a. All people in the meeting will be displayed on one screen. Depending on the size of the group, the image size will adjust. (Smaller thumbnail for more people, and larger thumbnail for less people).



- b. To switch to Gallery View, click the button on the top right hand side of the screen. It should look something like this:

