


ONCE YOU HAVE JOINED A ZOOM MEETING


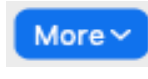


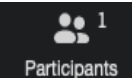
FOR COMPUTER PARTICIPANTS (Scroll down For Phone Participants)

If the tool bar isn't already showing, place your cursor at the bottom of the screen to see the tool bar.

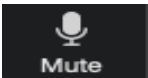
TO START VIDEO


Click  so you can be seen. Your name will show in the bottom of your square.

TO CHANGE YOUR NAME


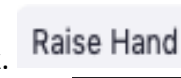

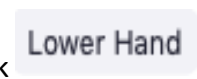

Click  and then put the cursor over your name. Two options come up, click  and then click . Change your name to whatever you want it to be and then then click . Click  on the main tool bar to close back out.

TO MUTE AND UNMUTE

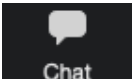

Click  to mute yourself. *Please have your mute **ON**, while you are not speaking. Otherwise, every time you make a noise your video will pop up instead of whoever is speaking.*

Click  to unmute yourself when you want to speak.




TO RAISE AND LOWER YOUR HAND

Click . Click . When your hand is raised you will see  next to your name. To lower it, click . Click  to close the side bar.

TO CHAT

Click  and click the drop down for names. *Please use sparingly during meeting.* Click  on the main tool bar to close out of chat.

TO CHANGE VIEW

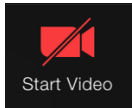
In the top right corner, click  to see other participants. Click  to only see the speak and a couple of participants. Click  for full screen.

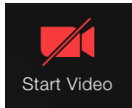
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### FOR PHONE PARTICIPANTS

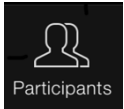
Choose “Call using Internet Audio” if/when prompted.

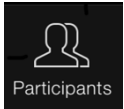
### TO START VIDEO



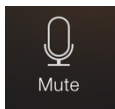
Click  so you can be seen. Your name will show in the bottom of your screen when the tool bar disappears. Touch screen to bring it back up.

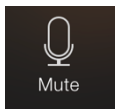
### TO CHANGE YOUR NAME

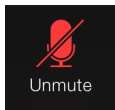


Click  and then your name. Click Rename, then change your name to whatever you want, then click done and close (top left).

### TO MUTE AND UNMUTE

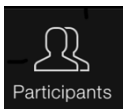


Click  to mute yourself. *Please have your mute **ON**, while you are not speaking. Otherwise, every time you make a noise your video will pop up instead of whoever is speaking.*



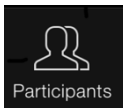
Click  to unmute yourself when you want to speak.

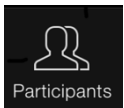
### TO RAISE AND LOWER YOUR HAND



Click  then click your name, then click **Raise Hand**. When your hand is raised you will see  next to your name. Take the same steps to **Lower Hand**.

### TO CHAT



Click , you'll see **Chat** in the bottom left. Click to send a message. *Please use sparingly during meeting.*

### TO CHANGE VIEW

Swipe left for Gallery of participants, swipe right for Speaker.