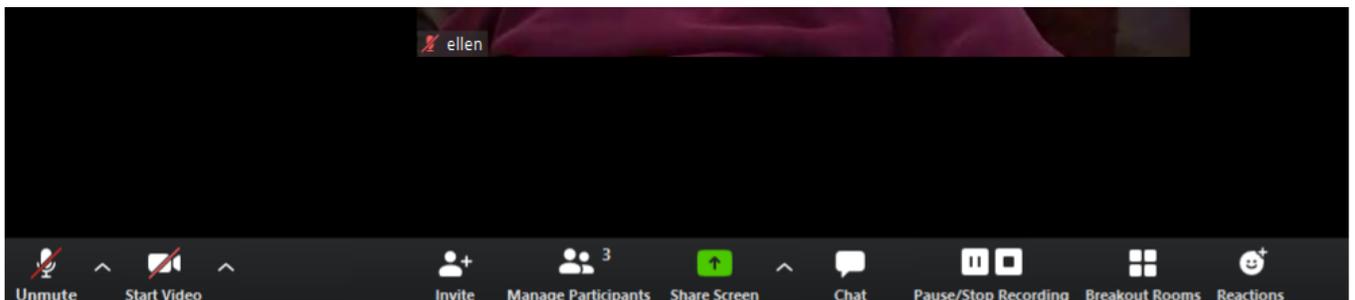


INSTRUCTIONS FOR ZOOM

By now you should all have the drivers for Zoom on your device, but if this is your first time logging in you may be prompted to download the drivers/app. Once downloaded you will be taken into the class/service/meeting. Meeting will be used for the rest of this document.

If you enter the meeting early you may see the words “waiting for host to start the meeting” or something similar. Once the host logs in you will see the host and others participating.

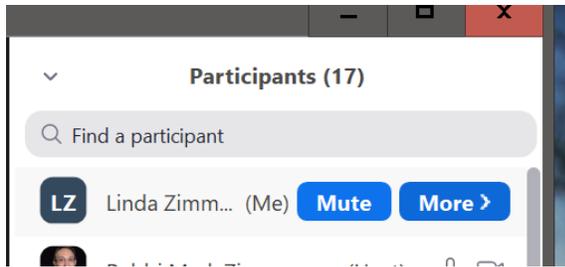
Audio - The host will probably start with everyone muted. And they have the ability to unmute individual people. Otherwise on the bottom left corner of the screen you will see the image of a microphone. If you click on the image it will mute or unmute your computer. Prior to meeting you can click on the microphone and test your settings.



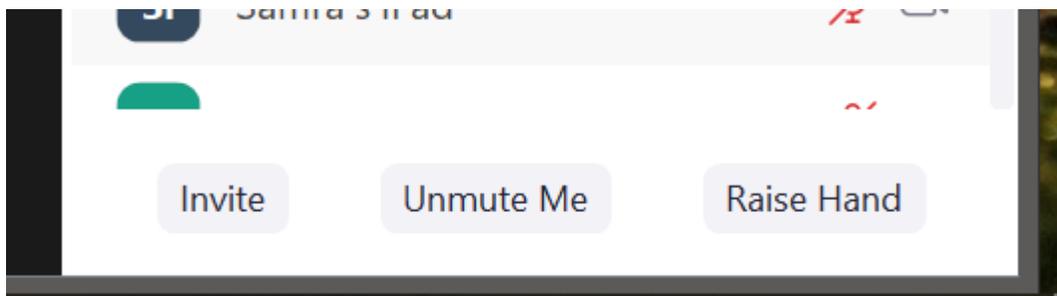
Video – next to the microphone image is the image of a video camera. If you click on the image you will turn on or off the camera. You can also check the settings prior to joining the class/meeting.

Virtual backgrounds: You may sometimes see that an individual in the meeting has an interesting background. While some computers do not allow this most do. To change your background click on the arrow next to the video button and you will see “virtual background”. If you click on that you have choices of your background. You can also add pictures from your computer or the internet.

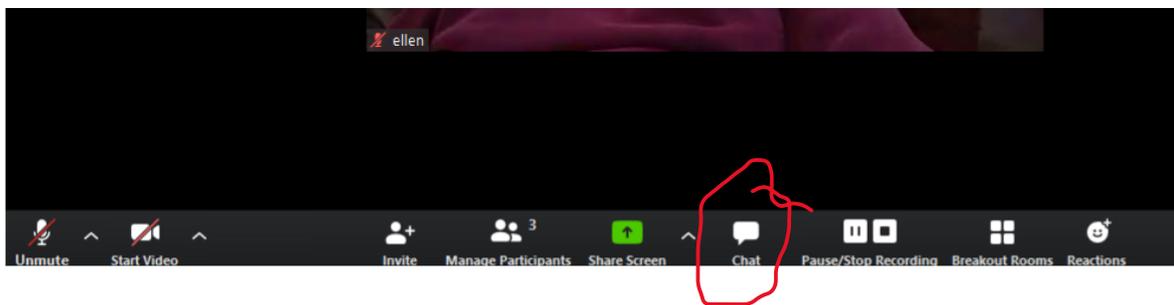
Once in, you will see a button across the bottom of the screen that says “**Participants**”. If you click on that button, a column will open to the right with the list of everyone logged in. If you are on a phone it may only show a phone number or it may show a name that belongs with the device being used. If you move your mouse next to your name you will see the words “mute/unmute” and “more”. Click on “more” and then on “rename” and type in the correct name so the host knows who is on the call.



Also under the names you will see a button to click if you want to raise your hand. Teachers may use this in the classroom and only unmute the person he/she wants to ask a question or contribute to the conversation.



You will also see a button across the bottom that says "chat". When you click on that button the chat section will open on the right also. If the participant button has been clicked it will show up underneath. If you would like to send a message to the host, you can type a message here. Everyone will see it unless you send it as a "private message" to one of the participants.

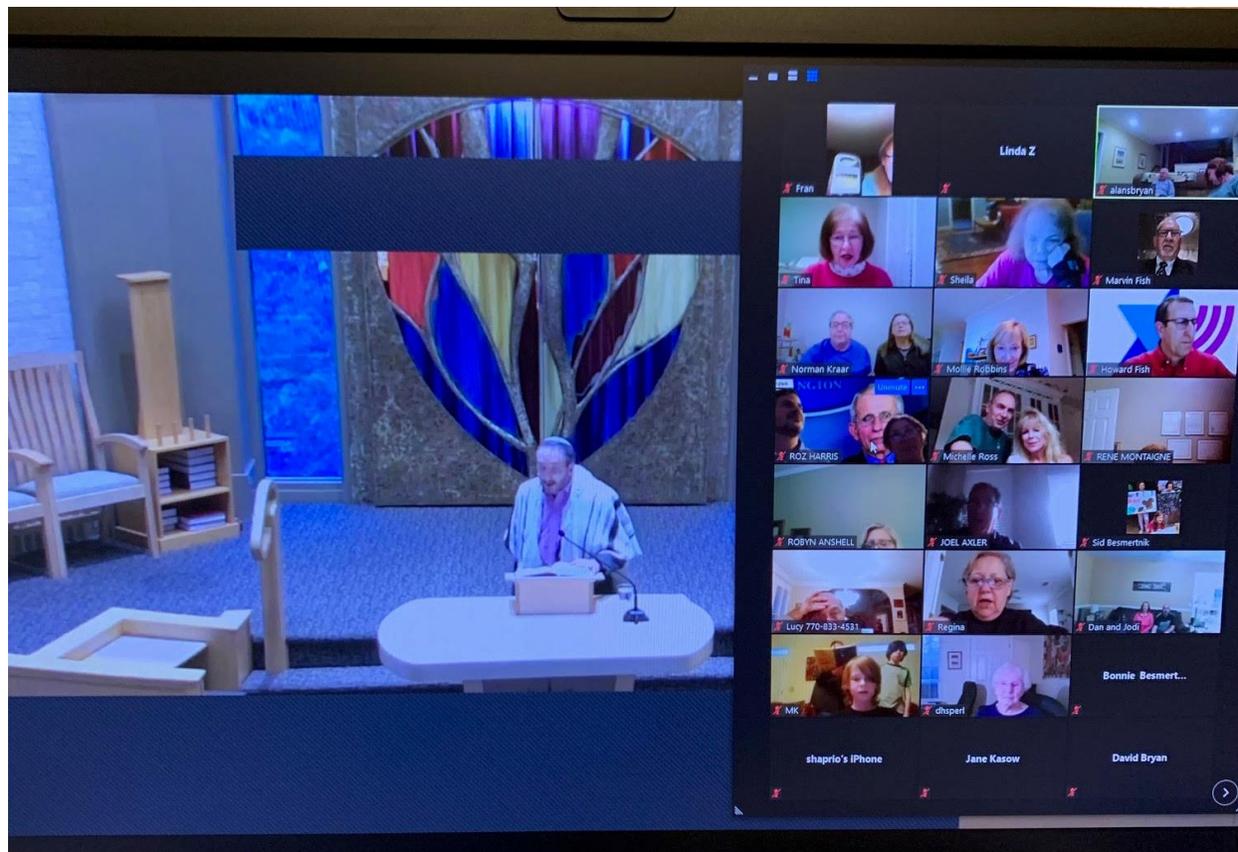


Speaker/Gallery Views: In the top right corner of the screen you will see the words "speaker view" or "gallery view". You can click the words to change between the two. On speaker view you will only see the person talking. On gallery view you will see everyone else on the call.

If the host is sharing his/her screen you will see the image they are sharing in the main section and a row of pictures of the participants either along one side or across the top. If there are more people in the meeting than you can see at one time there will be an arrow that you can click to scroll through the pictures. You can change if they are on top

or along the side by clicking on the “**view options** “ button on the top of the screen and choose to see things “**side by side**”.

If you would like to see more of the participants at one time while seeing what the host is sharing, set to “side by side” and you can click on the square at the top of the pictures and switch to gallery view. Once you do this you can take your mouse and move it to the edge of the pictures, about half way down, and you will see lines that you can hold your mouse over and expand the gallery. This allows you to see more participants while also seeing the shared screen.



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