


How to Zoom


Microphone



you are **unmuted**
(click to mute)

you are **muted**
(click to unmute)

Video

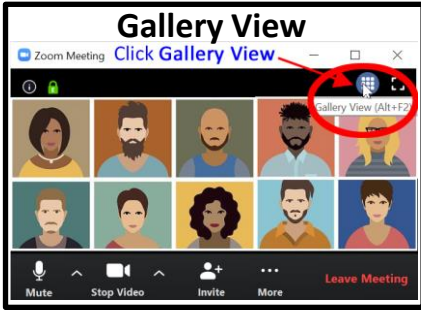


people **can** see you
(click to turn off)

people **can't** see you
(click to turn on)

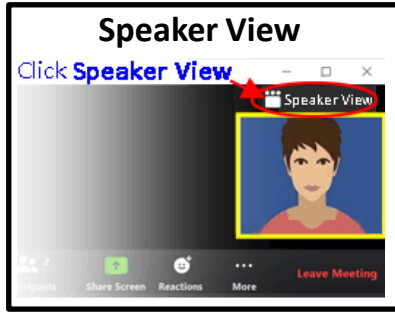
Gallery View

Click **Gallery View**

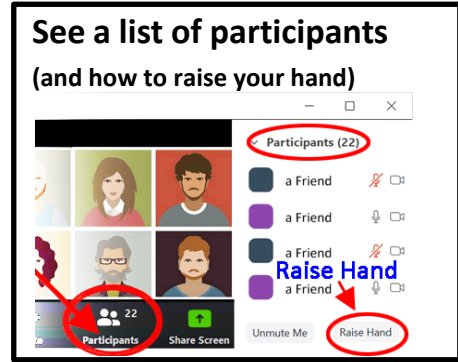


Speaker View

Click **Speaker View**

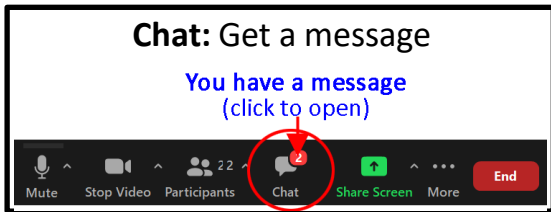


See a list of participants (and how to raise your hand)



Chat: Get a message

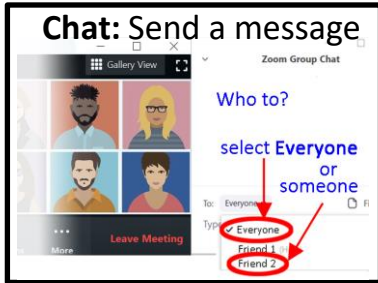
You have a message
(click to open)



Chat: Send a message

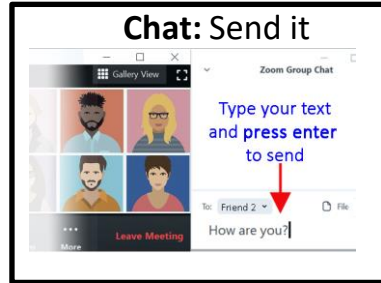
Who to?

select **Everyone** or someone



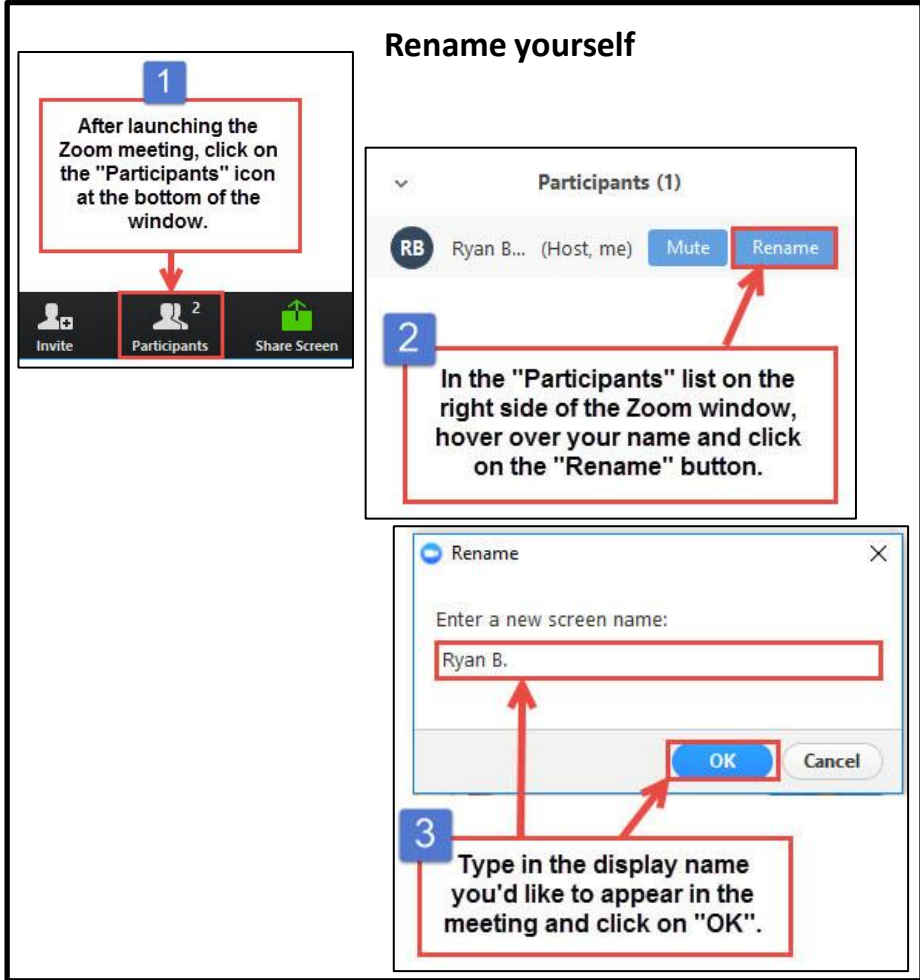
Chat: Send it

Type your text and press enter to send



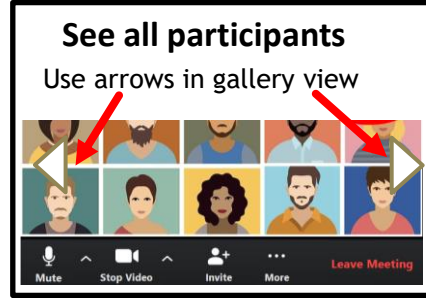
Rename yourself

- After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.
- In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.
- Type in the display name you'd like to appear in the meeting and click on "OK".



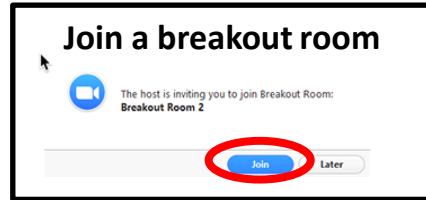
See all participants

Use arrows in gallery view



Join a breakout room

The host is inviting you to join Breakout Room: Breakout Room 2



Exit Full Screen (when you can't see your toolbars)

Hit Esc Key (escape) on your keyboard

