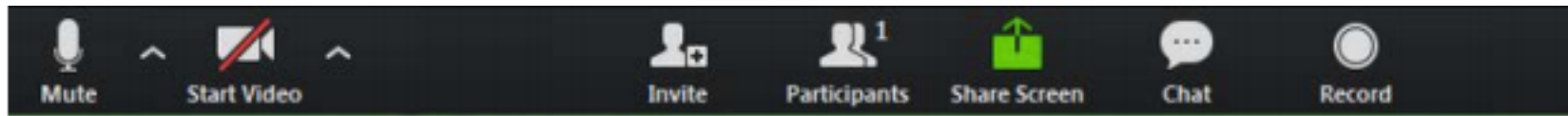


# ZOOM GUIDANCE



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left). It is preferable to go on mute if you are not speaking to eliminate background noise
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.