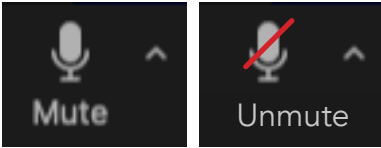
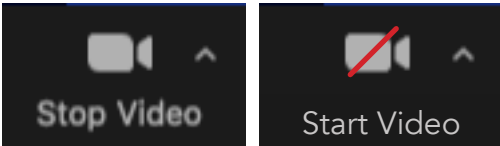


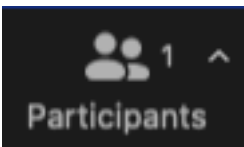
Zoom Meeting Controls - Quick Start Guide for Students



Mute/Unmute: This Meeting Control button controls your device's microphone. Clicking the button when it says "Mute" will disable your microphone and put a red slash through the mic symbol in the button. The button will then say "Unmute" underneath the symbol, and clicking this will then turn the mic back on.



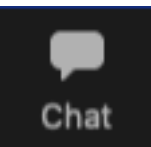
Stop/Start Video: This meeting control button controls the camera you are using in Zoom (whether it's a built-in camera or an external camera). Clicking the button when it says "Stop" will disable your camera and put a red slash through the camera symbol in the button. The button will then say "Start Video" underneath the symbol, and clicking this will then turn the camera back on.



Participants: Click on this Meeting Control button will allow you to see a list of all the Participants in your Zoom meeting. Your name will appear at the top, and if you hover over to the side of your name, you will see two small blue buttons: "Mute" and "More". If you want to rename your display name as seen in the Zoom meeting, click the "More" button, then click "Rename". You will then be prompted with a window that will let you enter a new display name (from here, please enter the same first and last name you used to register for the class you are taking over Zoom).



Raise Hand: You will also see series of "nonverbal communication" buttons at the bottom of the Participants window, the first being "Raise Hand". You can use this to raise your hand virtually, and a Hand icon will appear in the top left corner of your screen in Zoom. You can click this button again to lower your hand or the Instructor/Host can lower it.



Chat: Click on this Meeting Control button will open the Chat dialogue window. This is where you can see messages you have received from other Participants and messages you have sent to a Participant or all Participants (Everyone). In the bottom is where you can type a message, then to send it, click the Enter key on your keyboard (or Return on Mac). By default, messages are sent to Everyone, but if you click on the text "Everyone", you then be prompted with a list of all the Participants in the meeting (similar to Participants, but only the names). You can select the name of the Instructor or Host (if the instructor is having a staff member/volunteer host the meeting for them) and send a message to them individually. Chat is good for asking questions without interrupting the instructor or someone else speaking.