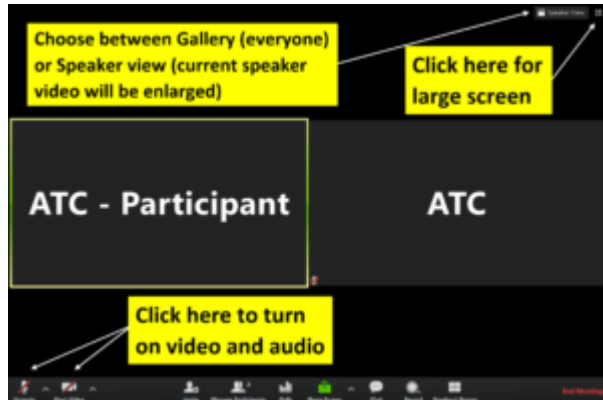


Your Zoom Controls

After joining the Zoom meeting, there will be multiple video windows showing participants, including yourself. Your picture box has a mute/unmute button, however, for the large assembly meeting, you will be muted/unmuted by the host.



Most of the controls act like switches—toggle them on and off. Look to the upper right corner for icons that allow you to toggle between “Gallery view” and “Speaker view” and another which allows you to minimize and maximize the Zoom window.

The task bar at the bottom also has several features. In the lower left, are your audio and video controls. If you have a slash on either, that means your audio is muted or your video is not on. Click to turn on/off. Next to each of these symbols is a little ^ - this allows you to test you microphone and camera (before the meeting). Please remember that your computer speakers are controlled outside the Zoom window on your program/app task bar on the bottom of your screen—be sure it is not muted and at a comfortable listening level.

The task bar also includes Chat—click this to write something (into a chat box) to “everyone” or to selected individuals.

There is also a Reactions button—click on either the ‘clap’ or ‘thumbs up’ to register a non-verbal affirmation.

Also on the bottom task bar is something called Participants. If you click this, a window opens to

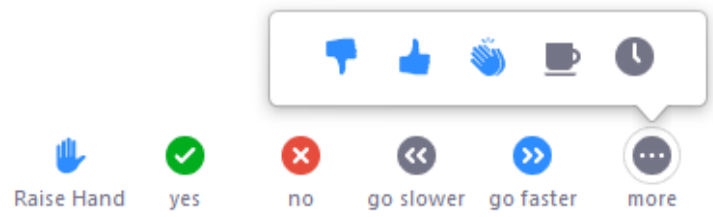
show you all the participants’ names. In this window at the bottom are more controls which give you an opportunity to provide feedback to

the Moderator, host and other participants.

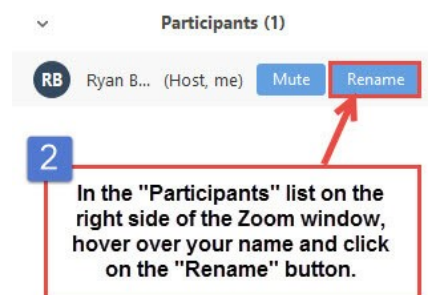
Most important is the button to raise your hand.

This will allow the Moderator to call on you and

the host to un-mute you so you can speak. There is also a yes and no for quick verbal votes or easy questions. The “more” button has even more. It is a good idea to keep this window open during the meeting so you can easily raise your hand. At least become comfortable with knowing how to do this.



One more thing. If you didn’t name yourself before and you see in your picture box “First Presbie” instead of your name, take a minute to rename your screen name. Hover over your name in the participant’s window to find that option.



*Relax and marvel at the new things you are learning
and the ability for life to adapt!*