

## GENERAL TIPS

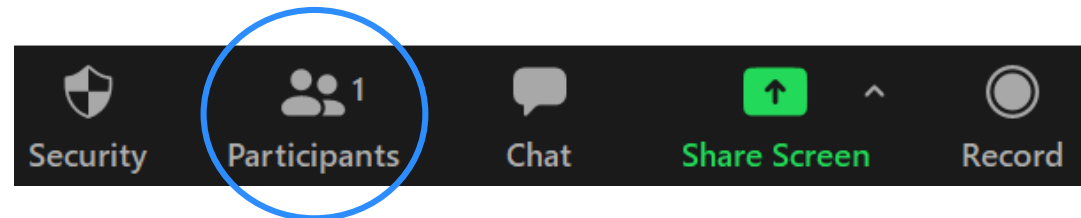
### CONSIDER YOUR ENVIRONMENT

Aim to join your meeting in a quiet space. If using video, ensure your background is simple and clutter-free.

### NAME YOURSELF APPROPRIATELY

When joining a meeting, please use your first and last name, and state. For example, **John Doe (DC)**.

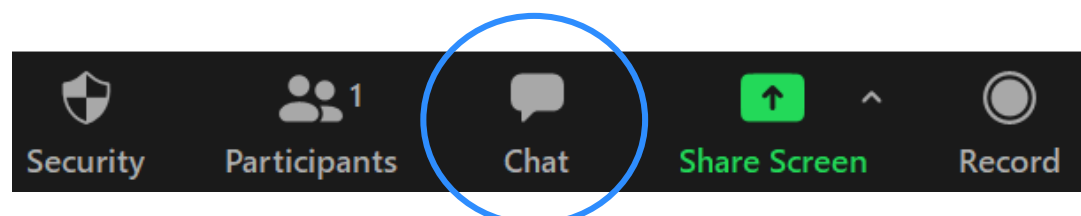
*Tip: To change your name, click ‘participants’ located in the middle of the control bar at the bottom of the Zoom window to open the Participants pane. Hover over your name in the Participants pane, click ‘More’, then ‘Rename.’*



### JOIN THE CONVERSATION

Use the ‘Chat’ button, located in the middle of the control bar at the bottom of the Zoom window, to share your thoughts with the group or send a private message.

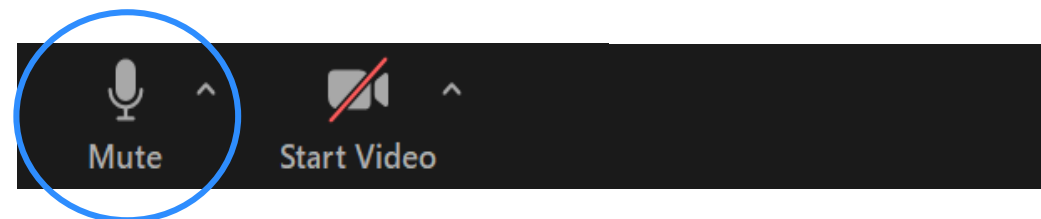
*Tip: Select ‘Everyone’ when sending your chat so the full group can see it.*



## AUDIO

### HOW TO MUTE/UNMUTE

Click the microphone icon, located on the left side of the control bar at the bottom of the Zoom window.



If joining the meeting by phone, press \*6 to mute/unmute.

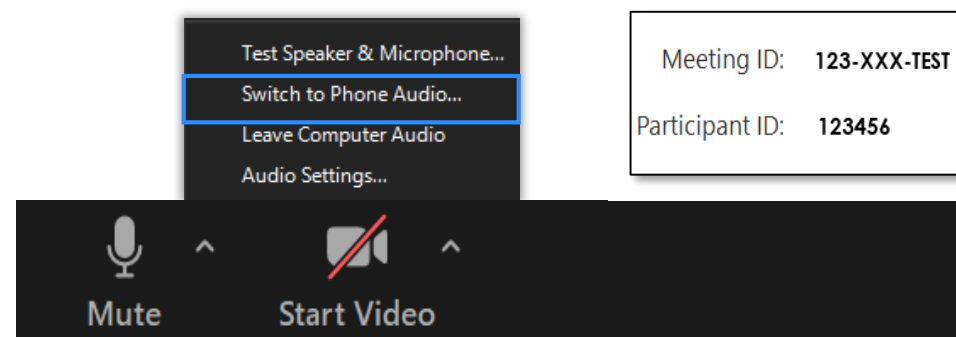
*Tip: Please remain muted while listening to other speakers to eliminate background noise.*

### TROUBLESHOOTING AUDIO

If joining a meeting from your computer, **first** make sure you are connected to computer audio.

**Next**, [try testing your speaker and microphone](#). Follow the prompts on the pop-up windows to select the proper speaker and microphone options.

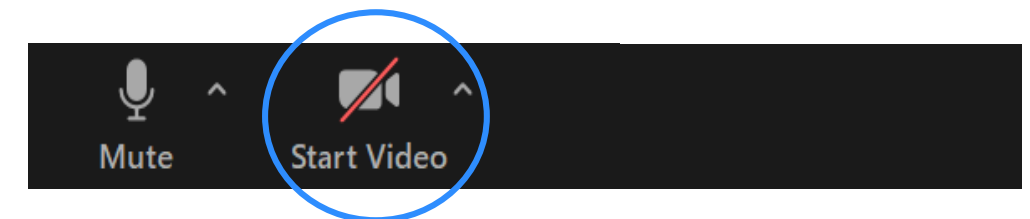
*Tip: If your computer audio still isn't working, try ‘Switch to Phone Audio.’ Be sure to make note of your Meeting ID and Participant ID.*



## VIDEO

### HOW TO CONTROL VIDEO

Click the ‘Start Video’ camera icon, located on the left side of the control bar at the bottom of the Zoom window.



*Tip: To ‘jazz-up’ your background, try using Zoom’s [virtual background feature!](#)*

### HOW TO CHANGE THE MEETING VIEW

Click the ‘Speaker View’ located at the top right corner of the Zoom window to highlight the speaker. Click ‘Gallery View’ to see a grid of multiple participants.

*Tip: In large meetings, there may be multiple pages of the Gallery View. A navigation arrow will appear on each side of the Gallery to navigate between pages.*