**ZOOM USER GUIDE**

**Start/Stop Video**

You can control whether you are visible to other participants by stopping and starting your video.

**Mute/Unmute Microphone**

You can mute and unmute your microphone. Depending on the event, the host may ask everyone to mute themselves to avoid background noise. The host can also mute everyone. Please note that the host can only ask participants to unmute. Participants must unmute themselves.

**Participants**

If you click on *Participants*, you can see who is currently in the Zoom Room.

**Chat**

Send text chats to individuals or to everyone in the Zoom Room. Click on *Chat* to open up the chat window and chat with other people or just view chat messages. Select the drop down next to *To* in order to change with whom you are chatting.

**Breakout Rooms**

*To go to a Breakout Room*

Click on the Breakout Room icon in the bottom main menu to open the list of Breakout Rooms.
A menu will open with a list of breakout rooms. Click on Join to enter that room. It’s possible that your device will show a number instead of Join. In that case, click on the number.

To leave a Breakout Room

If you click on Leave Room it will give you the choice to either Leave Meeting or Return to Main Session. Leave Meeting will close the whole Zoom Room and you’ll have to sign on again. Leave Breakout Room will take you back to the Main Zoom Room

Reactions

Click on Reactions for a window that includes Raise Hand and other visual elements. The Raise Hand is used when the host has everyone on mute and you would like to be called upon in order to unmute and say something. Click on the hand symbol in the menu again to remove it afterwards.
View

At the top right of the Zoom window, you can choose between two different viewing modes. Speaker View: Shows the main person speaking at the moment. Gallery View: Shows everyone in the Zoom Room. If there are many people, there will be more than one gallery screen. Arrows at the middle or top of the screen let you navigate back and forth between multiple screens.

Accidental Minimized Screen

A common problem among new Zoom users is that they minimize their screen by accident.

To return to full size, hover your cursor over the reduced screen and then click on the green arrow.
Leave Zoom Room

Click on the *Leave* tab to exit and close the Zoom Room on your device.

Some Helpful Tutorials

https://www.youtube.com/watch?v=9isp3qPeQ0E

https://www.youtube.com/watch?v=MmWzCDkV5bk&t=51s

https://www.youtube.com/watch?v=6fYWnfTc5o&t=57s