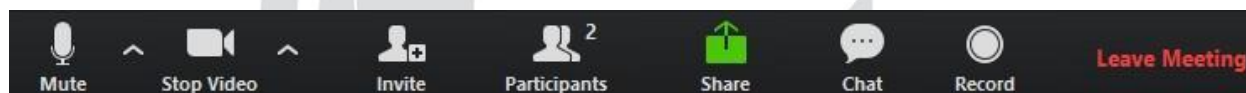


ZOOM ATTENDEE GUIDE

MAIN CONTROLS



Starting from the Left

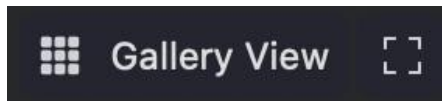
- **Mute:** The Mute button is also the Unmute button. Click this button to mute or unmute yourself. Please remember that everyone in the Zoom room can hear **EVERYTHING** around you when you are unmuted.
 - Click the up-arrow to choose which mic you will use if there is more than one option available. Please click on the TEST your mic prior to the start of class using this same "up-arrow".
 - First, **select a Microphone** if there is more than one available.
 - Second, **select a Speaker** if there is more than one available
 - Third, **test your Speaker and Microphone** and make any adjustments necessary.
- **Start Video:** The Start Video button is also the Stop Video button. Click this button to start and stop sharing video. Please remember that everyone in the Zoom room can see **EVERYTHING** that your camera can see.
 - Your camera must be on for the duration of the course and you must be clearly visible to the instructor and students at all times except during breaks and lunch break.
- **Invite:** You will not use this button during STC training.
- **Participants:** Clicking the Participants button shows you who is currently in the meeting. This opens a window on the right side of your screen that lists everyone in the meeting. Clicking this button while the participants window is open will close the participants window.

- **Share Screen:** You will not use this button during STC training.
- **Chat:** Clicking the Chat button opens the chat window on the right side of the screen. Everything you write into the chat will be seen by the instructor and all of the other students.
- **Record:** You will not use this button during STC training.
- **Leave Meeting:** When the class is over you may click this to leave the meeting.

View Controls

On the top right of the video part of the chat you will have the ability to toggle between **Presenter View** and **Gallery View**. To toggle you just need to click where it says "Presenter" or "Gallery".

The button looks like this in gallery mode:



Chat and Participants

When you click on **Participants** you'll see something like this open on the right of your screen.

Clicking **Participants** when this is visible will minimize this field.

There will be a list of all participants in the room.

Clicking **Chat** will open the chat window on the right-hand side of the screen.

Clicking the **Chat** button while it is open will minimize this field.

This displays the chat messages that are shared during class.

Be aware that messages in the chat will be sent to everyone.

By clicking the blue icon on the bottom, in this case that says "Everyone," you can choose to send a message that only Jamie or the ICT team will see.

