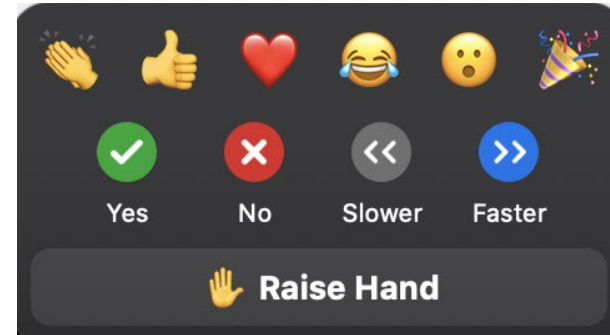


# Zoom Meeting



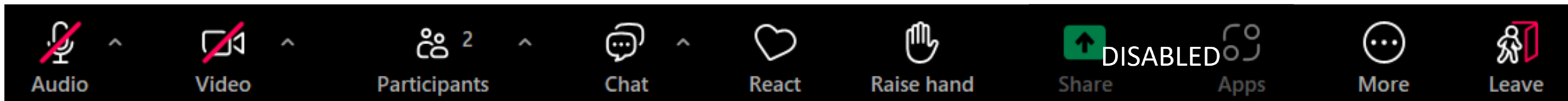
Click to Mute/Unmute  
Click the ^ to open **Audio Settings**

Click to Start/Stop Video  
Click the ^ to open **Video Settings**

Opens the **Participants Panel.**

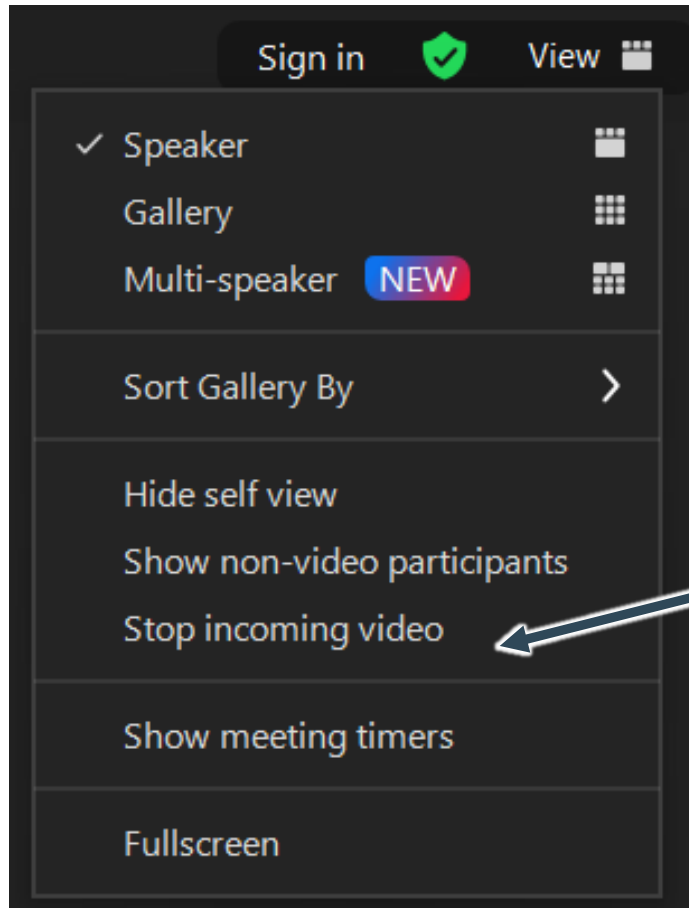
Opens the **Chat** window.

Reactions allow you to communicate or provide feedback without disrupting the meeting. These reactions are shown on your Video panel and next to your name on the Participants panel



# Changing Views

Click View in the **top-right**



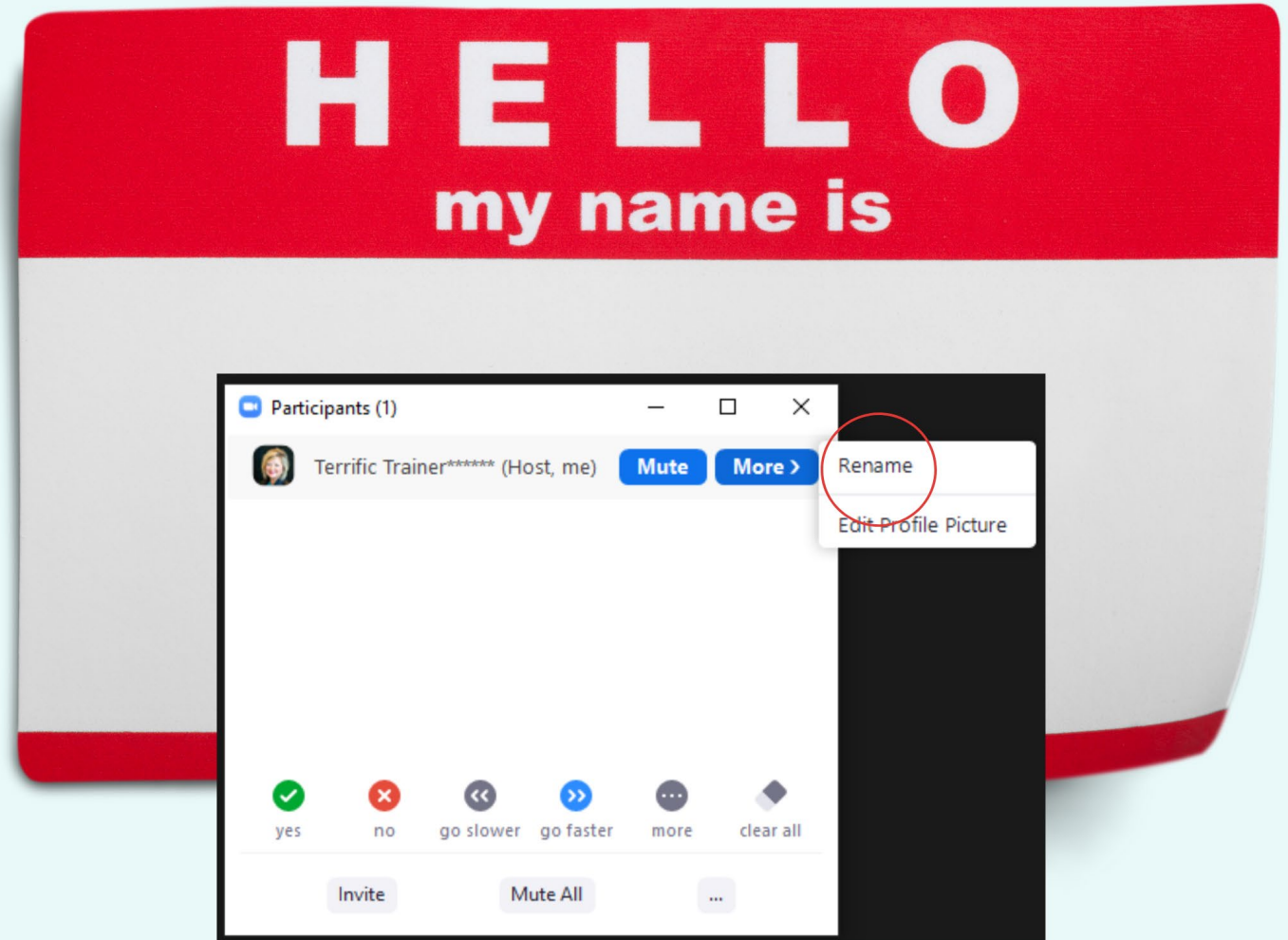
Slow connection? Try  
**Stop incoming video**

# Changing Your Name

When joining the session, please use your first and last name to ensure that we have you recorded properly for Certificates of Attendance.

If you are logged into a shared Zoom account, you may need to update your name once you are in the session

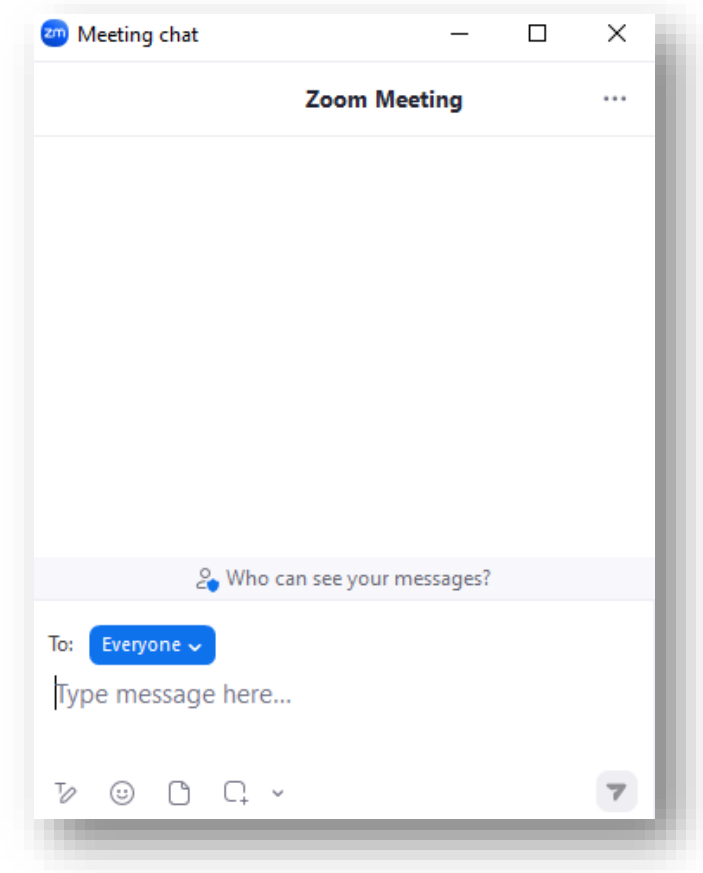
1. Select (click or tap) **Participants**, located in the bottom toolbar of the meeting window
2. Hover over your name and select **More** (desktop), or tap your name (mobile)
3. Click or tap **Rename**
4. Enter your desired name and click **Rename** (desktop) or **Done** (mobile)



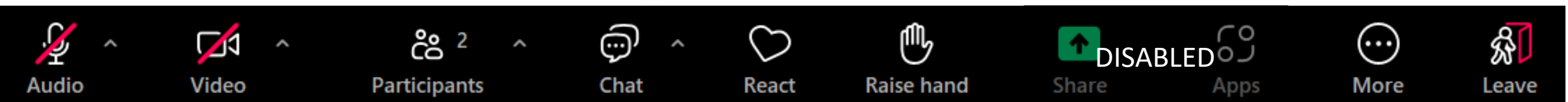
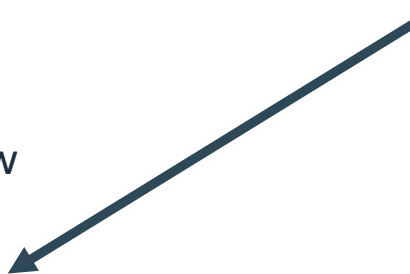
# Chat

Use the chat window to communicate with the instructor, producer, or other participants.

You can choose to chat with Everyone or select a specific participant.



Opens the **Chat** window

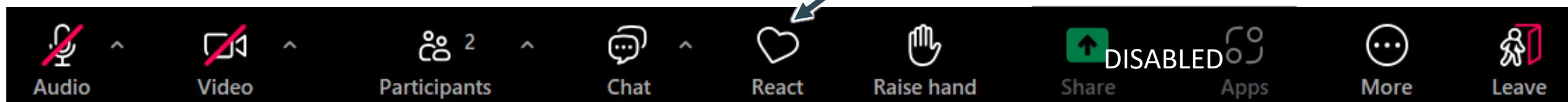
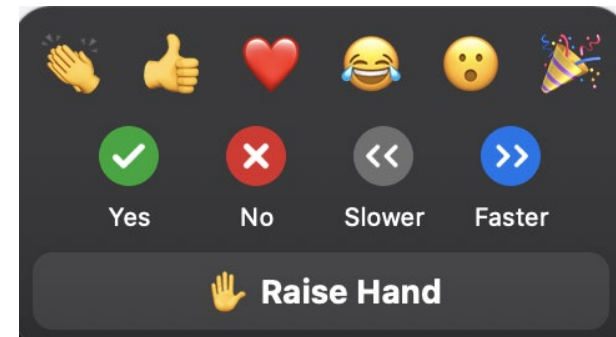


# Reactions

Reactions allow you to communicate or provide feedback without disrupting the meeting.


These reactions are shown on your Video panel and next to your name on the Participants panel. Emoji reactions will disappear automatically after 10 seconds.

Reactions may also be used by instructors for interactions during the training.

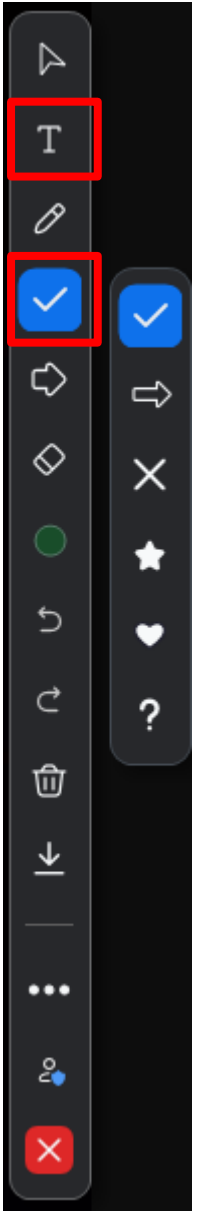
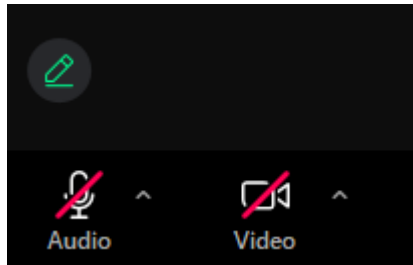
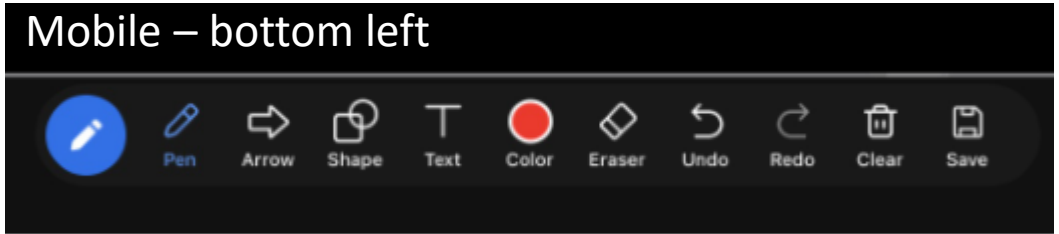


# Annotate

The Annotation tool allows you to interact directly with the Instructor's screen by stamping, typing, etc. panel). We will use the Stamp and/or Text tools during class today.

To access the Annotate feature, hover over the screenshare and click  (just above the Audio button in your control panel)

Limited annotation is allowed when joining from a mobile device. Click the Edit button in the bottom left of the control panel. You can use the Pen as a stamp in mobile.



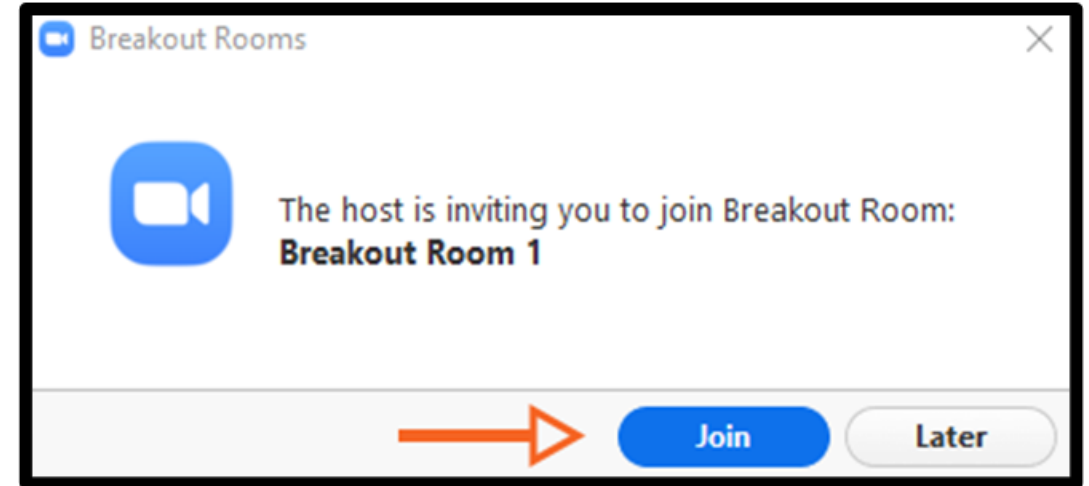
# Breakout Rooms

Breakout Rooms are used for small group activities and discussion. Unless otherwise indicated, your Breakout Room will be pre-assigned.

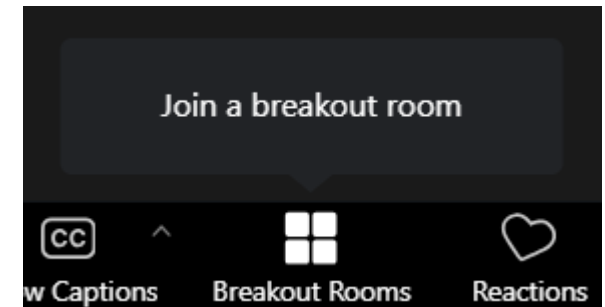
When Breakout Rooms are opened, you will see a pop-up inviting you to join.

Breakout Rooms will close automatically after a set period of time.

If you are instructed to choose your Breakout Room, a Breakout Rooms button will be added to your control panel. Click on the button to select your Breakout Room.



If you need assistance while in a Breakout Room, click **Ask for Help** and invite the host to join.



# Polls

The Instructor may use polls as a form of interaction during the training. The poll will automatically pop up on your screen.

Select your answer and then click **Submit**.

The poll will close automatically.

The image shows a mobile-style poll interface. At the top, there is a header bar with a blue link labeled 'Close' on the left and the title 'Ice Cream Flavor' on the right. Below the header is the question: '1. What's your favorite ice cream flavor?'. The answer options are listed in a vertical list: 'Chocolate', 'Vanilla', 'Strawberry', 'Butter Pecan', 'Chocolate Chip', and '(other)'. The 'Butter Pecan' option is highlighted with a blue background. At the bottom of the poll is a blue rounded rectangular button labeled 'Submit'.