

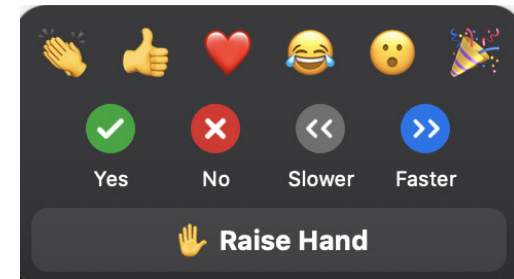
# Zoom Meeting

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

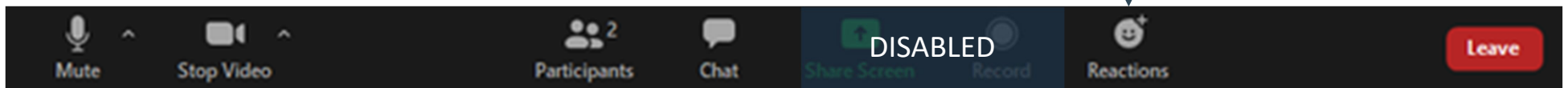
Click to  
Start/Stop  
Video  
Click the ^ to  
open **Video  
Settings**

Opens the  
**Participants  
Panel.**

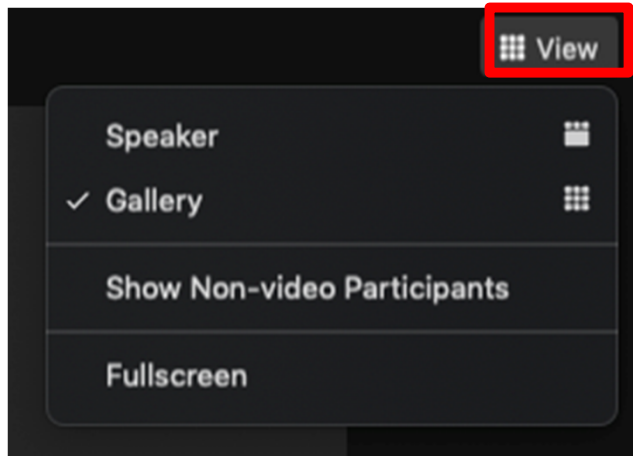
Opens the  
**Chat** window.



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** corner, and then select Speaker or Gallery.

**Speaker** view is recommended.

Gallery view will show all participants in the meeting

# 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

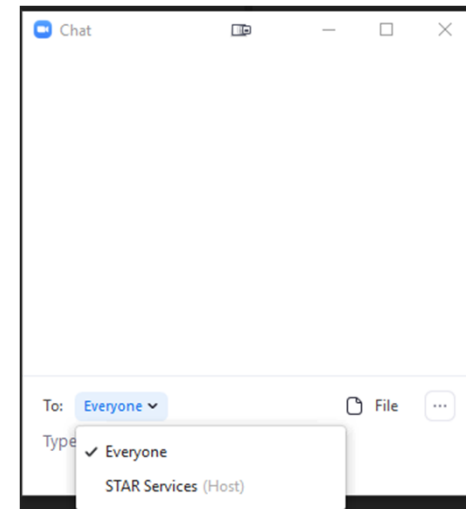
1. Select (click or tap) **Participants**, located in the bottom toolbar of the meeting window
2. Hover over your name and select **More** (desktop), or tap your name (mobile)
3. Click or tap **Rename**
4. Enter your desired name and click **Rename** (desktop) or **Done** (mobile)



# 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

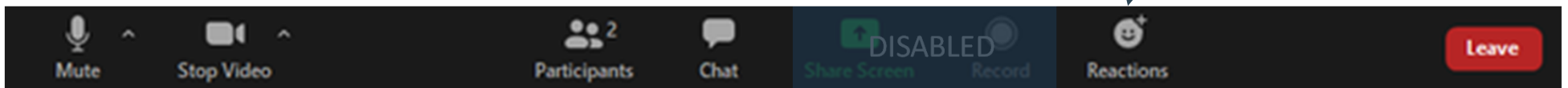
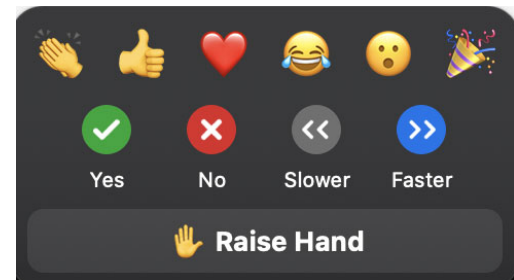


# Reactions

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.



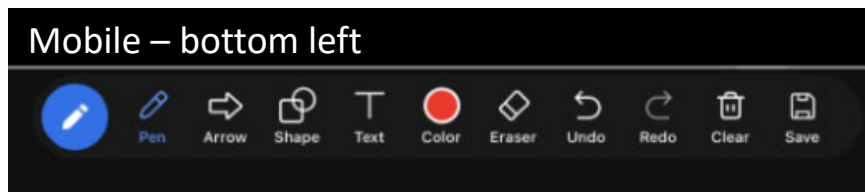
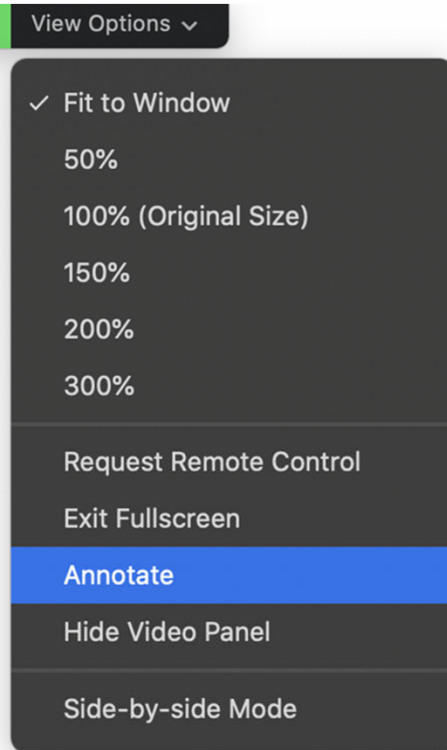
# Annotate

The Annotation tool allows you to interact directly with the Instructor's screen by stamping, typing, drawing, etc.

To access the Annotate feature, click on the **View Options** button at the top of the Zoom window and then select **Annotate**.

Note: Annotation is not supported when joining Zoom from a web browser. You must use a Zoom app – desktop or mobile

We will use the Text and/or Stamp tools.



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.

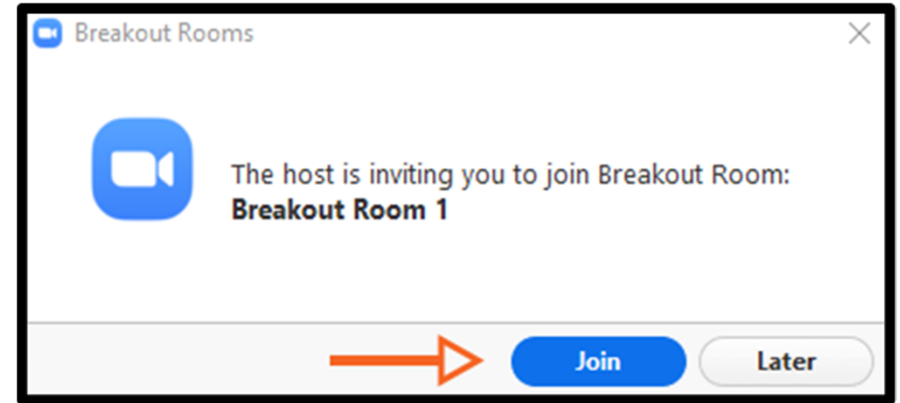
# Breakout Rooms

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

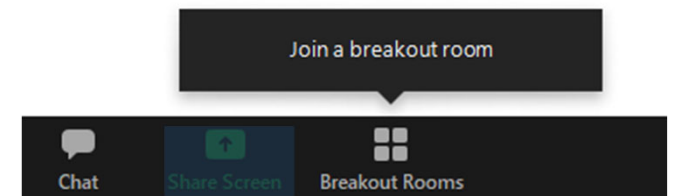
When Breakout Rooms are opened, you will see a pop-up inviting you to join.

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.

<a href="#">Close</a>	Ice Cream Flavor
1. What's your favorite ice cream flavor?	
Chocolate	
Vanilla	
Strawberry	
Butter Pecan	
Chocolate Chip	
(other)	
<input type="button" value="Submit"/>	