

### Helpful Tips once you're in a meeting:

- Muting – When you first log onto the call you will be muted. Unless you're intentionally speaking, please keep yourself muted to cut down on "noise" and eliminate feedback and echo.
  - On a computer keyboard, the easiest way to unmute is press and hold the spacebar.
  - On Device, the easiest way to mute/unmute is tapping the screen then tapping the microphone button in the bottom left hand of your screen.
- Name – Sometimes your device will default to its name rather than your name. To change what everyone sees for your name:
  - On a computer, locate yourself, click the blue box with 3 little dots in the upper right hand corner of your square. Click on "Rename"
  - On a device or computer: open the "Participants tab" by tapping the screen then tapping the "Participants button" (bottom of screen right of center). Your name will be at the top. There will be a ">" symbol on the right edge. Tap that. Tap "Rename", enter your name
- Raising your hand – here is a "raise hand" function in Zoom, but it is easier to hold a bright colored paper or even your hand in view of your web cam, that fills your video window.
- Chat – This is to send a written message. Particularly useful if you don't have a microphone or can't get it working... but also useful in some other circumstances. On a computer, click the Chat button (bottom of screen right of center). At the bottom of the Chat tab, which will come up as a white sidebar, there is a place for you to type a note. It can be directed either to the host or to everyone.
- Views – Found in the top right corner. *Gallery View* makes an array of boxes showing everyone's video at once. *Speaker View* makes the person who is speaking a larger video and puts others in a line across the top of screen.
  - You are also able to "Pin" to one person's video - which may be useful when someone is presenting or preaching. To pin a video right click on that video then click "pin video".
  - On Device: you may be able to switch between views by swiping to the left. Some devices may not support this.