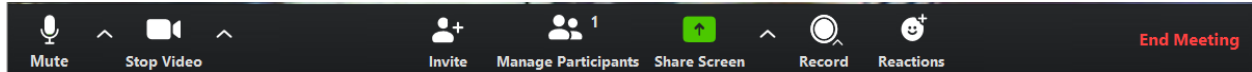


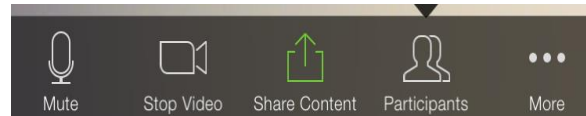
## Zoom Basics

After you enter the group, you will have a taskbar at the bottom of your screen that allows you to do different things.

It looks something like this on a computer



It looks something like this on a phone



**The MUTE Button:** In order to avoid chaos and distracting background noise, please keep yourself muted when other people are talking. The host can also mute and unmute you. Please don't be offended if the host mutes you. They are just trying to keep background noise to a minimum. Simply unmute yourself or "raise your hand" via the REACTIONS instructions below.

**The STOP VIDEO Button:** If you wish to turn off your camera so that we can no longer see you, you can hit this button. We would really like to see your face though! They say facial expressions are the most important way we communicate.

**The INVITE Button:** Please ask your host if you can use this button to invite someone into your meeting.

**The MANAGE PARTICIPANTS Button:** When you click this, a side banner will appear. This will show you all the participants in the group. There will be another button that says "Raise Hand." This is a great way to communicate to your host that you have something to say/ask.

**The SHARE SCREEN Button:** The host may choose to share a document so everyone can see it.

**The CHAT Button:** When you click this, a side banner will appear like the Manage Participants. This allows participants to make comments to everyone or to the host privately. Hosts may choose to turn chat off if it becomes a distraction. If you don't see this button, it is probably turned off.

**The RECORD Button:** Please do not record class without asking permission of the other group members.

**The REACTIONS Button:** When you click this button, you will have the option to "clap" or "thumbs up." This is another way to communicate. If you are on a phone, this is probably under the "more" button.

**The END/LEAVE MEETING Button:** This will remove you from the group call.