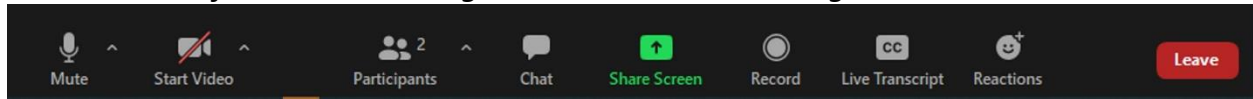
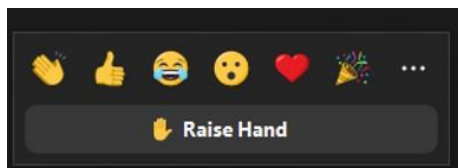


The 3-5 Minute Zoom Refresher
(given by Class Assistant at the beginning of the first class, if necessary)

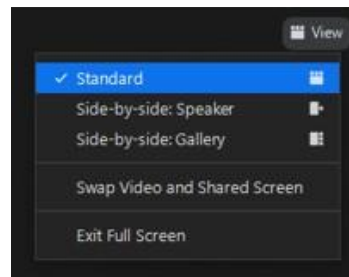
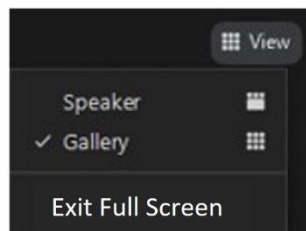
Review of the various settings a class member can change on their Zoom window



1. **AUDIO** – mute/unmute; how to test speaker and microphone (in audio settings)
2. **VIDEO** - stop/start camera to show or not show yourself
3. **PARTICIPANTS** - the order is Host, Co-Host, person who has a question, unmuted folks, muted folks (in alpha order)
4. **CHAT** – participants can send a message to host, co-host or the entire class – no one-on-one chatting



5. **REACTIONS** – select Raise Hand to raise, select it again to lower. If you select icons, they disappear after 3-5 second.



6. **VIEW**- Gallery and Speaker when nothing is being shared on main screen. When **Facilitator Shares Screen**, view changes to Full Screen with Enhanced Menu – we recommend select **Standard**
7. **RENAME** – rename from participant box. Place cursor over name. Select blue More, in dropdown select Rename, type in name and press OK

Troubleshooting

If audio/video isn't working, image is blurry exit Zoom and login again.

Contact your Staff Support Person