**The Zoom Meeting Window**

Hover over the **top of the screen**, and you will see:

(Left Side): **“i”** - gives you information about this meeting (Host, password, etc.)

(Middle): **View Options (drop down):** Scroll down to Side By Side View (click to enable you to see the facilitator’s shared screen without the images of class members on top of the presentation.

(Right Side): - **View:** Speaker View (see the speaker only) Gallery View (see 25 pictures of members at a time)

**- Exit Full Screen**

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Hover over the **bottom of the screen** and you can:

(Left Side)

**(Microphone image)**: Clicking this image allows you to Mute/Unmute; *NOTE: when you are allowed into the class from the waiting room, you must activate (unmute) your audio!!!*

**∧** - Settings for Audio: Allows you to test your audio; change from one mode to another

**Stop Video** - you can still hear the meeting but you & your background is not visible to the meeting members (if you need to take a break, do not want people to see you, etc.) *TIP: what you see in your “box” on the screen, everyone can see - be sure to set yourself up in a room without distractions!*

**∧** - Settings for Video

(Middle)

**Invite +** (do NOT use)

**Participants** - Click on this and you will see the members who are participating in this meeting. You can also:

* Raise your hand
* Tell Host (Facilitator) to go faster
* Tell Host (Facilitator) to go slower
* Answer a question by the Host/Facilitator - YES OR NO
* Tell everyone it’s time to take a break (click the coffee mug icon)
* Tell everyone that it’s time to move on, it’s close to the end of class, etc.

**Share Screen** (OLLI will have a setting that only allows the host and co-host to share screens)

**Chat** - allows you to send messages to all class members or to the Host/Facilitator but not to just one member

**Record** (OLLI is not using this)

**Reactions** - Clap Hands or Give a Thumbs Up

(Right Side)

**Leave Meeting** - click this at the end of the class

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Hover over **your photo image**:

(Top Right Side)

**Mute/Unmute** - use this to mute yourself; it is recommended that ALL members mute themselves unless responding to a question or adding to the discussion.

**“…” - (shortcuts in order to)**

* Stop my video
* Unmute/mute my audio
* PIN Video
* Rename (change or edit your name display)
* Hide self-view