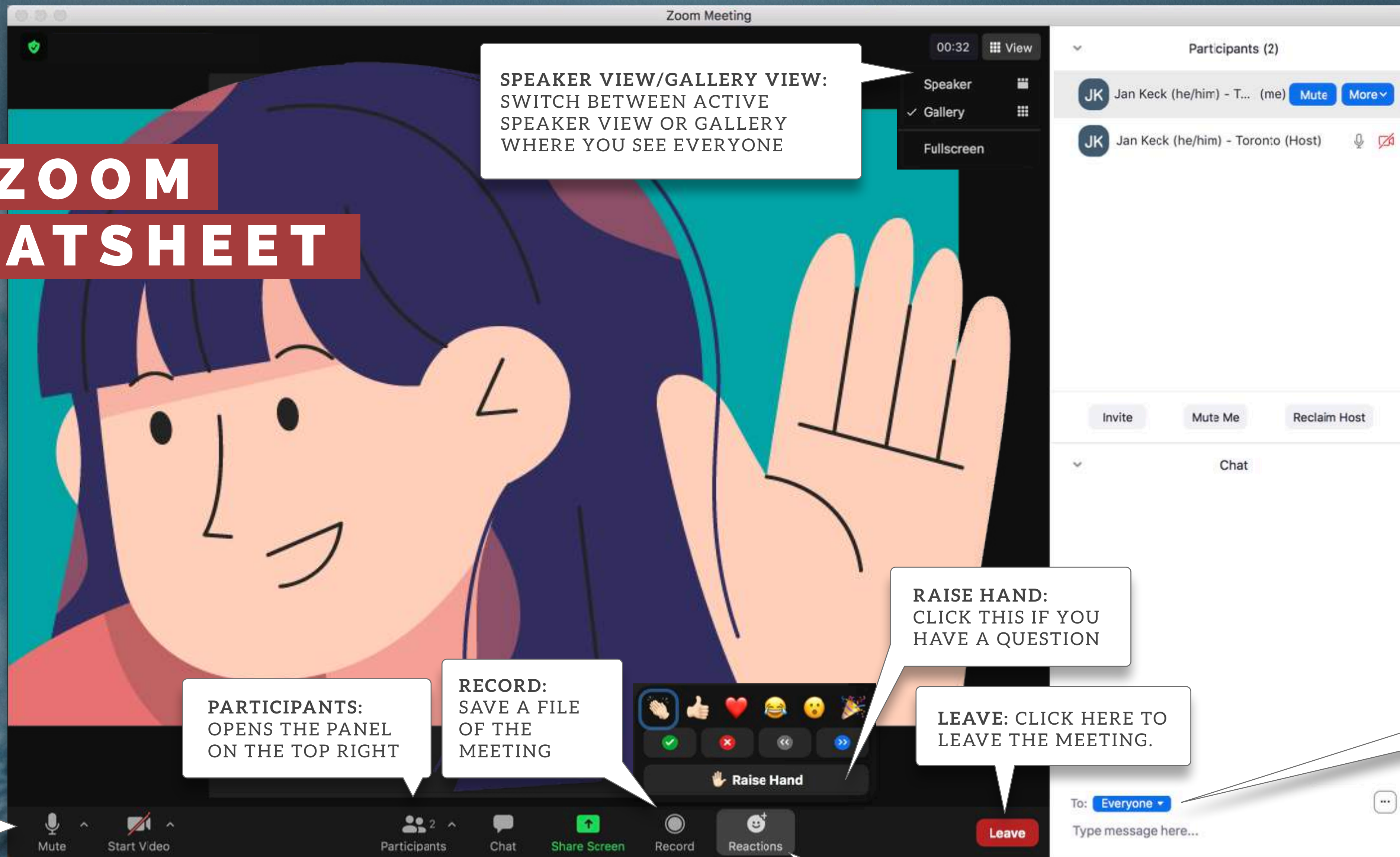


ZOOM CHEATSHEET



SPEAKER VIEW/GALLERY VIEW:
SWITCH BETWEEN ACTIVE
SPEAKER VIEW OR GALLERY
WHERE YOU SEE EVERYONE

RENAME:
CHANGE YOUR
SCREEN NAME

RAISE HAND:
CLICK THIS IF YOU
HAVE A QUESTION

LEAVE: CLICK HERE TO
LEAVE THE MEETING.

CHAT RECIPIENT:
CHOOSE WHO
WILL SEE YOUR
MESSAGES

SAVE CHAT:
DOWNLOAD THE
CHAT TRANSCRIPT

RECORD:
SAVE A FILE OF THE
MEETING

PARTICIPANTS:
OPENS THE PANEL
ON THE TOP RIGHT

MUTE/UNMUTE:
CHANGE YOUR
MICROPHONE
SETTINGS

START/STOP VIDEO:
CHANGE YOUR
CAMERA SETTINGS

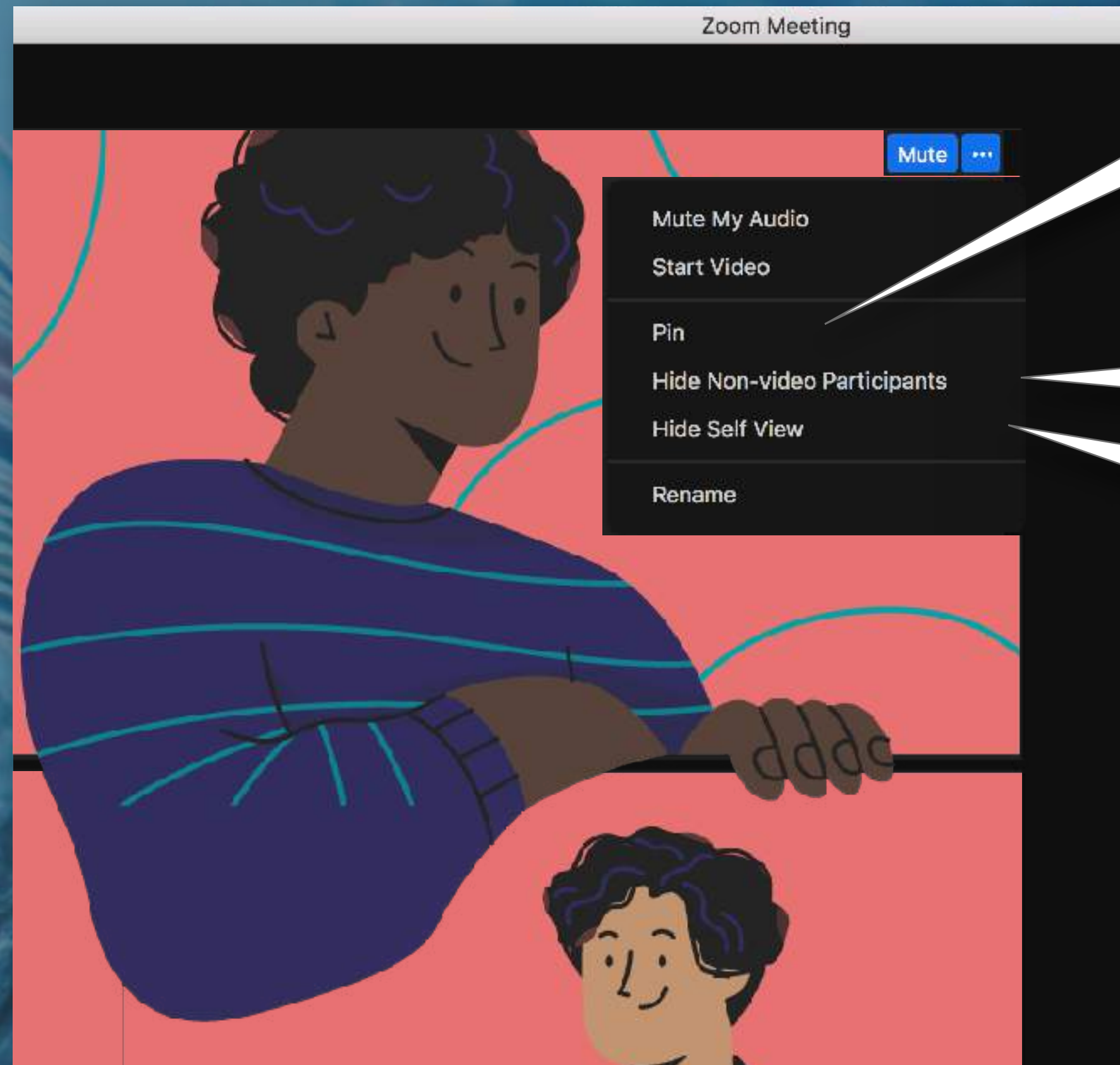
CHAT:
OPENS THE CHAT
PANEL ON THE
BOTTOM RIGHT

SHARE SCREEN:
SHARE SLIDESHOW,
MUSIC, ETC

REACTIONS:
ADD "THUMBS UP", "APPLAUSE" OR
OTHER EMOJIS TO YOUR
THUMBNAIL TEMPORARILY



GALLERY VIEW SETTINGS



PIN VIDEO:
MAKE THIS PARTICIPANT
LARGE ON YOUR SCREEN
(GREAT FOR PINNING AN ASL
INTERPRETER)

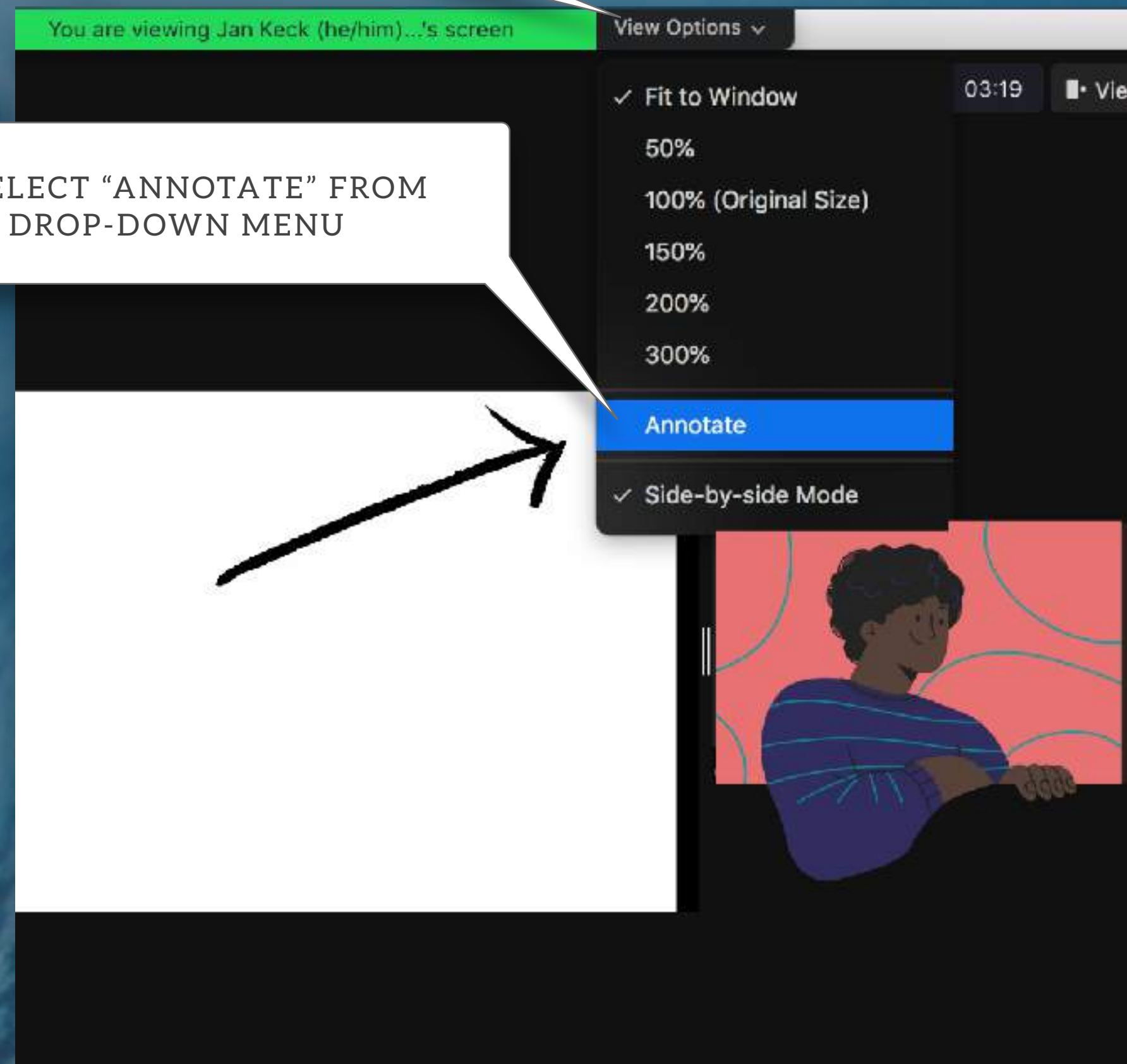
**HIDE-NON VIDEO
PARTICIPANTS:**
REMOVE ANY PARTICIPANTS
THAT HAVE THEIR VIDEOS OFF

HIDE SELF-VIEW:
REMOVE YOUR OWN VIDEO
PREVIEW FROM GALLERY
VIEW, SO YOU DON'T HAVE TO
LOOK AT YOURSELF, BUT
OTHERS CAN STILL SEE YOU

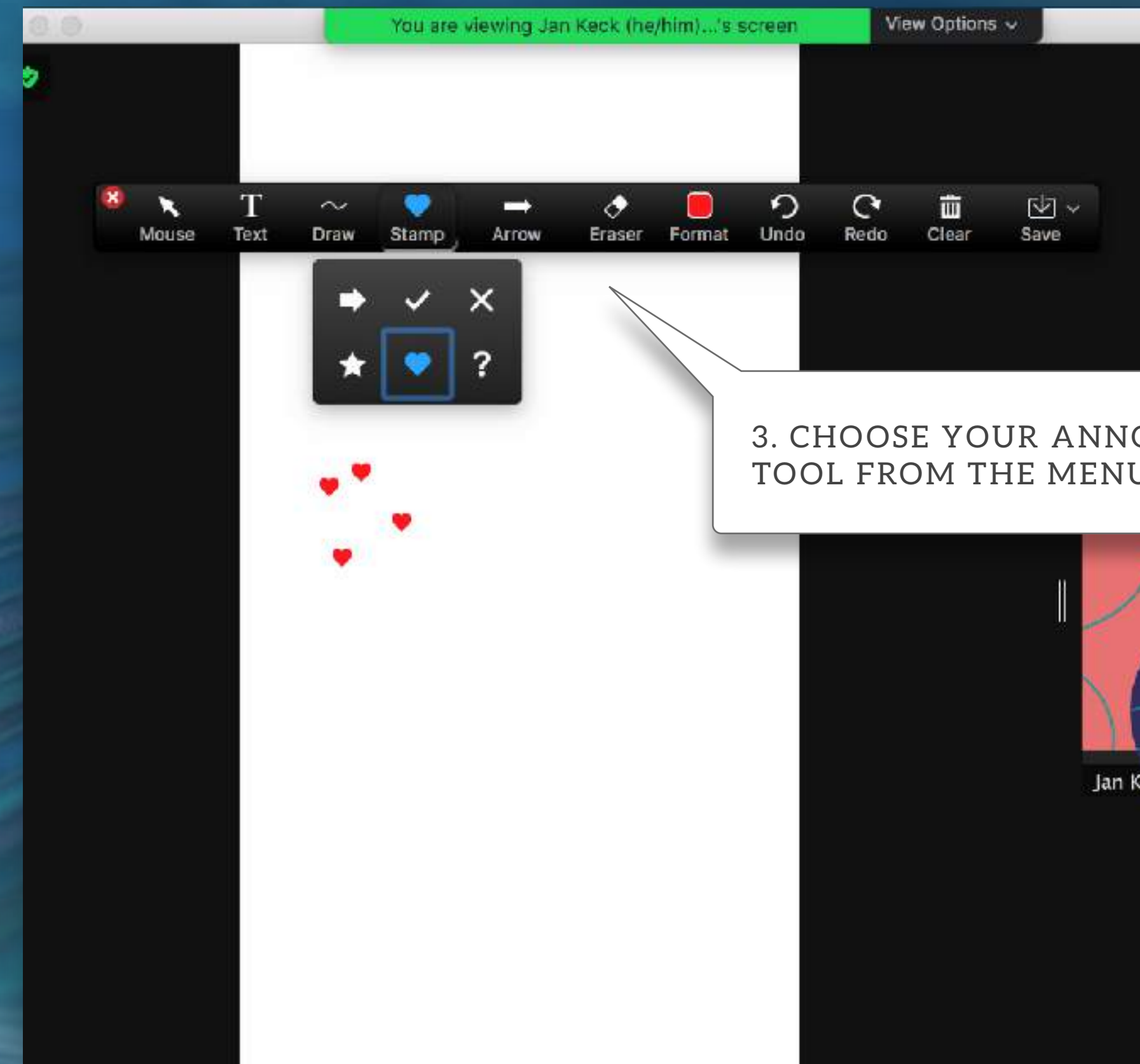
ANNOTATIONS

1. CLICK "VIEW OPTIONS" ON THE TOP OF YOUR SCREEN

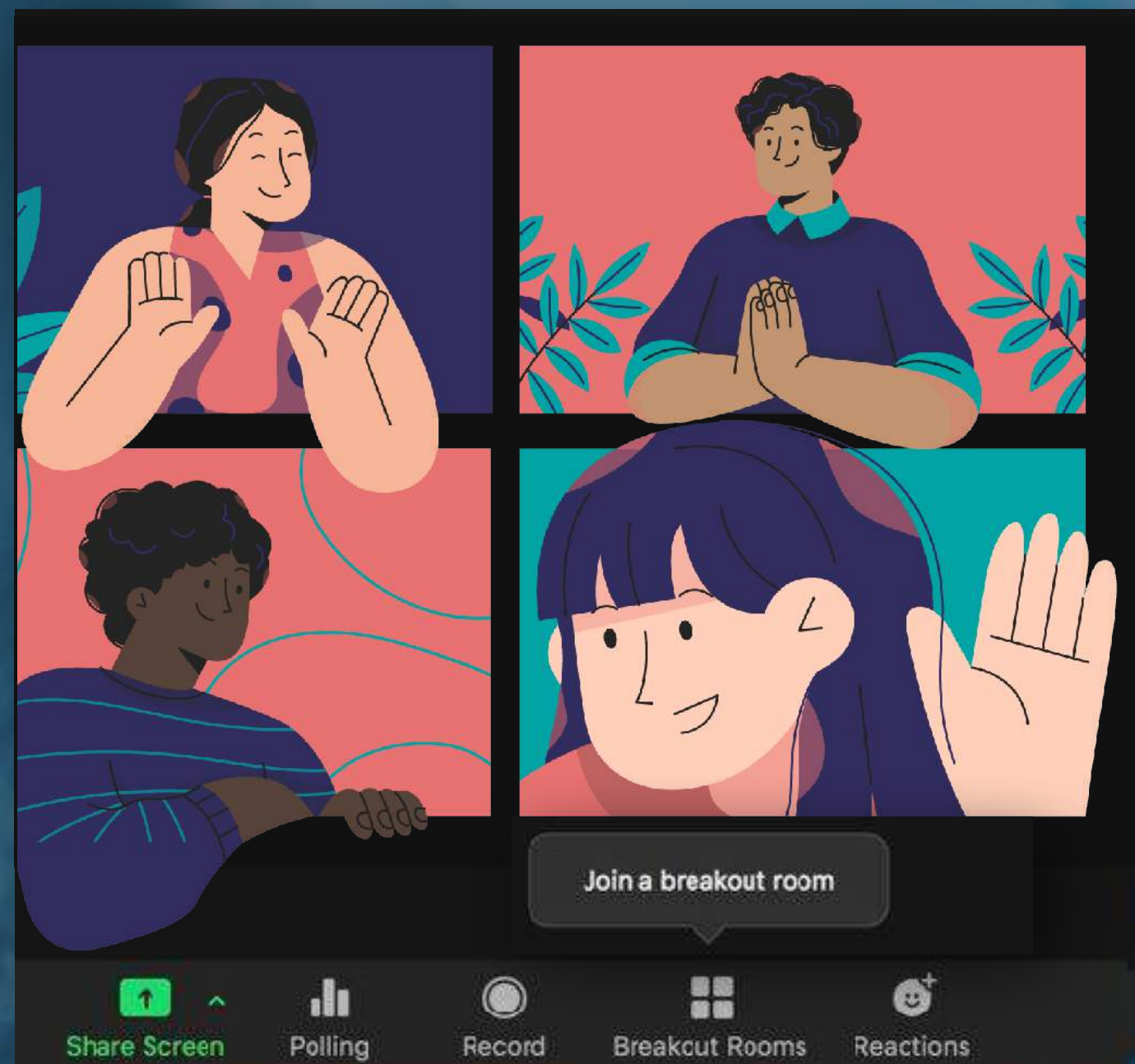
2. SELECT "ANNOTATE" FROM THE DROP-DOWN MENU



3. CHOOSE YOUR ANNOTATION TOOL FROM THE MENU

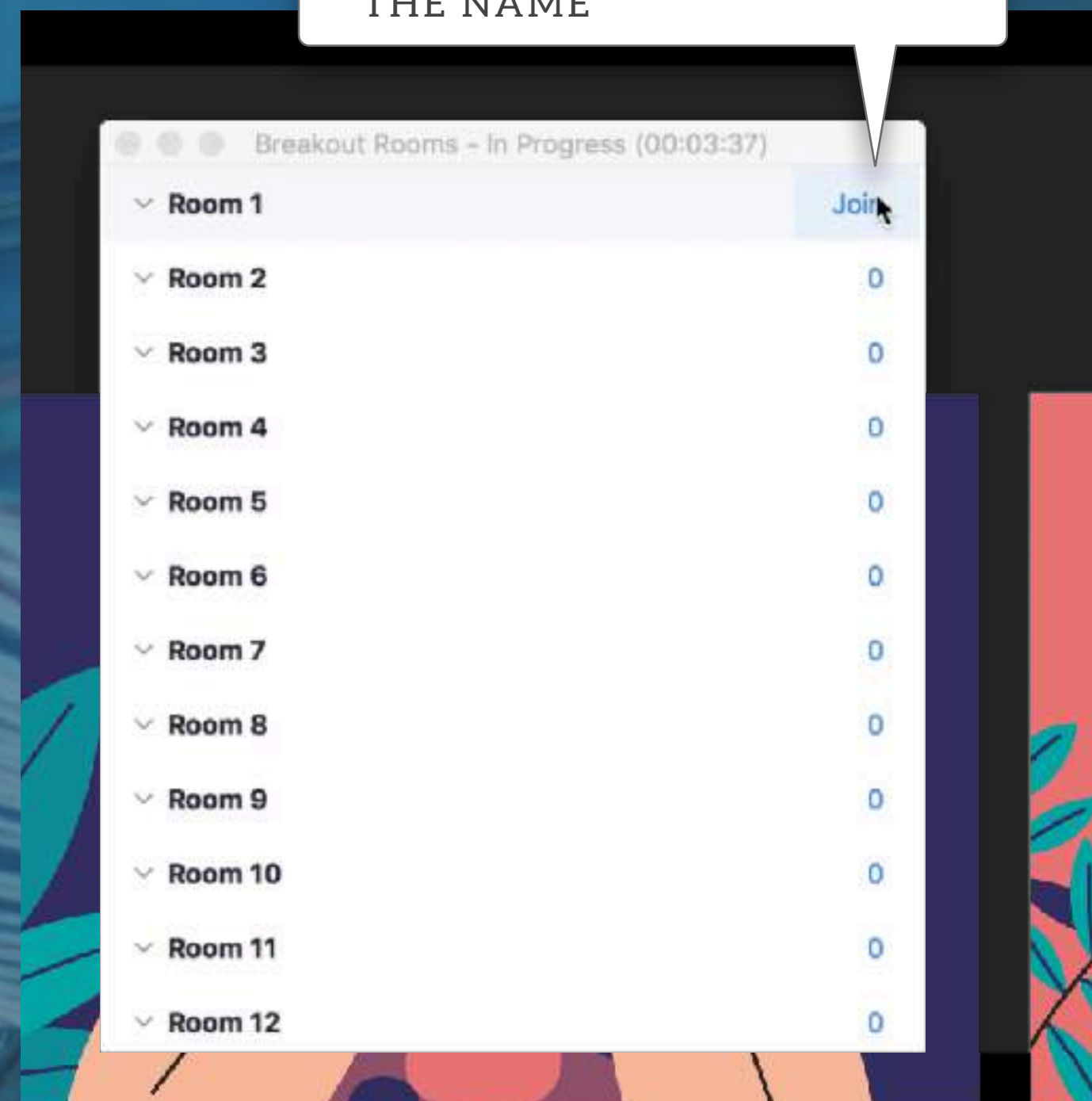


CHOOSING A BREAKOUT ROOM



BREAKOUT ROOMS:
THIS BUTTON ONLY SHOWS UP
WHEN THE HOST HAS OPENED
BREAKOUT ROOMS

CHOOSE YOUR ROOM:
THEN HOVER OVER THE
NUMBER TO THE RIGHT OF
THE NAME



JOIN THE ROOM:
THE NUMBER WILL TURN
INTO A "JOIN" BUTTON
WHICH YOU CAN CLICK

