

Zoom guidance



Views

Change your view of the participants using these three buttons on the top left hand side.

From L-R

- No cameras
- Speaker only
- All attendees (scroll down if more than 5)

Toggle main screen to switch between camera / presentation (see next image). Here the presentation is full screen.

The current speaker will always be highlighted with yellow.

If you step away from the screen, it shows!

With more than 5 participants, you have the option to scroll down to see other participants.

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Toggle main screen to switch between to camera / presentation. In this shot, Bob is full screen with presentation in small.

Bob is using headphones – this can help but you can also use your computer speakers.

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In this screen grab, Wendy is sharing her screen.
This is her menu of options.

You can switch off your microphone / video here.

You will all be muted at the start and cameras on.



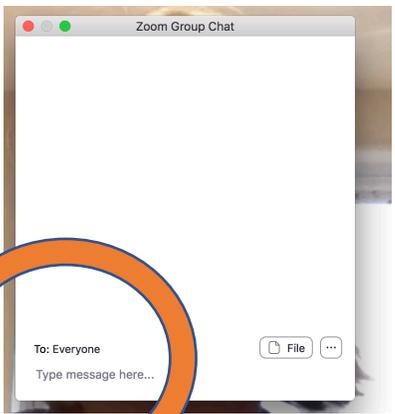
If you have a question, you can “raise your hand”.

The host can see this and either ask you directly (unmuting you) or instant message you directly.

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Chat

This pop up will appear. It will list all attendees including hosts. You can select who you message by clicking on Everyone or choosing one person. Then type your message.



Click **Raise Hand** here to indicate you have a question. Your host is notified of this.

To **Raise your hand**, click **Participants**. This opens the box on the right hand side.

You can access the instant messaging by clicking on **Chat**.

You will have a "Leave Meeting" button here. You can use at any time.