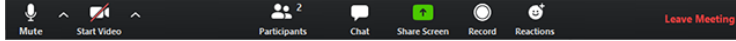


Attendee Controls

The attendee controls appear at the bottom of your screen.



Attendees have access to these features:

1. Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer.

Tip: You can also use push to talk if you want to unmute yourself by **holding the spacebar**.

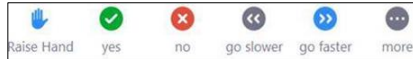
2. Start Video / Stop Video: Turns your camera on or off.

3. Participants: See who's currently in the class.

You can also access these options:

•**Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants. This should be your first and last name to ensure credit is given for the class.

•**Non-verbal feedback icons:** Places an icon beside your name to quickly notify the host.



4. Chat: Access the chat window to chat with the participants.

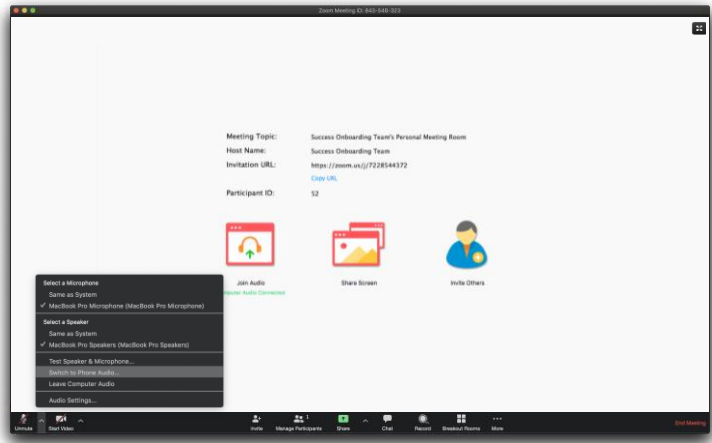
Your controls access your ability to mute and unmute. Everyone should mute themselves when not talking to ensure a positive experience for everyone.

You are not required to be on video, but if possible and comfortable, turn on your video if speaking.

Please rename yourself, first name – last name, if incorrect. Ensures that you will be given proper credit for attending class.

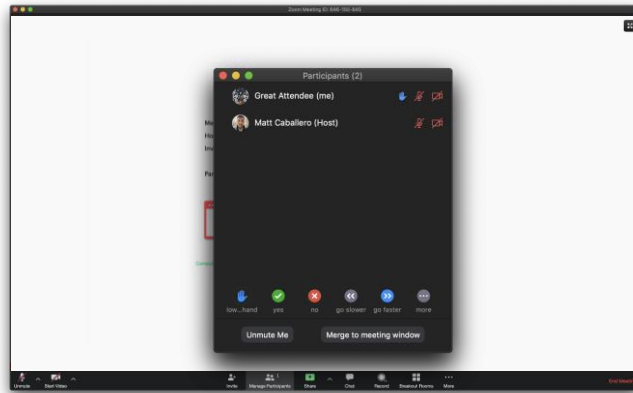
If you would like to be part of the discussion, raise your hand.

If you have any questions during the presentation, please type them into the chat box in your Zoom control panel or raise your hand.



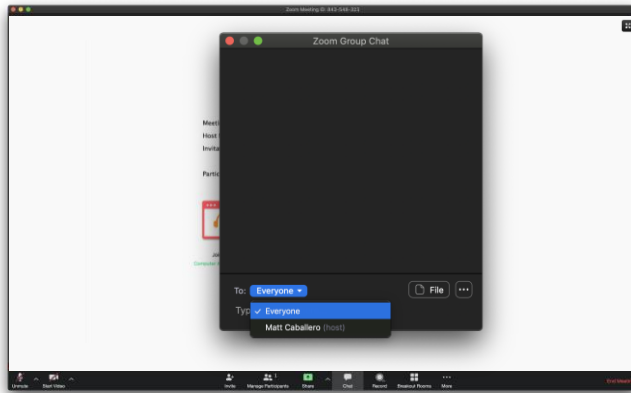
Zoom Meeting viewer interaction

Audio Menu and Options



Zoom Meeting viewer interaction

Raise Hand



Zoom Meeting viewer interaction

Chat window