This is a quick overview to familiarize you with using Zoom. Once you have joined the Zoom session, you have a window that looks something like this:

- **Click here to mute or un-mute your microphone.** We generally recommend muting your microphone when you are not speaking to avoid excessive background noise during the session. The symbol will have a red line across it when the microphone is off.

- **You can also turn your video on and off by clicking on the video-camera symbol here.** The symbol will have a red line across it when the camera is off.

- **If you are having problems with your audio, would like to ask a question without interrupting the speaker, share a link, or communicate with one person privately you can do so by clicking on Chat.**

- **You can leave the session at any time by clicking here.**

- **There is also a “raise hand” feature in Zoom, if you would like to virtually raise your hand so that we know you’d like to speak.** To access this feature click on Participants (left), then select Raise Hand in the window that opens to the right.

- **When there are multiple participants in the session you can toggle between “Speaker View” and “Gallery View” on a button that appears here.** Speaker View will display the active speaker as larger, while gallery view displays all participants as equal size.
If your Audio (microphone and/or sound) are not working:

• Look for a window similar to this one prompting you to choose how to join your audio to the meeting. This should have popped up when you clicked the link to join the session. You should make sure to select Join Audio by Computer.

• (It may also help to select “Automatically join” so that your audio will automatically work in future sessions.

• Make sure your microphone isn’t muted.
• In the Zoom session window, click on the arrow next to the microphone symbol in the bottom left-hand corner.
• Try selecting different options for Microphone and/or speaker.
• You might also try looking at the Audio options to test and see if your microphone or speaker is working properly.

• If your audio is still not working, try checking your computer systems audio settings for sound, microphone, volume, etc.
• Sometimes exiting the session and re-joining may help as well.
• If you know that the audio does not work from your computer you can also join by phone to listen in.

If your Camera (microphone and/or sound) is not working:

• Make sure your video is on in Zoom.
• If you have multiple webcams or video inputs, click on the arrow to the right of the video camera icon select the correct one camera from the menu
• Check your computer system settings for the webcam