

Navigating Zoom

After joining, you'll see a control bar on the bottom of your screen. Use these buttons to:



Mute/Unmute your microphone (click on the microphone button)

Turn on/off camera (click on the video button)

View Participant list (click on Participants)



Chat – (click on the chat button to type a message to everyone. You can also send a private message to one person in the meeting)

Draw (annotate) on the screen

- Move your mouse cursor to the top of the screen to open the drop-down menu and select "Annotate"
- You'll see the following buttons for drawing:



Share Screen (use to share documents & apps on screen so that all can see)

Choose video layout (switch between full screen & gallery view)

- You can also select to view your video layout in "**Gallery View**". To switch to "Gallery View" select the icon located in the upper-right hand corner of your screen. When viewing the "Gallery view" you will be able to see all participants in the same window.



Polling (open a poll to query participants)



Breakout Rooms (use to create subgroups)

