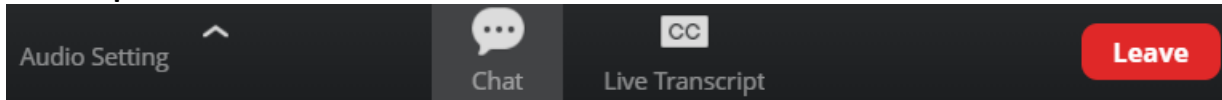
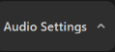
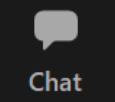
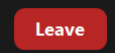


## Basic Zoom functions –

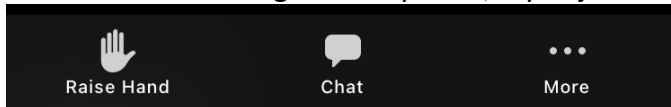
**For computers:** Most controls will be located at the bottom of the screen.



	Audio	Select the up arrow (^) next to 'Audio Settings' to view and change your audio settings (ex: phone audio, computer audio).
	Chat	This icon will allow yourself to chat with the panelists.
	Leave meeting	In the bottom right corner, click the red 'leave' button to exit the zoom meeting.

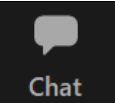

**For smart phones and tablets:** To see your controls, tap the screen. Most of the attendee controls appear at the bottom of your screen.

\*Note: For folks using a smart phone, if you joined without video you may need to 'swipe' left and then tap the screen for control options.



'Leave' is located at the top right corner of your screen. 'Leave' will be in red and will allow you to exit the meeting.

## Types of controls:

	Chat	This icon will allow yourself to chat with the panelists.
	More	Here you can find additional settings like 'minimize webinar' and 'disconnect audio'.

## Speaker view options –

- *Active Speaker view* allows you to only see the person who is speaking on the screen.
- *Gallery view* allows you to see more participants at once, in a grid format.

\*Note: speaker view options may not be available when you are viewing from our [Humananeighborhoodcenter.com](http://Humananeighborhoodcenter.com) website

**For computers:** You can select *active speaker* or *gallery view* by selecting 'View' at the top right hand corner of the screen.

\*Note: Some chromebooks controls will mimic what is displayed on a computer. Please refer to the computer control directions.

**For smart phone users:** Switch from speaker to *gallery view*, place a finger on the screen and 'swipe' left. To get from *gallery view* to *speaker view*, simply place a finger on the screen and swipe right.

\*Note: You can view up to four participants who are on the meeting at the same time when using a smart phone. You can continue to 'swipe' left to view more participants if needed.

**For tablet users:** You will need to tap the screen and select the *gallery view* option. Select the 'View' icon located on the top left hand corner of the screen, to select *active speaker* view or *Gallery view*.

\*Note: You can view up to nine participants when in gallery view. You can continue to 'swipe' left to view more participants if need.

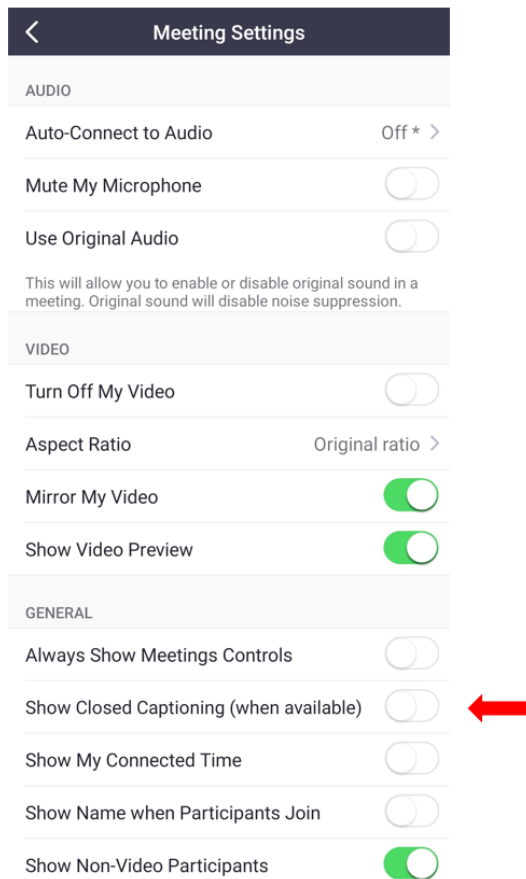
## How to turn off/on live transcription/closed captioning –

- **Join from computer or laptop (Windows/Mac) –**

1. On the lower bar in the Zoom app when you are in a meeting, Select *Live Transcript* at the bottom of the screen and click *Hide Subtitles*

- **Join from smartphone (iPhone/Android)**

1. Prior to class, open the Zoom application from your smart phone and sign into your account by selecting **Sign in**, enter your **email address and password**, then tap **Sign in**.
  - a. On the lower right corner of your screen, tap **Settings**, and select **Meetings**. Then under ‘General’, toggle "**Show Closed Captioning (when available)**” to off.



## **Resources -**

1. <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>
2. <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>
3. <https://support.zoom.us/hc/en-us/articles/207279736>
4. How to Chat Apps Powerpoint
5. Later for Host Tips - [https://support.zoom.us/hc/en-us/articles/360021921032-Zoom-Room-meeting-controls-and-settings?mobile\\_site=true#h\\_9ea0bc4a-5221-4959-89b2-9d24fa22c9ee](https://support.zoom.us/hc/en-us/articles/360021921032-Zoom-Room-meeting-controls-and-settings?mobile_site=true#h_9ea0bc4a-5221-4959-89b2-9d24fa22c9ee)
6. Make sure Zoom is up-to-date <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>