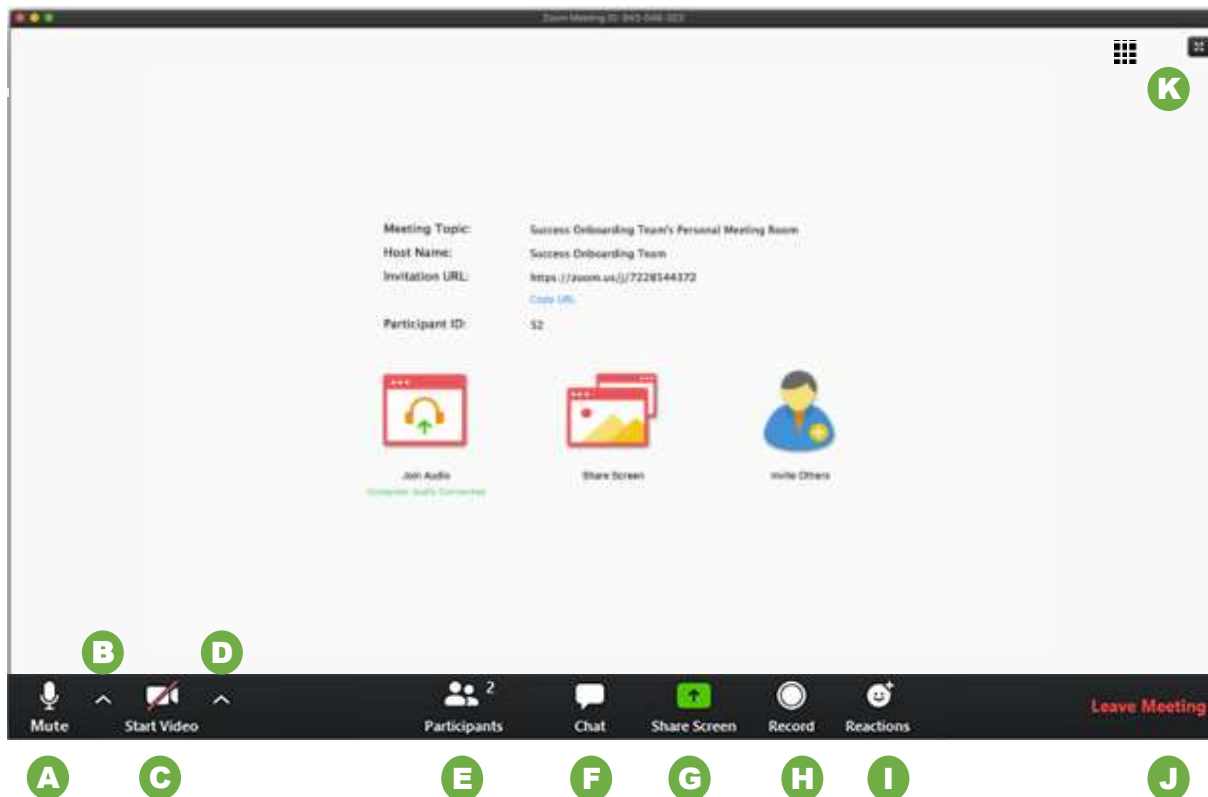


Zoom Attendee Controls

- A** Mute your microphone. Red slash for muted. Hold down space bar to temporarily unmute, release space to resume mute. Phone only: *6 toggles mute. You are notified if host mutes you.
- B** Access full audio settings: Change microphone or speakers, switch between phone audio and computer audio. If having trouble, try calling in for audio, watching on PC or device.
If you're using two access points like this, one must be muted at all times to prevent feedback noise. If feedback continues, try muting video source, so all audio is via phone.
- C** Turn your camera on or off. Using a camera improves meeting flow: people see active speaker, it allows non-verbal cues and reduces people talking at the same time. No camera on PC? Zoom mobile apps are available.
- D** Full audio settings, switch between multiple cameras
- E** Opens window/panel for attendee list, send invite to others, rename your presence icon, use non-verbal feedback icons to host: raise hand, yes/no, etc.
- F** Opens window/panel to chat with others, either privately or to the whole audience at once.
- G** If enabled, allows you to share your screen. Attendee sees window asking what should be displayed. Click on a choice, then ok.
- H** If enabled, records meeting to a video file on your device.
- I** Overlays the chosen reaction image on your presence icon for 5 seconds for everyone to see.
- J** Remove yourself from the meeting as it continues. If the meeting isn't locked, you can rejoin the meeting.
- K** Right icon toggles between full screen and floating window. When multiple people are in the session, a grid icon toggles between gallery/speaker view.



Zoom Etiquette

- Use a headset if possible. If you're not talking, mute your mic, please. Use your space bar to "push to talk", like a walkie-talkie. Phone only? Dial *6 to toggle mute on/off.
- Rename your presence icon to identify yourself to others. Phone callers tell host the last four digits of the number they're using.
- Turn on your camera; it helps prevent talking over each other.
- If having connection issues, try calling in from a phone and use a different device to view video.
- Where's that noise coming from? When looking at the participant view, the mic icon will flicker if that participant is sending audio to the group. If your mic icon is flickering but you're not talking, it's likely your background noise is interrupting the meeting.

Zoom Invitation

Invitations are sent via email as calendar invite. Connection information is also included on meeting agendas distributed by staff. Can't find it? Call (515) 244-7282.

Zoom Help

- [Join a test Zoom meeting](#) (Zoom automated support)
- [Zoom Client Downloads](#)
- [Attendee Meeting Controls](#)
- [Video: Join a Zoom and configure audio and video settings \(Zoom\)](#)
- [Video: Controlling your view in Zoom \(YouTube\)](#)
- Call the League office: (515) 244-7282. With enough notice, we're happy to do a test call with you before the meeting.