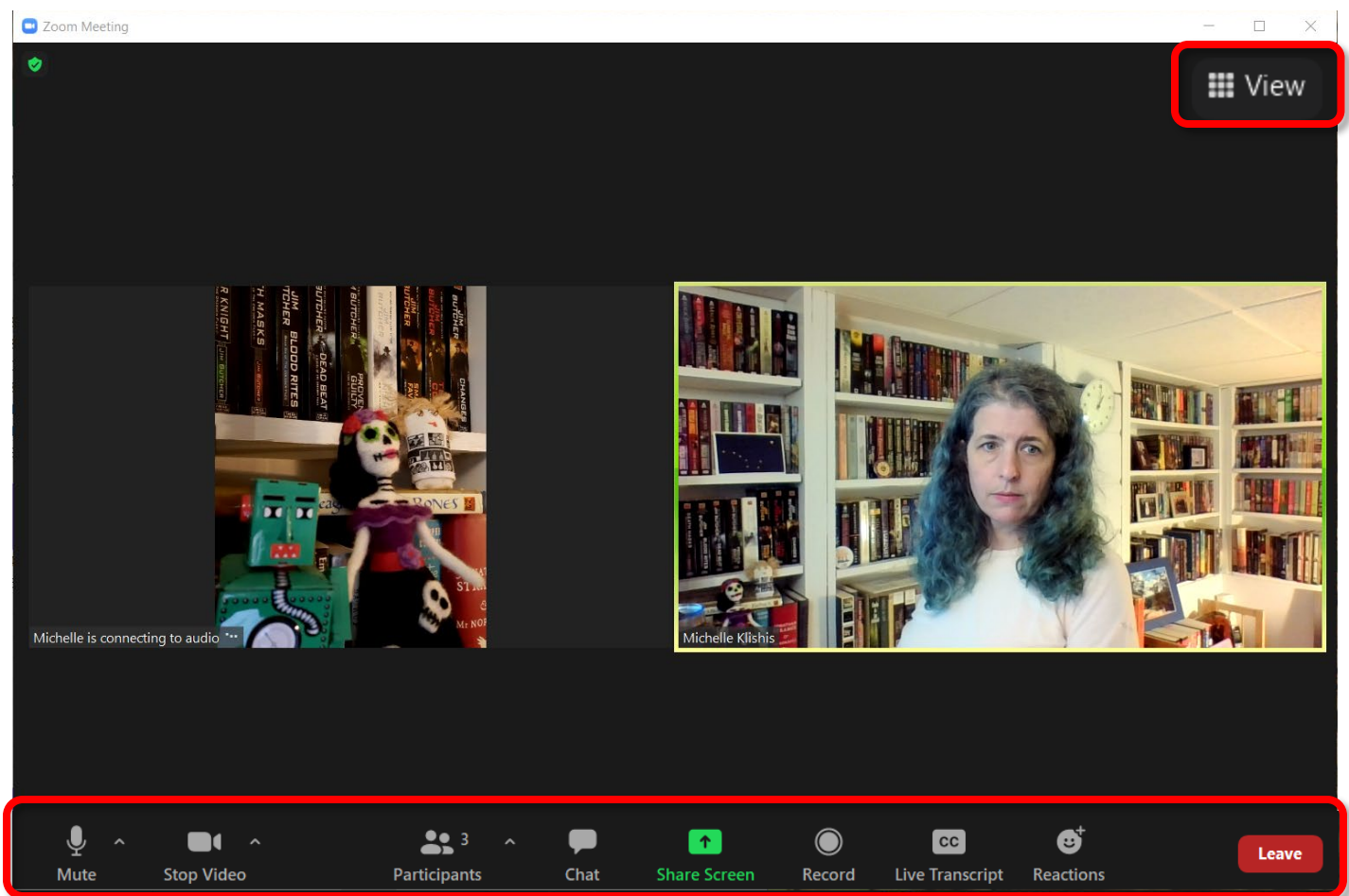


Zoom Quick Guide



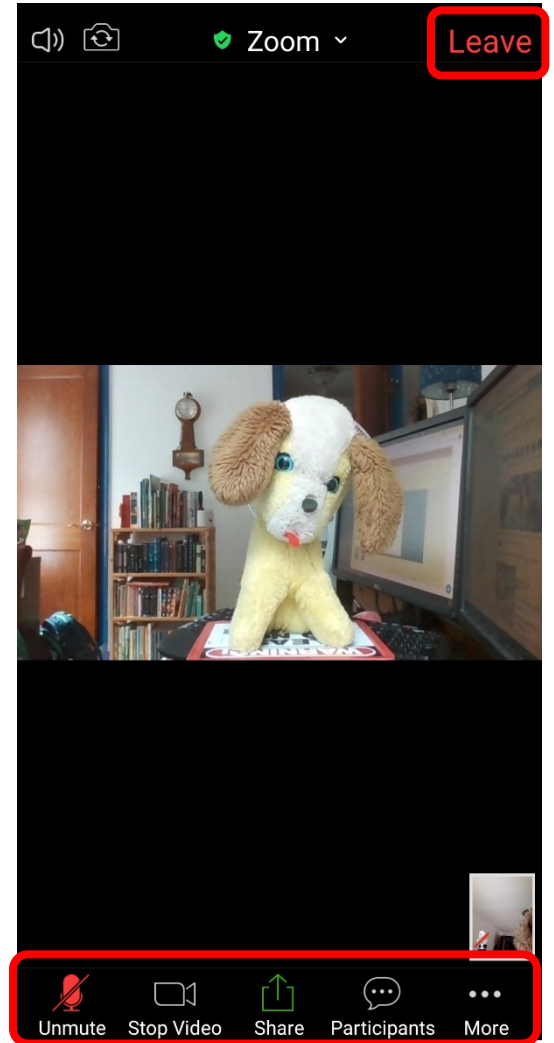
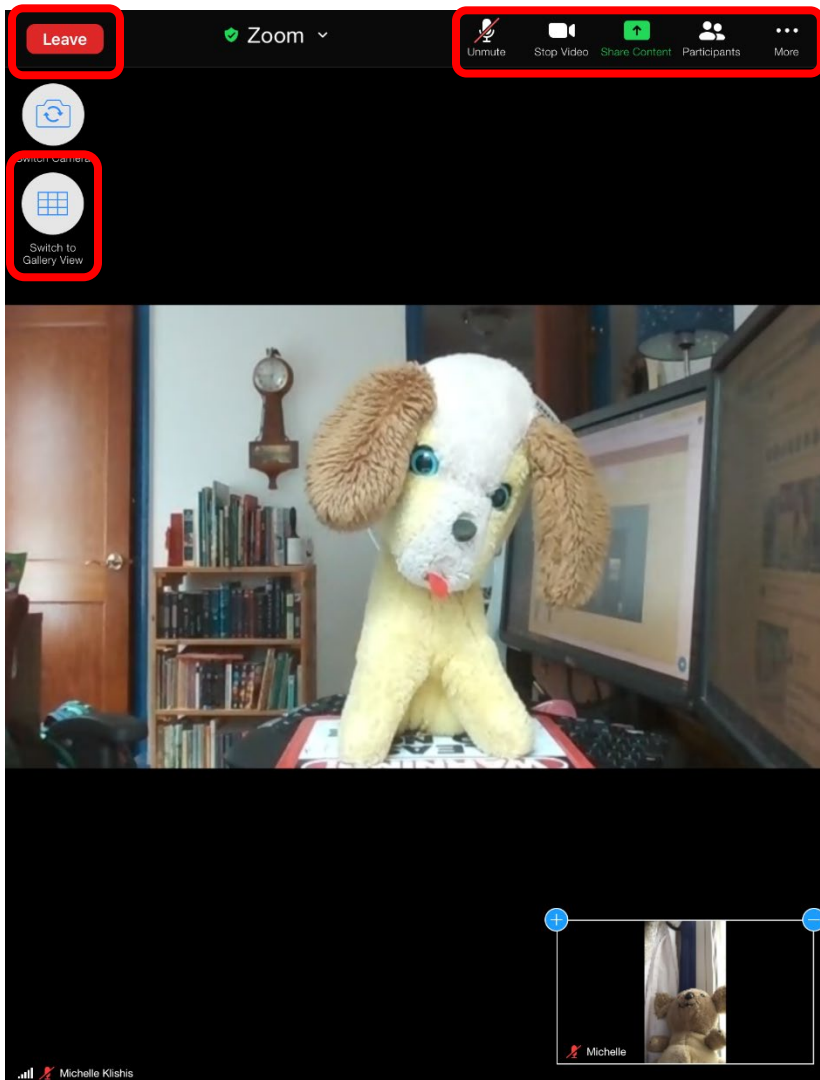
When you join a class, you generally do not need your camera on, and it is polite to mute your microphone when the instructor is speaking, except when you are asking a question.

Mute / Unmute
Start / Stop Video
Chat
Live Transcript
Speaker / Gallery View
Leave

- Make sure your microphone is on **Mute** until the instructor asks for questions.
- Please change your name to reflect who is attending.
- Use **Live Transcript** to toggle subtitles on / off (if available).
- Use the **Chat** function to ask questions and converse with your fellow students.
- You exit the class or meeting using the **Leave** button.
- If you are attending a session where one person is speaking, you will want **Speaker View**.
- If you are socializing, you will want **Gallery View**.
- If you are attending a Hybrid class, make sure your view is **Full Screen**.

By default, the controls will disappear when you are not using them. Tap the screen or move the mouse over the Zoom window to make them reappear.

On a smart phone, and depending upon whether you are using an apple or an android device, your options will be in different locations.



For more information, please check out our Document Repository (<https://olliatwvu.org/current-members/document-repository>) and our blog resources (<https://olliatwvu.wpcostaging.com/any-sufficiently-advanced-technology/online-resources/attending-an-olli-wvu-zoom-class>)