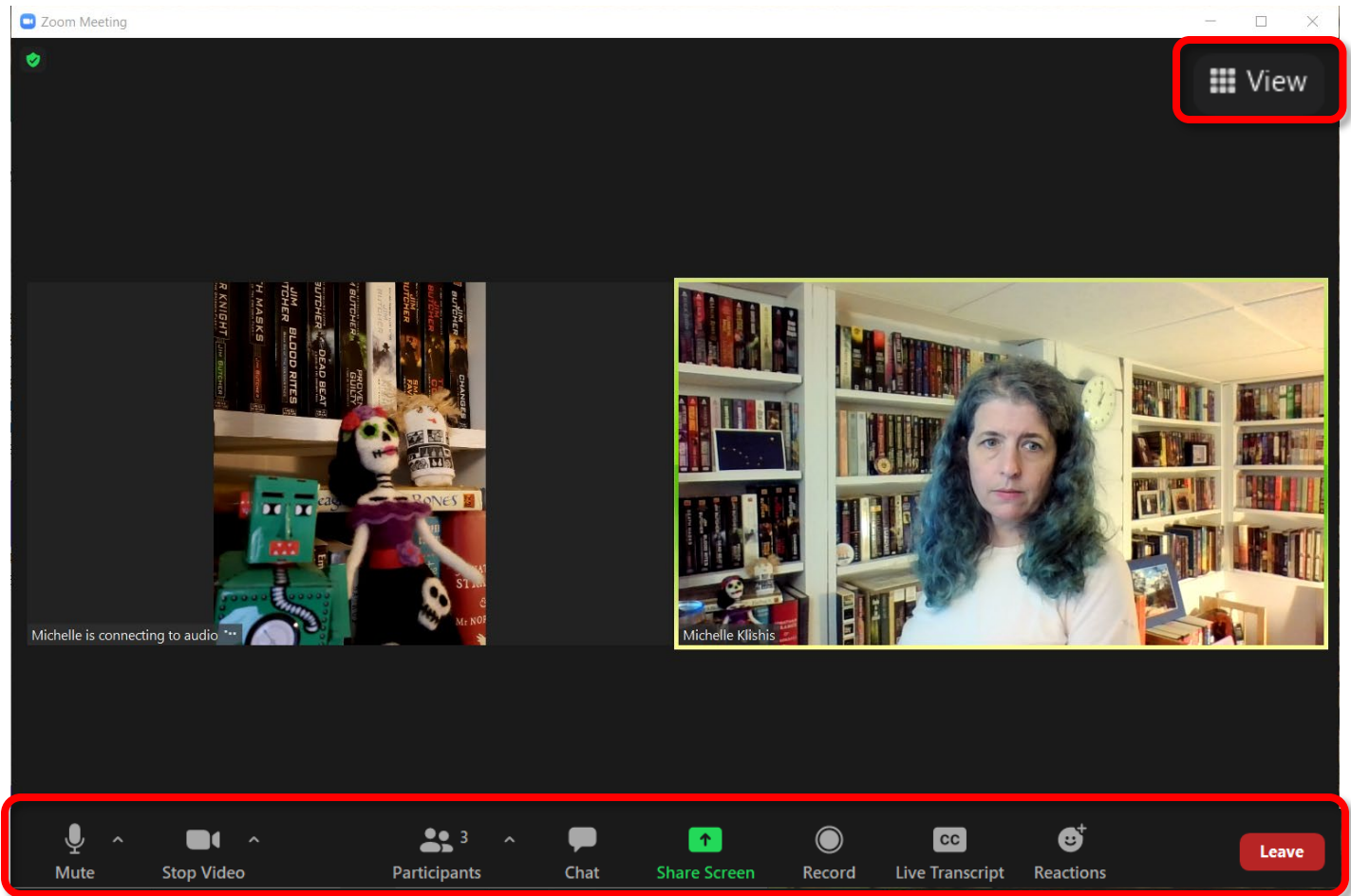# Zoom Quick Guide

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.

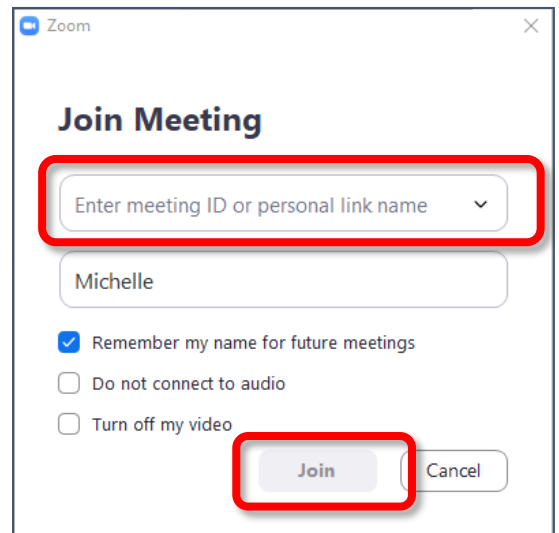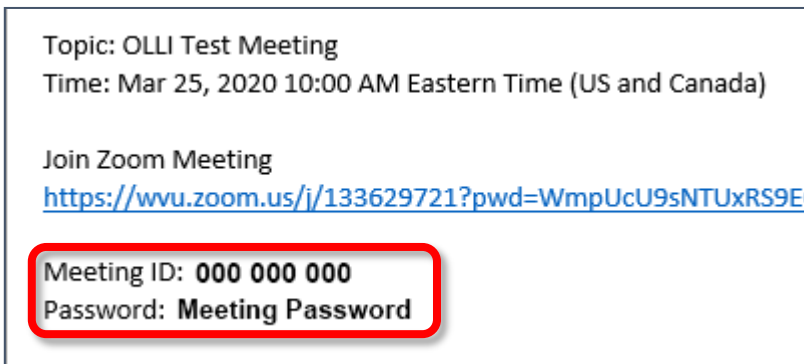|	
Mute / Unmute	**Live Transcript**
Start / Stop Video	**Speaker / Gallery View**
Chat	**Leave**

- 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 an android smart phone, and apple devices, meting options will be in different locations.
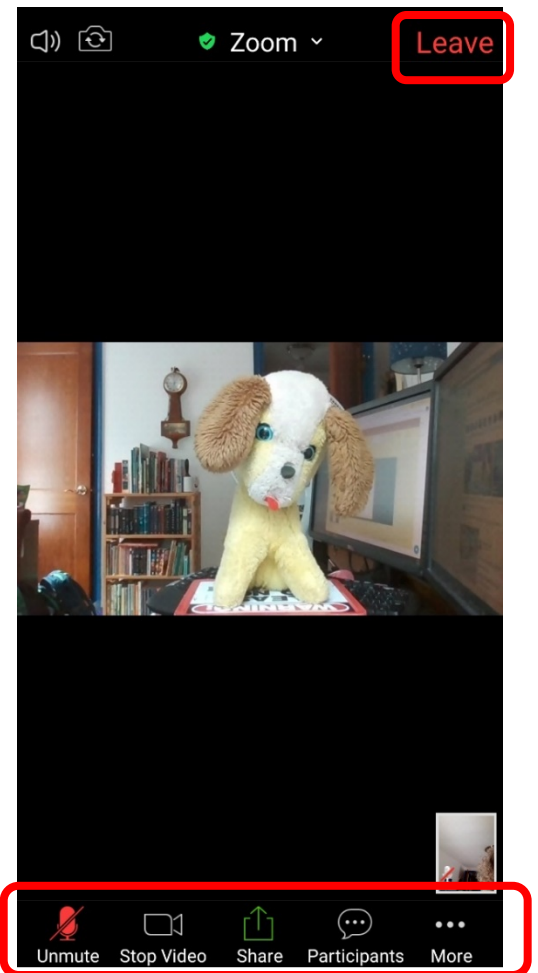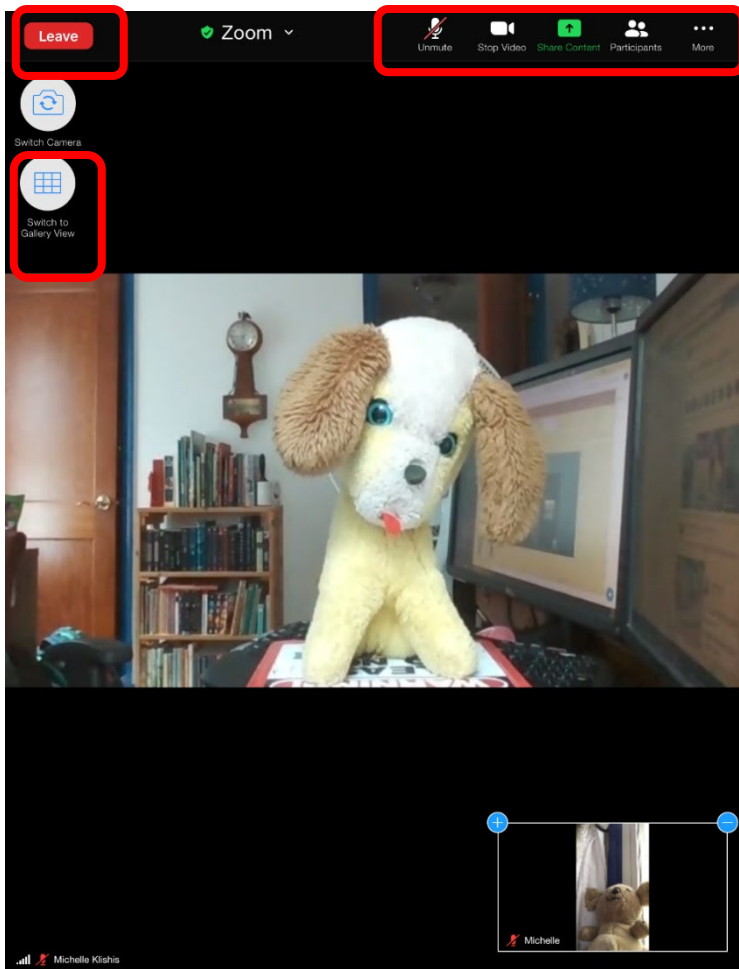
If the Zoom link does not work, copy the Meeting ID from the email you received and paste or type or type that into the Zoom window that appears after you click **Join a Meeting**.

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