

Zoom Tips

All participants will be “Muted” when joining the meeting. Please leave this feature in place during the meeting. “Chat” can be used to speak to friends before the meeting begins.

“View” options – Top right hand corner of screen – Please use “Speaker” view at all times.

“Chat” is located bottom, middle of your screen or by using Alt+H.

Hover over the bottom of your screen to find the following.

If you are unable to hear the meeting, you may need to check the speaker options. The arrow beside “Mute” in the left hand, bottom corner. Select your speaker option.

If you are unable to see other participants, make sure you do have a camera on your device and check the arrow beside “Stop Video” in the left hand, bottom corner. Select your camera option.

Still need help: Call Support at 419-217-0143