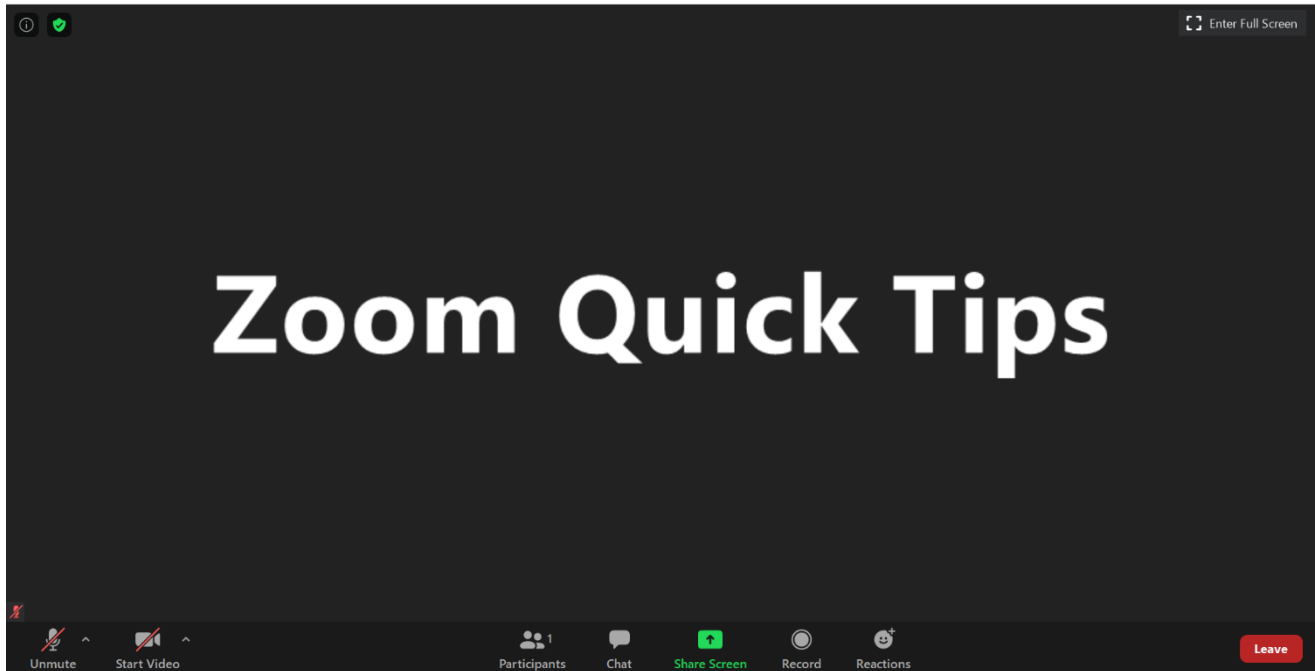


Welcome Parents and Students!

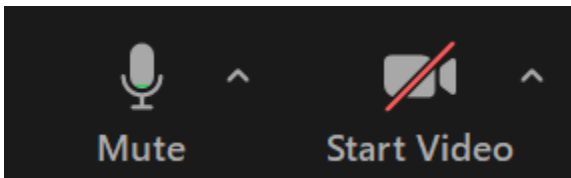
This picture guide will explain what each button does during your zoom meeting.

To host a practice zoom meeting to try out the buttons, [click here!](#)

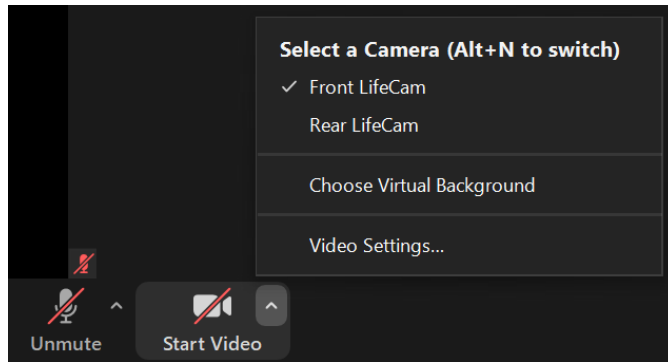
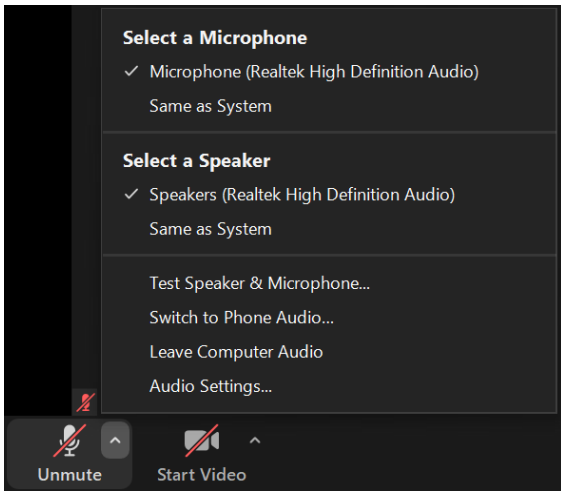


Unmute / Start Video:

These buttons are found at the bottom left hand side of your screen. When you enter a meeting, generally you will be muted upon entry. If you want to unmute yourself, simply click on the microphone icon and you will then be able to talk to the class.

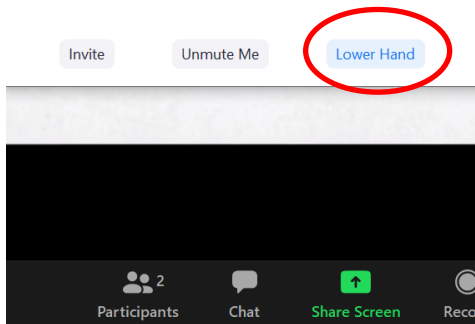
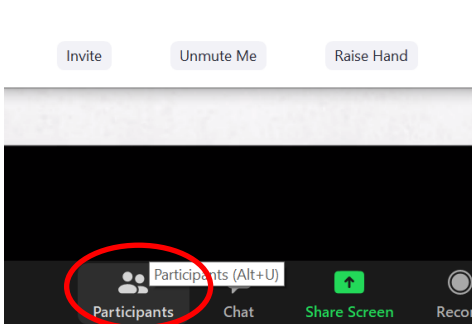
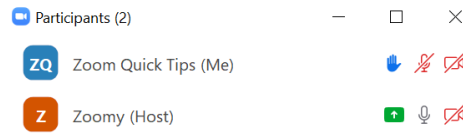
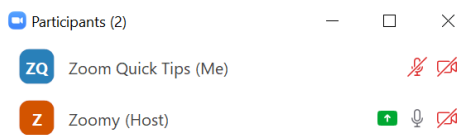


If you are using video, the same rule applies here. Click on the camera icon to turn your video on (your device must have a built-in camera or webcam set up for this to work). If you click in the small up arrow buttons, they will give you the option to see the extended settings. Here you will be able to test your microphone and camera as well as these other options pictured below.



Participants Button:

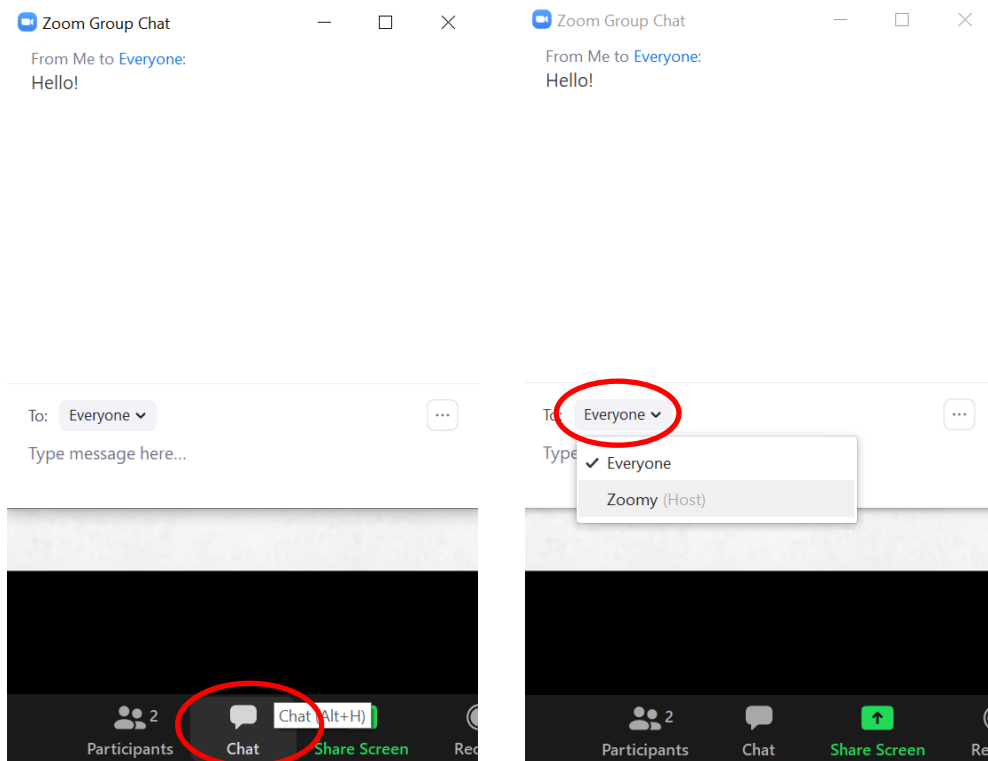
When you click on the participants button in the bottom middle of the screen, you will be able to see the names of everyone in the meeting as well as the Hosts name. In this box you have the option again to mute/unmute yourself as well as turn on/off your camera. There is also a button that reads “Raise Hand” and when you click this, it will signal the host that you have a question (or an answer to a question). The host will call on you to provide your response and you will have to unmute yourself to communicate. You may lower your hand at any time by clicking “Lower Hand.”



Chat Button:

The chat box is a heavily used feature in Zoom. When you click the chat icon in the bottom middle of the screen, you will be able to type your ideas to the class in the “Type message here...” section. Many times, teachers will ask an open ended question and you may either speak to answer, or leave your response in the chat. Everyone in the class will be able to see what you type. To send a message in the chat when you are ready, press your devices “Enter Key.”

There is also an option to send a message straight to the host. If you look at the second image, you click on the “everyone” button and there is a dropdown box that appears. If you click on the host option (in this case it is Zoomy) you will be able to privately message the teacher using the same process mentioned above.

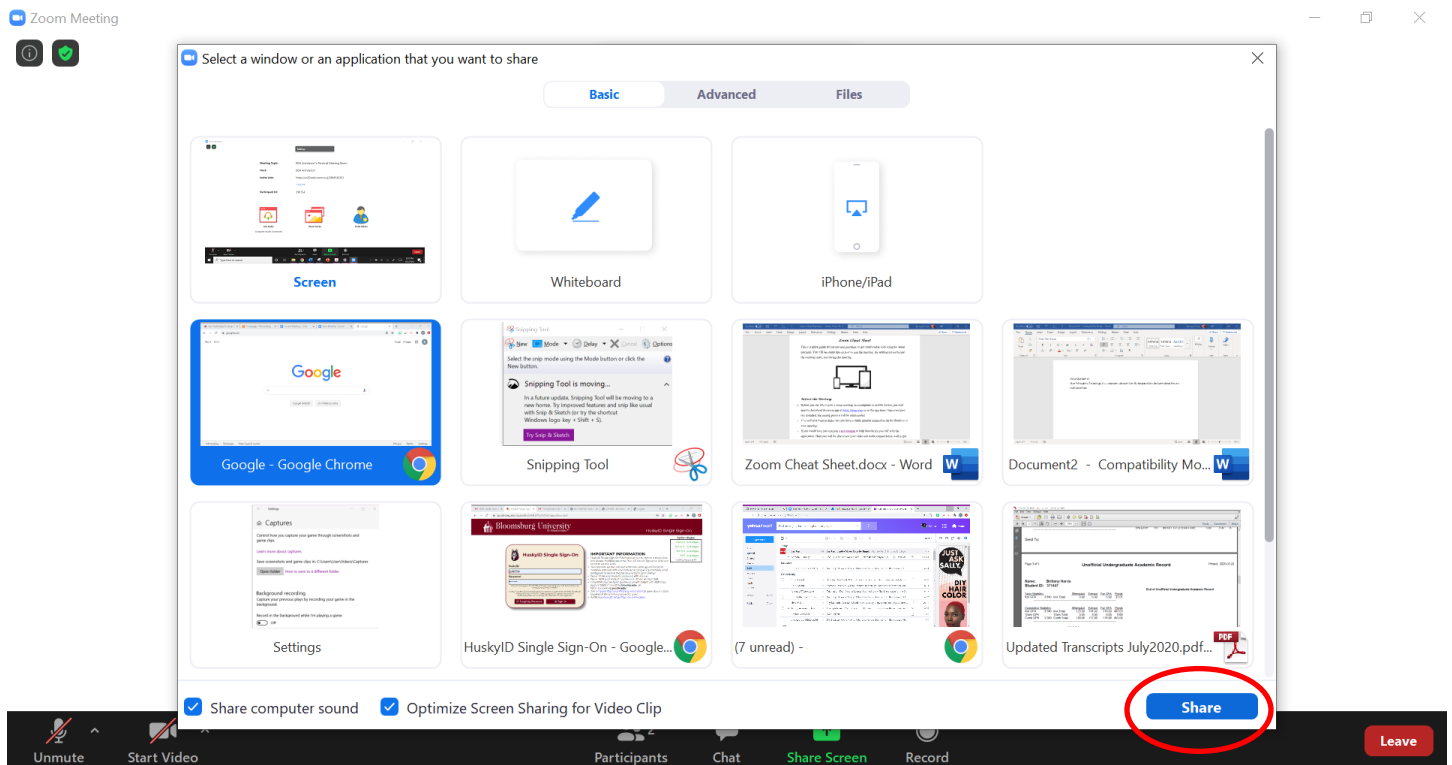


Share Your Screen:

There may be times when you have to share your personal device screen with the class (example: presentations, homework, images, etc.). Once you click the green share screen icon, a pop up box appears with all of your open tabs on your device.

HINT: If you know that you are sharing a presentation with the class, open and load your presentation before the meeting starts so you will be ready to go by the time you have to share.

Simply click the screen you want to share and press the blue “Share” button.



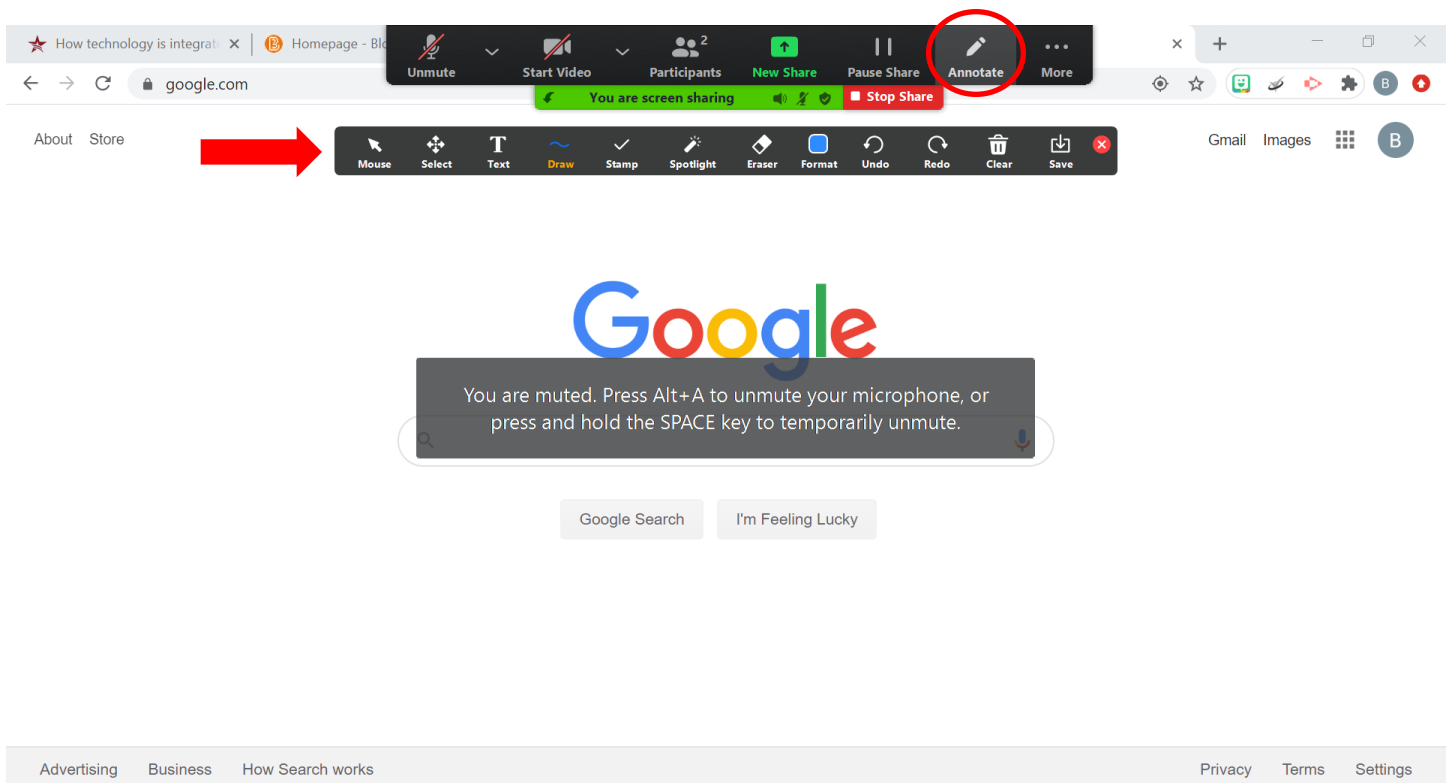
Once you press “Share” your screen will be shown to every member of the meeting. This is a live share so they will be able to see the tabs you have open on your device and they can also see your mouse move on the screen. There are a few different options when you have screen sharing up. You will see a black bar at the top of your screen with the following options:

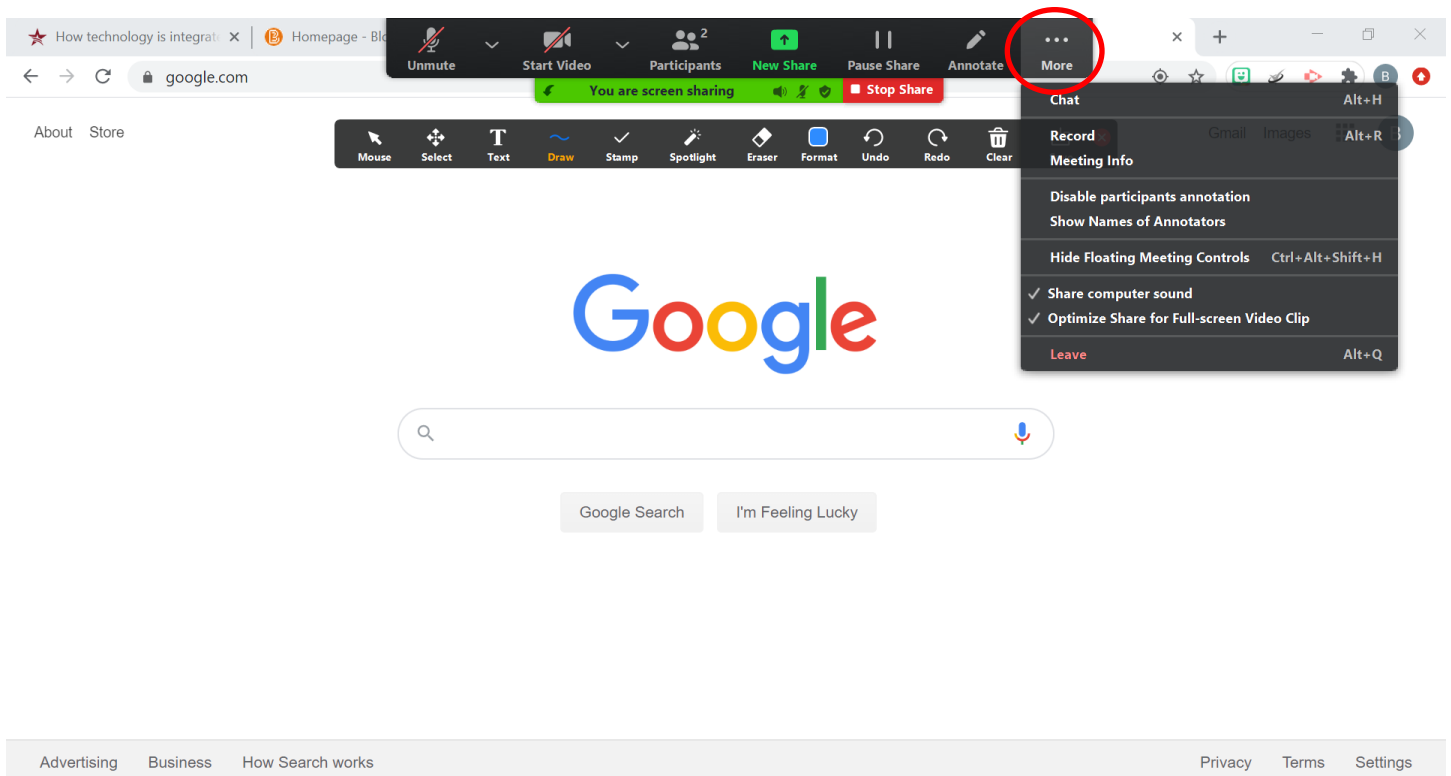
New Share: You may need to share a different screen while presenting and you would follow the same process to do it by clicking the green “New Share” button.

Pause Share: This button will temporarily pause your screen for you.

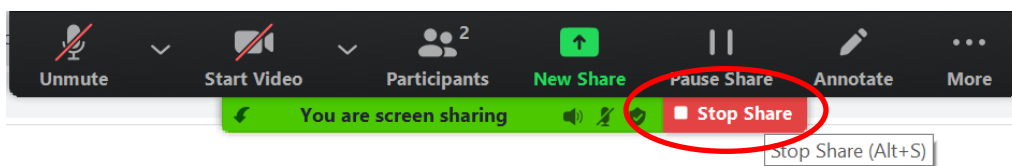
Annotate: This button has multiple different options you can choose from. You can add text to your screen, you can draw an image, and you can use a pointer to emphasize your important points. When you want to exit the annotate option, press the small red “x” in the upper right-hand corner of the box.

More: This button gives you a couple different options to set up your presentation how you want it. You can see the options in the second image below.





When you are ready to end your screen share, click on the red “Stop Share” button underneath the black toolbar up top. It is kind of small on your screen but just remember it will be attached to your toolbar.



View Options Button:

On the top of your meeting screen you will see a small rectangular button that reads “View Options” and when this button is clicked, you have three options:

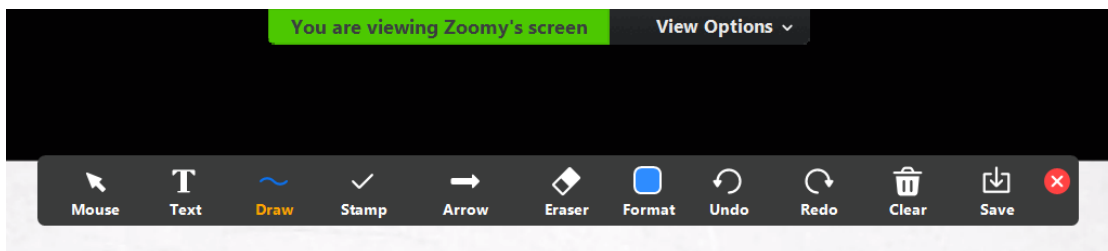
Zoom Ratio: This button will fit the screen to your browser window

Exit Full Screen: This button will shrink the zoom screen so you can see your computer’s task bar. If you forget how to exit full screen, you can also press the “Spacebar” twice.

Annotate: We saw this button appear in the last section, but we are going to dive a little deeper.



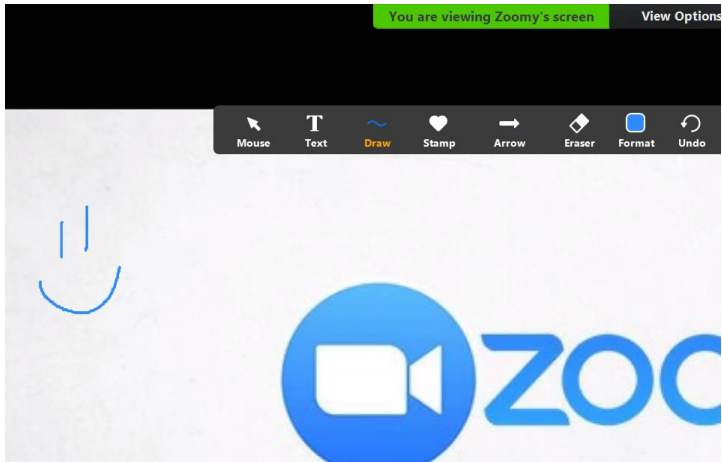
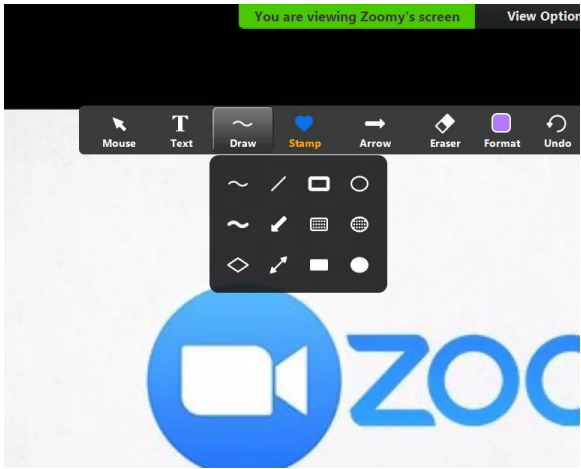
Teachers may ask students to type an answer on the screen, circle something, or draw a picture. When you press the annotate button, this toolbar will pop up and sit on the top of your screen. You can move the bar by clicking your mouse in the grey area and dragging it.



If you want to text something on the screen, you will first click the “Text” button and type in your response. Before you hit enter, you can drag your mouse over the “Format” button to change the color and size of your text. You can also move your text around on the screen by putting your mouse on the dotted outline and dragging. When you have your desired location, size, and color, press the “Enter” key and it will place your response on the screen for everyone to see.

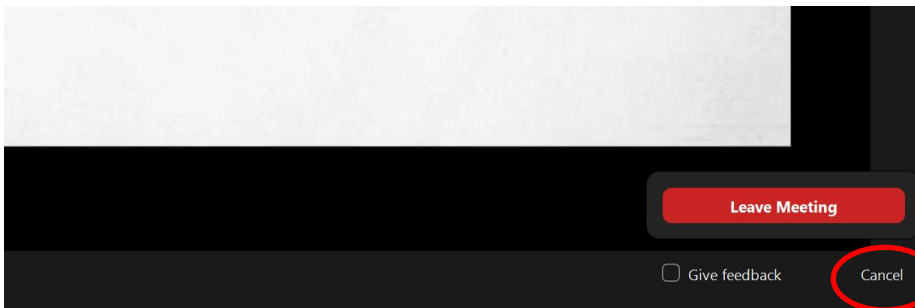
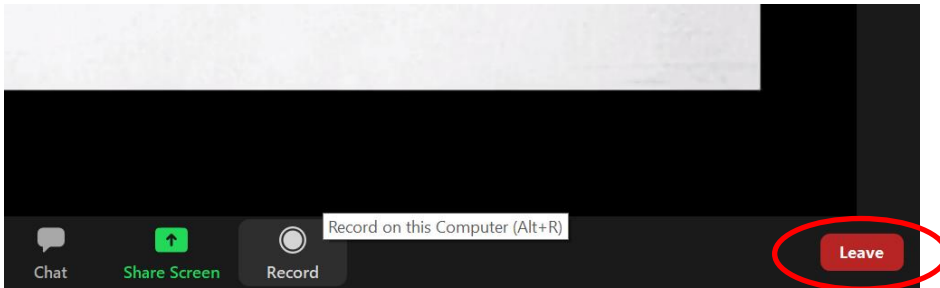


You also have the option to draw on the screen (maybe you need to circle a topic or draw an arrow to something) and once you click on the “Draw” button you will see a few options. You can select the free style lines to the far left, the straight lines in the second column, or any of the shapes. When you have your line selected, you can freely drag your mouse anywhere on the screen to draw. The entire class will see what you draw and the teacher will be able to clear all annotations.



Leaving the Meeting:

When you are finished with class and ready to leave the meeting, you will find a red “Leave” button that you will press. Once selected, you will have the option to then click “Cancel” and return to the meeting or click “Leave Meeting” and exit for good.



Thank you for reading this guide! If you have any more questions, please visit the Zoom

Help Center website: <https://support.zoom.us/hc/en-us>