

HOW TO USE ZOOM FEATURES

**** APPEARANCE MAY VARY DEPENDING ON ZOOM UPDATE AND WHETHER YOU ARE VIEWING FROM A DESKTOP OR MOBILE DEVICE ****

The image shows a Zoom meeting interface with several callouts and instructions:

- Mute / Stop Video:** A blue arrow points to the Mute button, and a red arrow points to the Stop Video button. A blue box highlights the "Test Speaker & Microphone..." option in the audio settings menu.
- Participants:** A purple arrow points to the Participants button in the bottom toolbar. A purple box highlights the "Raise Hand" button in the Participants side panel.
- Chat:** A green arrow points to the Chat button in the bottom toolbar. A green box highlights the chat window, showing a message from Edward to Everyone: "Welcome to today" and "Looking forward to today's tutorial!".
- Reactions:** A yellow arrow points to the Reactions button in the bottom toolbar. A yellow box highlights the "Raise Hand" option in the Reactions menu.

Below the toolbar, five colored boxes provide instructions:

- Blue box:** Click here to **mute / unmute AND test your speaker / microphone**
- Red box:** Click here to **turn your camera on / off**
- Purple box:** Click here to see a list of all **participants**
- Green box:** To question or comment during the event, you may type in the **"chat" box** here
- Yellow box:** To ask a question, you may (1) Click the **"Reactions"** button to **"Raise Hand" OR (2)** You can click **"Participants"** and then click **"Raise Hand"** in the side panel.