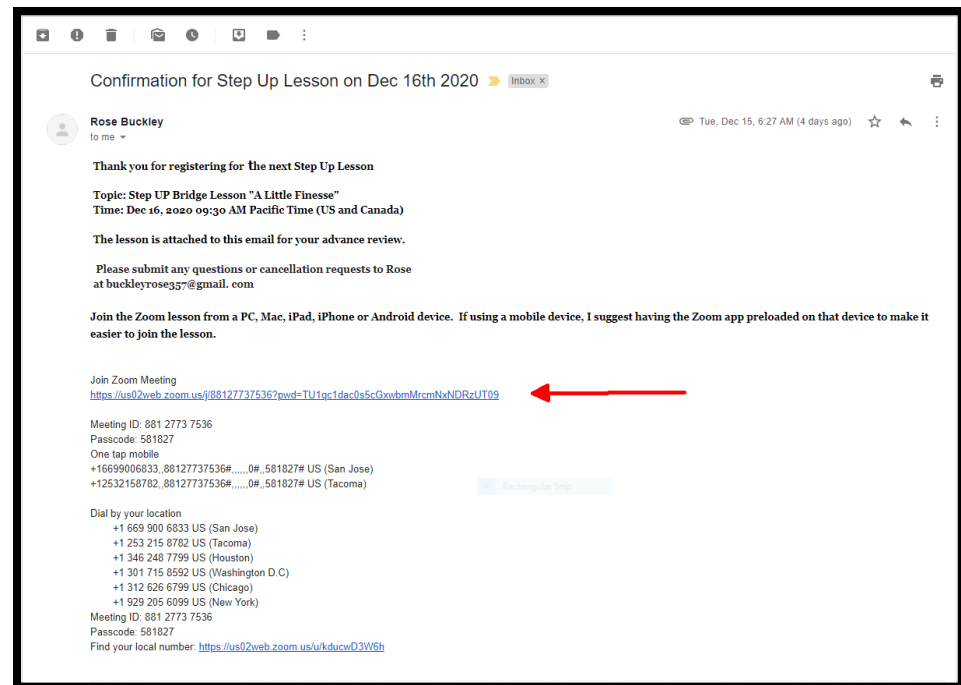


How to Use Zoom on PC and Mobile Devices.

Join a Meeting.

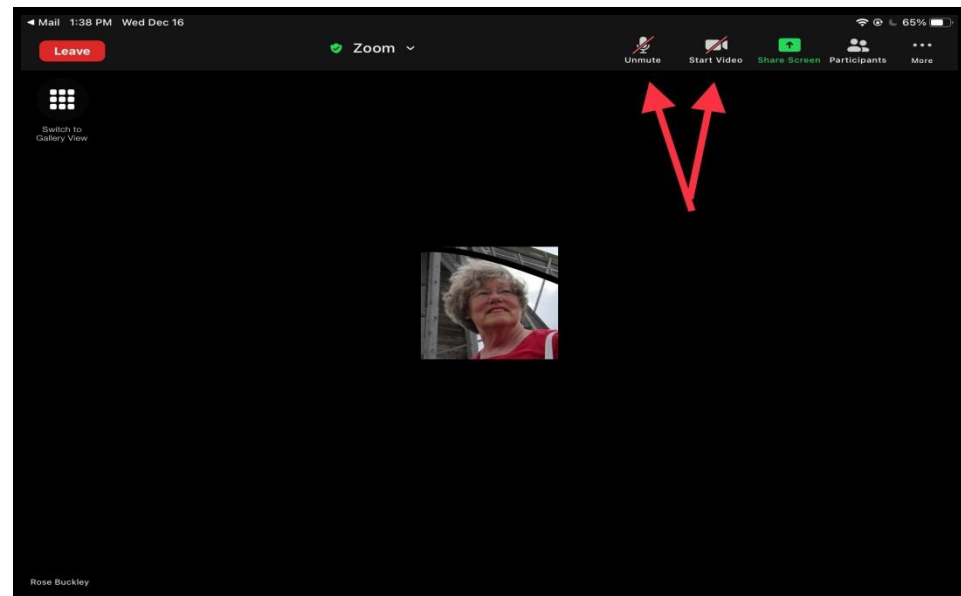
Once you have the Zoom app installed on your phone or tablet, joining a meeting is easy. If you received an email Zoom invite, simply tap or click on the link under “Join Zoom Meeting” in the email. This will launch the Zoom app and connect you to the meeting. For instruction on how to install the Zoom app on mobile devices, instructions are located at <https://vcbridge.org/zoom-apps>



How to Use Zoom on PC and Mobile Devices.

Enable and Disable Audio and Video.

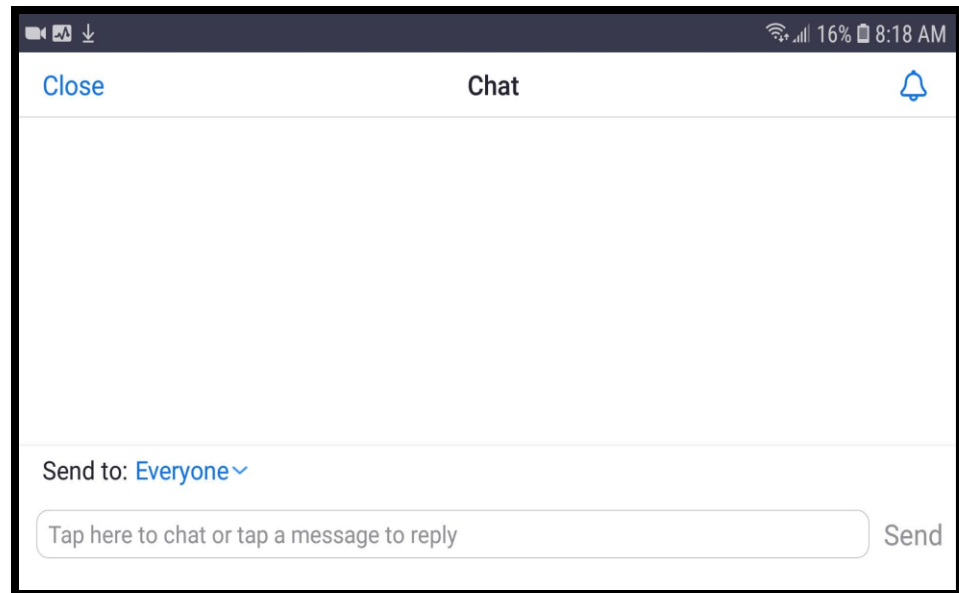
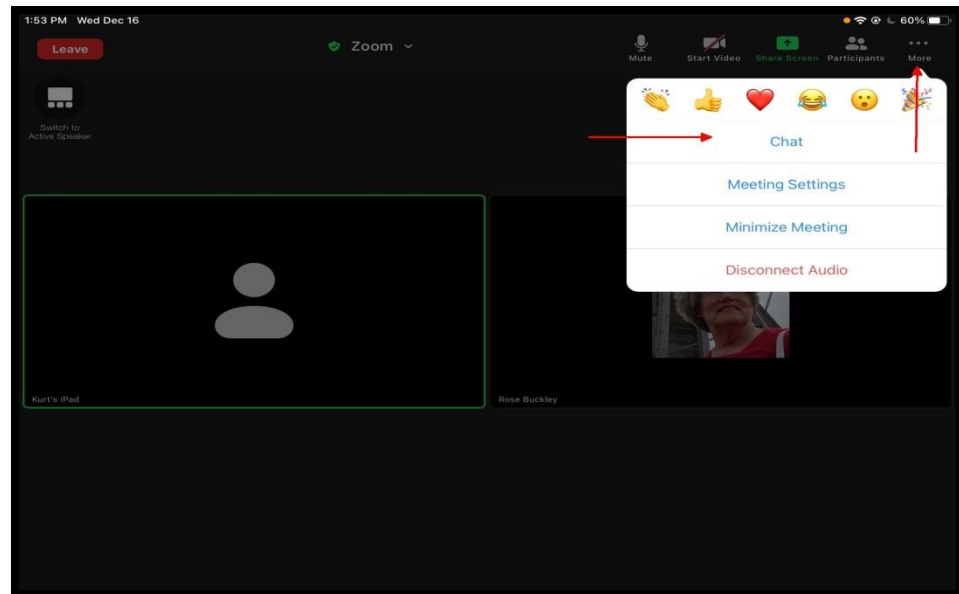
Once you are in a meeting, if you have a camera or microphone on your device, you may join with both voice and video. You may choose to turn these on or off during the meeting. To do so, tap or click on the microphone and/or video icon on the Zoom control bar. The Zoom Control bar might be hidden. In order to display the Zoom Control bar tap, or click anywhere on the screen.



How to Use Zoom on PC and Mobile Devices.

Text Chat During a Meeting.

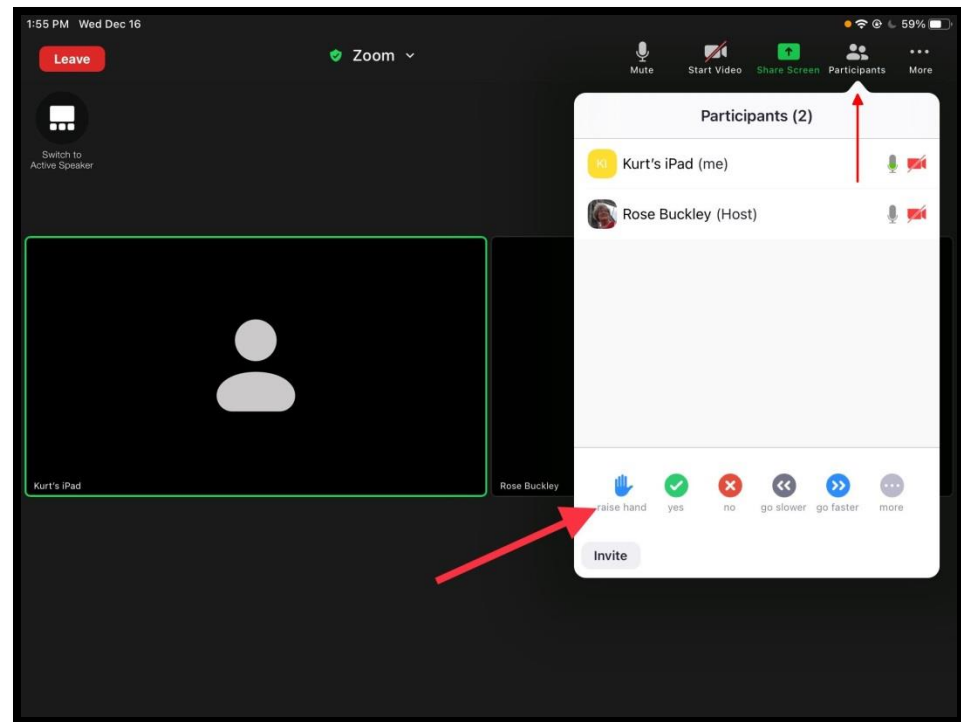
If you do not have a microphone, or chose to mute your voice, you may still communicate in the meeting using text chat. To chat on PCs, click on the “Chat” icon on the Zoom Control bar. This will open the Chat pane. To chat on mobile devices, tap on the “⋮” icon in the Zoom Control bar. This will bring up a menu. Then tap on “Chat” to open the Chat screen.



How to Use Zoom on PC and Mobile Devices.

Raise Hand.

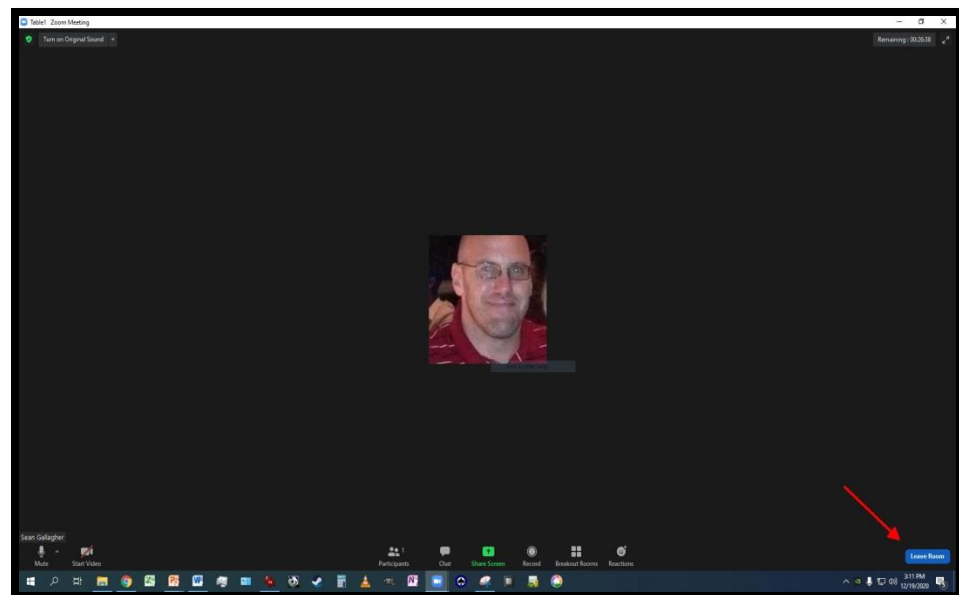
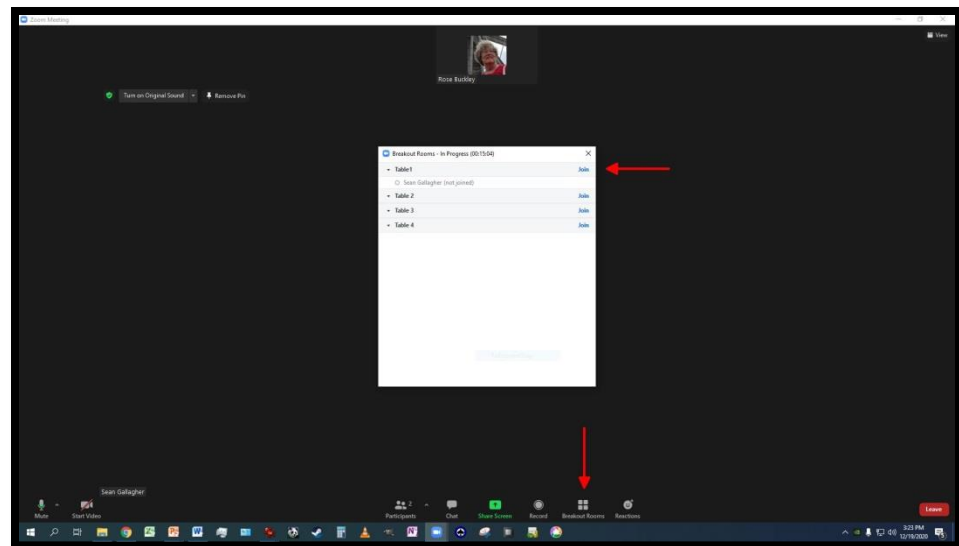
During a meeting you may be asked to raise your hand to bring attention to yourself. If you do not have a camera, or have disabled your video, you may still “raise your hand”. To do this tap on the “Participants” icon on the Zoom Control bar. This will bring up the Participants panel. Tap on the “Raise hand” icon to raise your hand.



How to Use Zoom on PC and Mobile Devices.

Join or Leave a Breakout Room.

Occasionally the meeting host will set up Breakout Rooms, which allow participants to speak with each other in smaller groups. To join a Breakout Room, if available, tap or click on the “Breakout Room” icon then tap “Join” next to the room you want to join. To leave a breakout room and return to the main meeting tap or click the “Leave” button and select “Leave Breakout Room”.



How to Use Zoom on PC and Mobile Devices.

Active Speaker(Full Screen)/ Gallery View.

Occasionally, you may want to view a participant in full screen. Simply double tap or double click on their frame to make it full screen. To see everyone in the meeting again, if you are on a mobile device, either tap on the “Gallery View” icon or swipe sideways. On PCs, click on the “View” icon in the upper right and select “Gallery View”.

