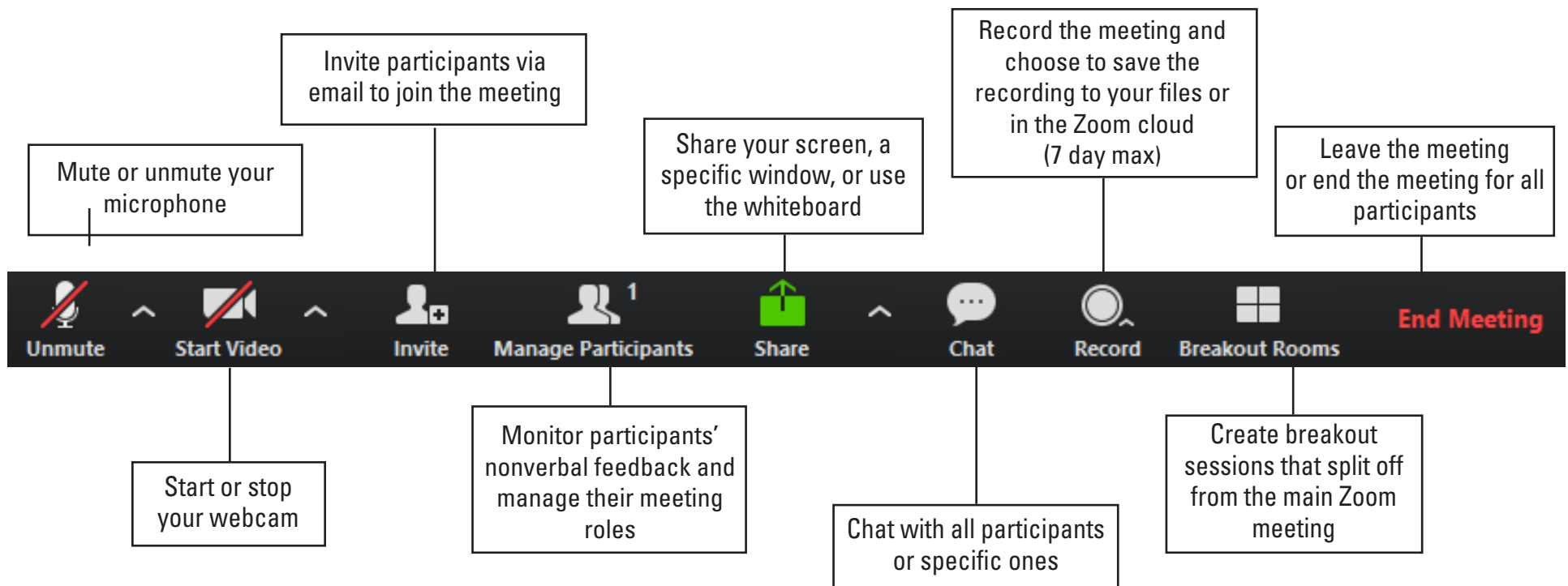
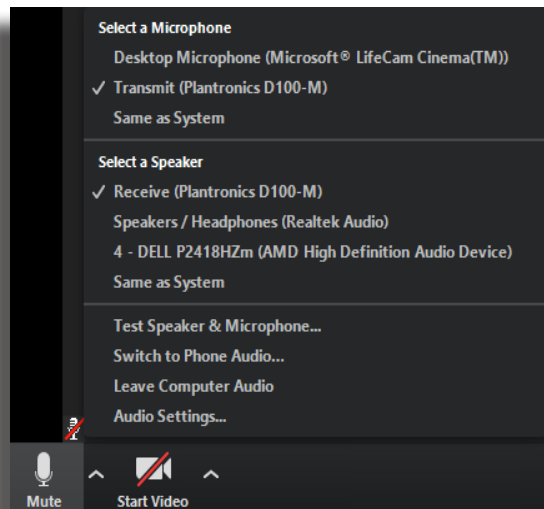


Quick Tips for Zoom Meeting Controls



Mute/Unmute



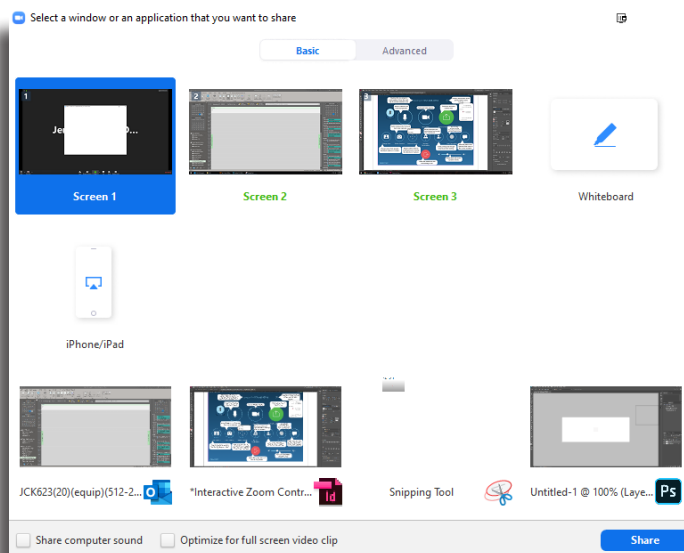
Meeting participants can't hear you?

- ✓ Click unmute
- ✓ Select a microphone
- ✓ Check the volume on your computer
- ✓ Test mic with participants

Can't hear the meeting participants?

- ✓ Click unmute
- ✓ Select a speaker
- ✓ Check the volume on your computer
- ✓ Listen for participants

Share

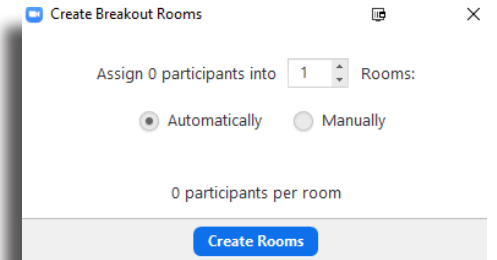


If you would like to switch windows (e.g. PowerPoint to a browser) during screen sharing, choose to share your desktop.

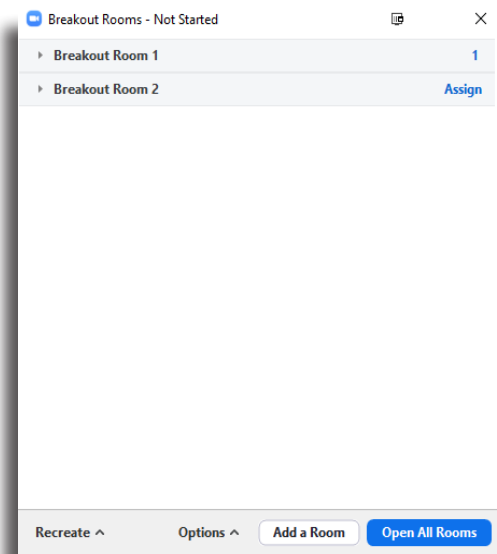
- » If you share a window, the screen sharing will only show that window.
- » Check the "Share computer sound" box to ensure participants can hear videos you share
- » If you share a desktop, you can switch between windows and applications.



Breakout Rooms



Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions.



The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.