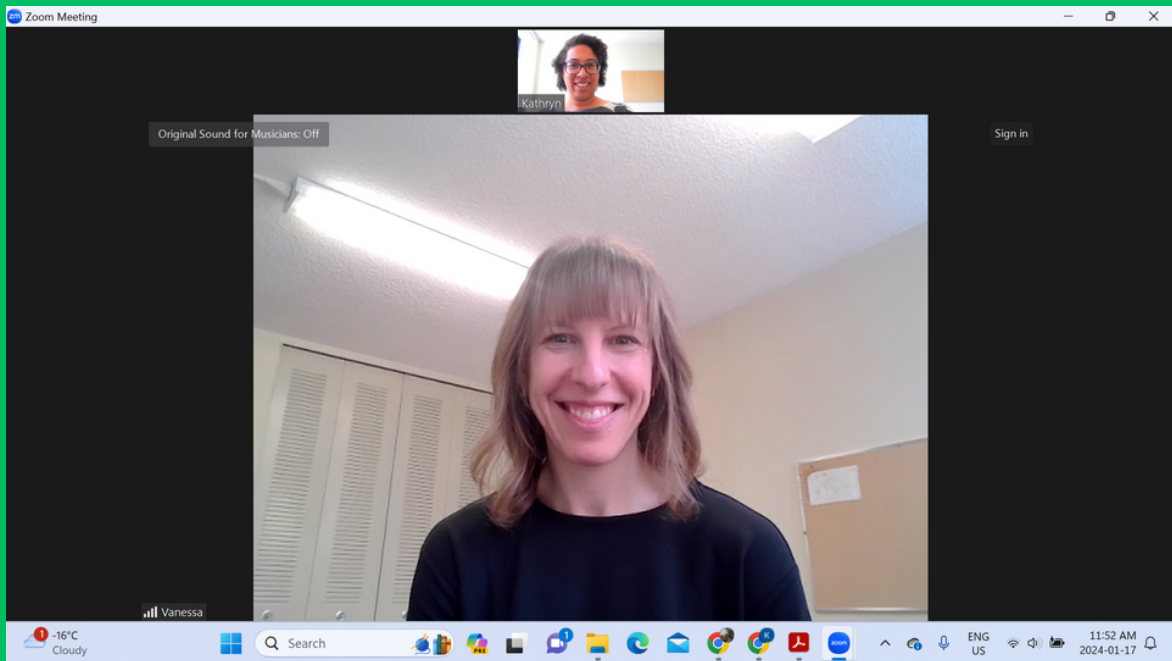# ZOOM BOOKLET

Teaching you how to use Zoom
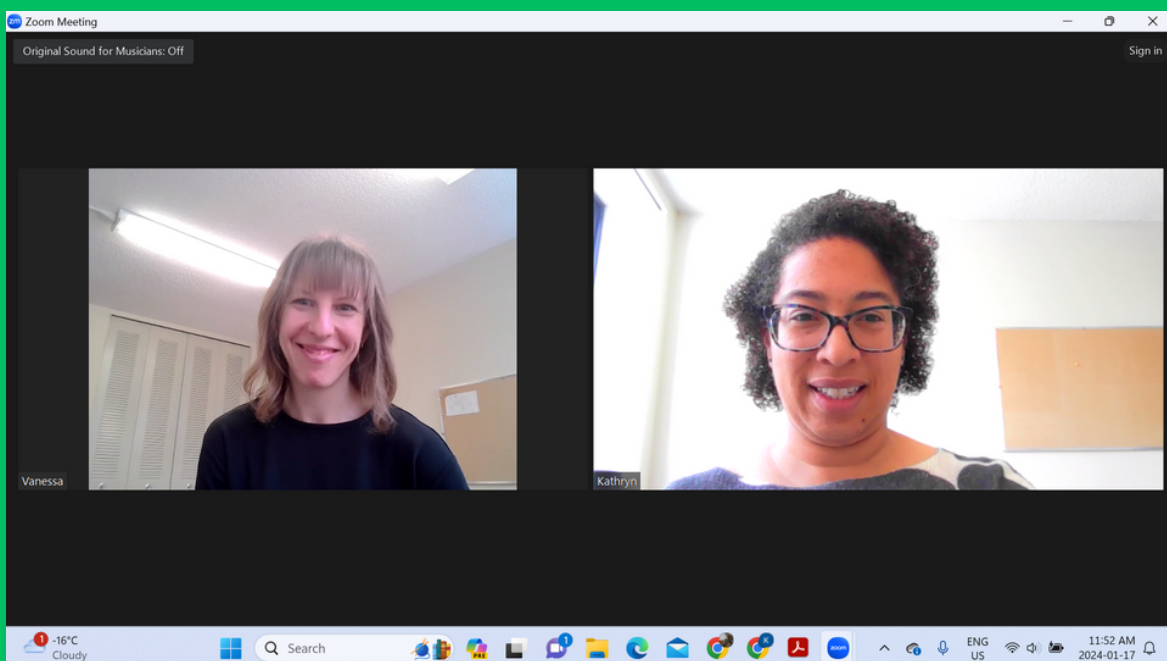
Transplant Wellness
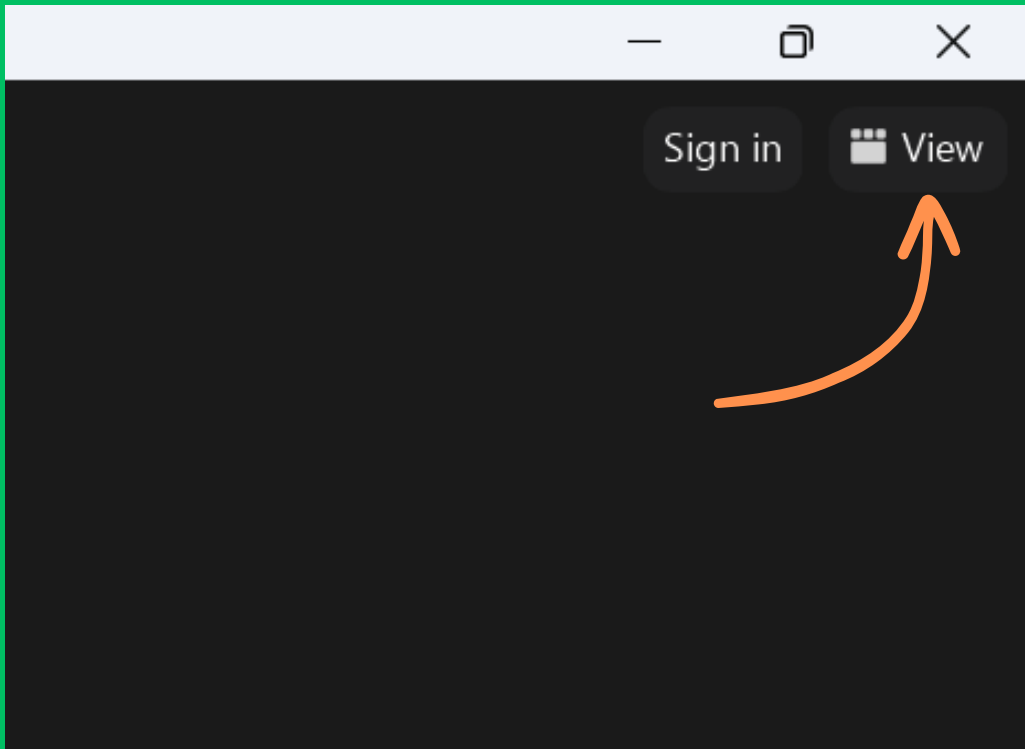
Introduction

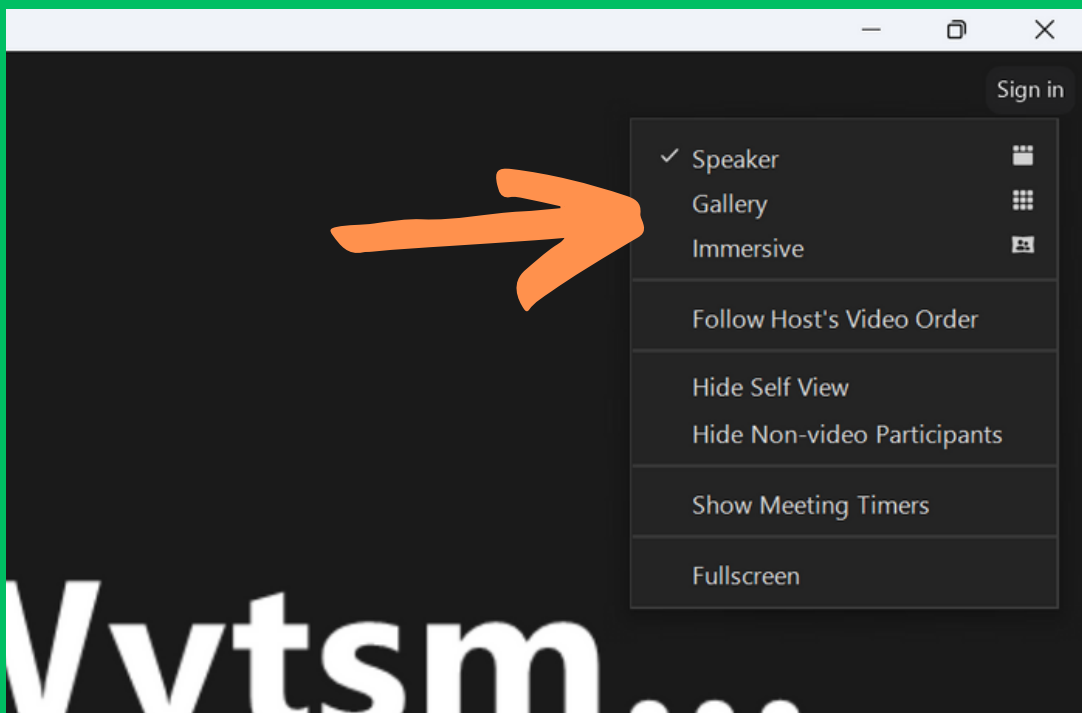Welcome to your Zoom tutorial.

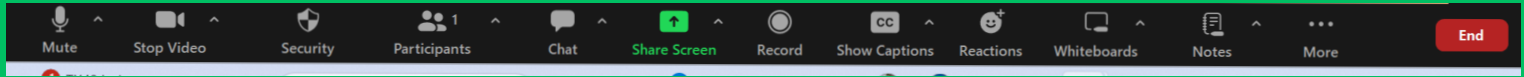This is what a zoom call looks like in speaker view.

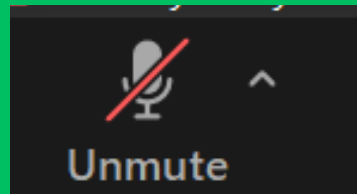This is what a zoom call looks like in gallery view.

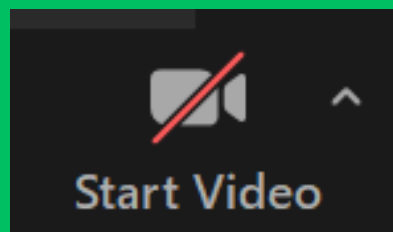The top left corner of the screen is the where you choose which view is best for you.
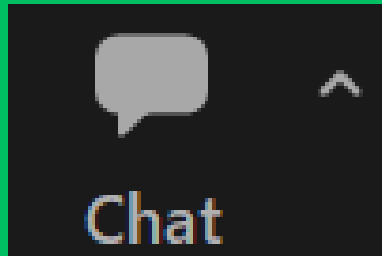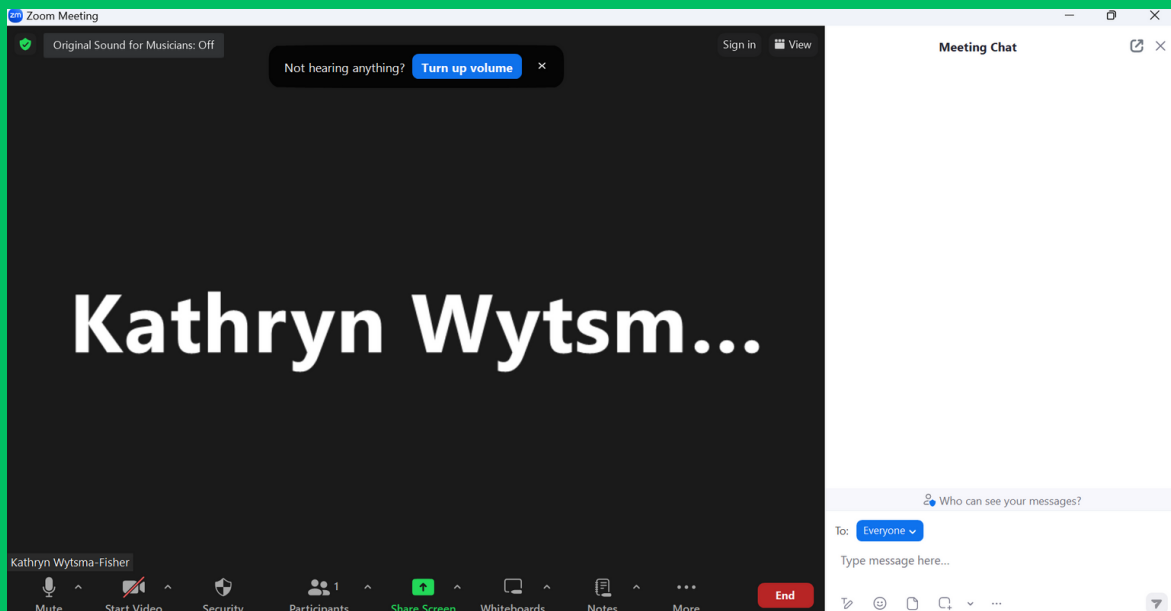
This is the what the zoom bar looks like!

You can turn the microphone off and on by clicking on the microphone icon. The red line through the microphone means that it is off.
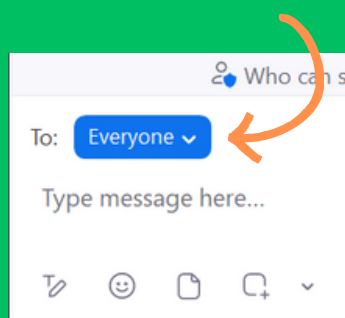

You can turn the camera off and on by clicking on the camera icon. The red line through the camera means that it is off.

Chat

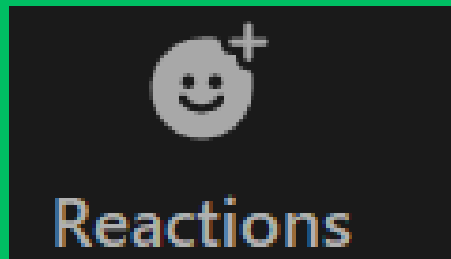This is the chat button. You can message any participant on the call, including the instructor. To use this feature, click the icon and a chat window will pop up on the right hand side of the screen (see below). You can then type in the box and the message will be sent.
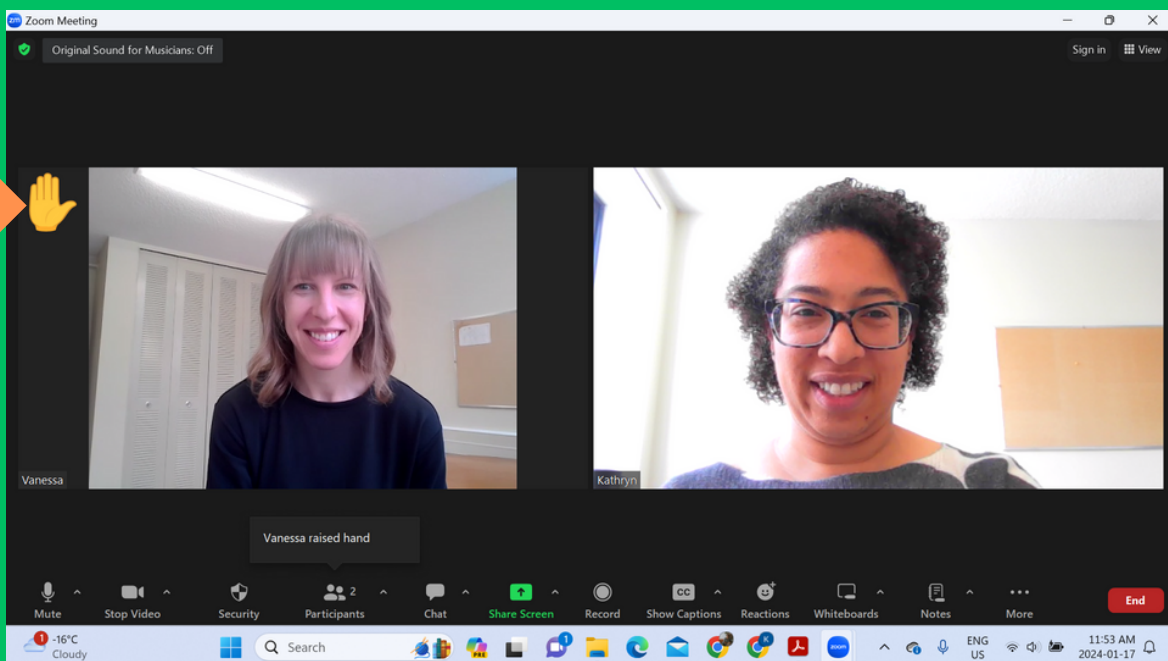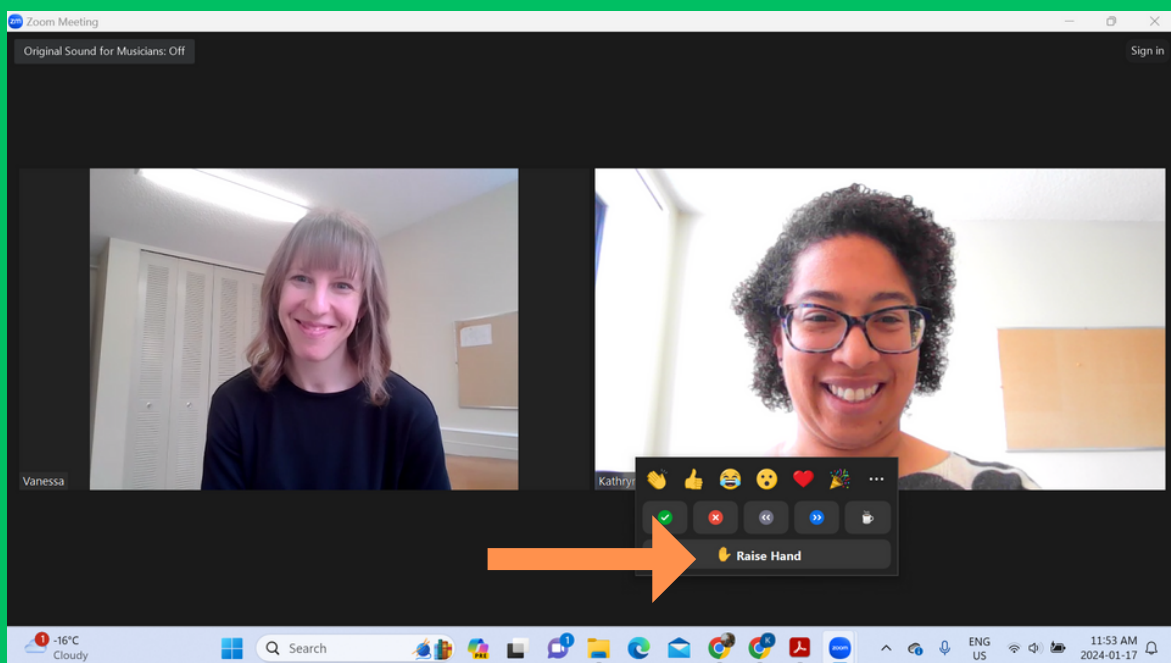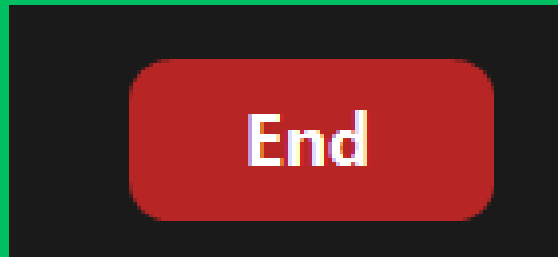

To select an individual person to send the message to, click on the arrow next to "everyone" and you can choose a person from the list.

Reactions

When you want to raise your hand, click on the "Reactions" icon. A pop-up will open to the bottom of your screen and there will be a "raise hand" button at the bottom.

This is how you leave the meeting. Click the end button and it will ask you if you'd like to leave the meeting. If you are ready to leave click " Leave meeting".

Overall, this is what the full zoom screen looks like.

Conclusion

Here are six tips for a positive experience with Zoom.

1) Close everything that is not needed on your computer

2) Put on your headphones and make sure your audio settings are working.

3) Find a place with good light and adjust your video settings.

4) If you're having trouble with anything, use the "chat" function to get in touch with someone.

5) Adjust your view settings to the view you like best (speaker or Gallery view)

6) Ask questions whenever you need to!