

Zoom Basics

Raise/Lower Hand, yes/no

Type here for chat - everyone or private

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Look for Your Name

Rename yourself so we can mark attendance

You must have your full name listed for attendance!

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Microphones/Video

Muted
Note line crossed through microphone

We can see and hear you
(and your dog, your family, other calls)

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Annotation Tool

Click View Options at the top of your screen

Choose Annotate

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Breakout Rooms

You have been assigned to Breakout Room: Breakout Room 2

Participating in the Breakout Room

Once you've joined the breakout room, you will have full controls similar to the meeting. You can:

- Mute/Unmute to speak
- Start/Stop Video
- Participants - view the Participants list
- Share screen - read more about screen sharing
- Chat - type messages to the other participants in your breakout room
- Record - you can record the Breakout Room locally if the host gives you recording permission. Read more about local recording.
- Ask for Help - request help from the meeting host

Asking for Help

If you click Ask for Help, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

- Click Ask for Help in the meeting controls.
- Confirm that you would like assistance by clicking Invite Host.

This information is on Engage and Attune training page!

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