

Etiquette and Tips for Zoom

1. Use Gallery View to see everyone

- a. To find Gallery view
 - i. Move cursor
 - ii. Top Right corner look and see if it says Speaker View or Gallery View
 - iii. If says Speaker View you don't need to do anything; you are in Gallery view
 - iv. If it says Gallery View, click to change to Gallery View

2. Use Chat

- a. To open chat
 - i. Move cursor
 - ii. Go to bottom black menu that pops up
 - iii. Click Chat button (chat will pop up)
- b. To use
 - i. You can send a chat to Everyone
 - ii. You can send a chat privately to a specific person (if sending private chats. ALWAYS check who you are chatting with before sending your message).

3. Participants

- a. To open Participants
 - i. Move cursor
 - ii. Go to bottom black menu that pops up
 - iii. Click Participants button (participants will pop up)
- b. To Raise your hand
 - i. Click raise a hand button on bottom of Participants panel
 - ii. When you want to lower your hand click the lower hand button at the bottom of Participants Panel

4. Mute

- a. Always mute when not speaking to avoid background noise
 - i. First Method
 1. Move cursor
 2. Go to bottom black menu that pops up
 3. Click Mute button on far left
 - ii. Use participants panel and click on microphone or mute button
 - iii. Hover over your picture and click mute

5. Side-by-Side Mode

- a. When a screen is shared you can change to side-by-side mode to see both the screen and other participants.
 - i. Select view options at the top of your screen
 - ii. Go to the bottom of the drop down menu and select side-by-side mode
 - iii. You can choose speaker or gallery view
 - iv. You can adjust your screen to see more or less of the shared screen vs the speaker/participants