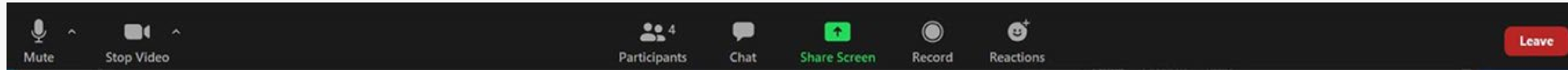# Zoom Tool Bar

At the bottom of your screen, you should see the control bar. If not, move your cursor on the screen and it should appear. Throughout the class the tool bar will disappear, it will reappear if you hover at the bottom.
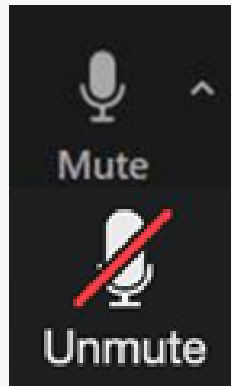
1   2   3   4

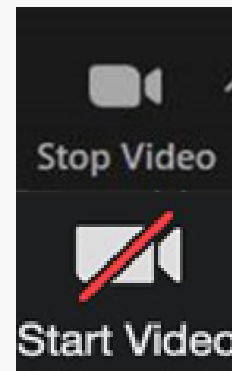Mute   Stop Video   Participants 4   Chat   Share Screen   Record   Reactions   Leave

1. Mute/Unmute

Icon located on the bottom left-hand side of the control bar. To unmute yourself, click on the Mute icon. If you are muted a red line will appear through the microphone.
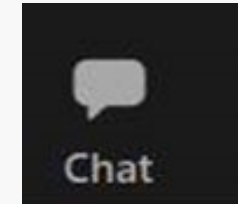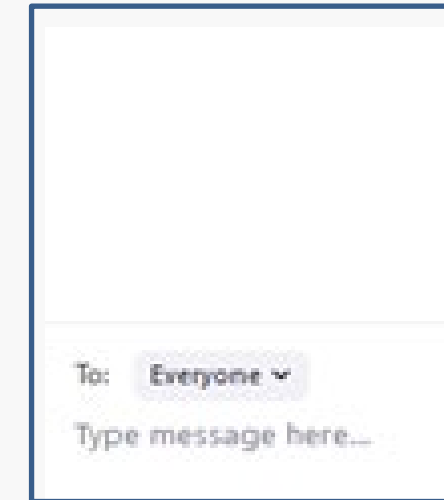Please note: You will be muted by the host upon entering the meeting.

2. Video

Icon located on the bottom left-hand side of the control bar. You must have your video on so we can clearly see you from your shoulders up throughout the meeting. If your video is off, a red line will appear through the camera.
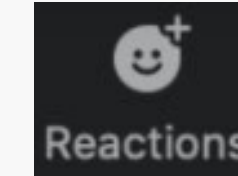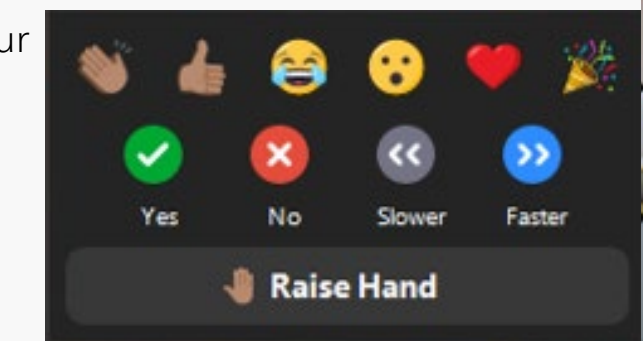
3. Chat

Icon located on the control bar. Use the chat function to ask questions or chat with chair and/or staff. To send a chat, click the icon and type to enter text, click enter to send.
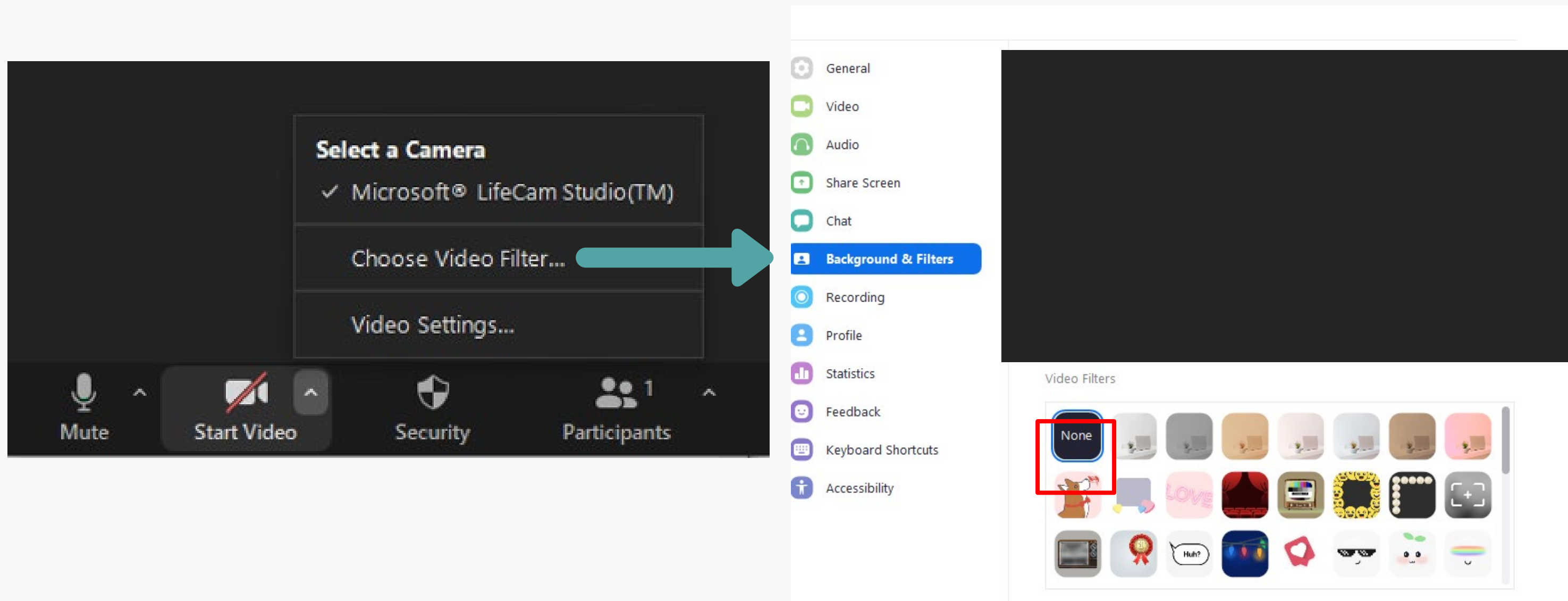
4. Reactions

Icon located on the control bar. Except for raise your hand, each reaction will display on the top left portion of your screen when used for 5 seconds.

Turning off the Virtual Background

To turn off a virtual background go to the "Start Video icon and click the white arrow. A menu box will appear, select "Choose Video Filter".

A white box will appear with your current video screen and filter, under your screen you will see a list of Video Filters, select None.

Checking Your Sound in Zoom

If you have difficulties with the sound, you can adjust it by clicking on the white arrow next to the "Mute" icon and then selecting "Audio settings". A menu box will appear under "Audio," next you will be able to adjust your speakers and microphone.