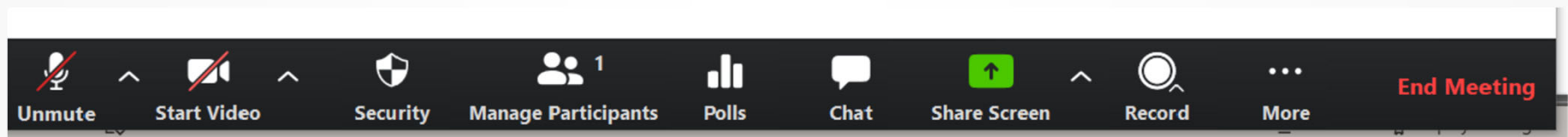


# Helpful Zoom Tips

# Start Video

**At the bottom of your screen  
hit Start Video, if you have a webcam or phone,  
so we can see your face.**



# Mute your phone or computer

Please **Mute** yourself when you are not talking to prevent background noises.

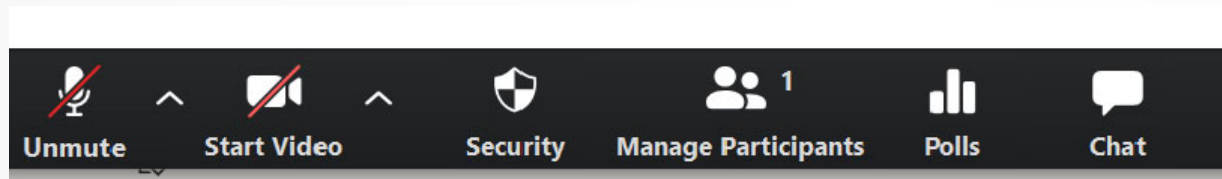


# How to ask a question?

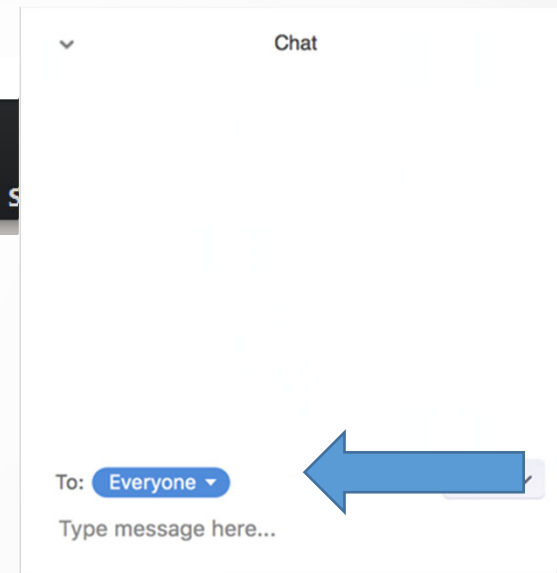
All participants will be muted.

To ask a questions you will need to type it in the chat feature.

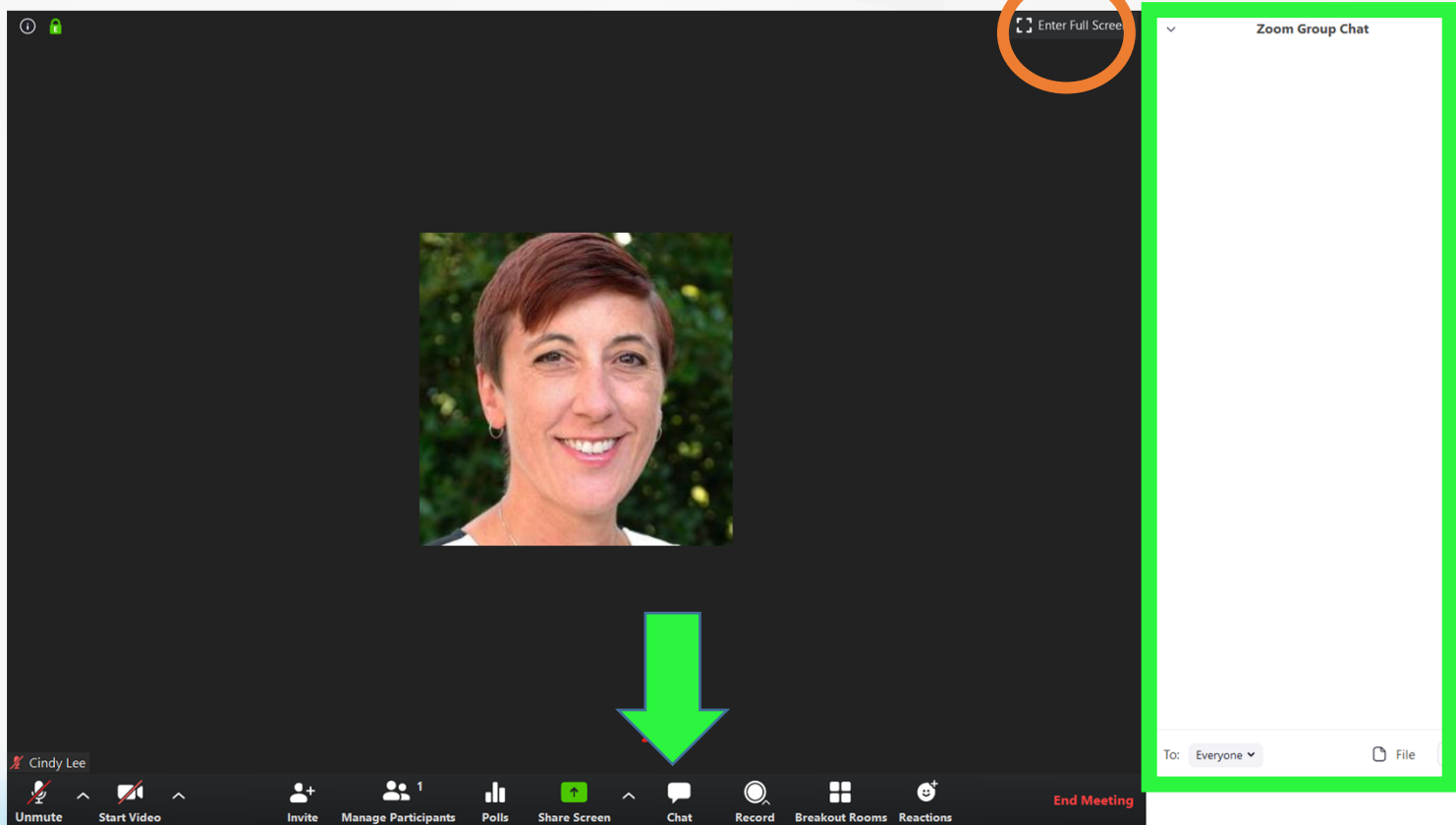
Click on the Chat button at the bottom to bring up the Chat Box.



Be sure to select “**Everyone**” and not send just to the presenter. Then type your question/comment.

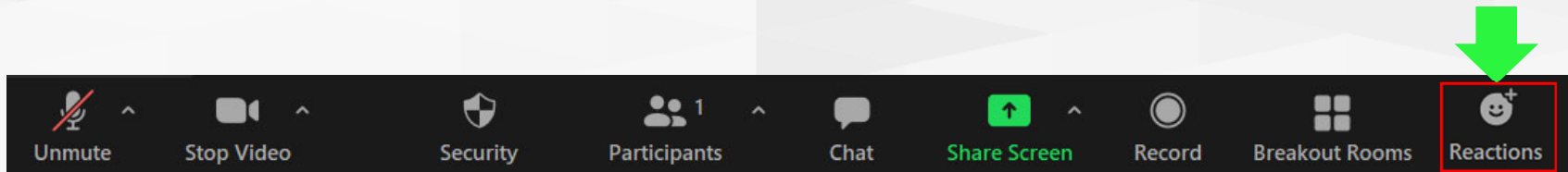


**\* To see the chat you can't  
be in full screen mode**

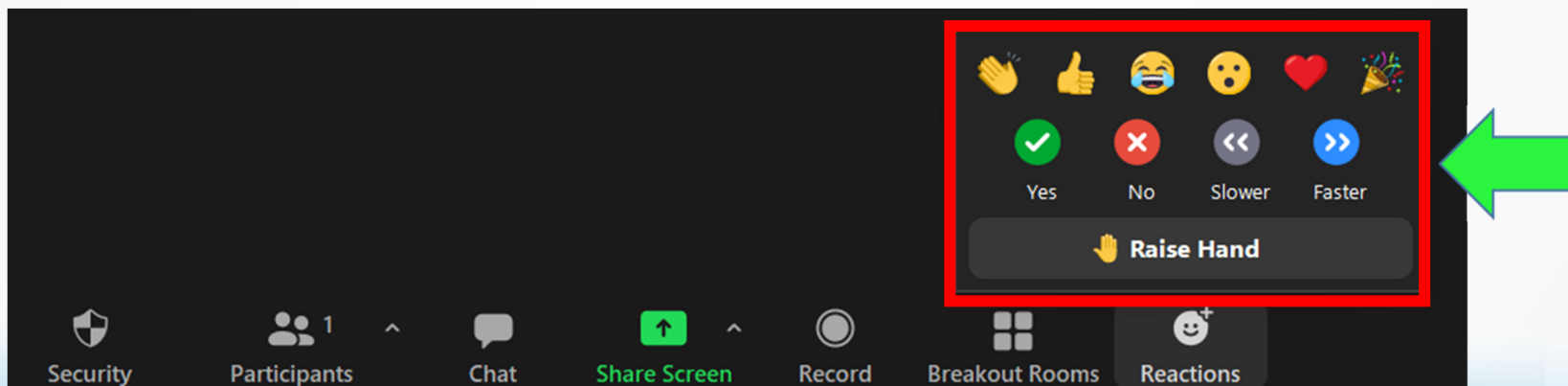


# Raise your hand and provide feedback

Click the **Reactions** button in the control bar

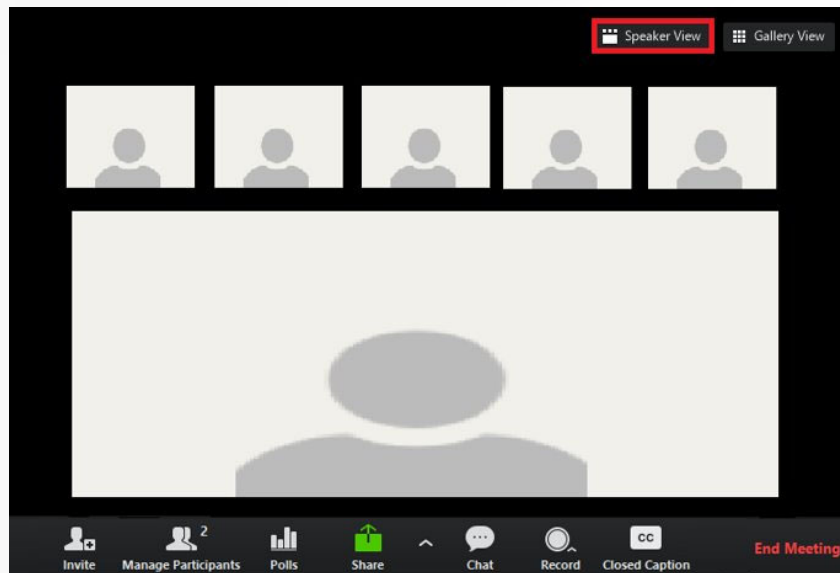


A separate pop-up menu will appear where you can raise your hand or provide quick feedback and reactions.

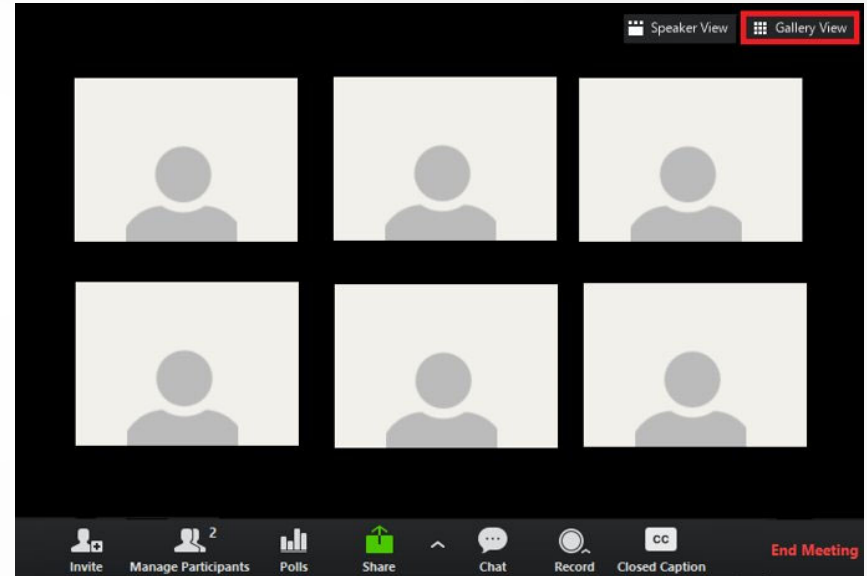


# Speaker View vs. Gallery View

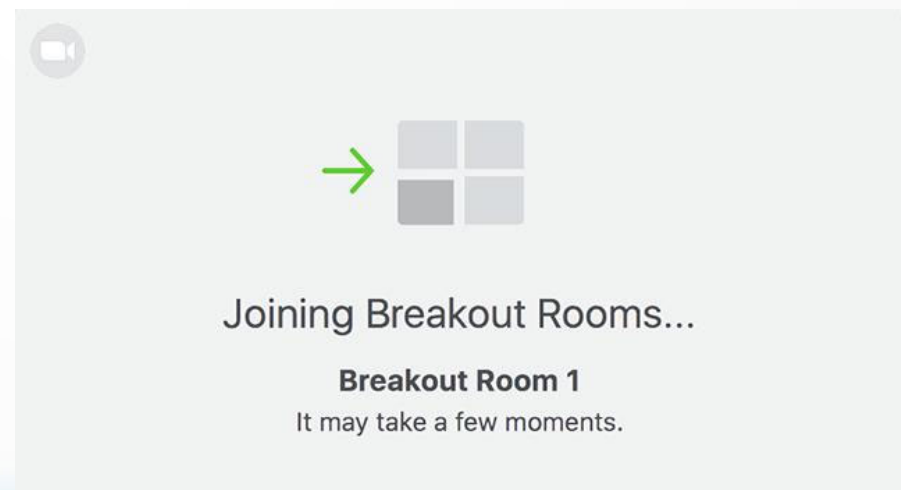
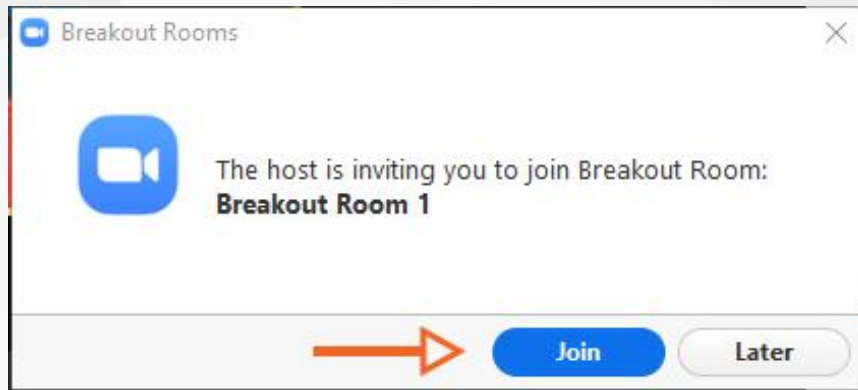
## Speaker View



## Gallery View

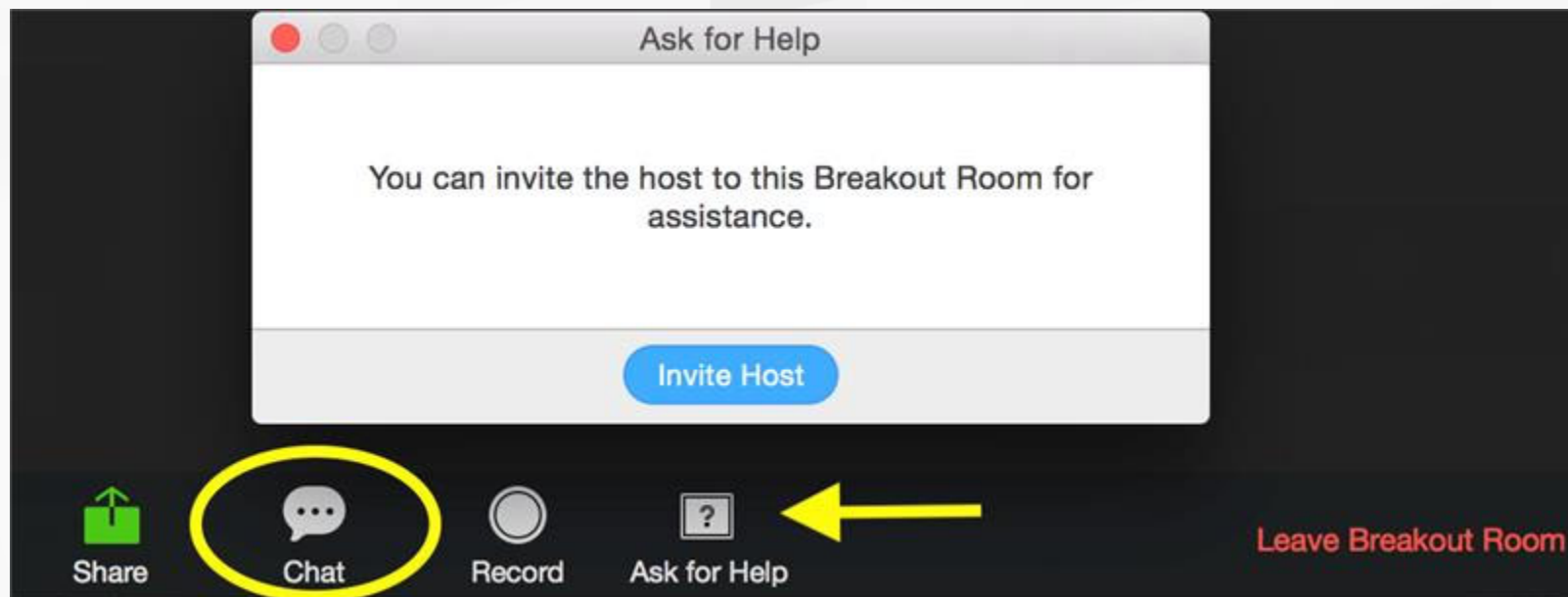


# Breakout Rooms

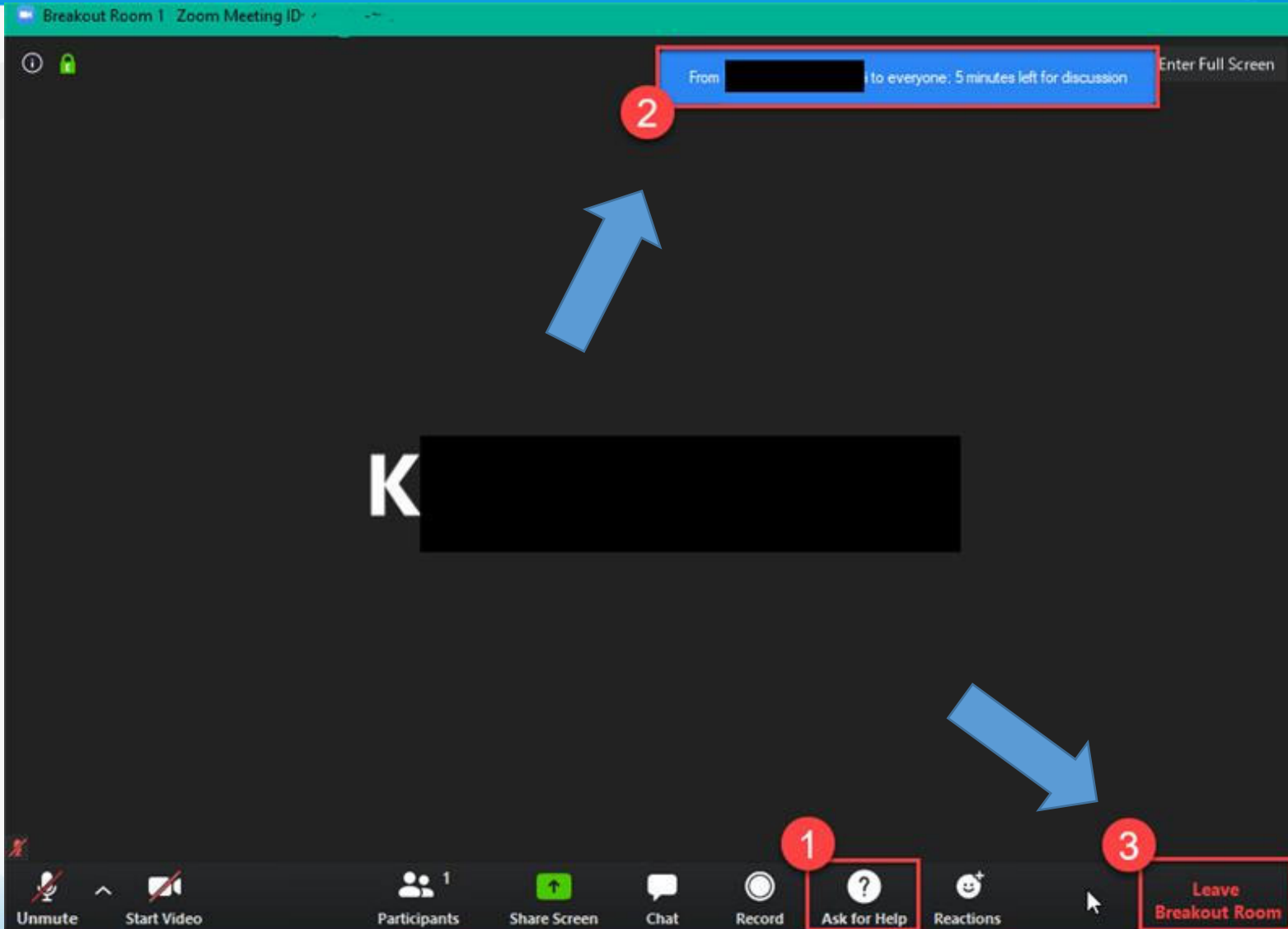




# Breakout Rooms



# Breakout Rooms



# Having Trouble?

You can troubleshoot technical difficulties by using our livestream support site at

<https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions>

or by calling the School of Government Helpdesk at 919.962.5487.

**Thank you!**