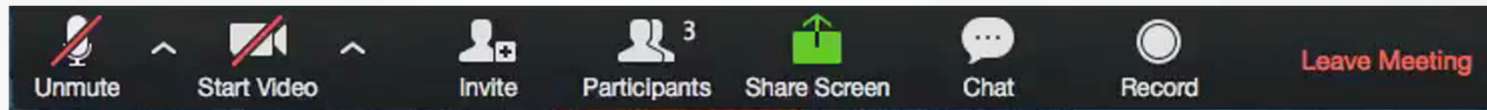


Helpful Zoom Tips



Basic Zoom Functions



↑
unmute mic
only when it's
your turn to
speak



↑
turn webcam
on/off



↑
raise your hand
or view who else
is in the meeting

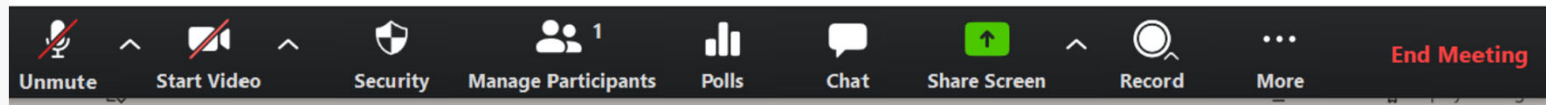


↑
join the chat
discussion or
share links

↑
leave the
meeting at
the end of
class

Start Video

**At the bottom of your screen
hit Start Video, if you have a webcam or phone.**



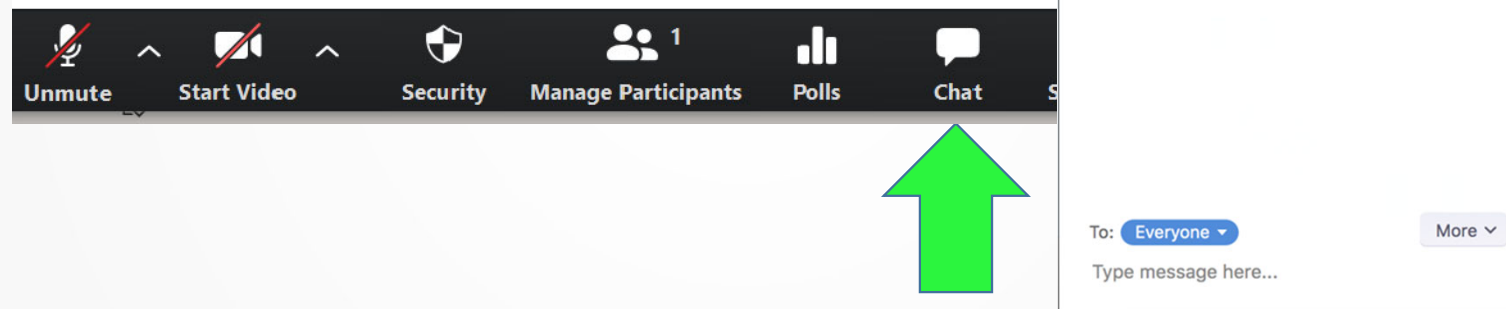
Mute your phone or computer

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

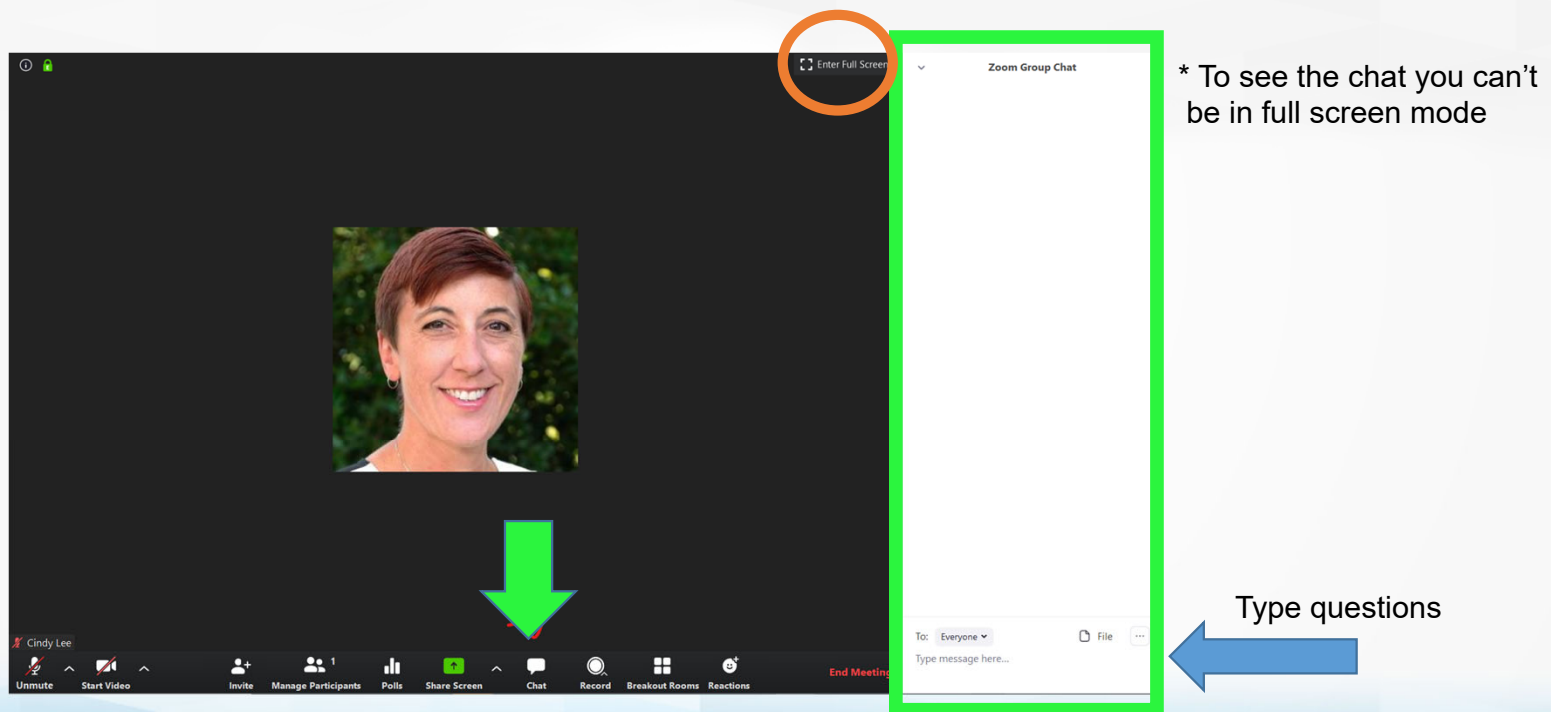


How to ask a question?

**All participants will be muted.
To ask a questions you will need to type it
in the chat feature**



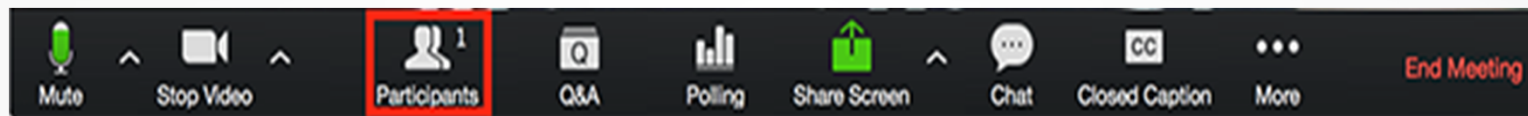
Click on the Chat button at the bottom to bring up the chat function.



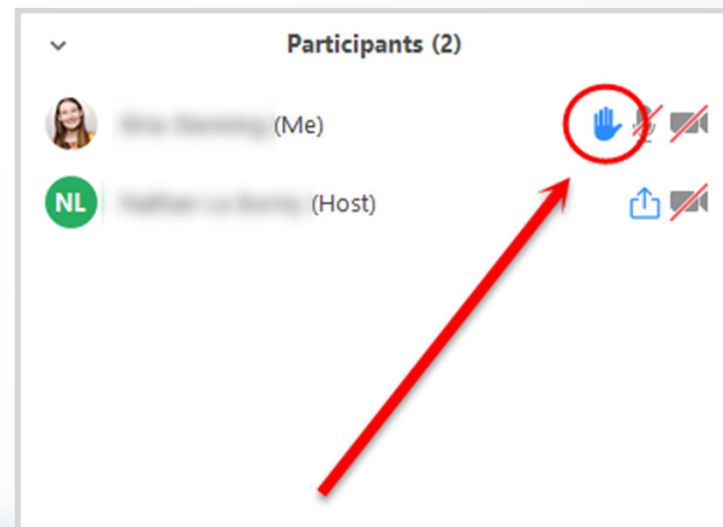
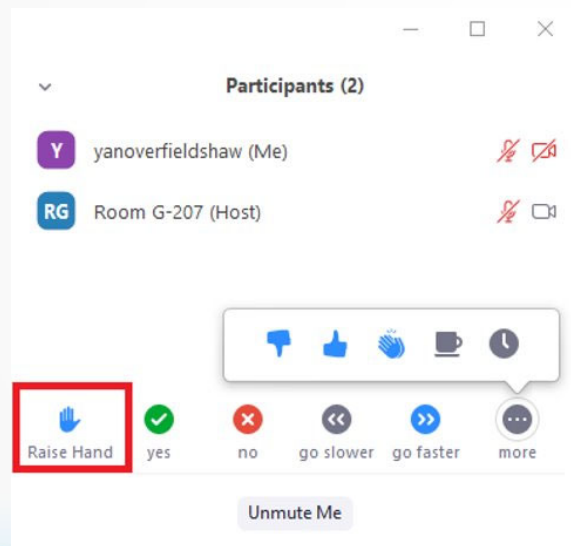
The screenshot shows a Zoom meeting interface. At the top, there is a blue header. Below it, the main meeting area is dark. In the center, there is a video feed of a woman with short brown hair, smiling. Below the video feed is a green arrow pointing down to the 'Chat' button in the bottom toolbar. The 'Chat' button is highlighted with a green box. To the right of the chat button, there is a white chat window titled 'Zoom Group Chat'. The chat window is also highlighted with a green box. A blue arrow points to the chat input field, which contains the text 'Type questions'. Above the chat window, there is a note: '* To see the chat you can't be in full screen mode'. The bottom toolbar includes buttons for 'Unmute', 'Start Video', 'Invite', 'Manage Participants', 'Polls', 'Share Screen', 'Chat', 'Record', 'Breakout Rooms', 'Reactions', and 'End Meeting'.

Nonverbal Feedback

Click the **Participants** button



Another way to alert the speaker, if you have a question, is to use the “Raise Hand” button.



Zoom

00:15:29 Speaker View

Kate Jennings

Click one of the icons to provide feedback to the host. Click the icon again to remove it.

Participants (5)

- Kate Jennings (Host, me)
- John Ruben (Co-host)
- Christopher Tyner
- Olivia Howes
- Phillip Dixon

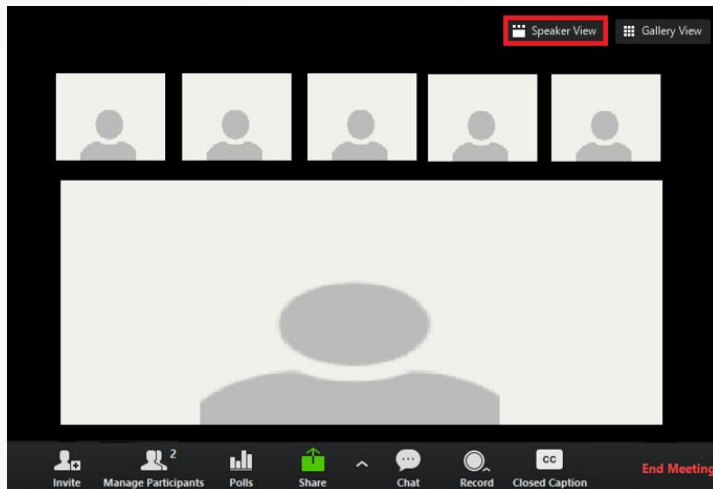
yes no go slower go faster more clear all

Invite Mute All Unmute All

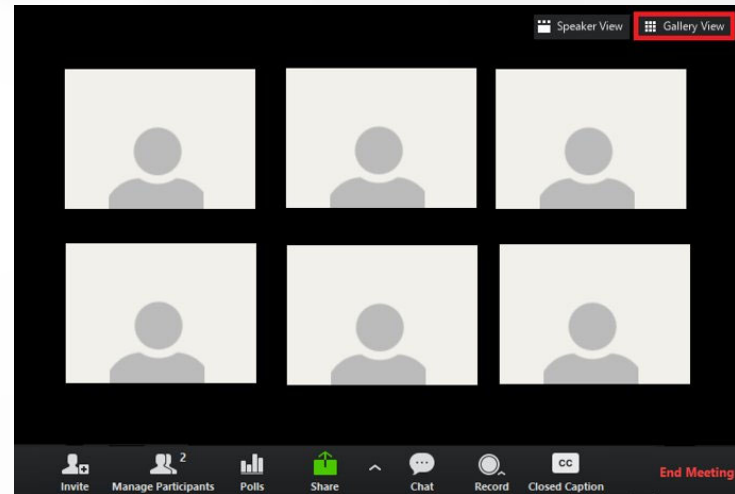
UNC SCHOOL OF GOVERNMENT

Speaker View vs. Gallery View

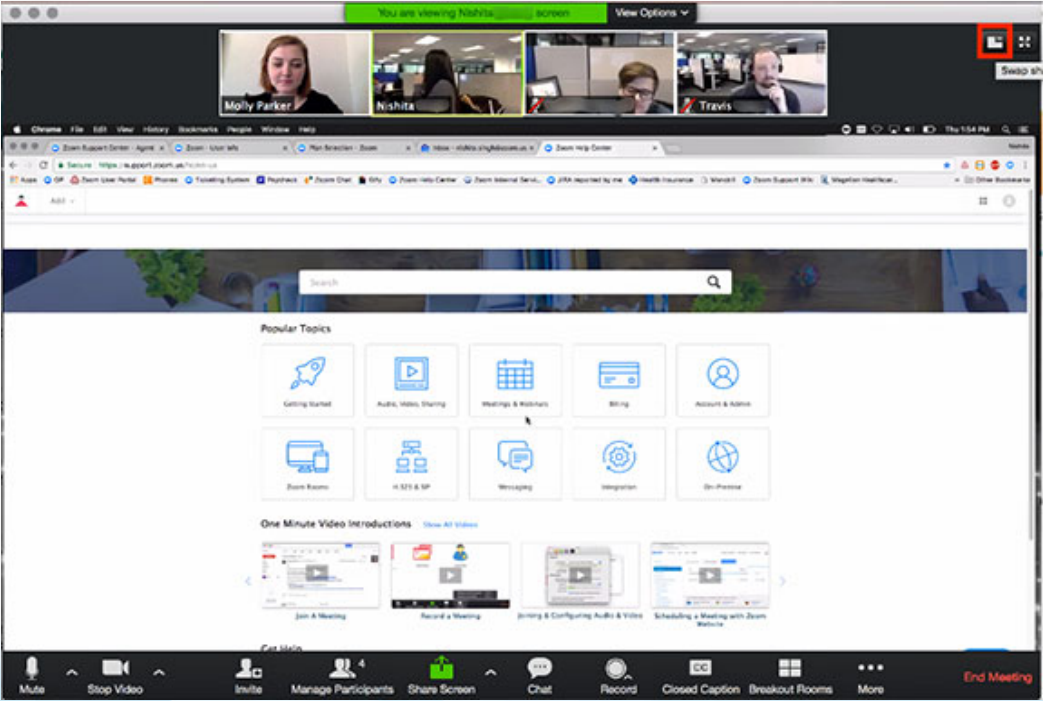
Speaker View



Gallery View



Click on Speaker View in the top right corner to see the presenter at the time and any document they may be sharing.



← Speaker View

Muting and Unmuting

To Speak:

- Unmute your call on the menu at the bottom of the screen OR
- Hit Alt +A OR
- While muted, hit and hold the spacebar to temporarily speak

To Stop Speaking:

- Mute your call on the menu at the bottom of the screen OR
- Hit Alt +A

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.