

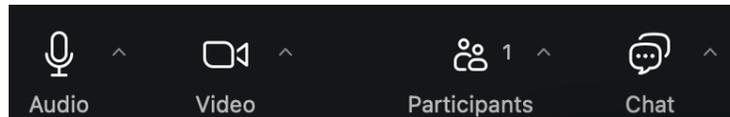
Zing TRAIN



Zoom Tips & Tools

We know not everyone is a Zoom expert, so we thought we'd share some things we've learned to make your time using Zoom a little easier.

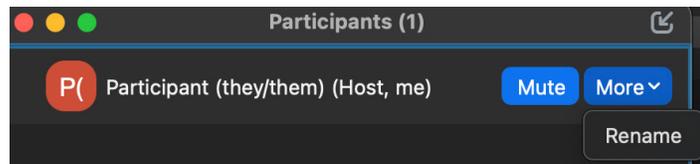
At the bottom of your Zoom window, you'll see something that looks similar to the black bar below (though it may not be *exactly* the same.)



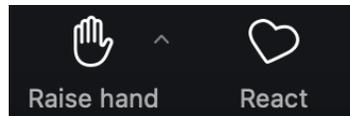
Audio - Click on the icon to mute or unmute yourself. Click on the arrow to fine tune your audio choices. If you're calling in, use *6 to mute/unmute yourself. *We ask that you keep your audio on mute while we're in the full group sessions, unless asked otherwise.*

Video - Click on the icon to show or not show your video. Click on the arrow to see more video options. *It's our preference for you to have the video on, although ultimately, it's your choice! When in breakout groups, please do turn your video on so your fellow participants can see you.*

Participants - Click on the icon to open the **Participants** window, which includes a list of who else is taking part in the Workshop. You can also change your display name here, by clicking on **More** next to your own name.



Reactions - At times, we will ask you to raise your hand, which is found either as its own **Raise Hand** icon or as an option when you click on **React**. You can also clap for your fellow participants or give them a thumbs up!



Chat - Click on the icon at the bottom of the Zoom window to open the **Chat** window. We will ask you to share your answers to questions as we go through the workshop there - and you're always welcome to send your questions, comments, and enthusiasms there as well!

A couple of other tips:

- You can change your view! In the upper right of the main Zoom Screen, you'll see a **View** icon that gives you a variety of different choices of view. We encourage trying out a couple of different options to find what view works best for you.
- Something we learned the hard way: Zoom likes a restart. The program works best on a laptop or desktop computer, and it benefits from a daily restart of your computer.

View

We're standing by to help! Send the host or co-host a direct message in the Zoom chat, email us at zingtrain@zingermans.com, or call the ZingTrain office (734-930-1919)