



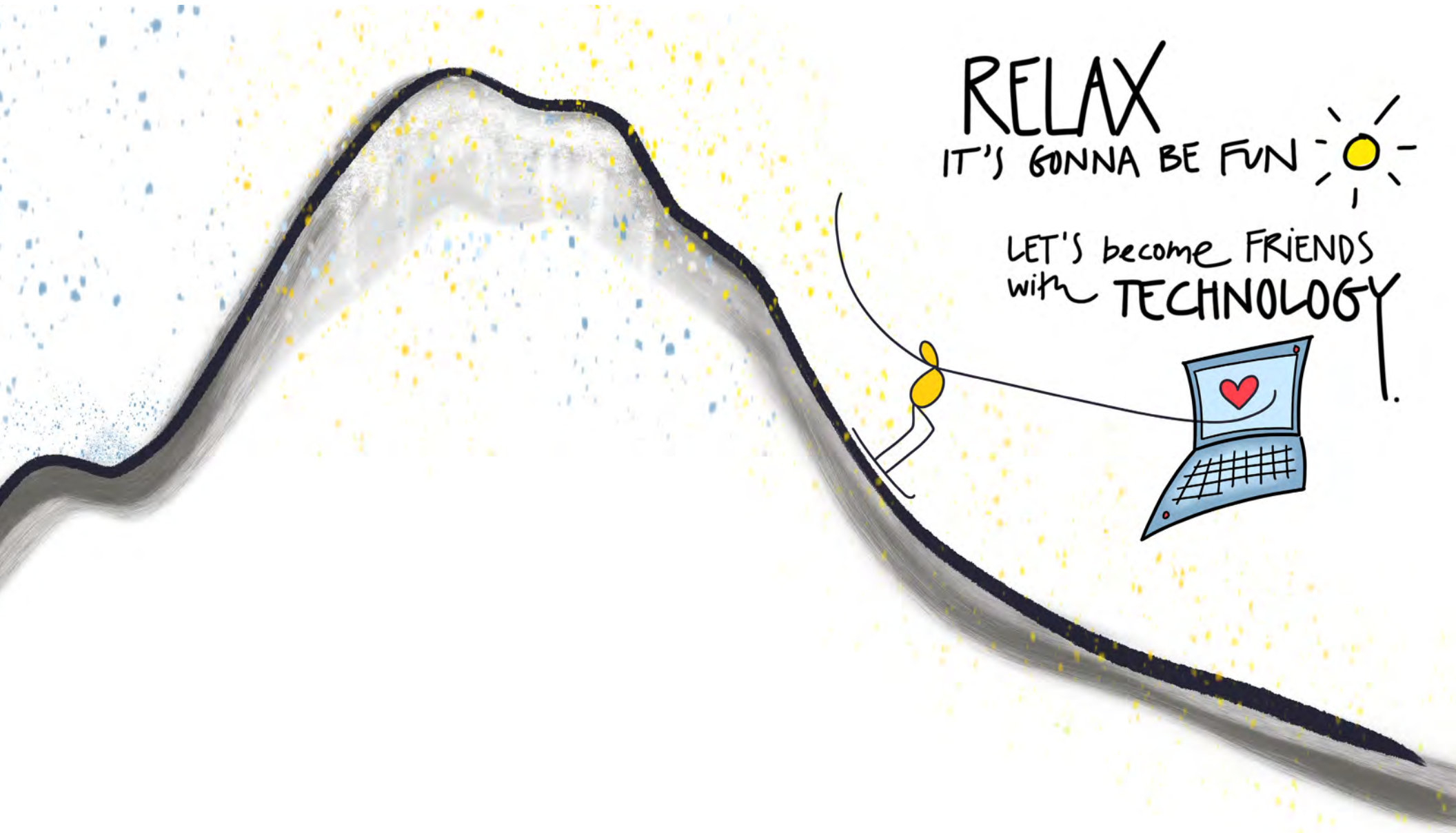
I can DO this!

OH NO  
TECHNOLOGY!  
SCARY?

SUPER EASY  
GUIDE to ZOOM

RELAX  
IT'S GONNA BE FUN ☀️

LET'S become FRIENDS  
with TECHNOLOGY!



NOW  
a few THINGS  
that will make it EASY





This is what Zoom looks like... in SPEAKER VIEW.

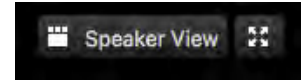


This is the Zoom Tool Bar.

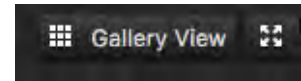
And this is what Zoom looks like... in GALLERY VIEW.



This is where you toggle back & forth between views ... YOU Choose!



OR





Here is the Zoom tool bar again.  
Let's get acquainted...



These are the audio & video icons,  
which have very important roles!

We'll talk about them next.

This icon (Share Screen) is "invitation  
only" - please don't click it unless you  
are specifically invited to.

This icon is self-  
explanatory. Only click  
it when you are ready  
to leave Zoom.

# AUDIO



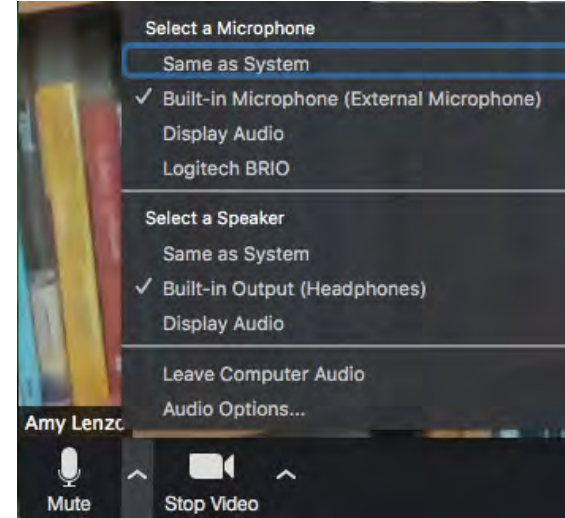
Click the audio icon once to mute yourself.

When you're muted there will be a line through the icon, like this:



Click the icon again to un-mute yourself!

Click the little arrow to the right of the audio icon to show the Speaker & Microphone options you have installed on your computer.



(Note: Your best choice will often be clicked by default.)

# VIDEO



Click the video icon once to stop showing your video.

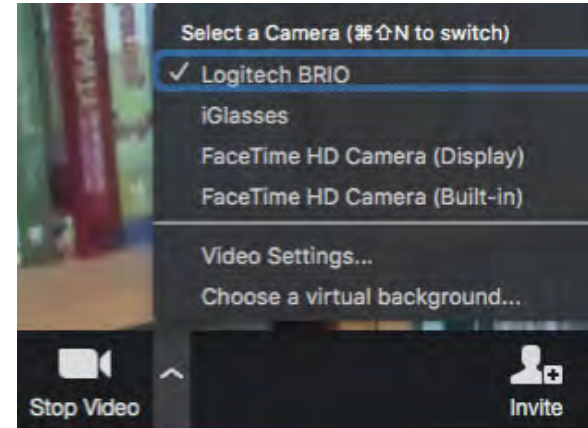
There will be a line through the icon, like this:



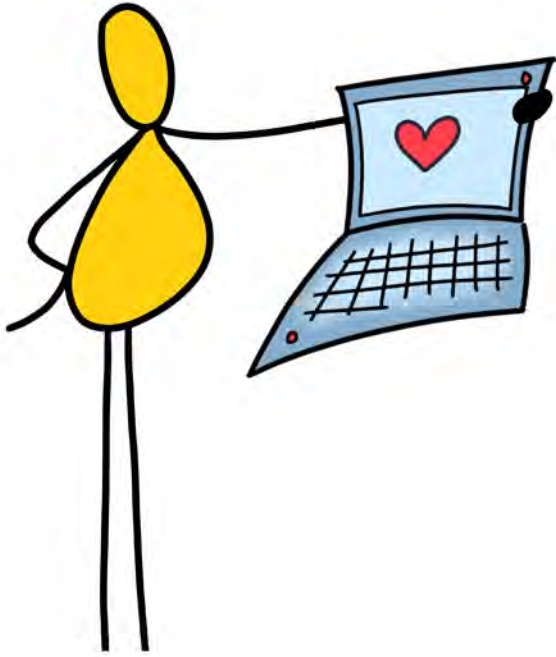
Click the icon again when you want to start showing your video.

Click the little arrow to the right of the video icon to show the Video Camera options you have installed on your computer.

(Note: Your best choice will often be clicked by default.)







Hang on!

There are two more Zoom features we want you to know about ...

# CHAT



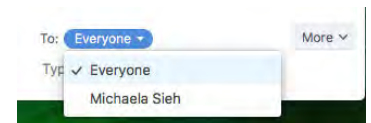
Click the "Chat" icon ...

& a window will open to the right of your Zoom screen:



Click the "To" button & a list of all the participants will appear. Click on "everyone" to write to everyone publicly or an individual name to write privately to a specific person.

e.g.



# RAISE YOUR HAND



When you want to speak out loud,  
click the “Participants” icon ...



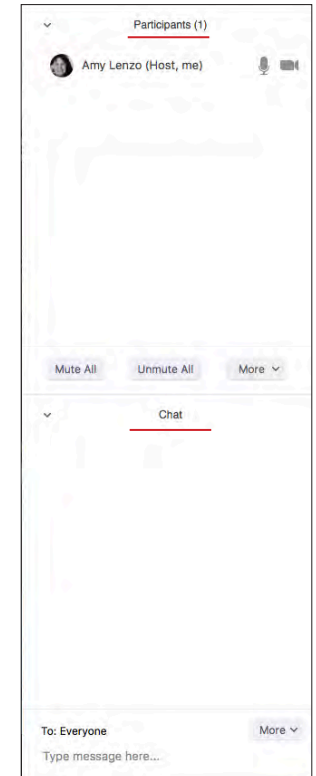
& a window will open to the right of your  
Zoom screen with a list of all the participants:



At the bottom, you will see a  
button that says “Raise Hand”  
Click it to raise your hand!



If you have clicked both the  
“participants” & “chat icons,  
they will stack on top of each  
other, like this:



## Six Tips for a super-successful Zoom experience:



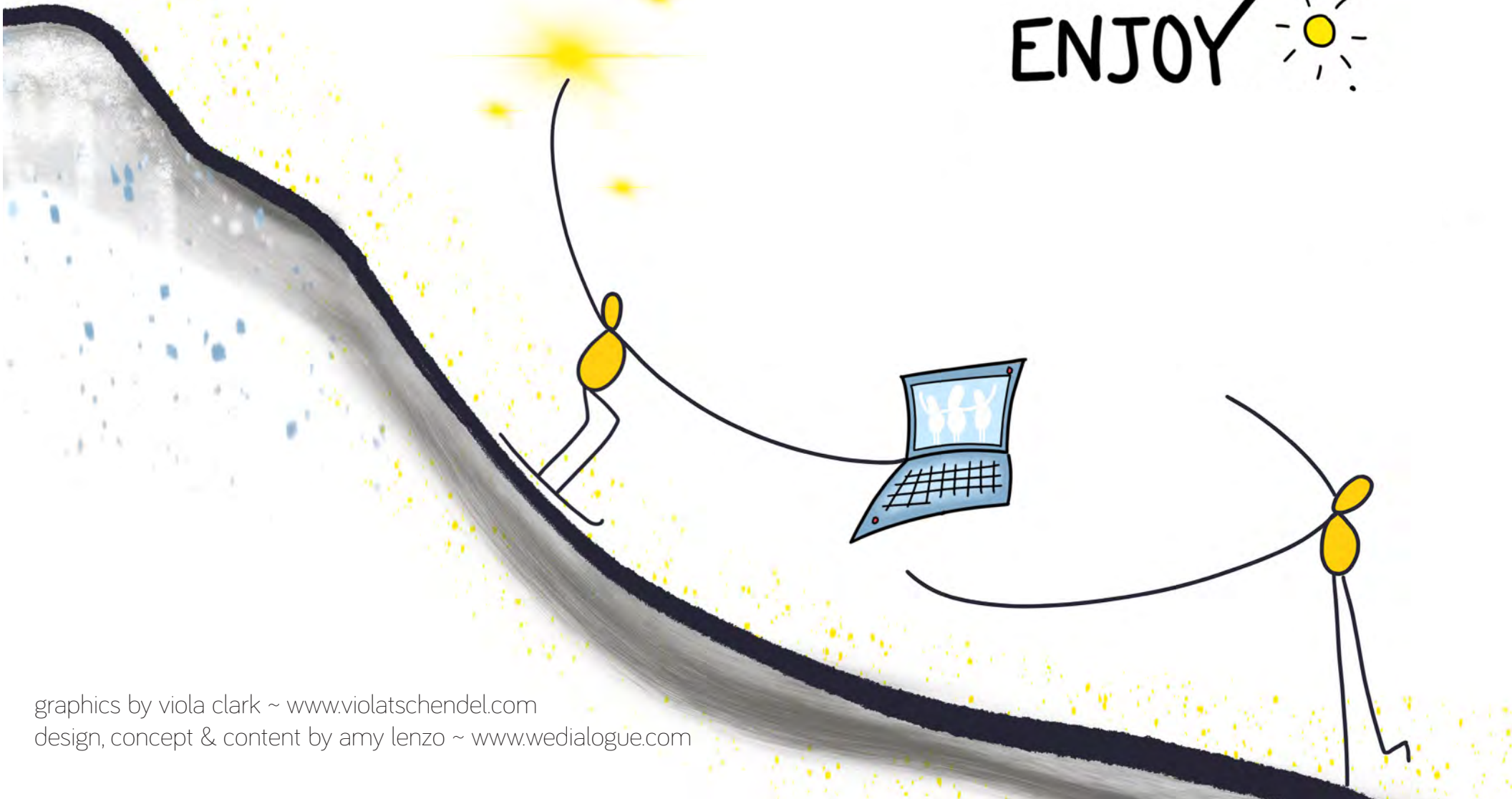
- 1) Close everything on your computer that you don't need (all you need is Zoom & an internet browser (if we're using Google Docs))
- 2) Put on your headphones & make sure your audio settings are working
- 3) Find a place with good light and adjust your video settings
- 4) If you're having trouble with anything, use "Chat" to communicate about it to the tech host (or everyone)
- 5) Adjust your view settings to the view you like best - Speaker View or Gallery View
- 6) Ask questions whenever you need to



TECHNOLOGY  
ALLOWS US to  
CONNECT  
SAME TIME  
SAME PLACE  
all over the WORLD.

it's MAGIC

ENJOY ☀



graphics by viola clark ~ [www.violatschendel.com](http://www.violatschendel.com)  
design, concept & content by amy lenzo ~ [www.wedialogue.com](http://www.wedialogue.com)