

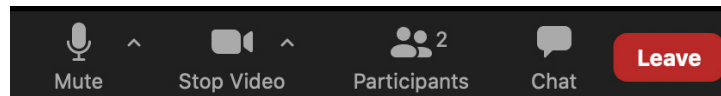
ZingTRAIN



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.

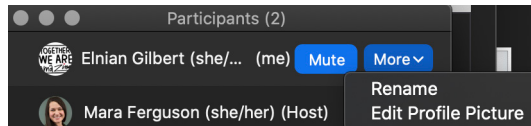
At the bottom of your Zoom window, you'll see something that looks similar to the black bar below (though it may not be *exactly* the same.)



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

Video - Click on the the icon to show or not show your video. Click on the arrow to see more video options. *Most of the time, it's your choice to show your video or not - when in breakout groups, please 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, as well as some 'non-verbal feedback' tools we'll ask you to use occasionally, including 'Raise Hand', 'Yes', and 'No'. You can also change your display name here, if you move your cursor over your own name, you'll see the options below!



Chat - Click on the icon 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 what you see! In the upper right of the main Zoom Screen, you'll see a couple of different icons that change depending on whether the speaker is sharing. 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.

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