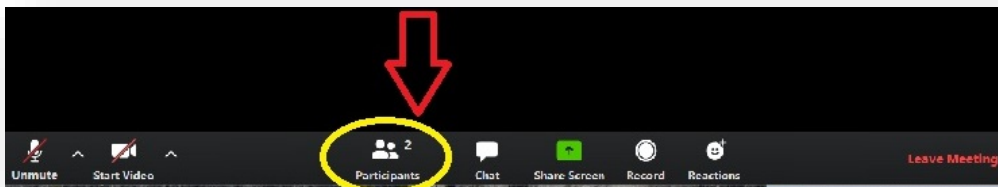
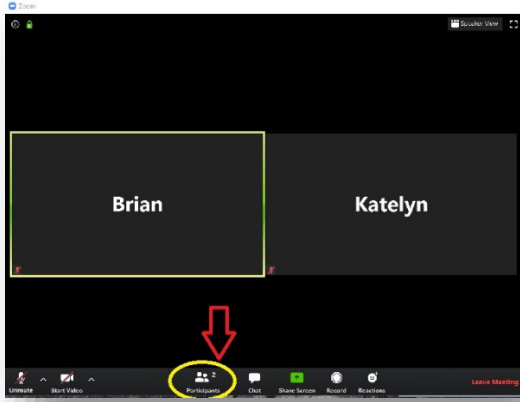


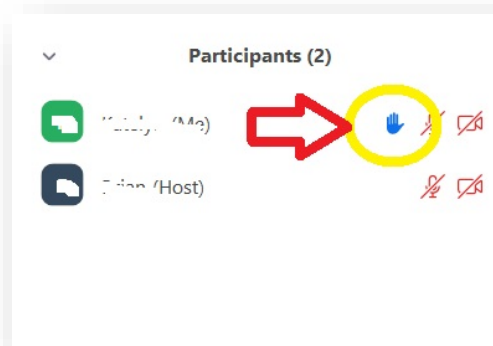
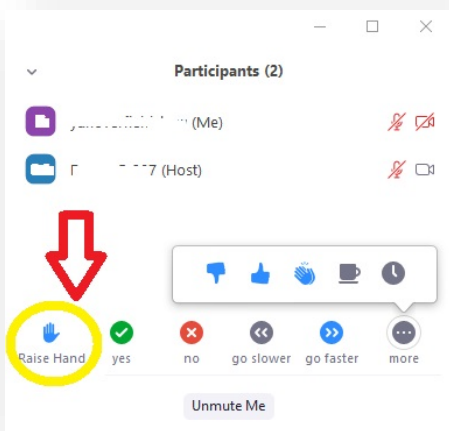
Zoom's Useful Features You Should Know About

1. Raise Hand

To show your teacher/class that you want to say something, click on the **Participants** button at the bottom to open the participants list.

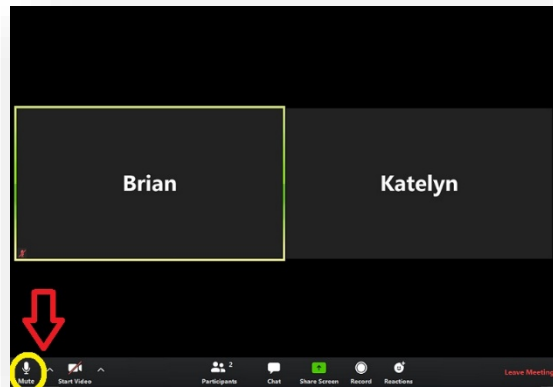
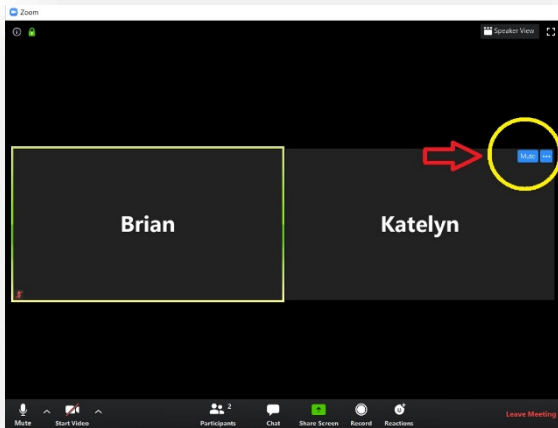


Then you will see the **Raise Hand** button below the participants list. If you click on the button, all participants can see the 'Hand' icon next to your name. You can lower the hand by clicking the button again.

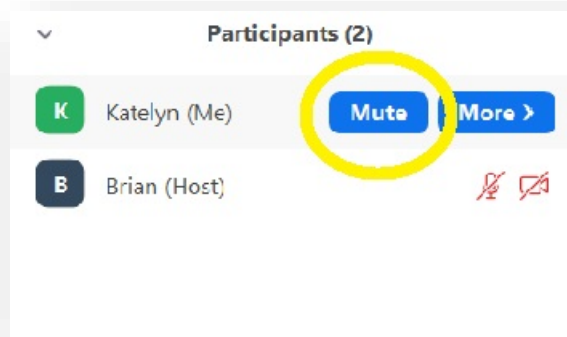


2. Mute Microphone

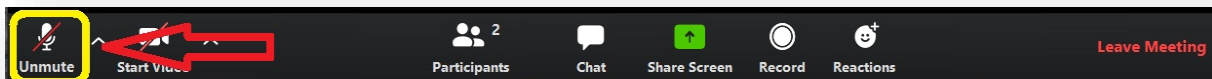
To help keep background noise to a minimum, you are encouraged to mute your microphone when you are not speaking. You can do this in the main meeting window or in the **Participants** list.



OR



You can mute your microphone by clicking on the **Mute** button. When your microphone is muted, there is a red line through the microphone icon.

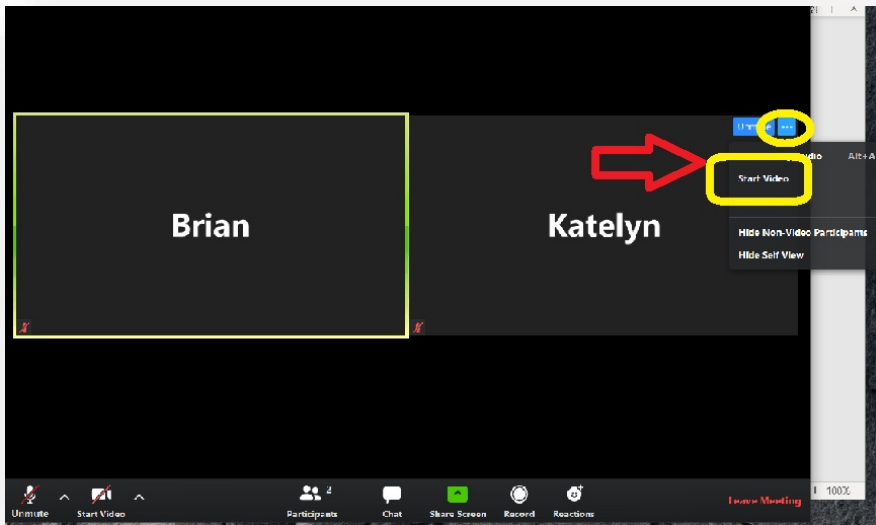


OR

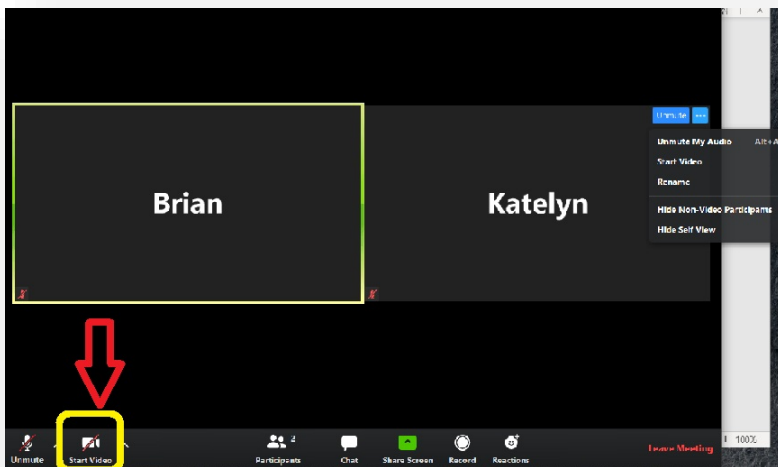


3. Stop/Start Video

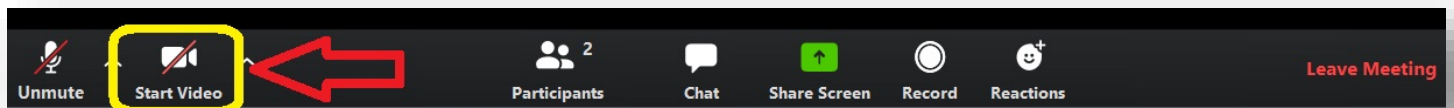
You can choose to turn your video on or off during a meeting. You can do this in the main meeting window or in the **Participants** list. Click on the blue **three dots** button next to the Mute/Unmute button and then choose **Start Video/Stop Video**.



Or you can also use the **Start Video/Stop Video** button at the bottom left-hand side of the meeting window.

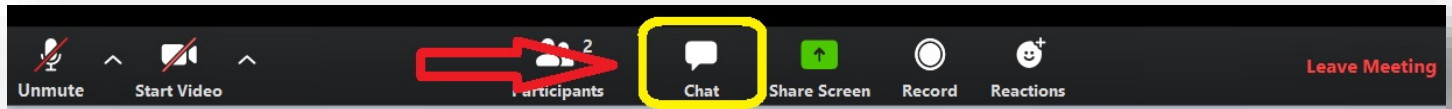


When your camera is turned off, you'll see a red line through the video icon.



4. Chat Message

You can ask questions or make comments by using the chat feature. To send a message, click on the **Chat** button at the bottom of the screen to open the chat window.



In the chat window, you can use a drop down menu to choose whether to send the message to everyone or to a specific participant (private chat).

