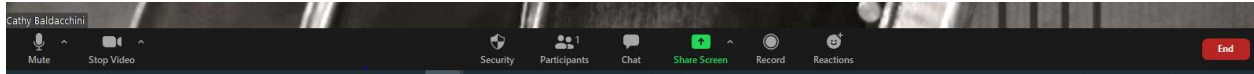


# Zoom helpful tips

Once you have joined a meeting either automatically or by being admitted there are several controls you can manage.

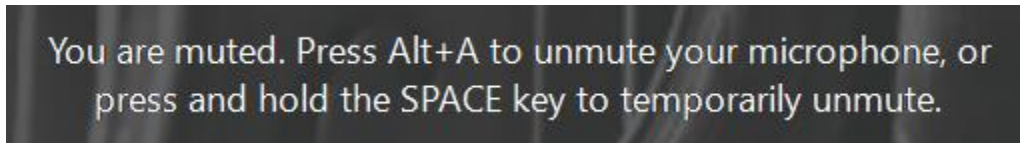
Simple move your mouse over the screen to bring up the navigation at the bottom of your screen.

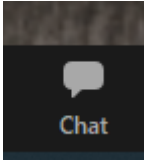


Here on the left simply click on the Microphone to mute and un-mute. Similar steps to turn on or off video.



If you are muted and start talking a you should see the following message pop up:



Toward the middle of the navigation items is a Chat button , activate this and a window will open on the right and you can chat with everyone or use the drop down carrot to pick a specific person for a private chat.



Enjoy this interactive event!