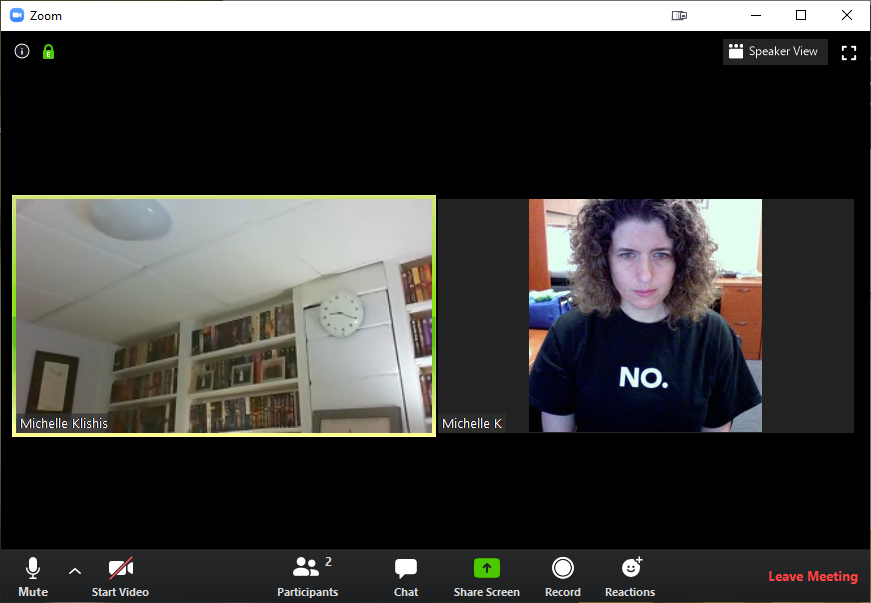
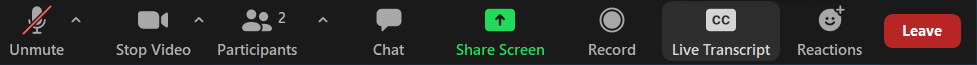
Zoom Quick Guide

When you join a class, you generally do not need your camera on, and it is polite to mute your microphone when the instructor is speaking, except if you have a question.

The options you definitely want to be aware of are:

**Mute / Unmute**

**Start / Stop Video**

**Chat**

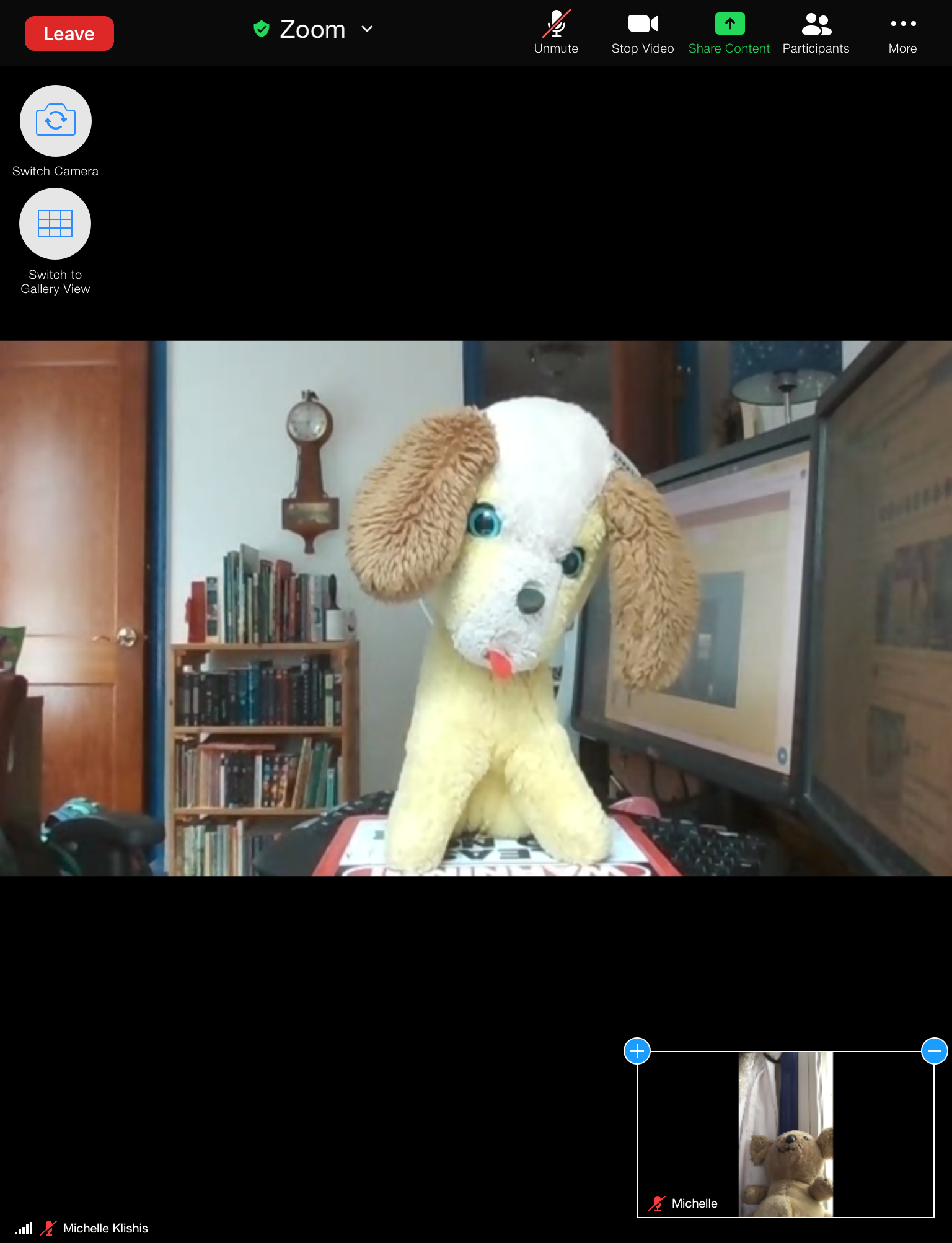
**Live Transcript**

**Speaker / Gallery View**

**Leave**

* Make sure your microphone is on **Mute** until the instructor asks for questions.
* Keep your video **OFF** unless and until the instructor prompts you.
* Please change your name to reflect who is attending.
* Use **Live Transcript** to toggle subtitles on and off (if available).
* Use the **Chat** function to ask questions and converse with your fellow students.
* You can exit the class or meeting at any point in time with the **Leave / Leave Meeting** option.
* If you are attending a session where one person is speaking, you will want **Speaker View**.
* If you are socializing, you will want **Gallery View**.

By default, the controls will disappear when you are not using them. Tap the screen or move the mouse over the Zoom window to make them reappear.

On a smart phone, and depending upon whether you are using an apple or an android device, your options may be slightly different.



For more information, please check out our Document Repository (<https://olliatwvu.org/current-members/document-repository>) and our blog resources (<https://olliatwvu.wpcomstaging.com/any-sufficiently-advanced-technology/online-resources/attending-an-olli-wvu-zoom-class>)