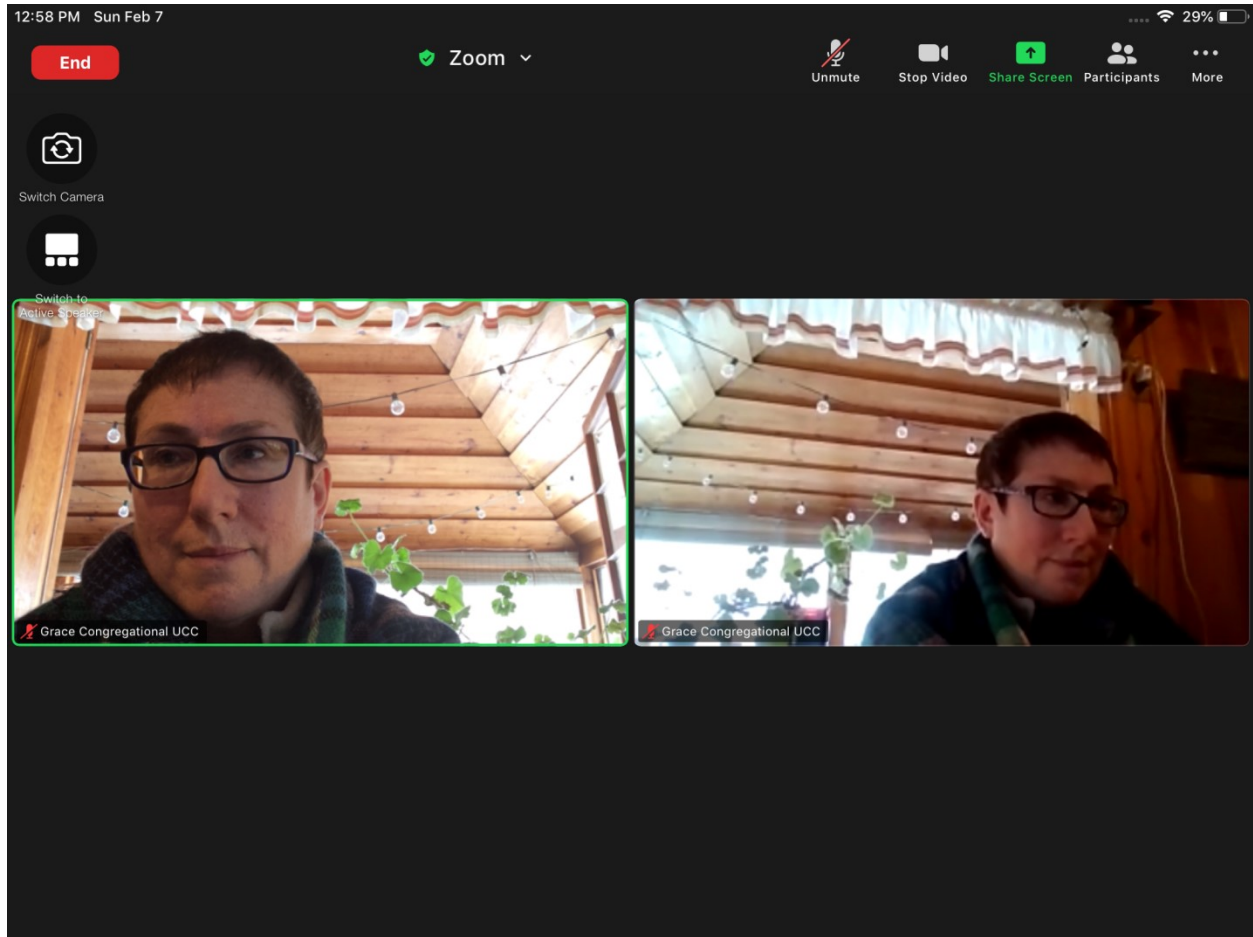


CHEATSHEET FOR ZOOM FUNCTIONS

(for MACs or iPADS)

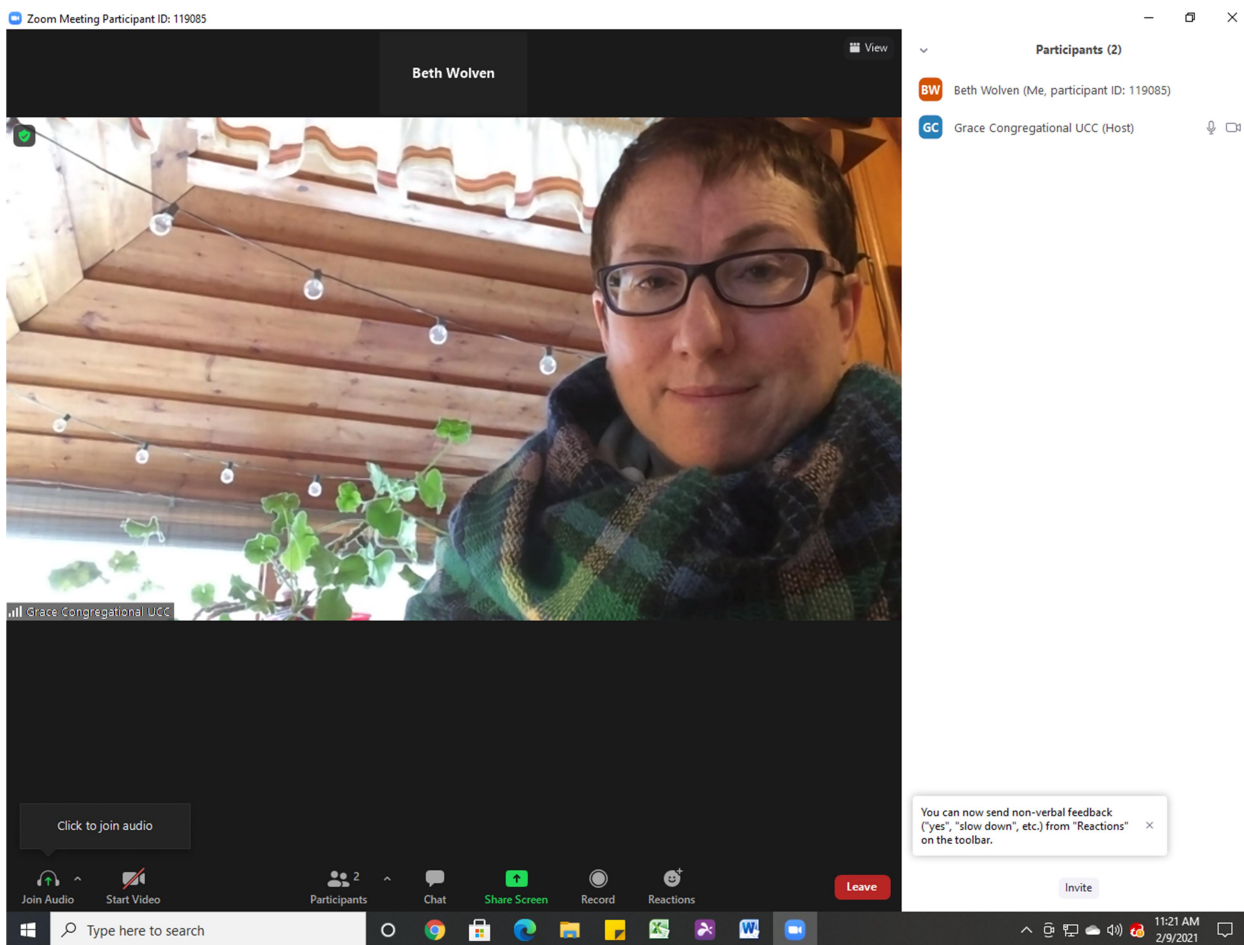
Once you log into ZOOM, you will have many options available to you. To see them, move your cursor to anywhere in the video and you will see the options below appear. They don't last long, but to bring them back, just move your cursor again.



From the top left, you have:

- ❖ The End button (to leave the meeting)
- ❖ The MUTE/UnMUTE button (to silence your audio – you can still hear everyone)
If you have not joined with Audio, it will instead say **Join Audio – click on it to fix that issue**
- ❖ The Stop/Start Video button (to turn off your video – you can still see everyone. To turn video back on, click it again)

- ❖ The Participants button (click on this one to see a list of all the people who are in the meeting with you. To close it, click on the small [V] in the upper left corner of the chat box or just tap your screen again)



- ❖ The MORE button (here is where you will find:

- **Raise Hand** (to let the Moderator know you have a question)
- **Chat** (to be used if you need to make a motion or have a question but have not been recognized by the Moderator. Please do NOT use Chat during the Annual Meeting to chat with neighbors; although you may have sent your message)
- **Reactions:** We do ask that you refrain from using reactions, as it is distracting to whomever is leading the meeting at that time

Starting from the left, on the second row, you have:

- ❖ The Switch Camera button (if you are on an iPad) – ignore this button
- ❖ Below that, you have the Switch to Gallery View button, which is *important* – you want to be in **gallery view**, not Active Speaker View.

Hopefully this will help in navigating Zoom for our Annual Finance Meeting on February 14th at 11:30 AM.

See you there!