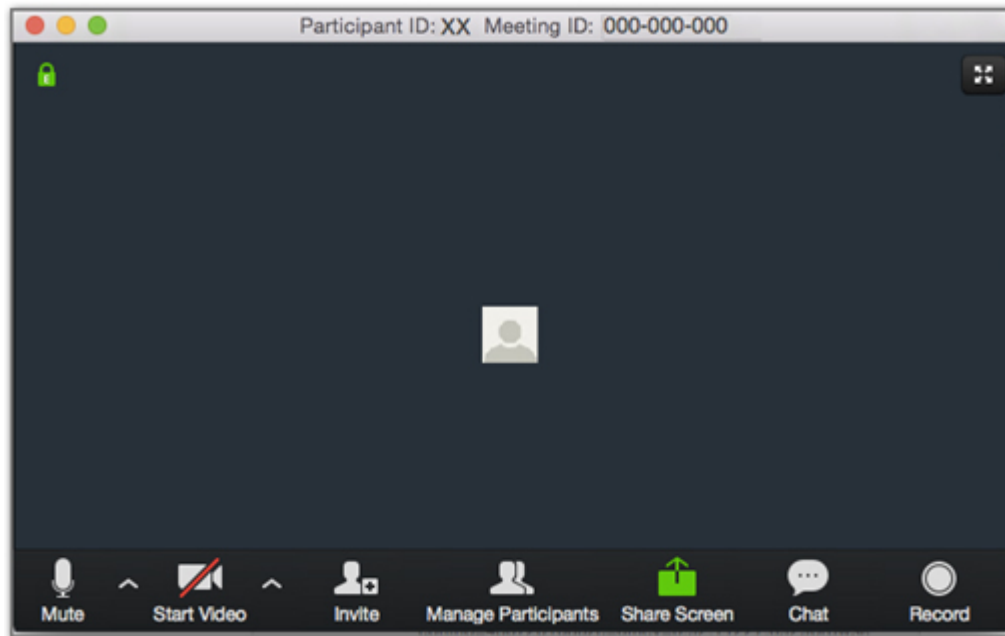
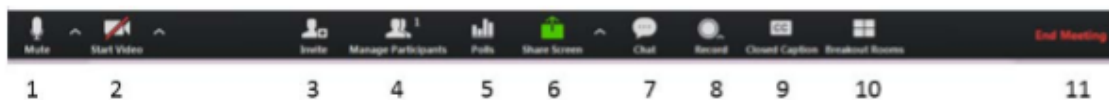


## THE MEETING ROOM: TOOLS AND FEATURES OVERVIEW

When you connect to the meeting room, options are available for audio, video, and inviting others to join you. Use the Session Toolbar located at the bottom of the screen for other options.



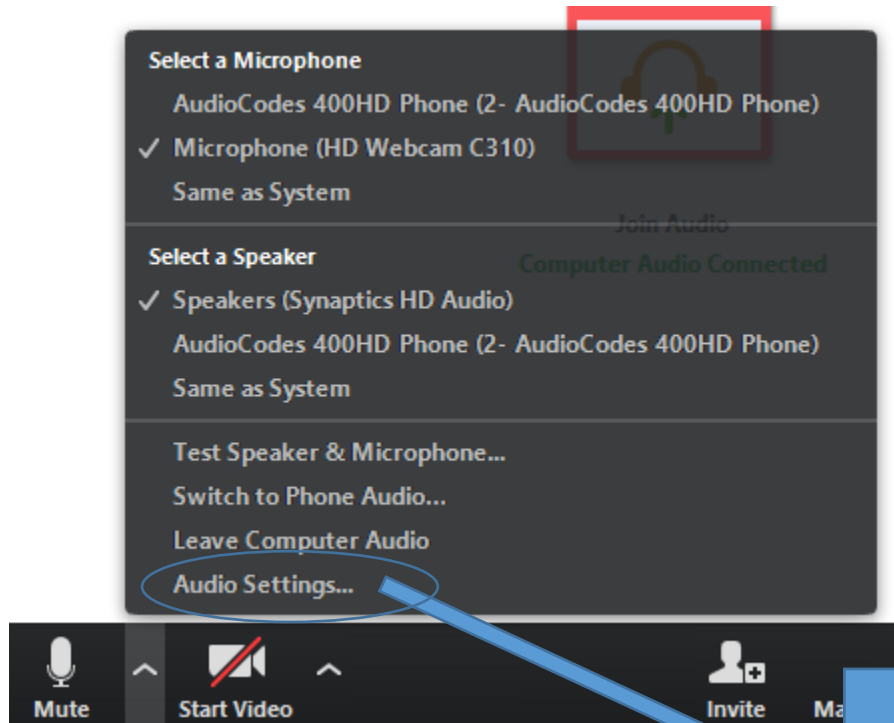
## SESSION TOOLBAR



1. **Mute:** Mute or unmute audio: click the ^ for a menu of audio options.
2. **Start Video:** Start/stop video, click the ^ for a menu of video options.
3. **Invite:** Send invites by email, contacts, or Zoom Rooms
4. **Manage Participants:** Open the **Participants** side panel to select options for individuals or the group.
5. **Polls:** create and launch a poll. \*
6. **Share Screen:** Launch sharing a desktop or individual applications. Click the ^ for additional options.
7. **Chat:** Send a private or group chat during the session.
8. **Record:** Choose to store the recording on the computer, or to the cloud.
9. **Closed Caption:** Alternative place to assign a captioner, also displays active captions.\*
10. **Breakout Rooms:** Create sub-rooms, and assign participants to rooms. \*
11. **End Meeting:** Leave the meeting, but allow it to continue, or end the meeting for everyone.

\* Features can be enable through *Settings > Advanced Features* on the desktop app, or log into the website portal and enable features in *Meeting Settings*.

## AUDIO SETUP (Recommended Audio Setup)



If you have a webcam, that should be the selection for microphone. If not, use your phone as the option.

Your speakers should be the speakers connected to your computer.

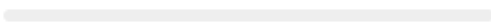
To optimize audio, select Audio Settings and maximize your speaker and microphone volume, and uncheck the automatically adjust volume.

**Speaker** Test Speaker Speakers (Synaptics HD Audio) ▾

Output Level: 

Volume: 

**Microphone** Test Mic Microphone (HD Webcam C310) ▾

Input Level: 

Volume: 

Automatically adjust volume

- Automatically join audio by computer when joining a meeting
- Always mute microphone when joining meeting
- Press and hold SPACE key to temporarily unmute yourself
- Enable audio device feature synchronization

## SHARE SCREEN

Click Share Screen on the task bar then choose which desktop (entire screen) or open application you want to share.

Choosing Desktop allows you to navigate to any application; choosing an open application restricts sharing of just that application until you start a New Share.

**Check Share computer sound to play audio from online sources such as YouTube.**

