

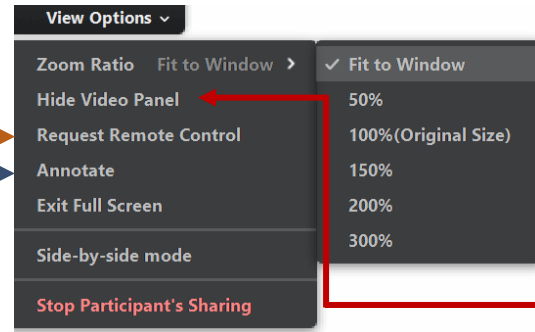
Zoom Basics

Keyboard Shortcuts

1. Hide controls: Ctrl + Alt + Shift + h
2. Press ESC to show Controls
3. Mute/Unmute: Alt + A
4. Chat: Alt+ H
5. Enter Full Screen: Alt + F

Options to Improve View of Sim

1. Set your **Screen Resolution to 1366 x 768** (or higher). Right Click your Windows Desktop > Click "Display Settings"
2. **Fill screen:** "Zoom Ratio" > "Fit to Window"
3. **Hide Participant Videos:** "View Options" > "Hide Video Panel" (Most be in "Standard" mode) **OR** **Side by side mode:** Puts video panel in separate window or next to main panel
4. **Enter Full Screen**
5. **Auto hide tool bar** (Make sure "Always show meeting controls" is not checked)

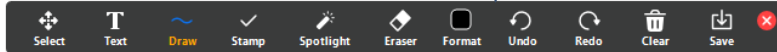


Remote Control

- "Request remote control" to take over control of the screen you are viewing

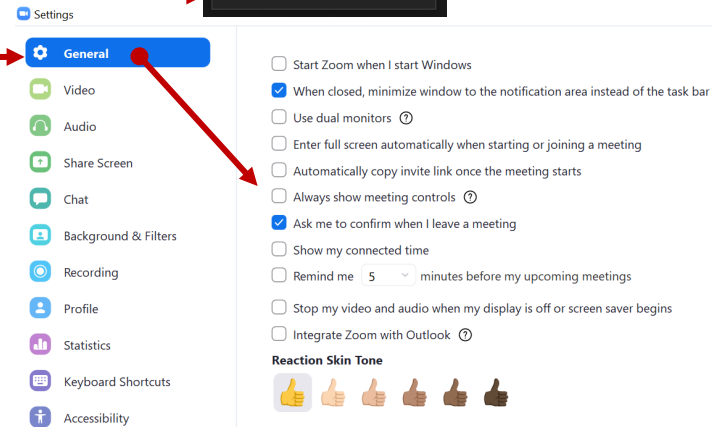
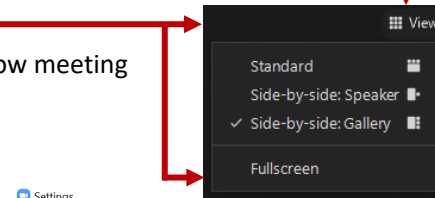
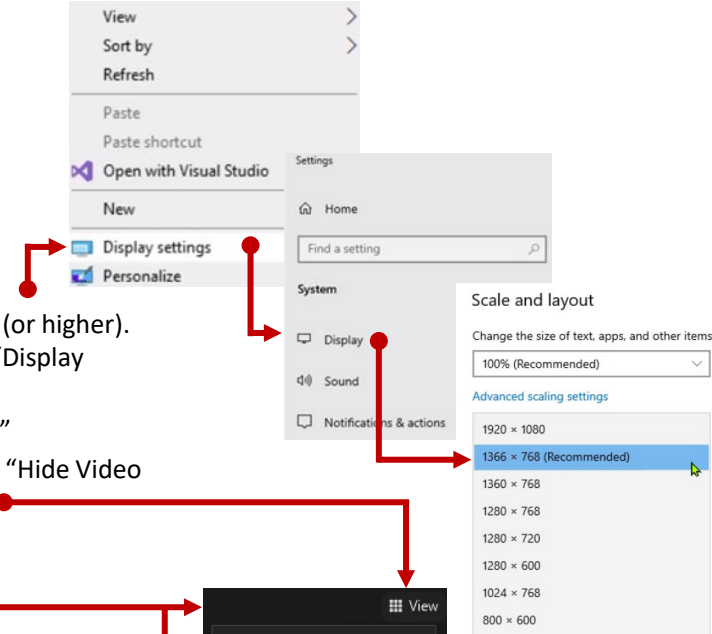
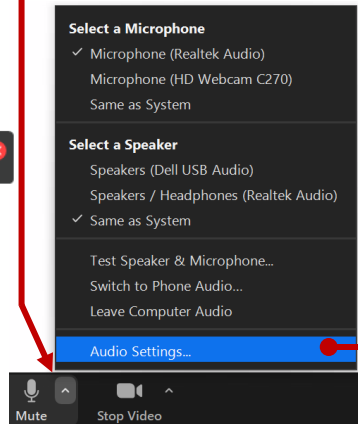
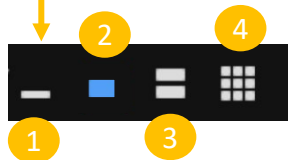
Mark-up the Screen

- "Annotate" allows you to add text, draw, and other options shown below



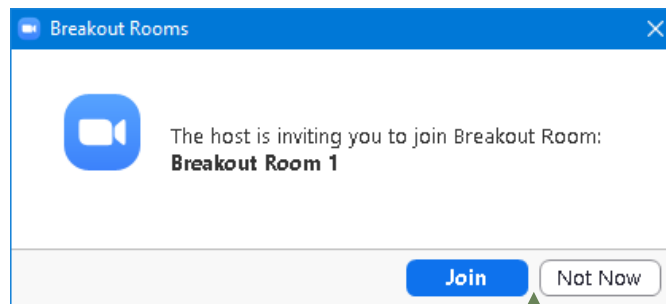
Video Panel Views

1. Gallery View grid
2. Gallery View Strip
3. Active Speaker View
4. Minimize Video Panel



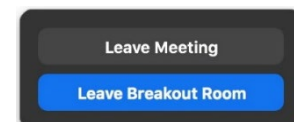
Please MUTE when not talking!

Additional Info for Breakout Rooms



Breakout Rooms

1. After you have been assigned to a breakout room by the host you will see a message to join Breakout Room. Join it or select Not Now.
2. To leave the Breakout Room, click "Leave Room" button on the right, this will take you back to the main room. Make sure to select "Leave Breakout Room" and NOT "Leave Meeting"
3. While in the main room you should see the "Join Breakout Room" button

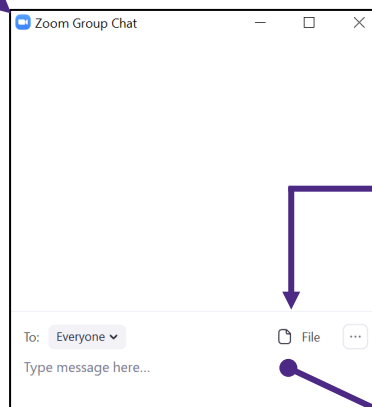


Leave Room



Chat

- You can Chat with everyone or privately with one person
- When you are in a Breakout Room, "Everyone" refers to only those in your Breakout Room



Sending a File through Chat

- Click "File" in Chat to send a file to your team

