

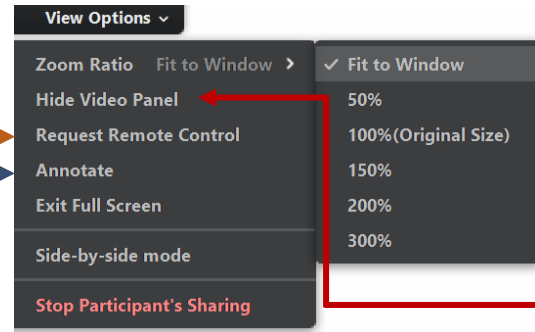
Zoom Basics

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" (Must 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)

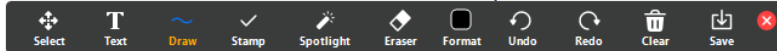


Remote Control

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

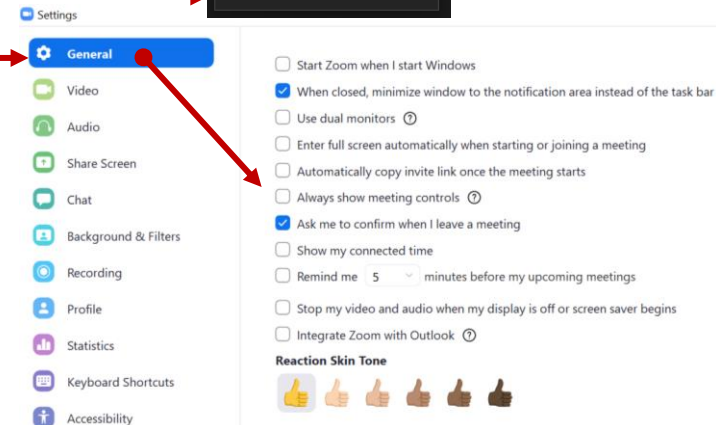
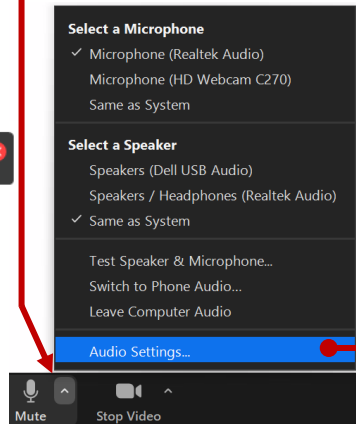
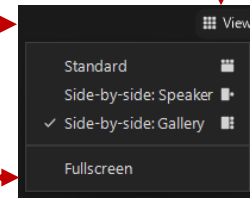
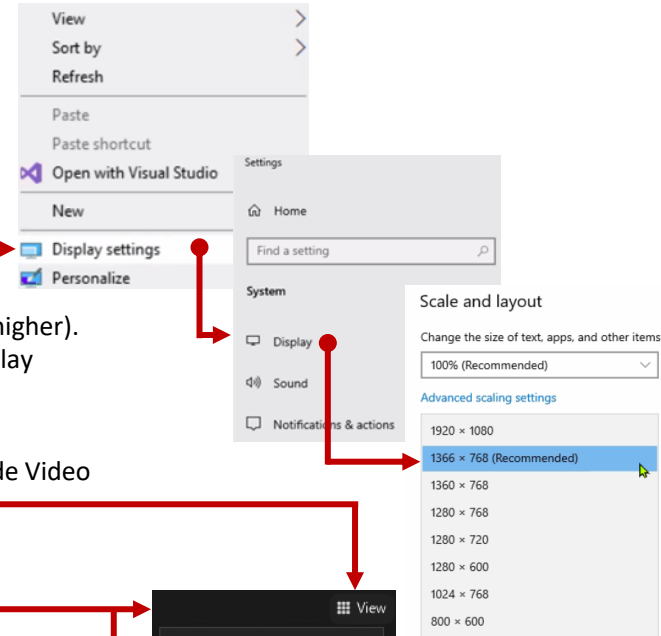
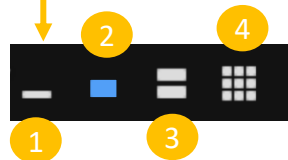
Mark-up the Screen

- "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!

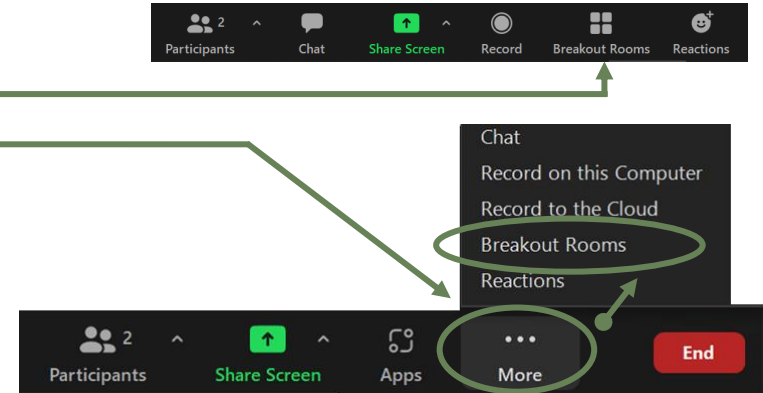
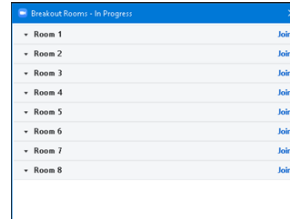
Additional Info

Moving into a Breakout Room

1. Click the **“Breakout Rooms”** button on your Zoom control bar.

NOTE: You may need to click **“More”** to get to the Breakout Room button

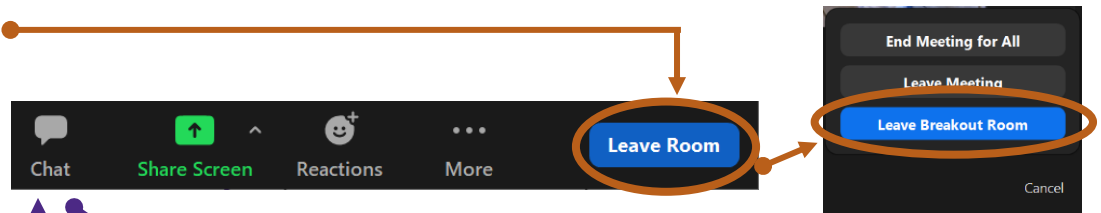
2. You will see a list of Breakout Rooms, click **“Join”** next to your Team Room



Moving out of a Breakout Room

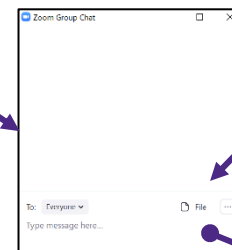
- Click **“Leave Room”** > **“Leave Breakout Room”**

NOTE: You will need to stop sharing your screen to be able to leave the breakout room.



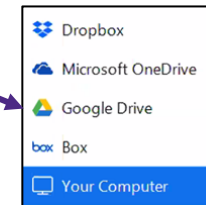
Chat

- You can Chat with everyone or privately with one person
NOTE: 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



Asking for Help

- Click **“Breakout Rooms”** > **“Ask for Help”**

NOTE: You may need to click **“More”** to get to the **“Ask for Help”** Button

