



How to use Zoom during your virtual learning session

10 minutes before the call

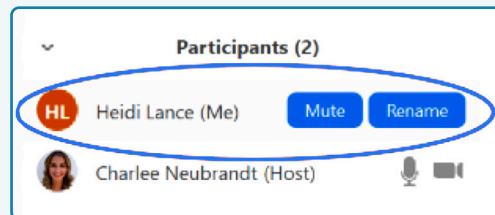
Before the call you will be prompted to test your speaker and microphone. Make sure these are working before you enter the call. Check your video and make sure people can see you clearly on screen and be aware of your surroundings.

How to enter the call

Good morning all,
Please click on the link below to enter your virtual learning lab:
<https://zoom.us/j/621622732>

- Click on the *Link* in your calendar invitation. This will take you to the Zoom meeting.
- Open Zoom.
- The meeting will begin once your host is ready.

How to change your name or to mute yourself



- Click on the *Participants* icon on the task bar at the bottom.
- On the right-hand side, are the names of all the learners.
- Click next to your name you'll see two options – *Mute* and *Rename*.
- Select the option you want, either mute your sound or change the name that people will see on screen.

How to get the host's attention



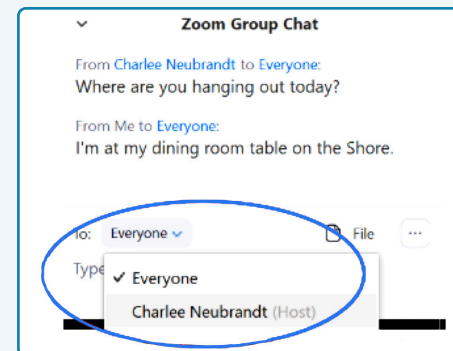
- In the *Participants* panel, the *Raise Hand* can be found on the bottom right, click this icon to raise your hand.
- A hand icon will appear next to your name that will notify the host that your hand is raised.

How to message everyone



- Click on the *Chat* icon on the task bar at the bottom to instant message other learners in the session.
- In the *Chat* panel, click the dropdown to select *Everyone*.
- Write your message and press enter. This allows all learners to see and respond to your comment.

How to message someone privately



- Click on the *Chat* icon on the task bar at the bottom.
- Click the dropdown arrow at the bottom of the page.
- Select the person that you want to chat privately with.
- Write your message and press enter.



If you have to leave or you drop out of the session, use the original link to jump back in when you can.