

# Zoom "Cheat Sheet"

**We will be recording the session**

**Messages might pop up during Break Outs**

**Switch between "Gallery View" and "Speaker View"**

**View participants**

**See who is joining!**

**Raise hand to ask question**

**Other things to discover**

**"Chat" window for questions and saying hello**

**Chat with "Everyone" or with specific people**

**"Unmute" to speak, "Mute" at all other times to help with sound quality**

**If you need a break, or don't want to be seen (bad hair day?) you can "Stop Video"**

**Click to view the "Chat" window**

**Only hosts can record**

**During Break Outs this message will let you know your time is ending soon. You will automatically be moved back into the main room. (No need to click the blue button unless you really need to leave)**

**This is a private session, please do not invite others in - tx!**

**Open "Participant" window**

**Click if you are invited to share your screen**

**Zoom Meeting ID: 874-100-4234**

**Participants (2)**

**Michelle Sampalo (Host)**

**Chat**

**From Michelle Sampalo to Everyone: hi!**

**From Michelle Sampalo to Me (Private): privately**

**From Me to Everyone: Here is an area for chatting to all or 1-to-1**

**Type message here...**

**Unmute** **Stop Video** **Participants** **Share** **Chat** **Record**

**Leave Meeting**