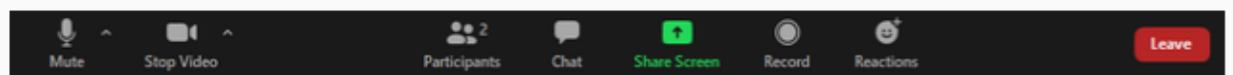
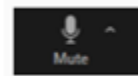


## THE ALL KNOWING ALL SEEING MAGICAL TOOL BAR

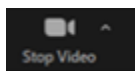


Sometimes this bar appears just like this on the bottom of your Zoom meeting. Sometimes it is on the top of your Zoom meeting and in a different order. Please don't fixate on where the icons are located. Just look for the button you need. I will attempt to explain these buttons so that your Zoom experience is easier for you to enjoy.



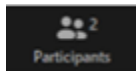
If the **Mute** button has a **red** line through it and the title of the icon says "**Unmute**," that means that no one can hear you speak. Just click on it to allow the group to hear you. If you don't want to be heard, then you click on it again. If the **red** line is through the image, you are muted.

You may notice that there is an arrow to the right of the button. If you click on the arrow, you will get options that allow you to change to a different speaker or microphone, adjust the volume, test your audio, and much more. Unless you feel comfortable with the option in this menu, I recommend that you leave them as they are.



Notice that this button says **Stop Video**. If you click on it, it will change to **Start Video** and a **red** line will run through the image. So, if you want to be seen by the group, then you will want it to read **Stop Video**. I know that sounds backwards, but think of it like this. If your video is working and you want to turn it off, you want to **stop** it, so you click **stop video**. If your video is turned off and you want everyone to see you, then you want to **start video**.

Just like with **Mute**, there is an arrow to the right of the button. By clicking this arrow, you will see options such as selecting a camera, choosing a background, and other settings. Once again, if you are not comfortable with the options in this menu, please leave them as they are.

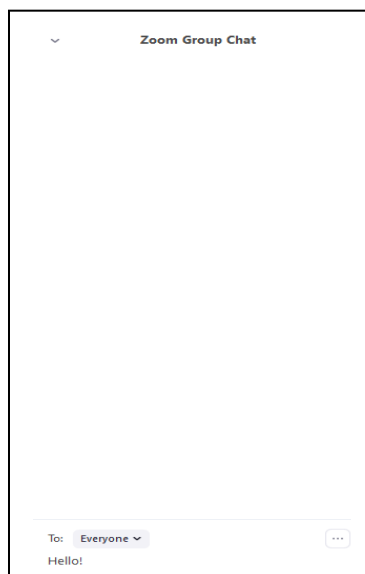


If you click the **Participants** button, you will see a list of who has joined:



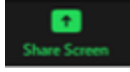
You can hover over your name and choose to rename yourself. So, for instance in the example above, “Yarntree” isn’t a person’s name, it is her user name in Zoom. She can choose to change her name to her real name.

You might also notice the microphone and video camera icons to the right of the user names. If either of these icons are red, it means that the audio or video are disabled. For instance, if the video camera is red, than you will not be able to see that person.



Clicking the **Chat** button allows you to send written messages to the group or to a specific individual. For instance, if you want to share your phone number with the group, you can just put in the chat window so that everyone can have it. Or, if you want a specific person to call you, you can just send your number to that person. Click on the arrow next to **Everyone** to select an individual on the call.

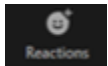
Please note that once you press enter after typing your message, the message will “jump” to the top of the window.



The **Share Screen** (sometimes appearing as **Share Content**) button allows you to share information on your computer with everyone on the call. This is an important feature in webinars and business meetings. For our purposes, it is unlikely you will need to familiarize yourself with this button.



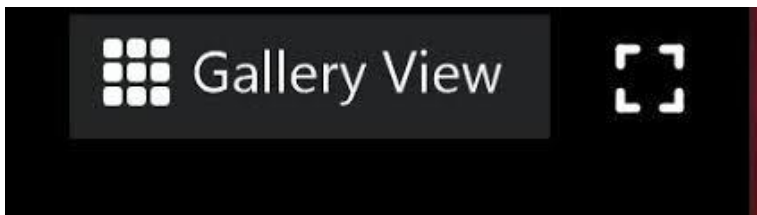
The **Record** button allows the host of the call to record the meeting. Like the **Share Screen** icon, it is unlikely we will use this feature.



**Reactions** is a fun icon that allows you to give a thumbs up or clap for someone using icons.



If you are connecting to Zoom using a tablet or using a smart phone, the icons can appear in different places than they would on a personal computer. In the case of several of the icons discussed above, you need to click the **More** button to see them. Examples of tools that may be under the **More** icon are **Reactions, Record, and Chat.**



So you've connected to Zoom, you can hear everyone but you can only see one person. The **Gallery View** will allow you to see everyone at once, or at least as many people who will fit on one screen. This icon is usually located either in the top right or top left of your screen. If there are more people on the call but you can't see everyone, you can either swipe left or click your mouse on the right arrow, depending on your computer.

Still have questions? Please email me at [mtell@thecolonytx.gov](mailto:mtell@thecolonytx.gov).

Happy Zooming!