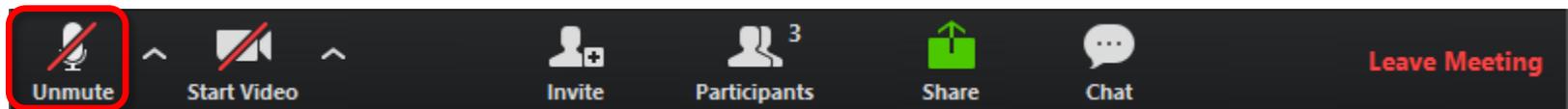


Evergreen Estates



Zoom Mute/Unmute Microphone

- *If you are not asking a question please mute your audio.*
- *If you are eating potato chips please mute your audio!*
- *If your dog is barking please mute your audio!!!!!!*



Try clicking on "Mute"/"Unmute" to toggle the microphone setting.

Troubleshooting Audio Issues

The screenshot shows a Zoom meeting window with the following details:

- Zoom Meeting ID: 426-283-384
- Talking: (grey bar)
- Meeting Topic: CIS 90 Virtual Classroom
- Host: Rich Simms
- Invitation URL: <https://cccconfer.zoom.us/j/426283384>
[Copy URL](#)
- Participant ID: 29

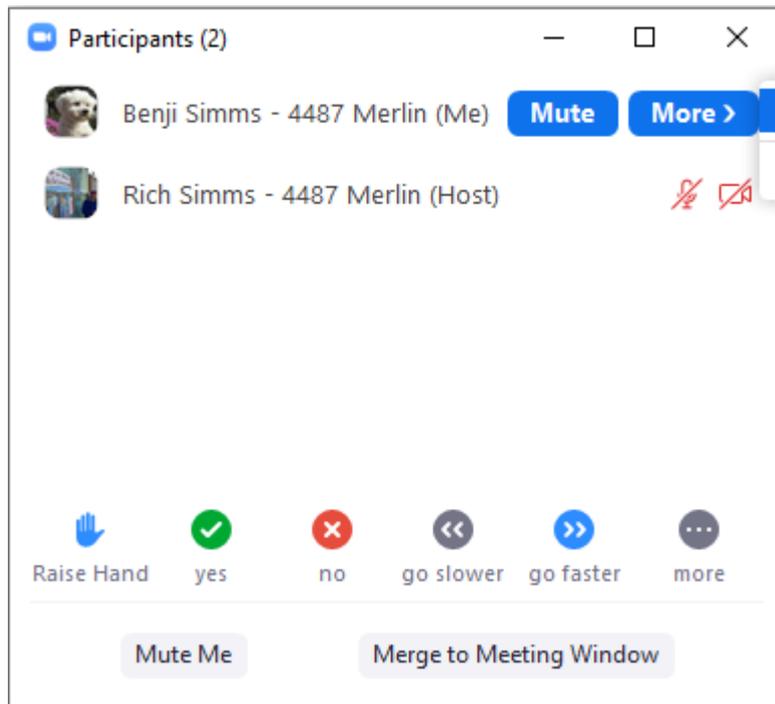
An audio settings menu is open, showing the following options:

- Select a Microphone
 - ✓ Microphone Array (Realtek High Definition Audio)
Same as System
- Select a Speaker
 - ✓ Speaker/HP (Realtek High Definition Audio)
Same as System
- Test Speaker & Microphone... (highlighted with a red box)
- Switch to Phone Audio...
- Leave Computer Audio
- Audio Settings...

A callout box on the right contains the text: *Before the first meeting starts be sure and test your audio settings if you plan to use your computer's speaker and microphone.*

The bottom toolbar includes icons for Unmute (highlighted with a red box), Start Video, Invite, Participants (1), Share, Chat, and Leave Meeting.

Zoom Participants



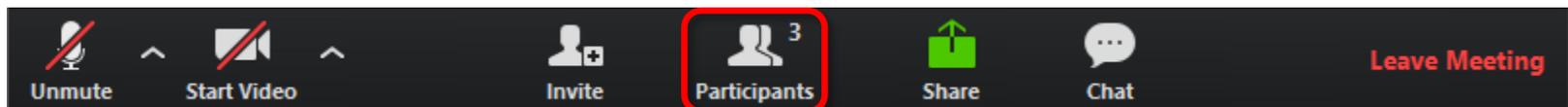
2) Hover over your name on the list to display the "Rename" button.

3) Please rename yourself on the Zoom Participants list to be:

<First> <Last> - <Lot Address>

For example:

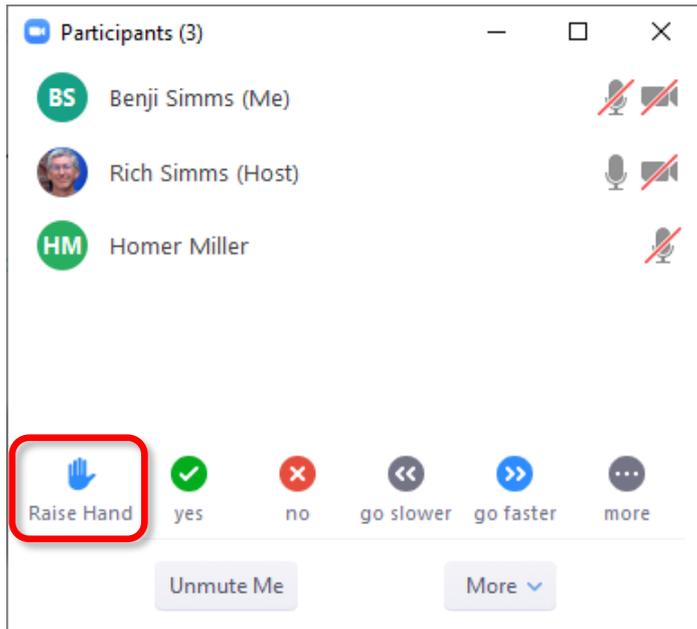
Rich Simms - 4487 Merlin



1) Click on "Participants" to show list of attendees.

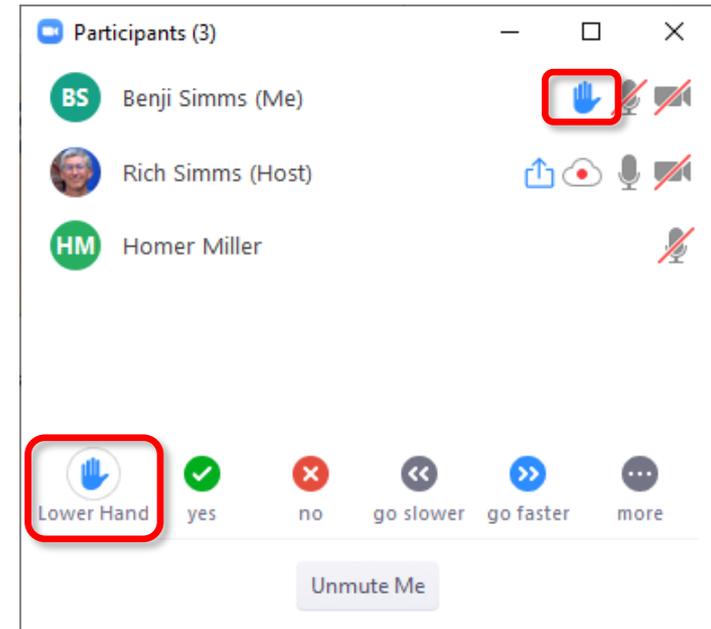
Zoom Participants

Please raise your hand when you have a question or would like to speak.



2) Try to "Raise" and "Lower" your hand a few times.

Note the little hand icon next to your name when your hand is up.



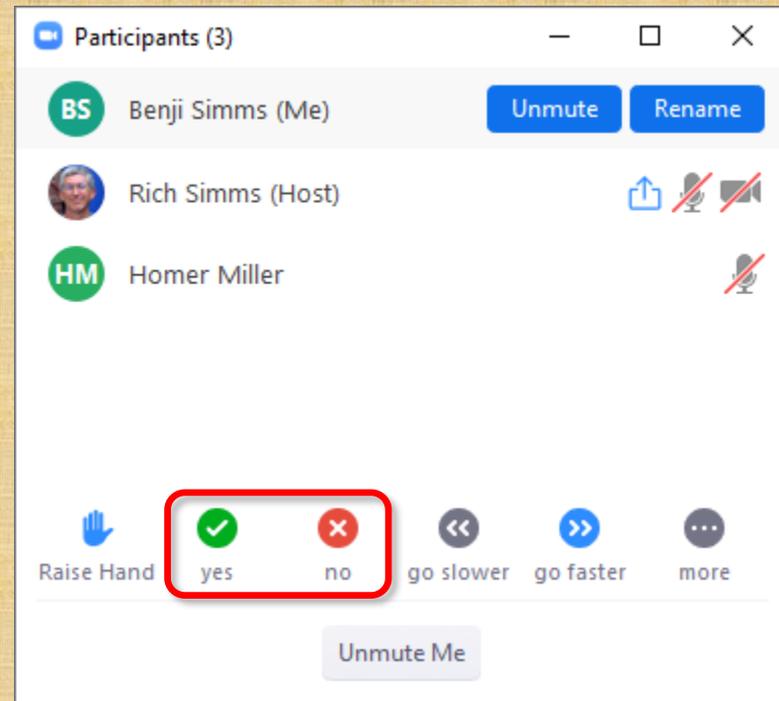
1) Click on "Participants".

Zoom Participants

Have you ever eaten spargelzeit (white asparagus)?



Answer using the "yes" or "no" mini icons.

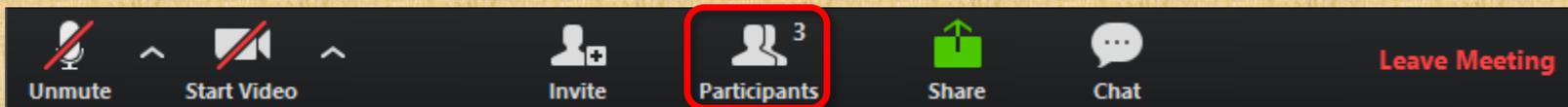
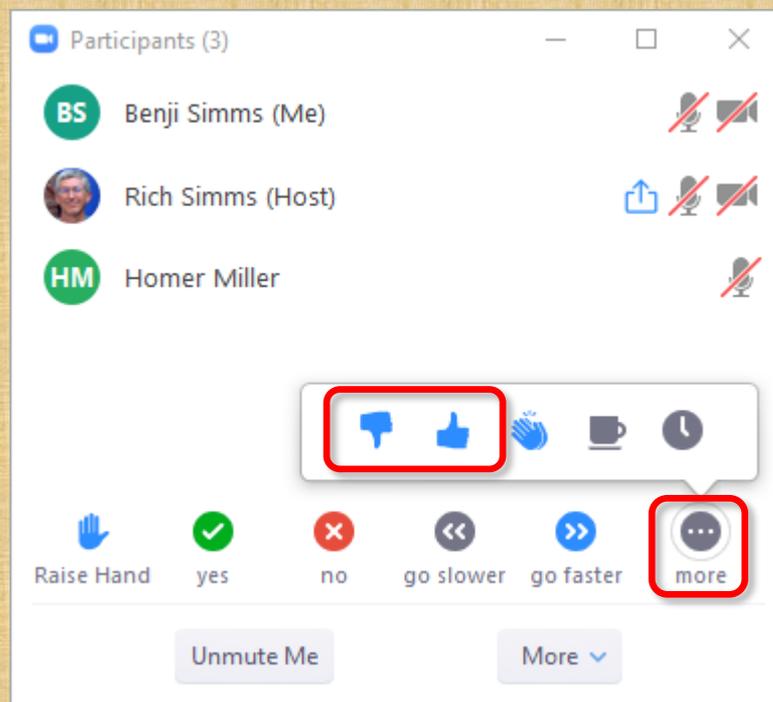


Zoom Participants

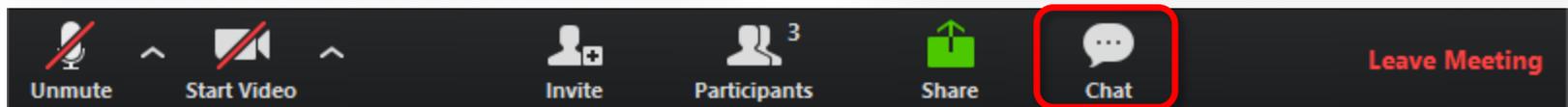
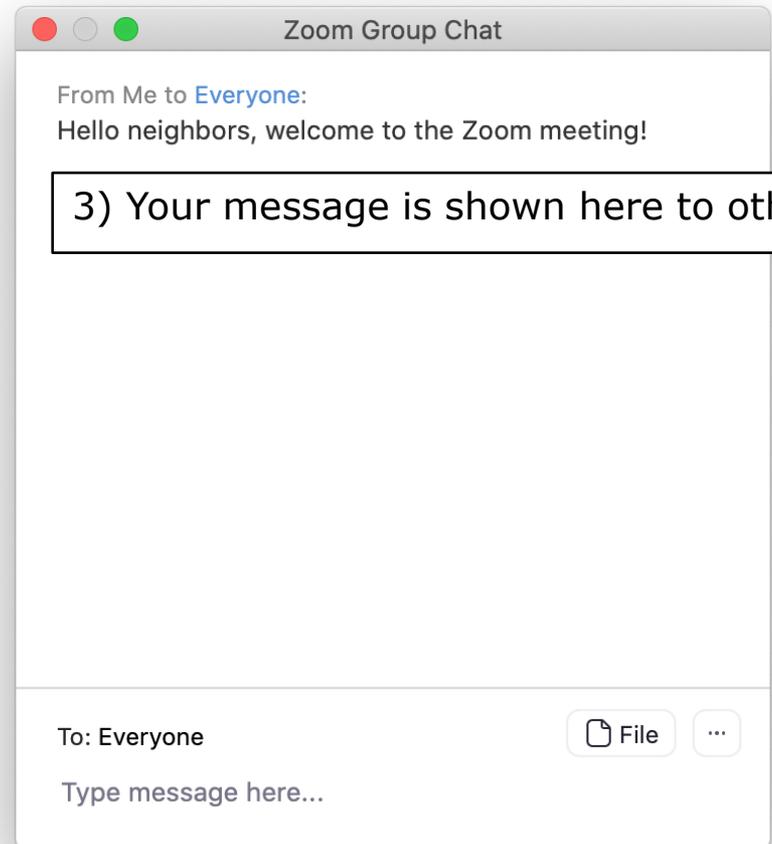
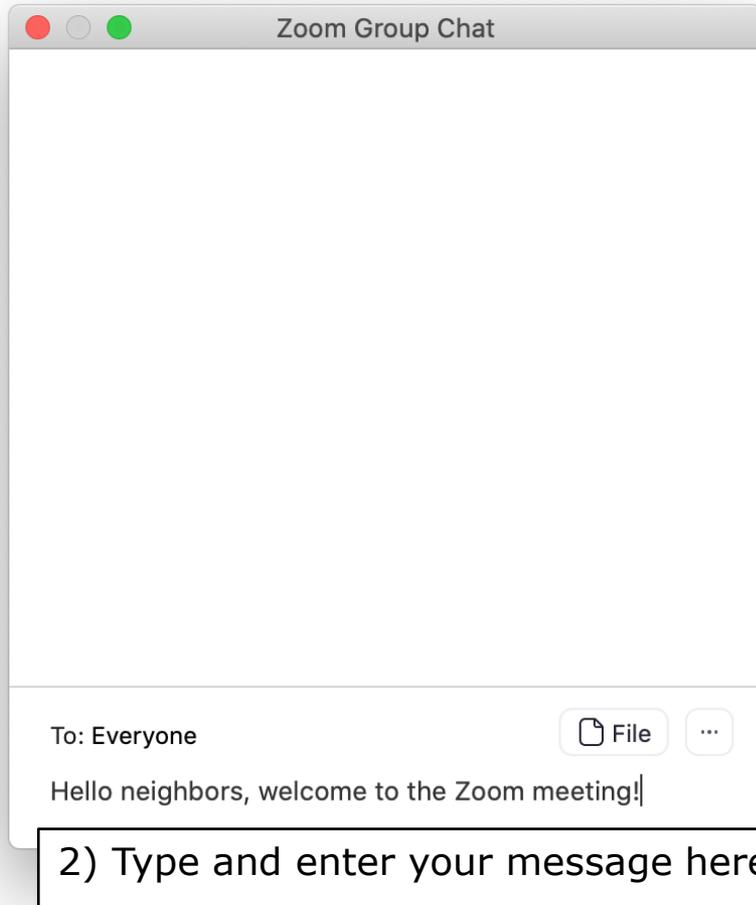
Do you like a fresh cup of coffee with real cream?



Answer using the "thumbs down" or "thumbs up" mini icons.

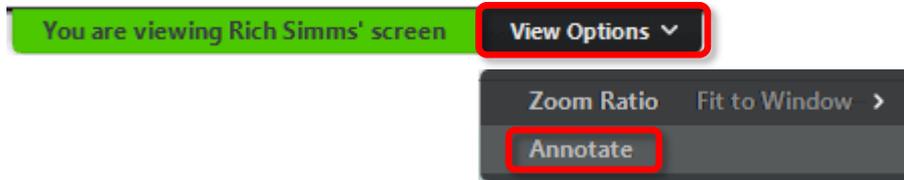


Zoom Chat Window

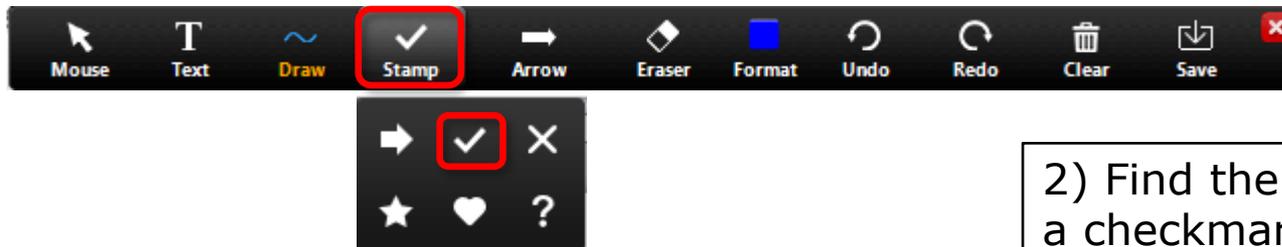


1) Click the Chat icon to bring up the chat window.

Zoom Annotations



1) Under "View Options" bring up the annotation menu.



2) Find the stamp tool for a checkmark.

View Options > Annotate > Stamp > "✓"

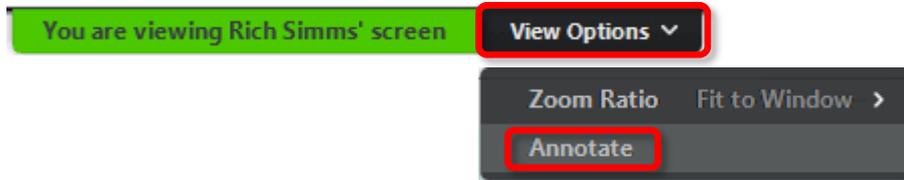
Zoom Annotations

Place an ✓ to indicate the operating system your computer running.

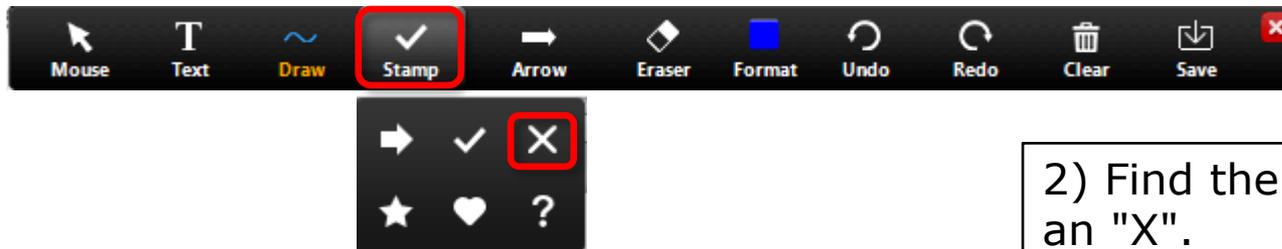
			Other

View Options > Annotate > Stamp > "✓"

Zoom Annotations



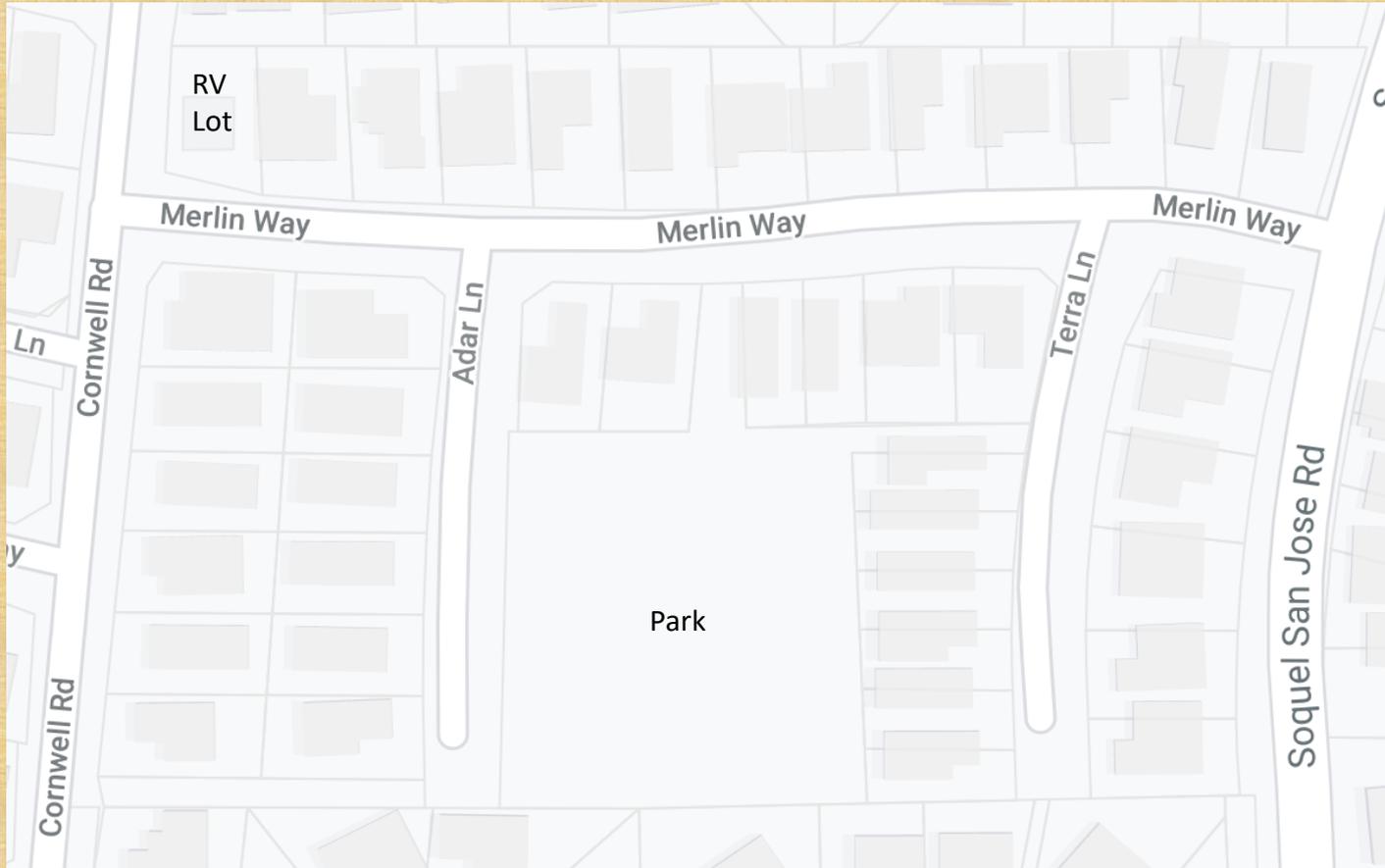
1) Under "View Options" bring up the annotation menu.



2) Find the stamp tool for an "X".

View Options > Annotate > Stamp > "X"

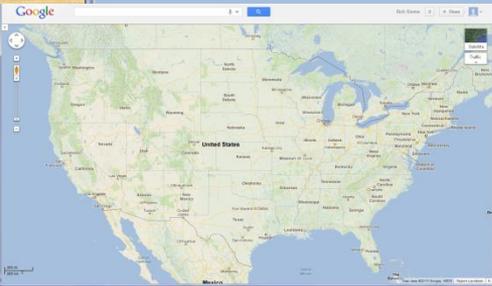
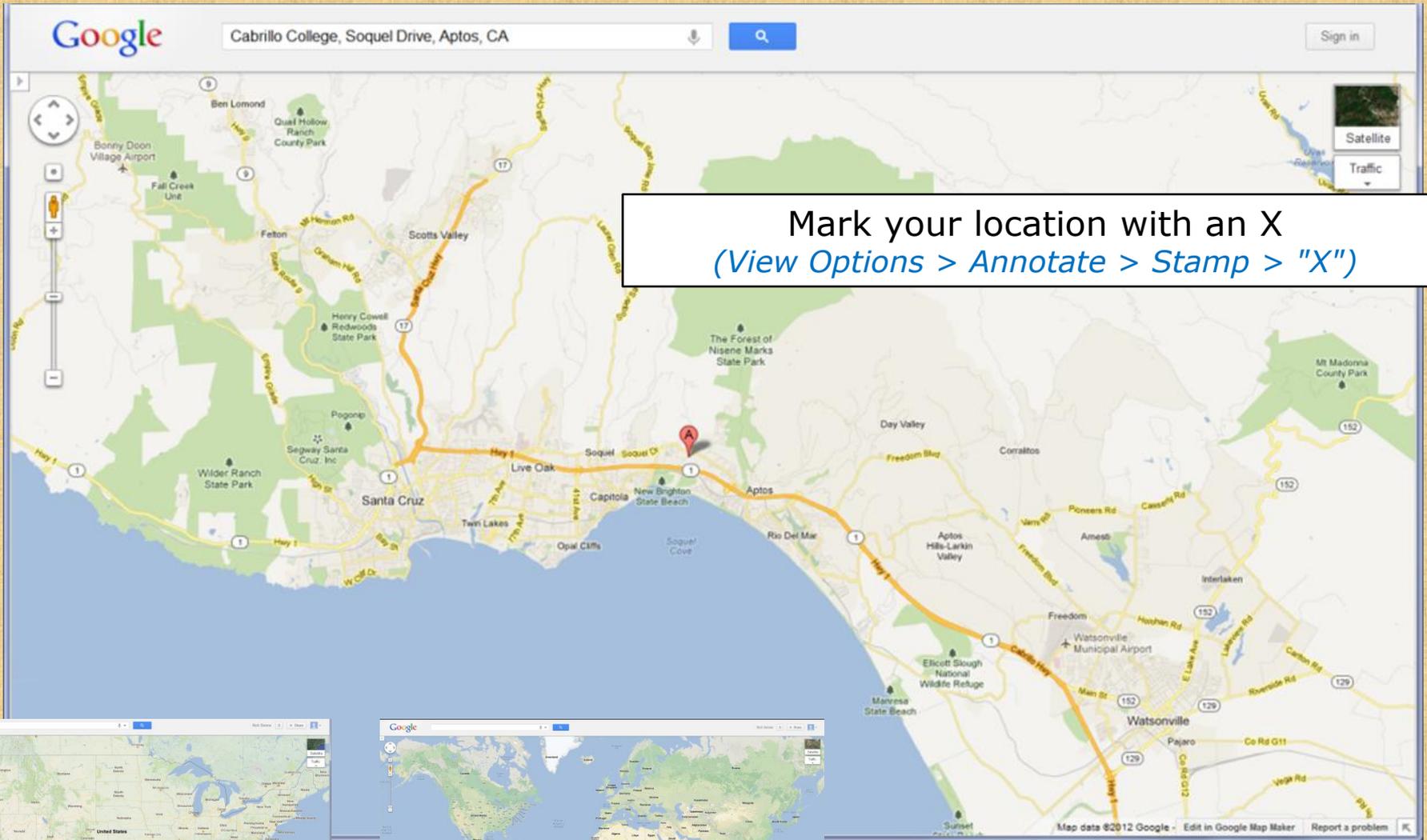
Zoom Annotations



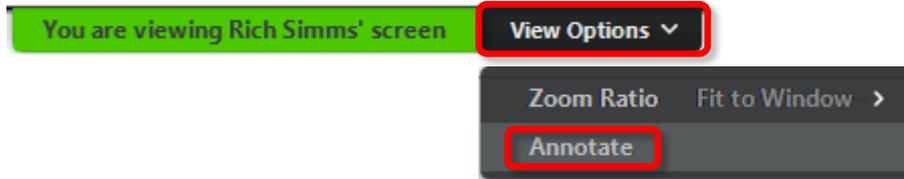
Mark your location with a "heart" stamp
([View Options](#) > [Annotate](#) > [Stamp](#) > ❤️)

Zoom Annotations

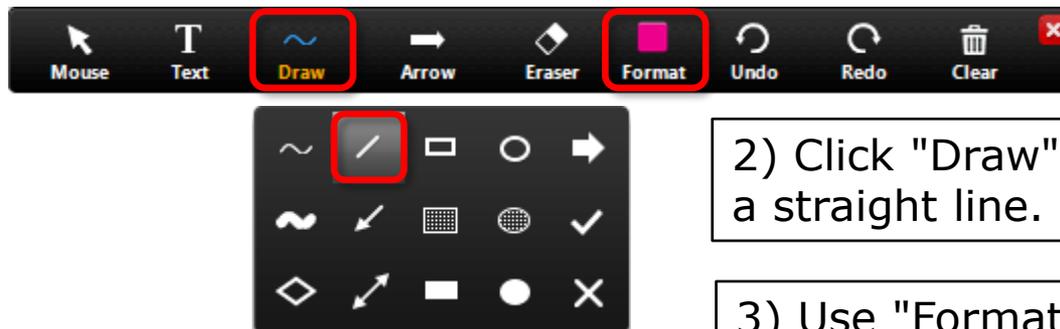
Mark your location with an X
(*View Options > Annotate > Stamp > "X"*)



Zoom Annotations



1) Under "View Options" bring up the annotation menu.



2) Click "Draw" and select a straight line.

3) Use "Format" to select a color.

View Options > Annotate > Draw > "/"

View Options > Annotate > Format

Zoom Annotations

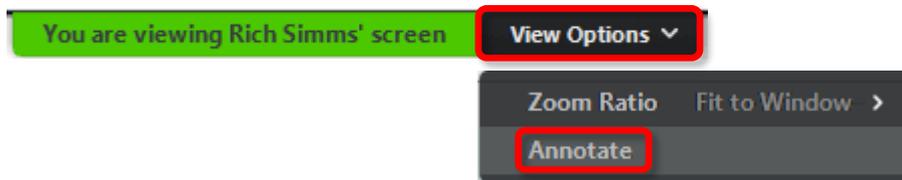
Connect the matching images with a straight line using your favorite color.



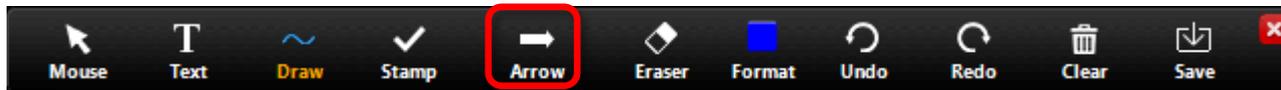
View Options > Annotate > Draw > "/"

View Options > Annotate > Format

Zoom Annotations



1) Under "View Options" bring up the annotation menu.



2) Click "Arrow" to use a named arrow.

View Options > Annotate > Arrow

Zoom Annotations



If you could instantly transport to one of these places this weekend where would you go?
Use your "named" arrow to pick one.