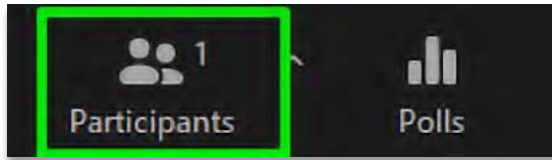


## How to Change Your Name in Zoom

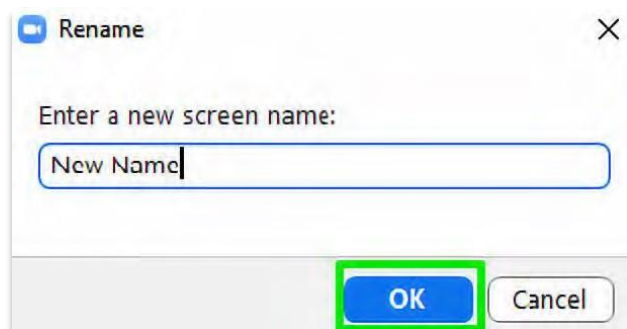
- 1.) To change your name after entering a Zoom meeting, click on the “Participants” button at the top of the Zoom window.



- 2.) Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename”.

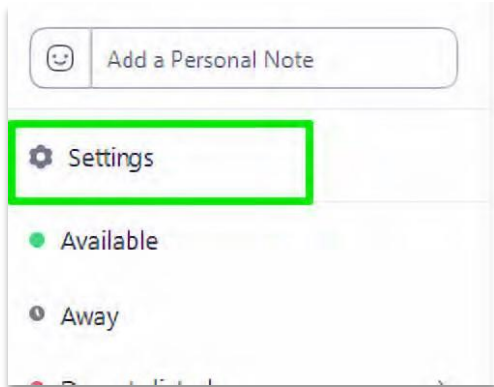


- 3.) Enter the name as FoC Index Number – Last name (Ex: FC2023132 – Samarasinghe) to appear in the Zoom meeting and click on “OK”.

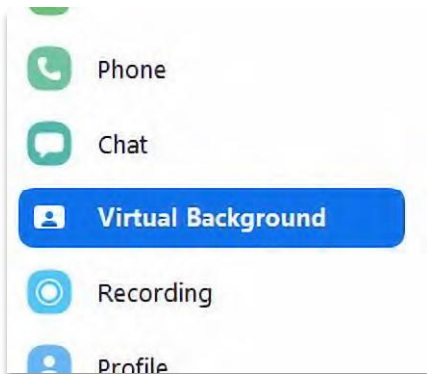


## How to Change your Virtual Background

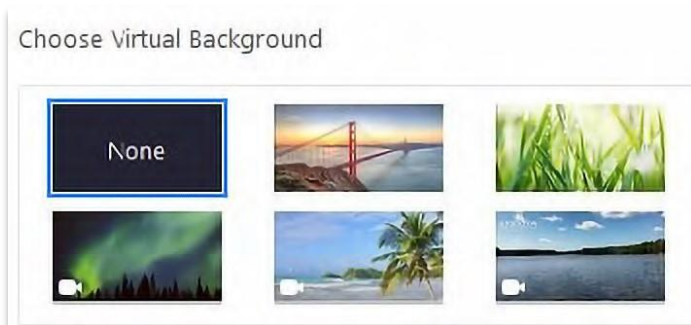
- 1.) Sign in to the Zoom desktop client.
- 2.) Select "Settings."



- 3.) Select "Virtual Background."



- 4.) Check "I have a green screen" (If you don't have a green screen, download the package for the virtual background without a green screen when prompted).



## How to Join Breakout Rooms

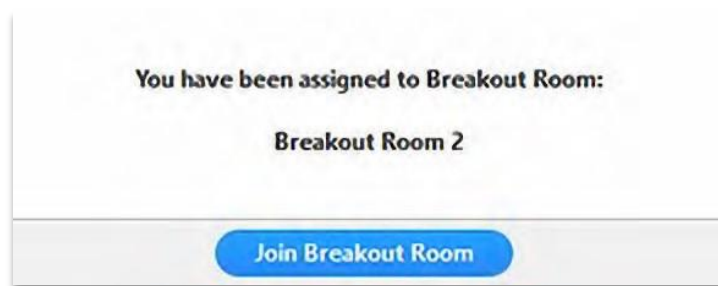
1.) The host will need to invite you to join the breakout room.

2.) Click Join.

3.) If you choose Later, you can join by clicking the Breakout Rooms

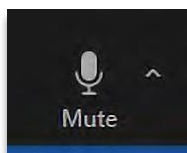


4.) Click Join Breakout Room.



## How to Mute and Unmute yourself

- 1.) To unmute yourself and begin talking, click the Unmute button (microphone) in the bottom-left corner of the meeting window.
- 2.) To mute yourself, click the Mute button (microphone).



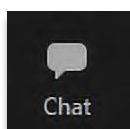
## How to Use the Chat Feature

You can send a chat message to all participants in the meeting or privately to specific individuals.

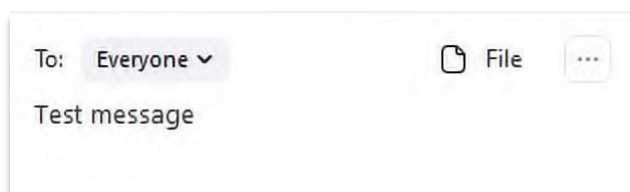
NOTE: When you enter a meeting, any messages posted in chat prior to you joining the meeting are not visible to you in the chat panel.

## Send a Message to Everyone

- 1.) Click the Chat button in the menu bar to open the Chat panel.



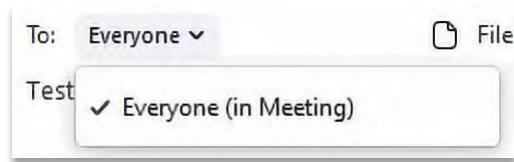
- 2.) Type your message in the Text box at the bottom of the panel.



- 3.) Press Enter to send the message.

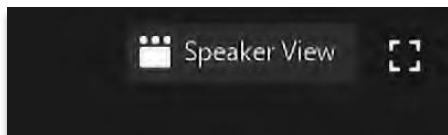
## Private messaging a specific person

You can send a private message to a single person by clicking the down arrow in the To: field and selecting the person's name from the list. The person's name will stay selected until you click the down arrow again and select Everyone (In Meeting).

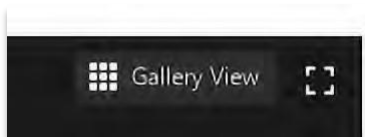


## How to Switch from Speaker View to Gallery View

1.) To enter Speaker View click on the speaker view icon in the top of the zoom window.

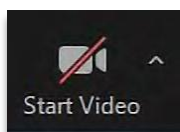


2.) To switch back to Gallery View click on the same icon in the top right corner of the zoom window.

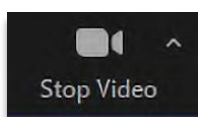


## How to Start Video & Stop Video

- 1.) Click the Start Video button in the menu bar at the bottom of the window to begin your video stream.

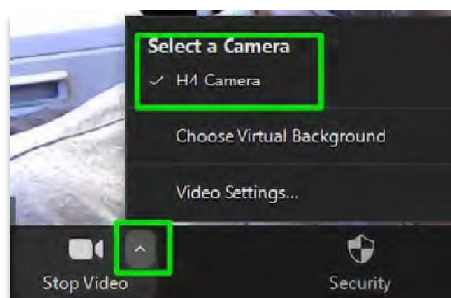
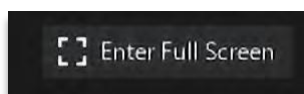


- 2.) Click the Stop Video button to stop sharing your video stream.



- 3.) To choose a different webcam or adjust your video settings, click the up arrow to the right of the Video icon and select Video Settings.

NOTE: When your video is activated, the Enter/Exit Full Screen options are available in the upper right of the screen.



## How to Speak and Unmute yourself to be heard on a webinar.

- 1.) Click Raise Hand in the Webinar Controls.



- 2.) The host will be notified that you've raised your hand. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.

- 3.) Click Lower Hand to lower it if needed. This will not mute yourself if you are unmuted.

