

## Tips to Enhance your Zoom Experience

1. **Change your name as it is displayed on your video feed:** Right click on your name on the screen. Click on Rename. Type in your name as you want it to appear. Click Save.
2. **See a full-screen view of whoever is speaking:** Click on Speaker View button. To return to tiles, click on Gallery View.
3. **Temporarily unmute yourself:** Press and hold the spacebar on your keyboard. When you let go, you will be muted again.
4. **Raise your hand:** Click on the Participants button, then click on Raise Hand. There will be a blue hand in the corner of your image. After the host recognizes you, they will click to remove the blue hand.
5. **Add to the chat:** Click on the Chat box. Type in your comment or question, then press Enter.
6. **React to what you see/hear:** Click the Reactions button, then click on the reaction you want (thumbs up or clapping hands). Your reaction will display for 5 seconds, then disappear.
7. **Stop video:** Click on the Stop Video icon. Your name only will display. To restart video, click on Start Video.
8. **Download the chat** (e.g. to capture information that was typed into the chat): Open the Chat box. Click on the 3-dots icon, then click on Save Chat. The entire chat (to that point) will be saved to your computer, in the Zoom folder. This does not work on mobile devices.