Zoom Quick Reference Guide for Participants

Many Chief Consulting Ltd.

Update Zoom Regularly	Mute/Unmute
Ensure you have the latest version of Zoom downloaded by going to zoom.us/support/download.	Out of courtesy to the presenters, please mute your mic during the presentation. If the Moderator prompts you to speak, you can unmute your mic and then mute again when you are finished.
Chat Box	**Raise Hand**
Click on the Chat tab at the bottom to bring up the chat box. You can post a message to Everyone or click the down arrow next to the "To:" option to send a private message to an individual.	The Raise Hand feature can be accessed either through the Reactions tab at the bottom of the screen or via the Participants tab, which will bring up the option at the bottom of the Participants list.
Speaker View	**Camera**
We recommend while presentations are happening to set your view to Speaker View (top right corner). To switch back to see all participants, select Gallery View again.	You can click Stop Video at the bottom of the screen to turn your camera off and click Start Video to turn it on. *Tip: if you find your internet connection spotty, turning off your camera temporarily may help
Breakout Rooms	**Backgrounds**
A prompt will appear on your screen: "The host is inviting you to join Breakout Room." Click "Join" to accept. To leave the breakout room, click the blue "Leave Room" button or remain in the breakout room until Tech Support closes the breakout rooms.	Click the up arrow on the Video tab and then click on Choose Virtual Background to select one of Zoom's default backgrounds or to one you have saved on your computer.
Log in Early	**Naming/Renaming**
We recommend logging in at least 10 minutes prior to the start of the meeting in case any technical issues come up and you need assistance from us.	Click on the Participants tab at the bottom. In the Participant list on the right, click on More, and then click on Rename. Ensure your first and last name are showing as well as your Nation/Organization. Example: "John Smith – ABC Inc."

Technical Support

If you require any assistance, feel free to contact technical support at Many Chief Consulting Ltd.

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