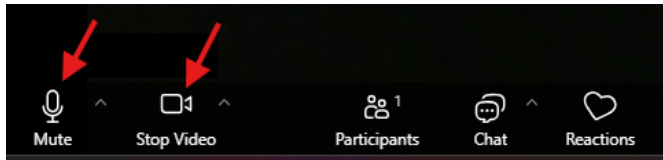


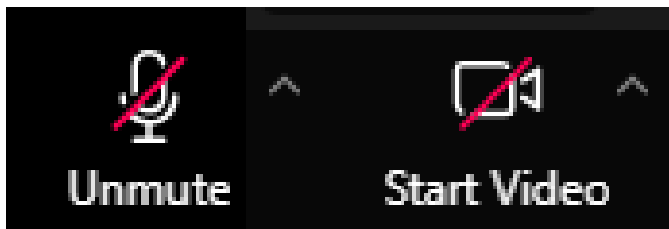
How to be seen and heard in Zoom

Using the microphone and camera buttons

The microphone and camera buttons are located at the bottom left corner of your Zoom screen.



A red line across a button tells you it is switched “off.” (Both audio and video are off in the picture.)



To mute or unmute, simply click on the microphone icon.

To show your video or stop your video, click on the camera icon.