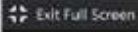



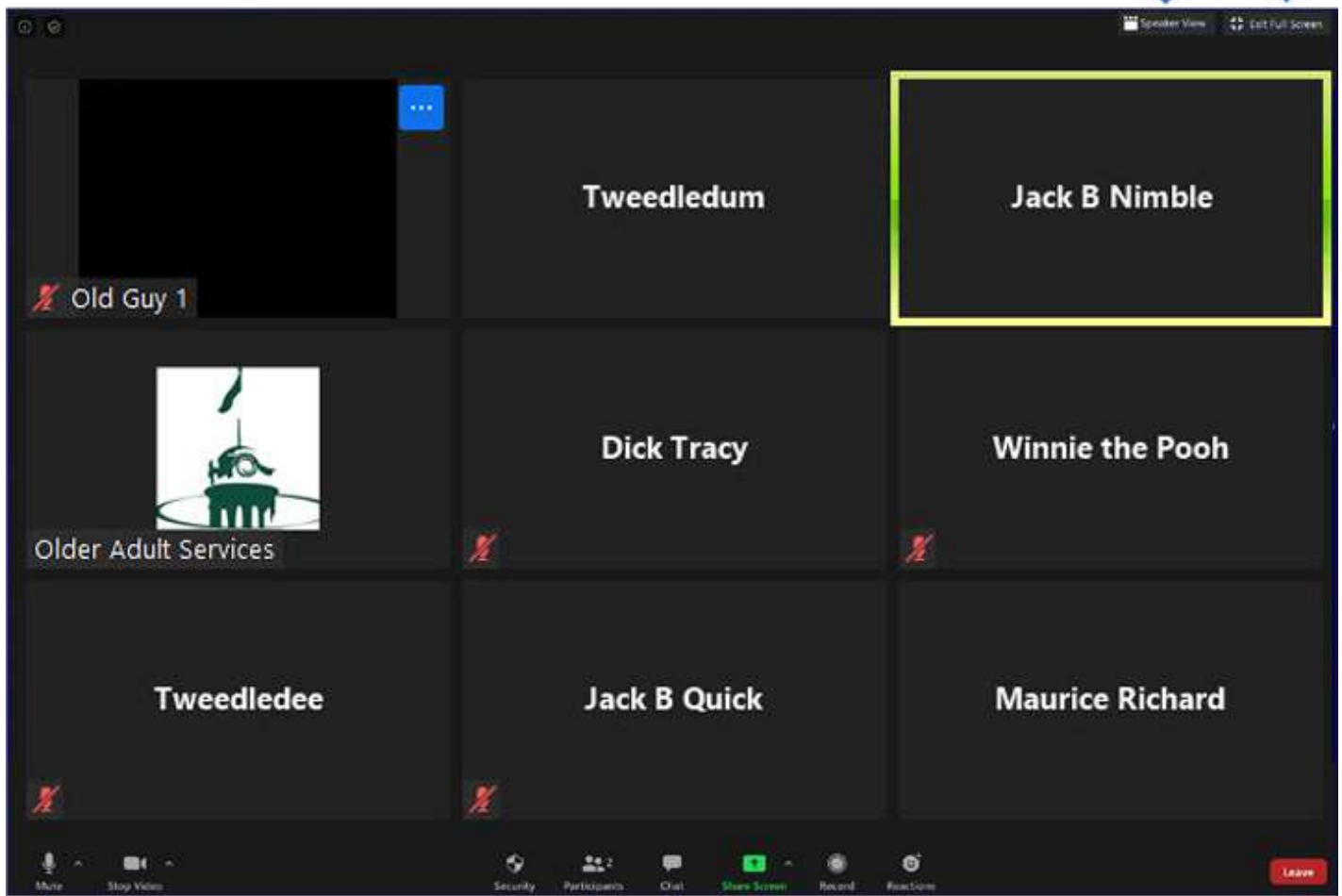
# ZOOM Cheat Sheet – Laptop/Desktop

 Exit Full Screen Recommended – this message should always be displayed

 Enter Full Screen If you see this button, click on it for **Full Screen**

Recommended – once the meeting starts, click on **Speaker View** to change from this Gallery View to one that will focus on the speaker.

To return to this view of all participants, click on **Gallery View**.



 Mute Click to **Mute** your microphone

 Unmute Click to **Unmute** your microphone, OR

Hold the **SPACE BAR** down to temporarily **Unmute**, release to **Mute**

Click on **Chat** to submit a question or make a comment

Click on **Reactions** to put your hand up

Click on **Participants**, your name, **More** to **Rename** your first & last name

Click on **Leave** to leave the meeting