

Zoom Online Meeting Guide

When attending a Tools of the Mind Zoom online meeting you'll be given an experience as close as possible to a live workshop. We've collected key tips to help you join the online meeting as well as key features you have at your fingertips to interact with the Tools staff.

Learn how to join a meeting via this short 60 second video:

https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1

When in the meeting you will have these features:

1. Mute
2. Chat
3. Leave Meeting

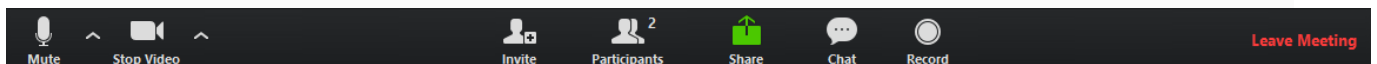
1. Using Mute/Unmute Functionality

Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

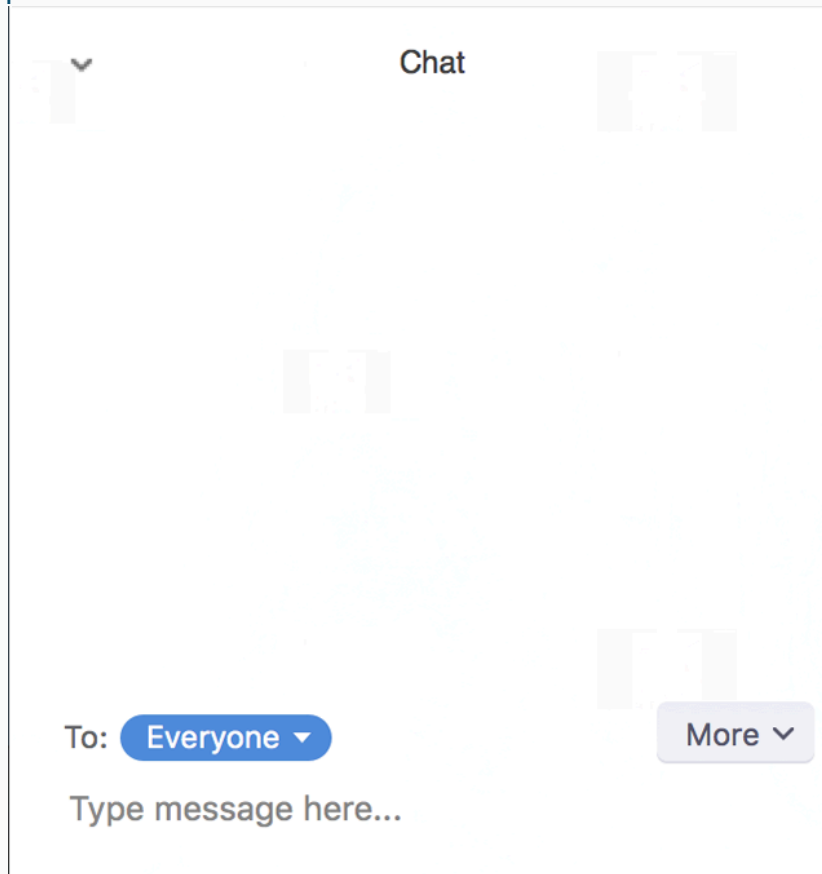
2. Accessing the Chat in Meeting from a Desktop Device

1. While in a meeting, click **Chat** in the meeting controls.

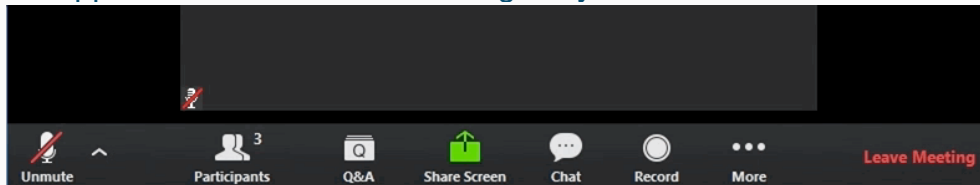


2. This will open the chat on the right. You can type a message into the chat box or click on the drop down next to **To:** if you want to send a message to a specific

person.



3. When new chat messages are sent to you or everyone, a preview of the message will appear and Chat will flash orange in your host controls.



Accessing the Chat in a Webinar from a Mobile Device

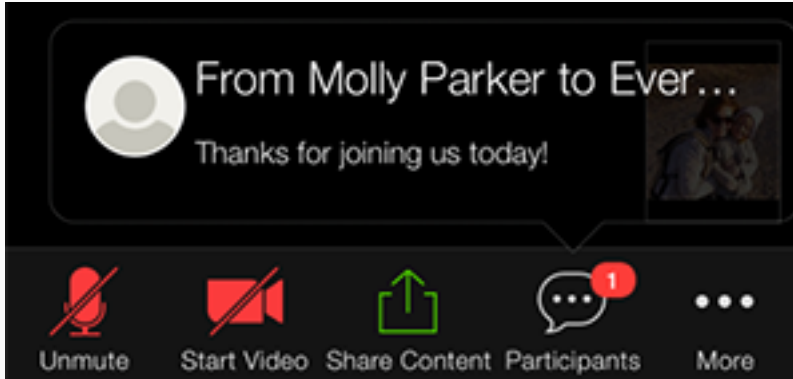
1. While in a meeting, tap the screen to make the screen to make the controls appear.
2. Click on **Participants**.



3. At the bottom of the participants list, click on **Chat**.

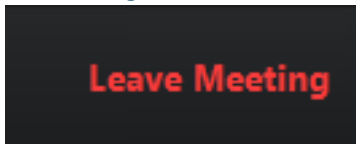


4. You can type your chat message and click **Send** or if you want to change who it is being sent to, click the arrow next to Send to: and choose a different person or group of people.
5. Incoming chats will be displayed at the bottom of your screen and you can click on **Participants** then **Chat** to view them.



3. Leave Meeting:

Leave the meeting while it continues for the other participants. Only the host can end the meeting.



Note: If you need to leave the meeting for any reason and then want to come back, you can log back in by clicking the Zoom link you were given for your session.