

# Zoom "Cheat Sheet"

**We will be recording the session**

**Messages might pop up during Break Outs**

**Switch between "Gallery View" and "Speaker View"**

**View participants**

**See who is joining!**

**Unmute" to speak, "Mute" at all other times to help with sound quality**

**If you need a break, or don't want to be seen (bad hair day?) you can "Stop Video"**

**Click to view the "Chat" window**

**Only hosts can record**

**During Break Outs this message will let you know your time is ending soon. You will automatically be moved back into the main room. (No need to click the blue button unless you really need to leave)**

**This is a private session, please do not invite others in - tx!**

**Open "Participant" window**

**"Chat" window for questions and saying hello**

**Chat with "Everyone" or with specific people**

**Raise hand to ask question**

**Other things to discover**