

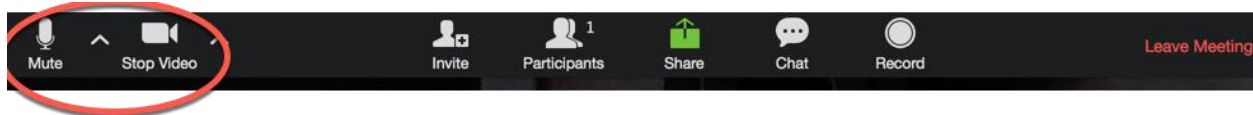
AUDIO AND VIDEO ZOOM FUNCTIONS ON ZOOM

How to be seen and heard in Zoom

These buttons are at the bottom left corner of your Zoom screen (represented by blue box)



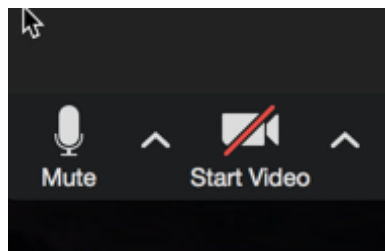
(Below) The button bar at the base of your Zoom screen



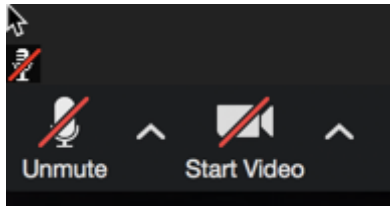
A red line across a button tells you it is switched “off.” Examples

(Image below)

(Image below) shows the microphone is on and the camera is off



(Image below) Both the microphone and camera are in the “off” position



(Image below) Both the microphone and camera are “on”

