

## ZOOM SCREEN FUNCTION DESCRIPTIONS Computer / Tablet / Cell Phone

**Main menu options**

1. Click here to change the participants view to Speaker or Gallery view.

2. Click here to enter or exit the full screen mode.

3. Click here to raise hand or request permission.

4. Type inside the text box and press Enter to send a text to everyone.

5. Click the To field and select a participant to send a private message to that participant.

6. Leave the meeting

7. Click Chat to view the Chat window and text your tutor or other participants.

8. Click to share your screen with others

9. Click Participants to view the participants list and the Raise Hand option.

10. Click the Start/Stop Video button to transmit/hide your

11. Click the Mute/Unmute button to mute or use your microphone.

This is for a collage classroom session; but, the descriptions for use are the same for AWC sessions.

**[module code/name here]**

The session will begin shortly...

Slides and/or your tutor's webcam will appear in the middle of the screen.

Optional: Staff and other students really appreciate being able to see you during the session. If you turn your camera off during a presentation please consider turning it back on if you wish to speak.

**Mute** your mic during the session and **unmute** when you want to speak.

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Optional: if you turn your webcam on, your video will appear top right.

Click **Participants** to see who is attending and use the actions at the bottom to notify the host.

Click **More** to access the chat and reactions. Use the chat to talk to your classmates, ask questions, request permission to speak etc.