

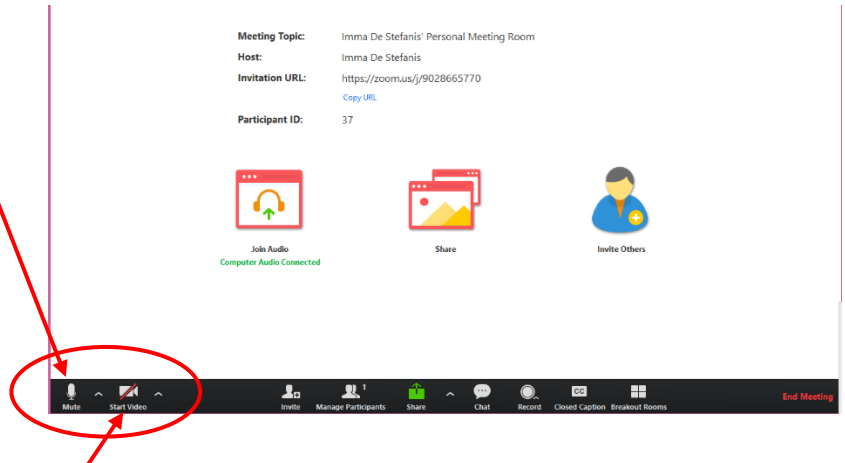
## Participant View and Settings

As a participant in a Zoom call, you have a few options that can help to enhance your experience.

### Mute/Unmute

It is usually a good idea for participants to mute themselves on a call to help reduce ambient noise. To mute and unmute yourself let your cursor (arrow) hover at the bottom of the Zoom screen until you see the icons appear.

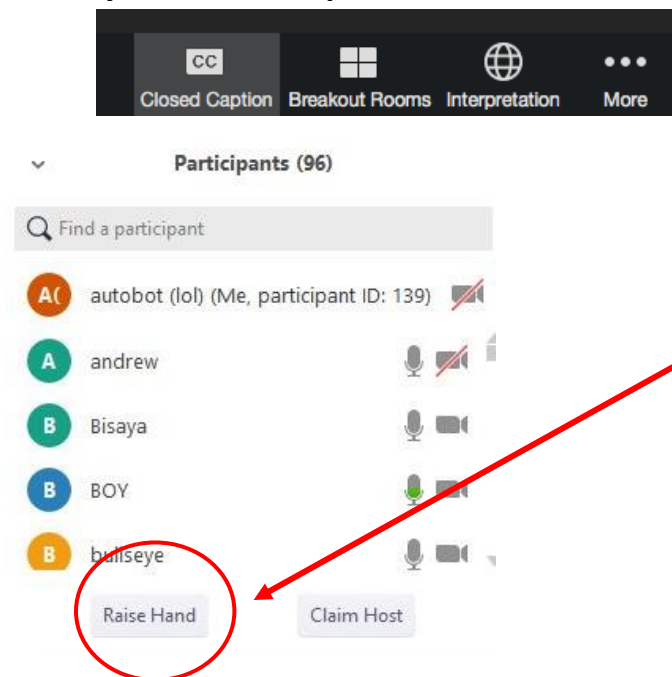
1. To mute click the microphone.
2. If you see a red line through the icon you are muted and no one can hear you.
3. To unmute click the microphone and the red line will disappear.



### Camera On/Off

If you see a red line through the camera your camera is off and no one can see you. Click on the camera icon as you do with the microphone to turn the camera on.

### Raise your hand to speak



1. At the bottom of the screen click the three dots above "More."

Select "Participants." This will open a window along the right side of your screen showing the list of participants

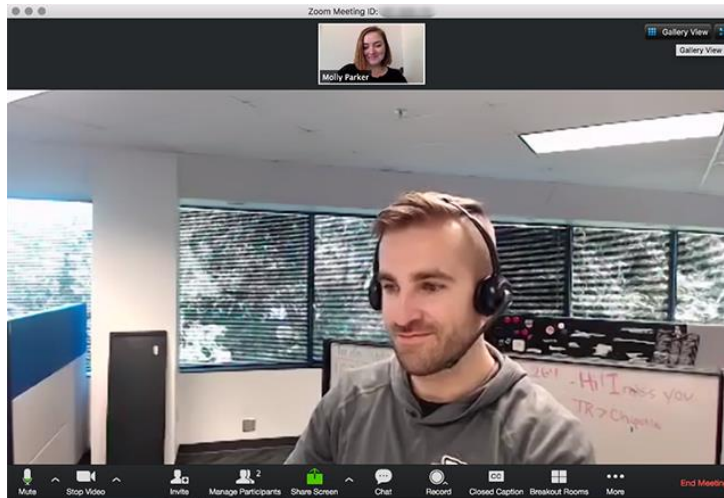
2. Click the **"Raise Hand"** button and the facilitator will know you want to speak. You will also see a hand next to your name on the participant list. When you are finished, click **"Lower Hand."**



**You may see a Participants icon.** You can also click this and follow step #2.

## How do I change what I see on Zoom?

1. **Active Speaker:** The person speaking will appear larger on your screen. This is helpful when in a large meeting where all the participants are not visible on your screen. This is usually the default setting.



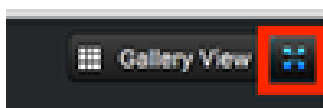
## 2. Gallery View:

This allows you to see all the participants. The greater the number of participants, the smaller the tiles.

To TURN ON gallery view, click the tab that says "Gallery View" in the top right corner.

The screen will show up to 49 participants, depending on the size of the screen. If there are more, you have the option to move between multiple pages. To do this, click the arrows.

To change from speaker to gallery, or gallery to speaker, click on the icon in the upper right hand corner of your screen to select your view. Changes you make do not affect any other participants. This only changes what you see on *your* screen.



## Simultaneous Interpretation

To select your language...

1. Along the bottom of the screen click the globe icon that says “Interpretation.”



2. Flags representing the languages used in the meeting will appear. Click the flag to select your language.



### **Good things to know:**

- If you are listening in the language of the speaker then you will not hear the interpreter.
- If you are listening in the language of the interpreter the voice of the speaker will be *extremely low*. His/her voice will not be muted, but it will be too low to hear and follow. This helps to reduce hearing TWO people speaking at the same time.
- If you participate in a meeting held in multiple languages courtesy requires that:
  - a) Identify yourself by name and country, Province, or other affiliation. (e.g., This is Alice from Canada)
  - b) **Speak slowly**. Remember to give time for sound to travel AND for the interpreter to translate.