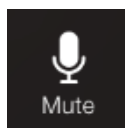


When you are in Zoom, a black bar with controls will show on your screen. If you are on a phone or tablet, you may have to tap the screen to see them. You can use these controls during your appointment.

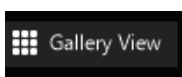
### Most commonly used controls:



- **Mute.** Tap or click this button to turn off your microphone. Once it is off, this button will change to “Unmute.” Tap or click it again if you need to speak. Note: If you aren’t talking much, it is best to mute yourself. This will keep the other participants from hearing any background noise at your home or office.

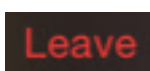


- **Stop Video.** Tap or click this to turn off your video. Other participants will not be able to see you. Stopping the video does not also mute you.



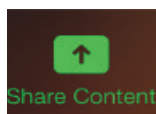
- **Gallery/Speaker View.** If you are on a Zoom with only 1 other person, you won’t need this button. There are 2 different ways your screen can look in a conference: gallery view and speaker view. Gallery view will show everyone at the same size, but you may have to scroll to see everyone. Speaker view will show the person who is speaking larger than the others. The default is speaker view. To change between the views:

- » **on a computer:** click on the view button in the upper right of your screen.
- » **on a tablet:** tap on the screen and then tap the name of the view.
- » **on a phone:** swipe from right to left on your screen.



- **Leave.** Tap this when you are ready to leave your appointment. Press the red “Leave” in the corner and then confirm you want to leave.

### Other controls:



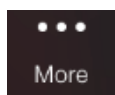
- **Share Content.** Tap or click this to share your screen. You will not need to use this feature unless you make arrangements with the Zoom organizer beforehand to share your screen with the group.



- **Participants.** Tap this button to see a list of the other participants in the group.



- **On a computer:**
  - » **Chat.** Click this to message other participants.



- **On a phone or tablet:**
  - » **More.** Tap this to message other participants, change your settings, or add a virtual background.