

# Managing Your Zoom Experience with ATG

## VIDEO AND VIEWS

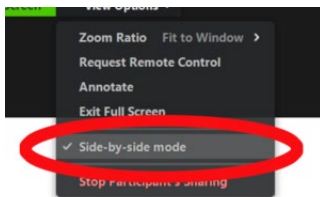
Keep your **video on** so we can gauge audience feedback and engagement.

Choose **speaker view**.

**How to:** In the *top right* of your Zoom window, click on the *View* button and select *Speaker*.

Choose **side-by-side view**.

**How to:** In the *top* of your Zoom window, click on *View Options* and select *side-by-side mode*.

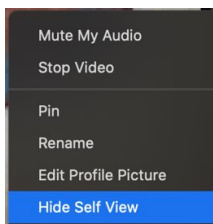


Use the **Rename option** to identify your name and department.

**How to:** Click on the 3 dots at the top right corner of your picture and scroll to *Rename*.

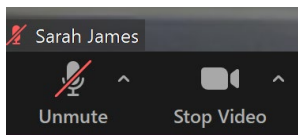
Turn **self-view off** to prevent Zoom fatigue.

**How to:** Click on the 3 dots at the top right corner of your picture and scroll to *Hide self-view*. This can be undone at any time.



## AUDIO

Keep yourself **muted unless you are speaking** to minimize audio feedback.



## ENGAGEMENT AND PARTICIPATION

Use the **chat box** to make comments or ask questions.

Type **questions** in the chat in **ALL CAPS** to set them apart.

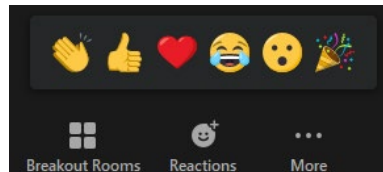
Send **private message** to host for **anonymous** questions or comments.

Raise your hand to verbally ask question.

*Questions will be answered when timing is appropriate or in office hour sessions during breaks.*

Share feedback.

**How to:** In the Zoom controls at the bottom of your screen, choose *Reactions* to view the emoticon options.



When prompted, use the **annotation tool** to draw or write on shared screen.

**How to:** At the *top* of your screen, click on *View Options* and click on third option from the bottom labeled *Annotate*. Choose Type or Draw Shapes.

