



# **LSI Attendee How To Use Zoom Guide**

**Page 1. Muting and Unmuting Your Audio and Video**

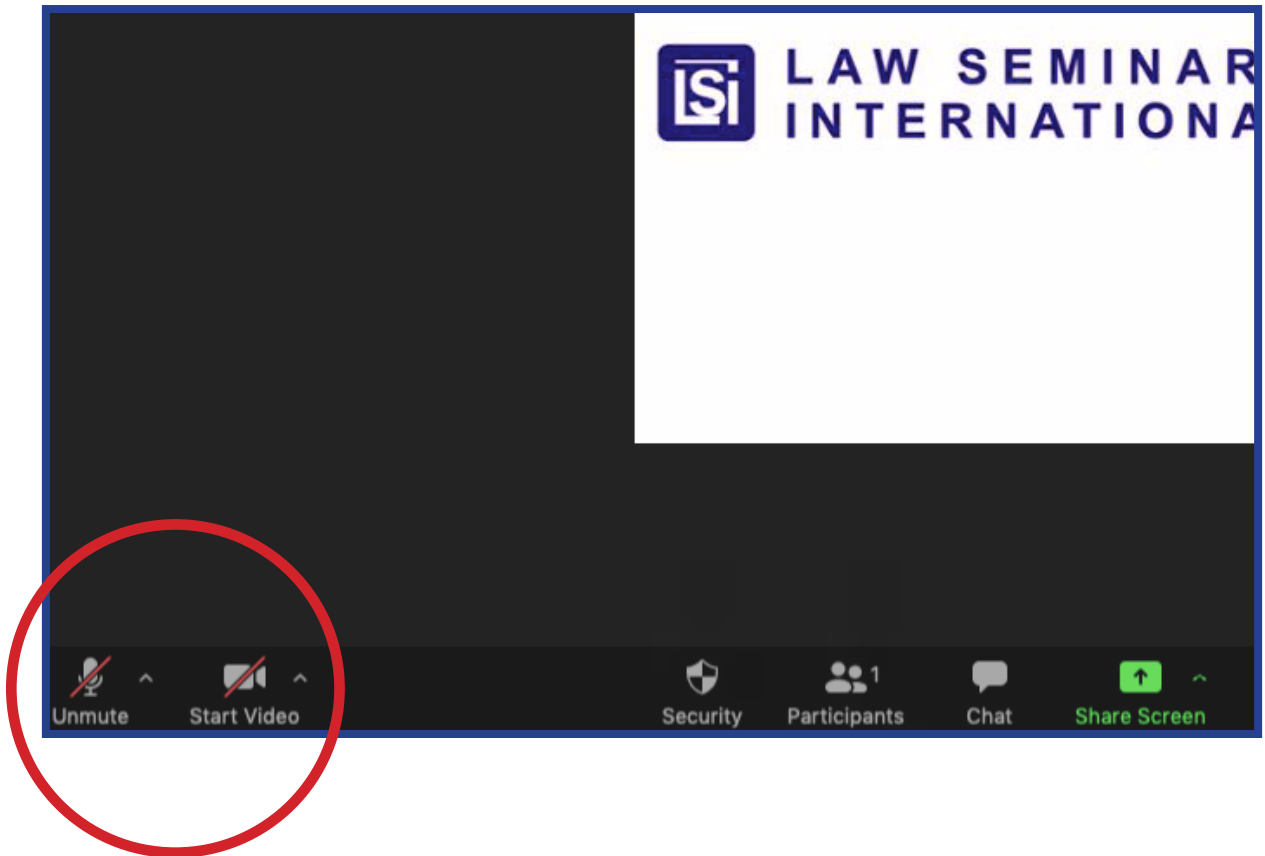
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## Muting and Unmuting your Audio and Video

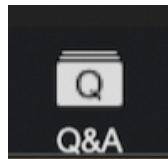
To mute or unmute video and audio, simply click the icons on the bottom left of your zoom meeting screen.



## Q&A During the Presentation

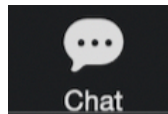
Each webinar will have at least two LSI employees running technical support and managing your questions, interactions, and comments. The webinar will be open to enter 15 minutes before the presentations start. Please feel free to enter early and connect with LSI employees with any questions you might have.

To ask a written question to the presenters, use the Q&A box and an LSI employee will make sure the presenter is made aware of your question. The Q&A box is located at the bottom of the zoom window. You may need to hover your mouse over the bottom of the zoom window in order to see the tool bar options.



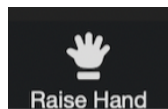
## Using the Chat Box

For general comment or to ask an LSI employee a question, use the chat box or the raise hand icon. An LSI employee will check in with your chat or raised hand. Both the chat and hand raise option are at the bottom of the zoom window, you may need to hover your mouse over the bottom of your zoom window to see the tool bar options.



## Raising Your Hand

Also, you can use the chat or hand raise option to request to ask your question with your video enabled. To do this, we will promote you to a panelist so that you can ask your question with your video turned on. Again, just use your raise hand icon or the chat window and we will connect with you.



## **Appearance Tips**

Having the camera slightly above eye level is the most effective angle.

Make sure your light source is directly in front of you.

Audio is most clear with a headset, but make sure the microphone isn't so close to your mouth that it picks up breathing.

If you don't have a headset, choose a location that doesn't have too much echo or background noise.

## **Additional Resources**

**For first time Zoom users, a getting started overview:**

<https://support.zoom.us/hc/en-us/categories/200101697>

**Joining a Zoom Meeting:**

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

**Joining and Configuring Audio and Video:**

[https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc_load_policy=1)

Please feel free to email Dot Cherch from LSI with any questions or concerns.

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We are more than happy to answer any questions you might have.

**Thank you for participating!**