

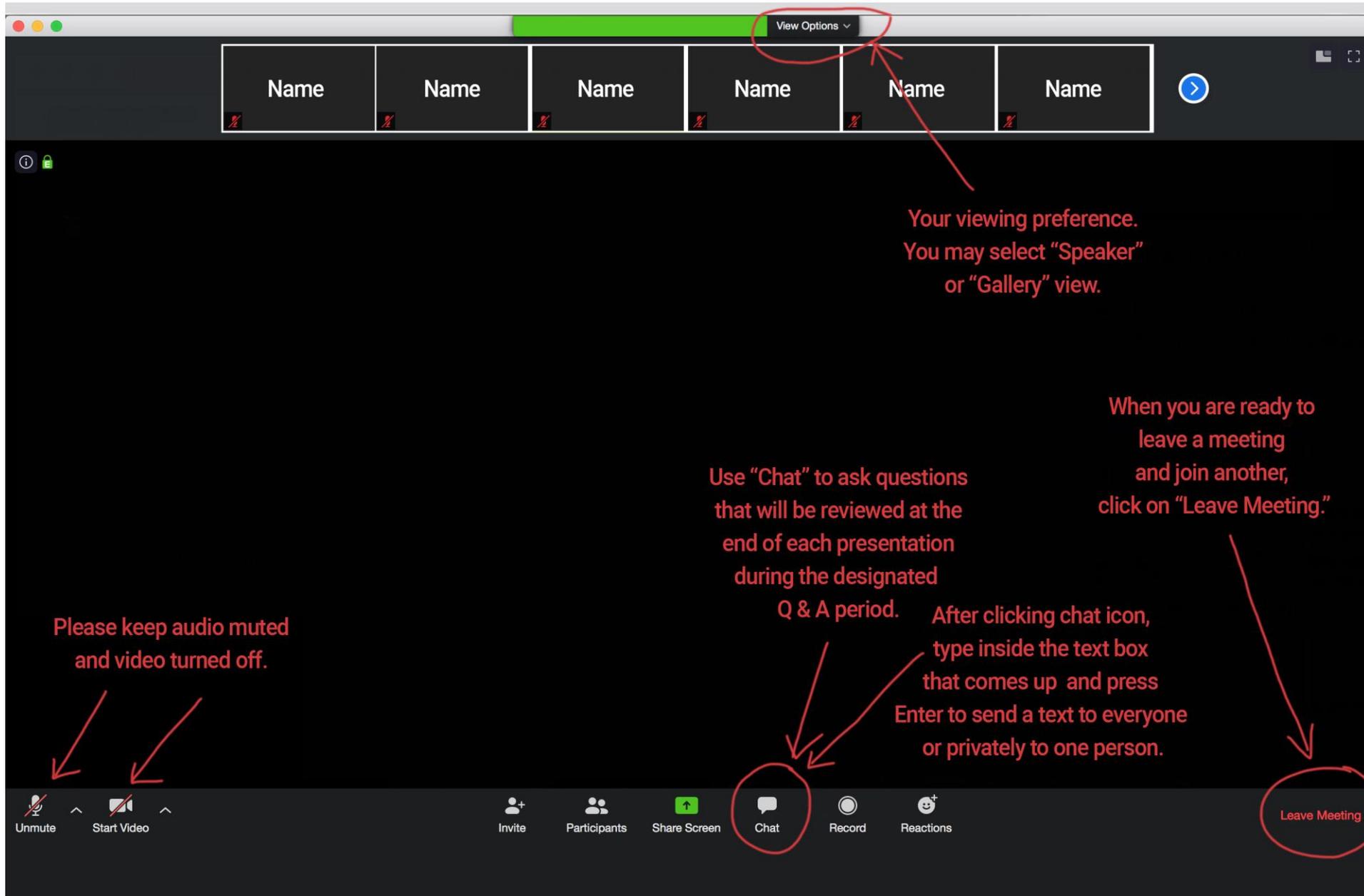


## Helpful Zoom Tips

To make sure you get the most out of this week's Humanities Days virtual presentations, dialogues, workshops, and panels via Zoom, please keep in mind the following:

- Check to **ensure that your microphones are muted during presentations**, as it will help to eliminate any background noise when presenters are speaking.
- During the question and answer sessions, if a presenter prefers that you ask questions with Zoom audio turned on, rather than ask questions in Zoom chat, **please remember to mute your microphone after speaking**.
- If you are experiencing technical issues please send a private chat message to the hosts' designated chat monitor for assistance.

# Zoom Menu Options



Your viewing preference.  
You may select "Speaker"  
or "Gallery" view.

When you are ready to  
leave a meeting  
and join another,  
click on "Leave Meeting."

Use "Chat" to ask questions  
that will be reviewed at the  
end of each presentation  
during the designated  
Q & A period.

After clicking chat icon,  
type inside the text box  
that comes up and press  
Enter to send a text to everyone  
or privately to one person.

Please keep audio muted  
and video turned off.