Zoom Participation/Use Preference Changes

1. Using the Zoom Toolbar

- **Video Options**: Gives you access to see who is in the meeting and allows you to mute or unmute
- **Audio options**: Invite others to the meeting
- **Chat option**: Share documents that you have up or different cameras that are connected
- **Record option**: Closed Caption for ADA
- **End Meeting**: When done with meeting Select End Meeting

2. Display Name Change:

When in the meeting:

1: Click on Participants in the bottom toolbar

![Participants](image-url)

2: When in the participant list, scroll to the far right of your name and you will see More, Click that and you will see Rename:

![Rename](image-url)

3: You will get a screen that will allow you to change your name, enter in your name and select ok. Your screen name will change right away.
3: Audio Settings

- Test out to make sure your speaker and mic are working.
- Make sure the correct microphone is selected.
- Make sure the correct speaker is selected.
- Advanced audio options and settings.

4: Video Settings

- Make sure the correct camera is selected.
- Advanced Video Settings.