

testing your audio

Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the **Test Computer Audio** link. Further details: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

muting your microphone

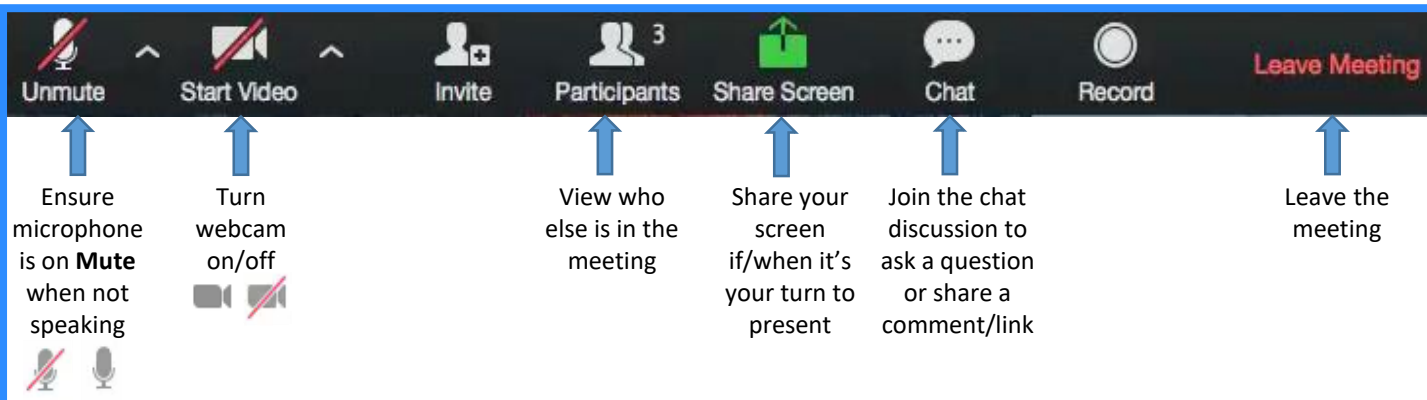
To avoid background noise from becoming a distraction for others, ensure your microphone is on **Mute** when you're not speaking. You will find this option in the lower left corner (see below).











using the chat feature

You can send messages to all participants or privately to an individual participant using Zoom's **Chat** feature. Questions and/or comments can be submitted here at any point during the presentation/meeting.

leaving a meeting

If you need to step away from the meeting momentarily, ensure your microphone is on **Mute**. If you have joined by phone, please do not put your phone on hold at any time. To leave the meeting, click **Leave Meeting** in Zoom or hang up if you are connecting by phone. If the meeting is still taking place, you can rejoin at any time!



							
Unmute	Start Video	Invite	Participants 3	Share Screen	Chat	Record	Leave Meeting
↑	↑		↑	↑	↑		↑
Ensure microphone is on Mute when not speaking	Turn webcam on/off		View who else is in the meeting	Share your screen if/when it's your turn to present	Join the chat discussion to ask a question or share a comment/link		Leave the meeting
							

[click here](#) for further information.