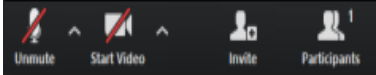
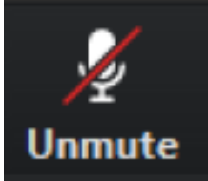
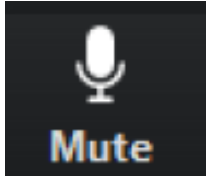
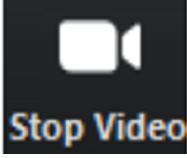

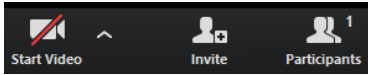


# Avista

## E-Hub Using Zoom Screen Controls



	<p><b>Screen Controls</b></p> <p>Place your mouse on the bottom of the screen or Tap your screen Your screen controls will appear on the bottom of your screen.</p>
 	<p><b>Microphone</b></p> <p>Tap or click on the microphone button to turn it on and off.</p> <p>The session host may ask you to turn off your microphone so it will be easier for everyone to hear.</p> <p>Turn your microphone back on by clicking or tapping the button again.</p>
 	<p><b>Camera</b></p> <p>To turn your camera off, tap or click on the camera icon.</p> <p>You can turn your camera back on by clicking or tapping the button again until it looks like this.</p>



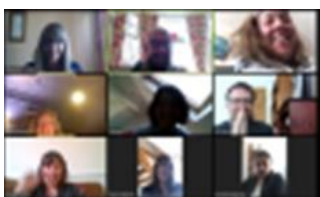
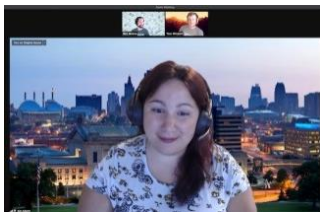
### **Raise Hand Icon**

When you want to speak, raise your hand or use the Raise Hand feature that is in the **Participant panel** to let the host know you want to speak.

Click or tap on the participant icon on the bottom of the screen and the raise hand icon will be on the right side of your screen.

Click the button "Raise Hand."  
You will see a hand on your screen.

Click or tap on the same button to take it off the screen.


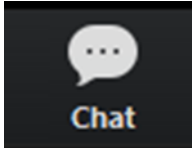

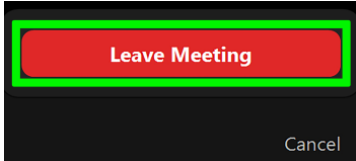



### **View**

In the upper right hand of your window, you can toggle your screen between "Speaker View" and "Gallery View".

**Speaker View** – the video focuses on the person speaking

**Gallery View**- see up to 25 participants at the same time

  	<p><b>Chat</b></p> <p>You can type in questions or make comments to the host or others in the session using the “Chat” icon.</p> <p>Click or tap on the Participant icon on the bottom center of your screen.</p> <p>A chat icon will appear on the right side of your screen.</p> <p>Type a message into the box.</p> <p>When someone sends a message the icon will flash orange.</p>
	<p><b>Leaving the session</b></p> <p>Click or tap on the “leave meeting” when the session is finished</p> <p>or</p> <p>If you need to leave the session early say good bye and then click on leave meeting.</p>
	<p><b>Help</b></p> <p>If you are having problems ask someone in your house or in work to help you.</p>