

VIRTUAL bits & tips

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WZOOM Quick Reference Guide

This Quick Reference Guide is a resource that can be shared with users both in and outside of Western to familiarize them with Zoom basics.

Click anywhere on this image to see and download instructions for the following:

- **Download and Join a Zoom Meeting**
- **Computer/Audio Settings**
- **Muting/Unmuting your Microphone**
- **Starting/Stopping Your Video**
- **Changing the Meeting Layout**
- **How to vote**