



Zoom Quick Hints

- 🍏 **How to add Zoom to your mobile or desktop**
 - Go to Zoom website and set up an account
 - Free accounts have 40 minutes maximum on meeting times
 - If your meeting will be longer than 40 minutes, you will need a paid account (Keep meetings brief to save money.)

- 🍏 **To share your screen**
 - Join a Zoom meeting
 - Select **Share Screen**
 - Select which screen to share

- 🍏 **To raise your hand**
 - To raise your hand in Zoom's desktop app, click the "Raise Hand" button in the "Participants" tab.
 - In the mobile app, you can raise your hand by tapping the "Raise Hand" option in the "More" tab.
 - If you later change your mind about raising your hand, you can lower it by clicking "Lower Hand."

- 🍏 **To change your name or title**
 - Enter the Zoom meeting
 - Click on the **Participants** button at the top of the Zoom window
 - Hover your mouse over your name in the **Participants**
 - Click on **Rename**
 - Type your name, nickname or whomever you want to be
 - Click **OK**