



7. You can open the Zoom controls by touching the top of the screen. They will appear in a band across the bottom and in icons at the top of your screen.
8. To see more people, go to Gallery View. Swipe left, or drag the photo of yourself across the screen. You will see more squares /images appear. You can have up to 4 meeting participants on your screen.
9. You can access chat and other commands by clicking on the 3 dots in the right lower corner. Click the various options below Chat to see how to use each one.
10. When you're in Chat, you can type a message to Everyone, or tap on **Send to** and choose an individual to send a message to.
11. If you swipe right on your screen, you mute yourself and turn off your video temporarily. Tap **Tap to Speak** or swipe left to reactivate.
12. You can leave the meeting by clicking the red **Leave** in the top right corner.

