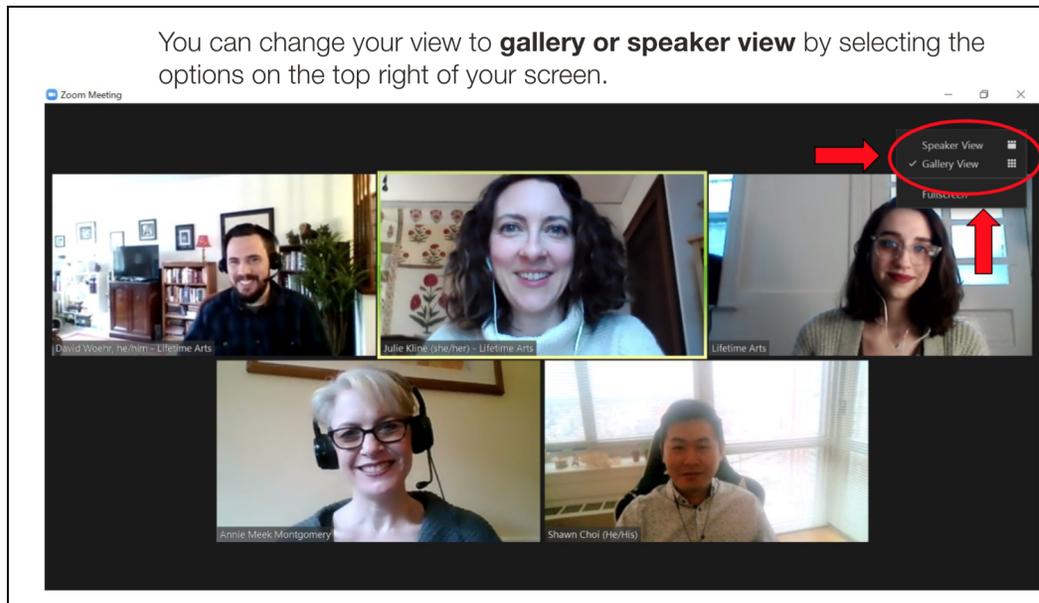


Side-by-Side Viewing Mode

Lifetime Arts will be sharing our screen during training sessions. For the best view during sessions, we recommend that you use the **side-by-side** viewing mode.

You can find this by clicking the view options dropdown menu at the top of your screen, next to the lime green button that says “You are viewing Gahlia’s screen”. Click the drop-down arrow and select side-by-side mode. In this mode, you should be able to adjust how big the slide is and have the option to make it smaller so you can see people’s videos and vice versa

For more guides and information visit: support.zoom.us - Side by Side

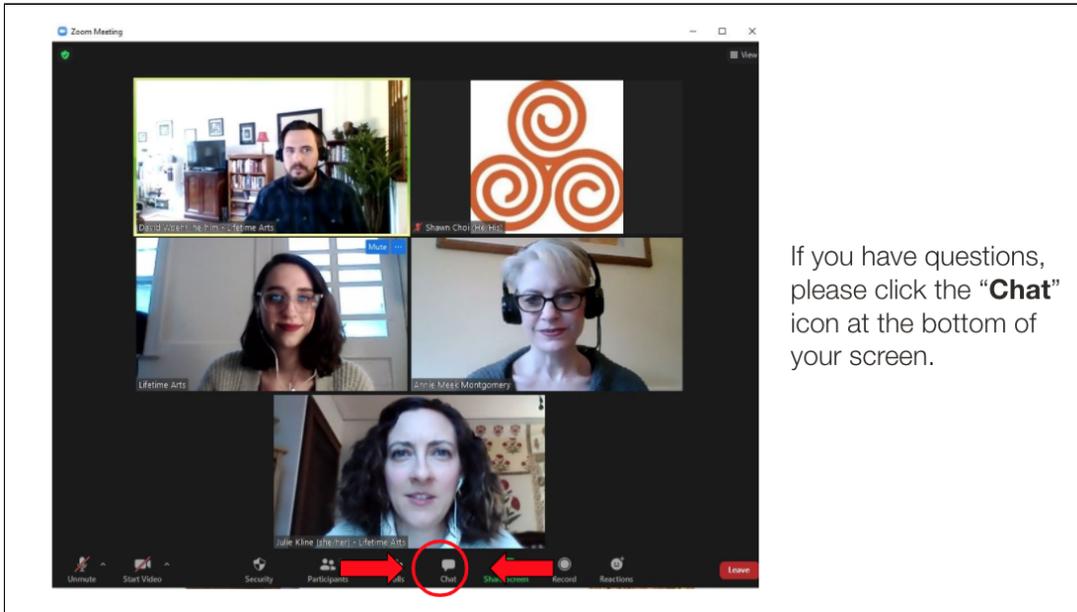


Changing View - Gallery or Speaker view

You can change the view of who you see in this mode by selecting either “gallery view” or “speaker view” on the top right of your screen.

For more guides and information on changing view options visit: Support.Zoom.U.s - Speaker View

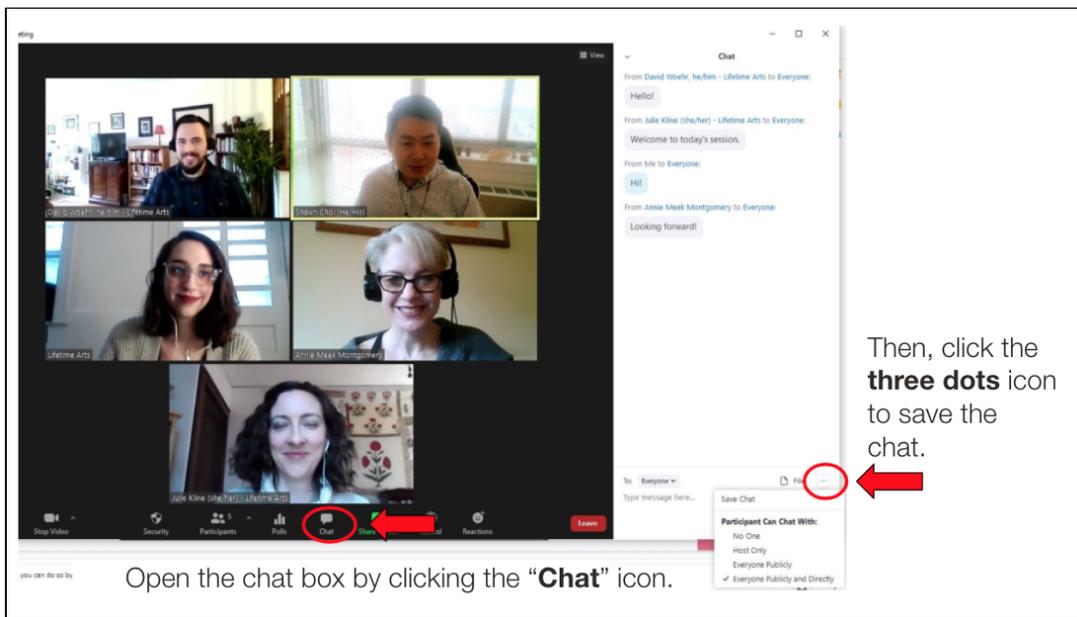
ZOOM PROTOCOLS - PARTICIPATING IN LIFETIME ARTS TRAINING SESSIONS



If you have questions, please click the “**Chat**” icon at the bottom of your screen.

Using the CHAT

If you have questions or comments during the sessions at any time, feel free to type your comment in the **chat** function to “Everyone”. You’ll find the chat icon at the bottom of your screen in the middle of the toolbar. A staff member will see your chat and will do their best to read aloud your question or call on you during the Q&A portions of the session as time allows. Please note that throughout the three days of training, break-out room group discussions will be used often, please be ready to fully participate.

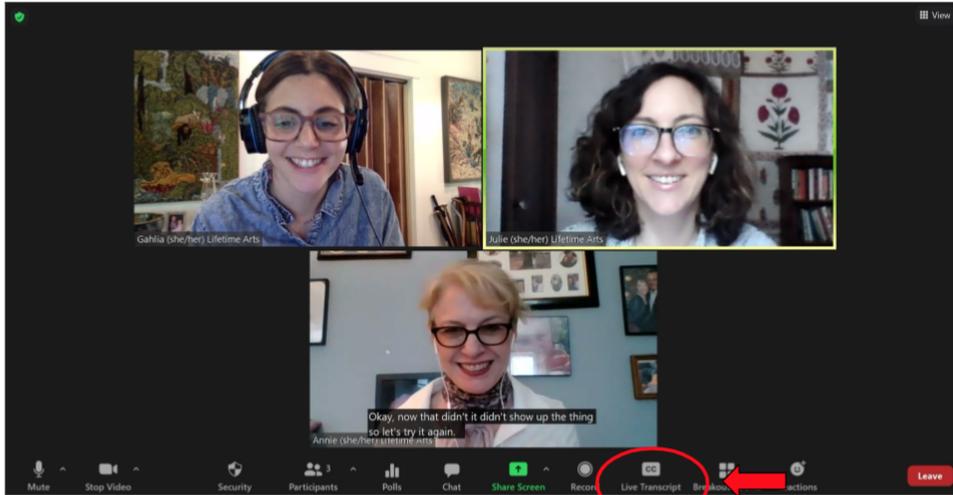


Then, click the **three dots** icon to save the chat.

Open the chat box by clicking the “**Chat**” icon.

If you would like to save the chat from training sessions, you can do so by opening the chat box and clicking on the three dots on the bottom right. Select Save Chat and the entire chat will be saved to your computer.

Please know we will be sharing links throughout the presentations to related resources. Every link shared is also available on the Lifetime Arts Portal for you to reference later, as well as the full slides and session recordings.



Click the “**CC**” button above for live transcripts.

Enabling Live Transcript

Finally, if you want to see closed captioning, press on the cc button at the bottom of your zoom screen and turn it to show. If you are having trouble seeing the cc button in the toolbar at the bottom of your zoom window, try expanding to full screen mode and then hovering your pointer at the bottom of your window, your tool bar should pop up and the cc button should appear to the left of your “reactions” button.

For additional support please visit:

<https://support.zoom.us/hc/en-us/articles/201362003-Zoom-technical-support>