

Coalition Clean Baltic

Zoom Meetings VISUAL GUIDE

The image shows a Zoom meeting interface with several callouts explaining key features:

- On your video preview click on the three dots for contextual menu such as renaming:** Points to the three-dot menu on a participant's video tile, which includes options like Stop Video, Mute My Audio, Pin Video, **Rename**, Edit Profile Picture, and Hide Self View.
- Show participants and other functionalities such as "raise hand":** Points to the Participants panel on the right, which lists participants and includes a "raise hand" button.
- Chat menu, to chat with all (public) or the facilitator and other participants (private):** Points to the Chat panel on the right, showing options to chat with "Everyone in Meeting", "Facilitator - Flore...", or "EU - Manuel Sala".
- Show audio & video options:** Points to the bottom toolbar, specifically the Mute and Stop Video buttons.
- Go to private breakout rooms:** Points to the Breakout Rooms button in the bottom toolbar.
- Share files:** Points to the File icon in the Chat panel.

The interface also displays a "Connecting via phone" section with international dialing instructions for various countries, a microphone selection menu, and a bottom toolbar with icons for Mute, Stop Video, Participants, Share Screen, Chat, Record, Breakout Rooms, Reactions, and Leave Meeting.

Visual credit (modified): HELCOM