## Side-by-Side Viewing Mode

Lifetime Arts will be sharing our screen during live 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 Lifetime Arts screen". Click the drop-down arrow and select side-by-side mode. In this mode, you should be able to adjust how big the presentation is so you can see people's videos and vice versa.

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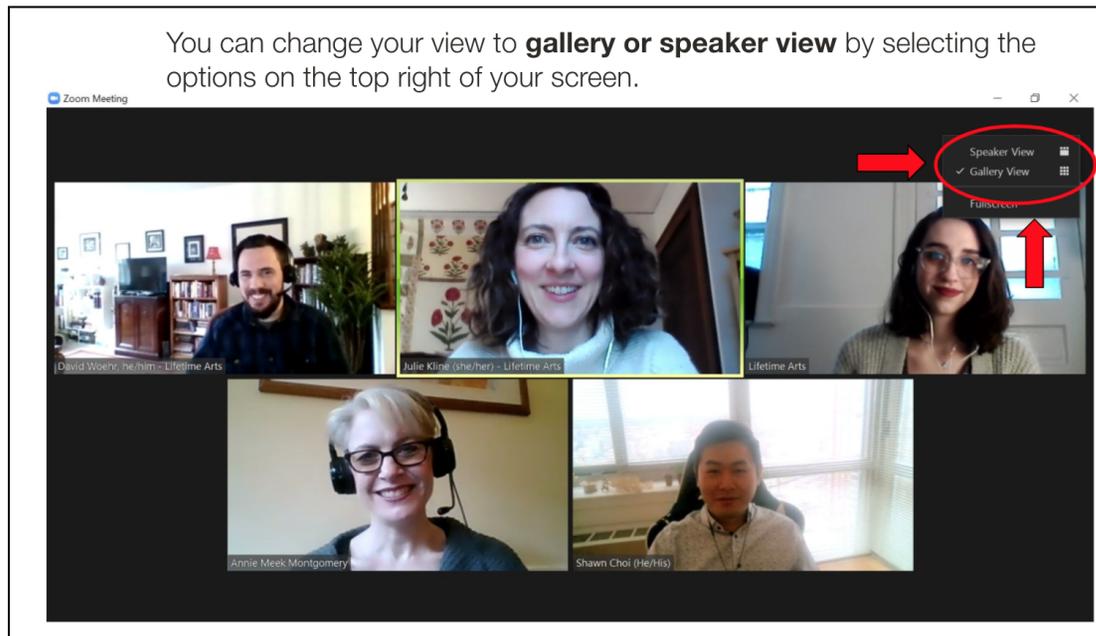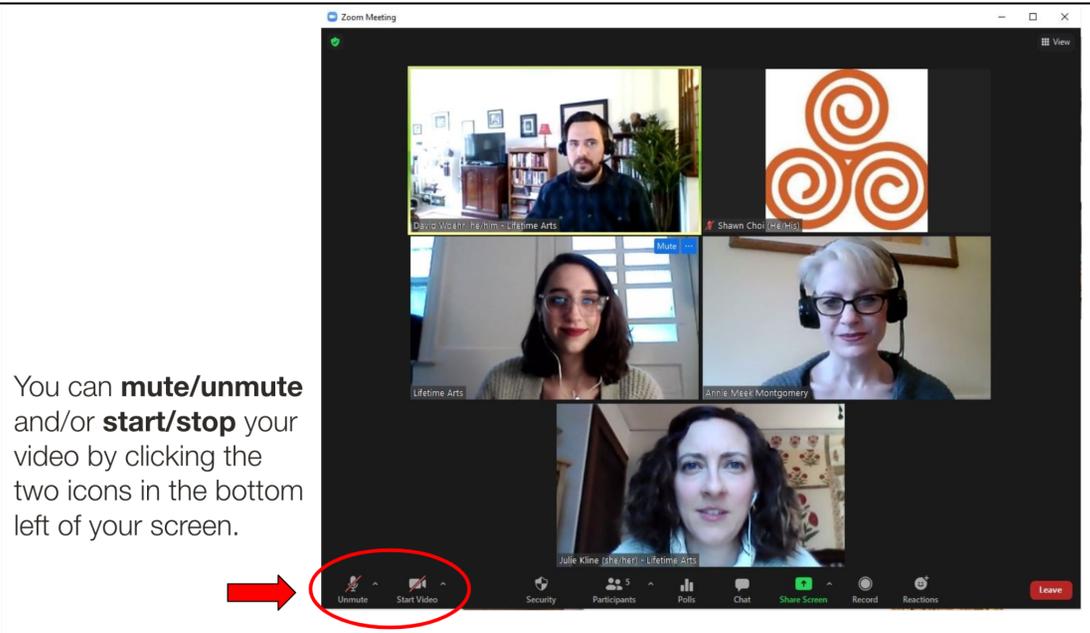

Changing View - Gallery or Speaker view

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.Us - Speaker View**

You can **mute/unmute** and/or **start/stop** your video by clicking the two icons in the bottom left of your screen.


Audio & Video
Mute/Unmute - Stopping/Starting your Video

We ask that you keep yourself muted unless you are otherwise directed to eliminate distractions and any background noise. We ask that you keep your camera on so we can see one another as if we were in the same room. To adjust either of these settings, you can click on the microphone or camera icons on the bottom left of your screen. A slash through the icons means you are either muted or your camera is turned off.

Renaming yourself

We also ask that you take the time to rename yourself on Zoom so people know your full name, artform, or organization. You can also add your preferred pronouns if you wish. You can do so by clicking on the **participants tab** and clicking on the button "more" to the right of your name. You should see a drop-down menu with the option "rename".

For more guides and information on "renaming" visit: **Support.Zoom.Us - rename**
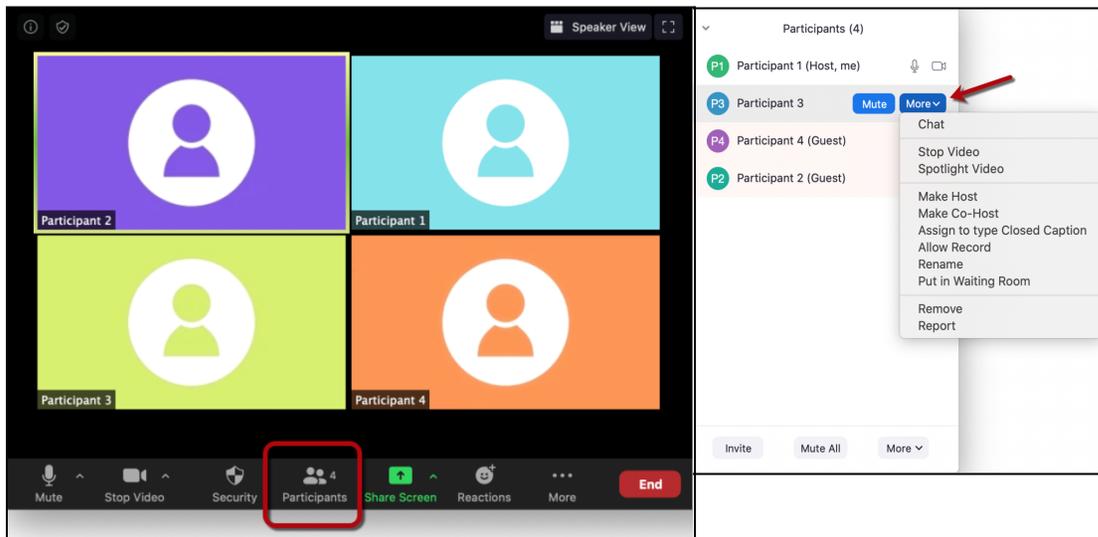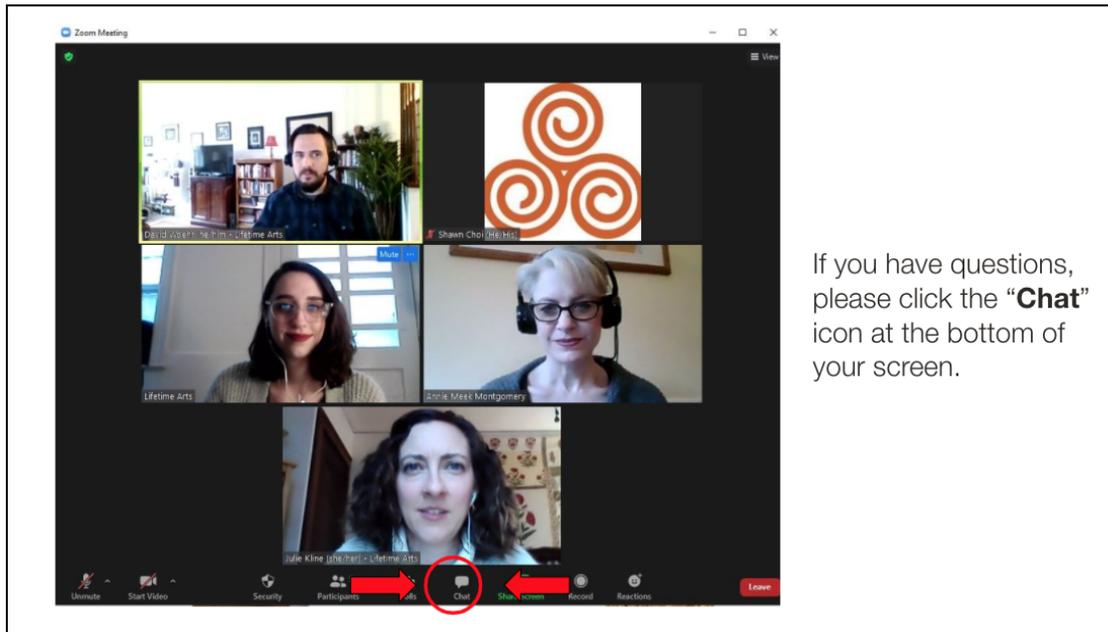
If you have questions, please click the "**Chat**" icon at the bottom of your screen.

Using the CHAT

If you have questions or comments during the session 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.
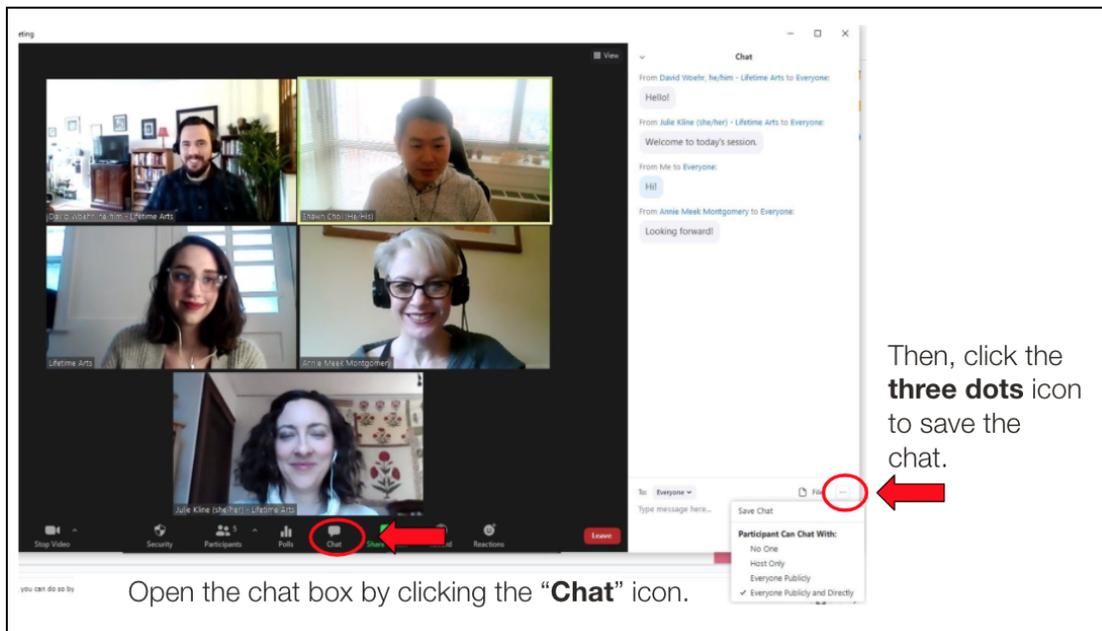

Then, click the **three dots** icon to save the chat.

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.

Click the "**CC**" button above for live transcripts.
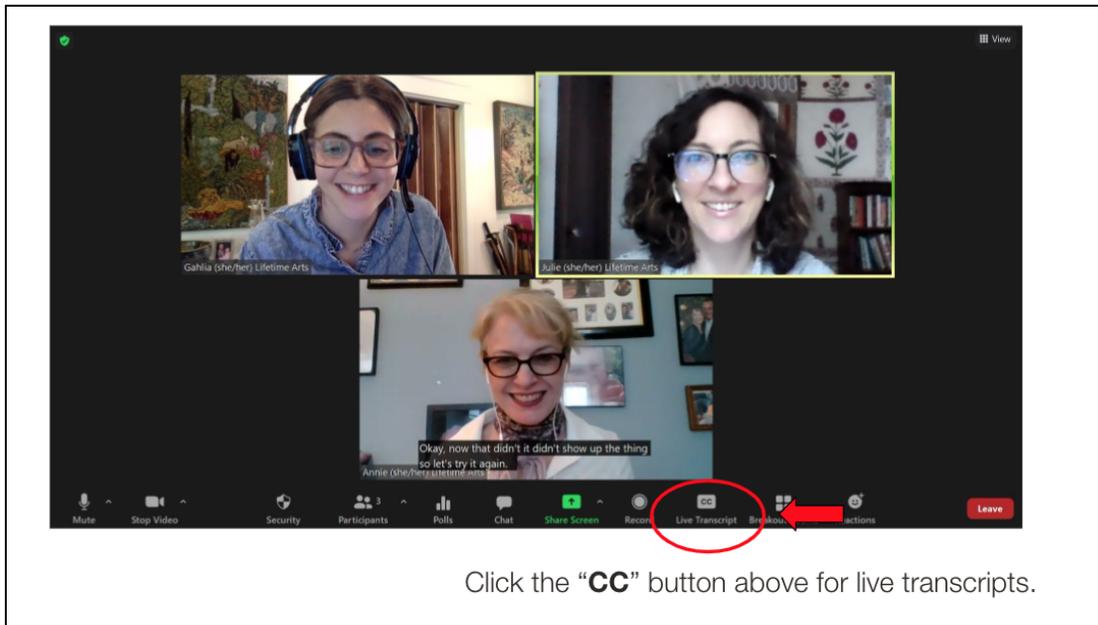
Enabling Live Transcript

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