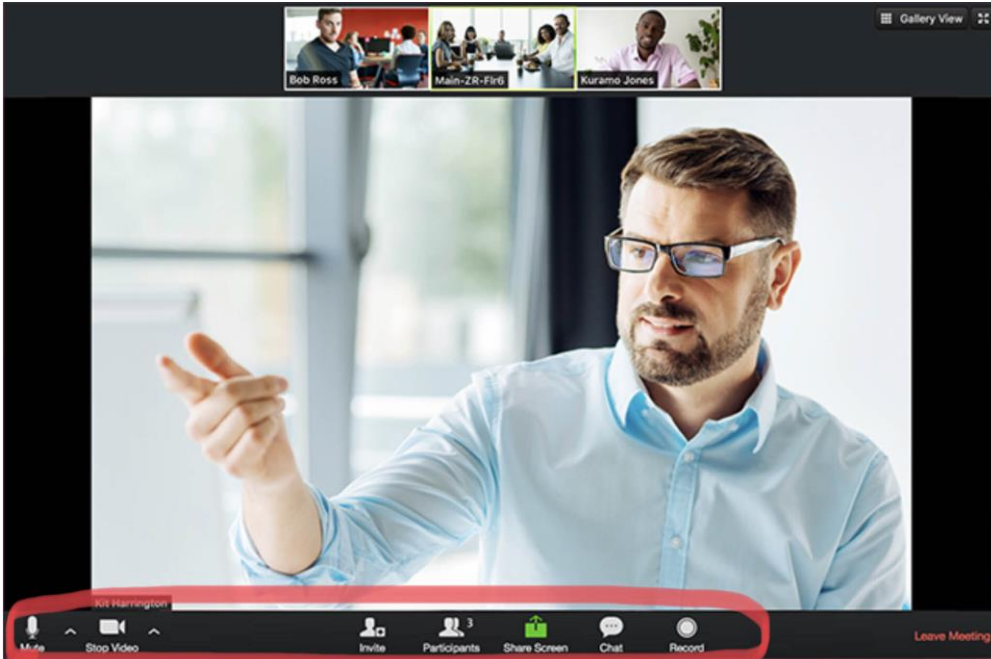Example of Zoom In-meeting screen:

Microphone (you talking) can be unmuted or muted, **Video** (of you) started or stopped, by selecting **icons** at **bottom left** of screen.

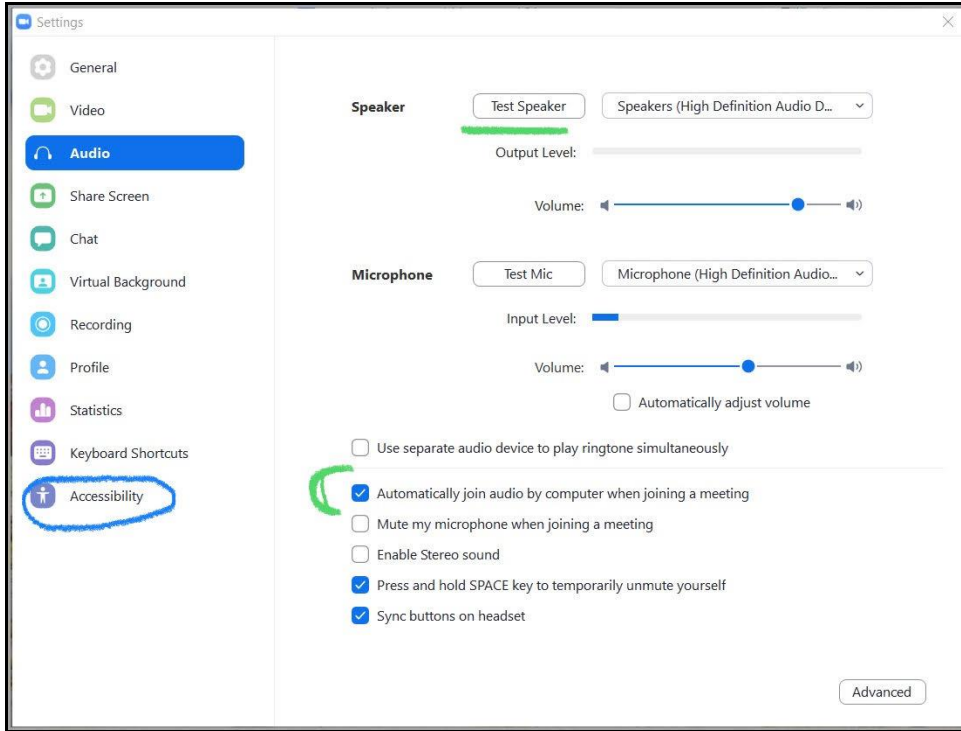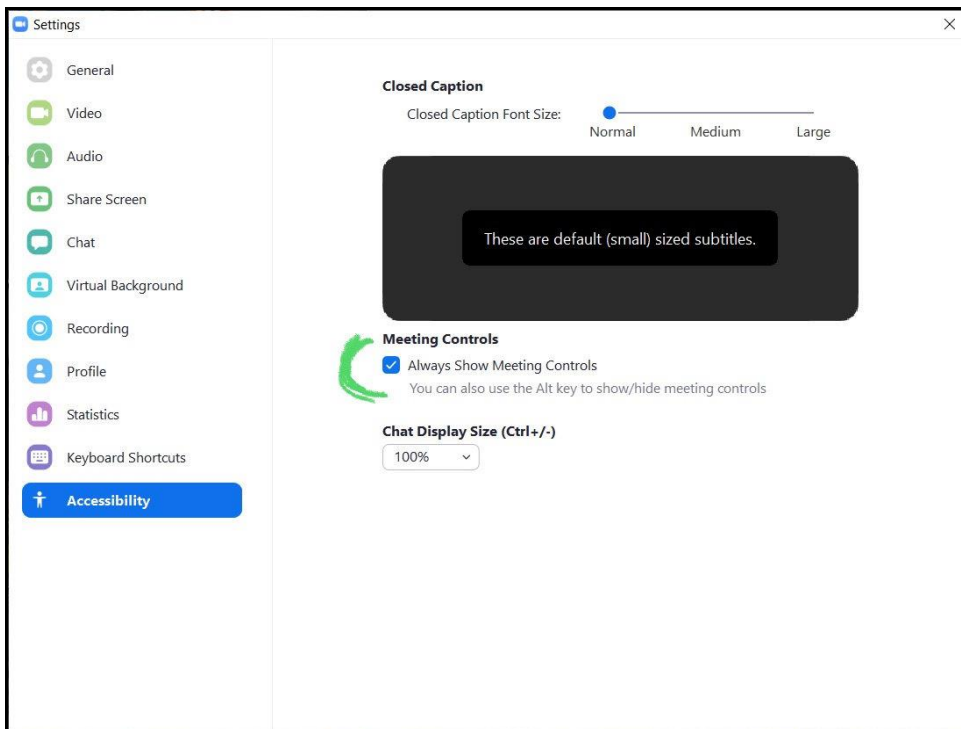Select "**^**" to right of *Microphone* icon. When it opens, select *Audio Settings*

From Audio:
- Test and adjust speaker as needed
- Select "*automatically join audio by computer when joining a meeting*"

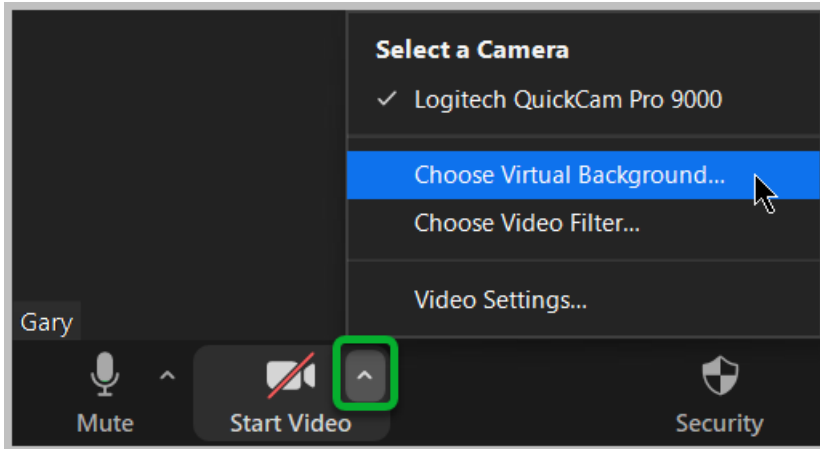Select *Accessibility* from left margin:

From Accessibility:
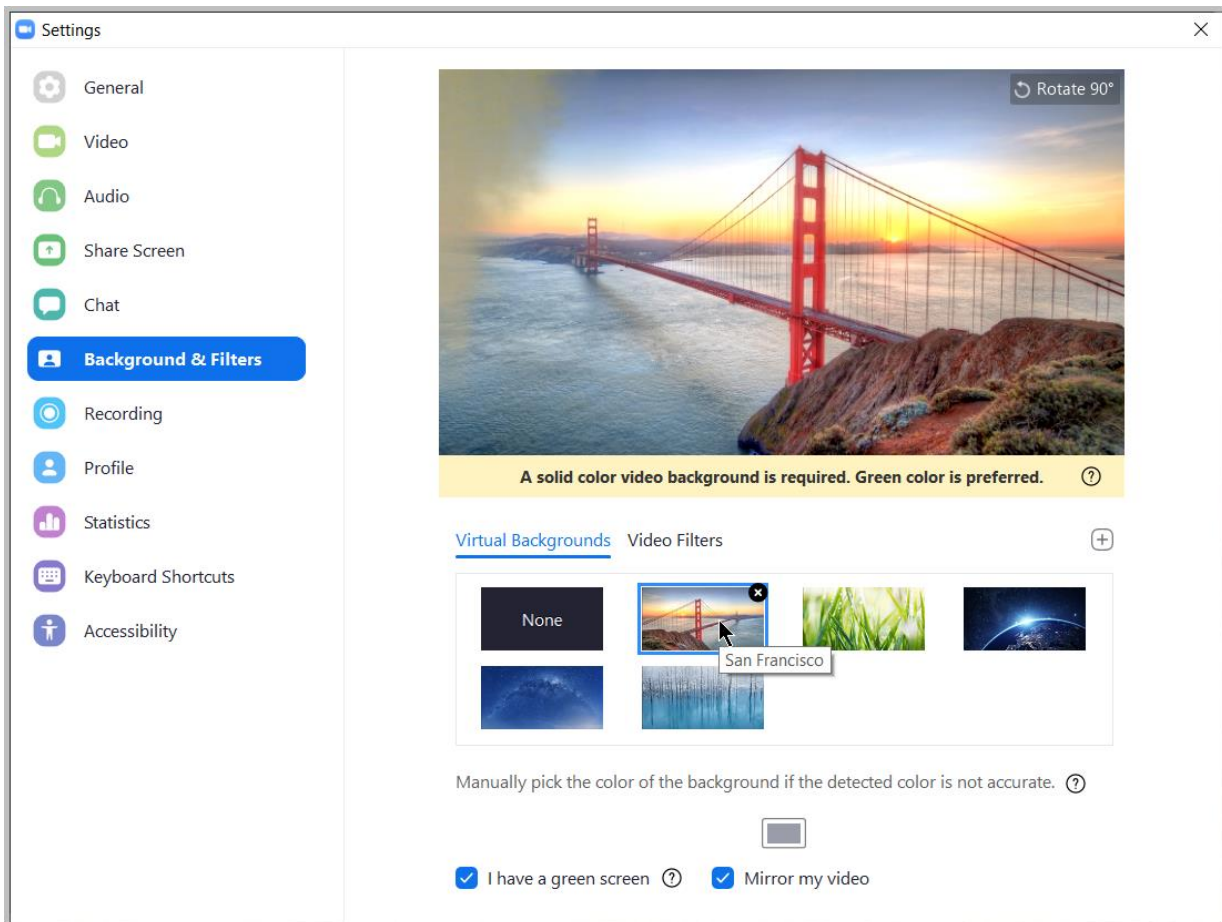- Select "*always show meeting controls*" so controls don't hide if not hovering over bottom of screen

Select "**^**" to right of *Video* icon to see options for video.

To change or set your background select "***Choose Virtual Background"***.

Select a 'stock' photo or select "**+**" to search and add a photo from your computer.

Zoom Help Center for more information:

https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started