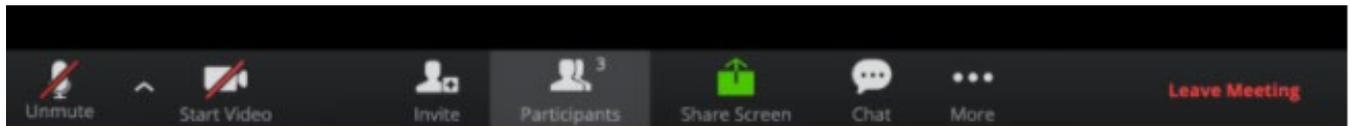# Best Practices for Using Zoom During a CLT Event

The main toolbar

How to use Chat

1. While in a meeting, click "**Chat**" in the main toolbar at the bottom of your Zoom screen. If you do not see anything at the bottom of your screen, hover over it with your mouse.
2. Clicking Chat will open the chat window. If you type a message into the chat box and hit send, it will go to "To: Everyone".

How to turn on video

1. Select "**Start Video**" on the main toolbar. You are welcome to start your video during the Q&A portion of the presentation.

How to mute/unmute microphone

1. It is a good idea to keep your mic muted unless you are presenting. You will be automatically muted when you enter the meeting and will not be able to unmute yourself without permission from the host. This cuts down on background noise and ensures everyone can hear the presentation.

How to rename yourself

1. To change your name after entering a Zoom meeting, click on the **"Participants"** button at the top of the Zoom window.

1

After launching the
Zoom meeting, click on
the "Participants" icon
at the bottom of the
window.

Invite   Participants   Share Screen

2. Next, hover your mouse over your name in the "Participants" list on the right side of the
Zoom window. Click on **"Rename"**.

Participants (1)

RB   Ryan B... (Host, me)   Mute   Rename

2

In the "Participants" list on the
right side of the Zoom window,
hover over your name and click
on the "Rename" button.

3. Enter the name you'd like to appear in the Zoom meeting and click on **"OK"**.

Rename   ✕

Enter a new screen name:

Ryan B.

OK   Cancel
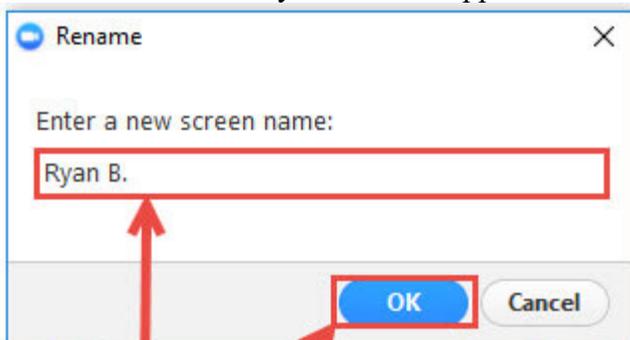
3

Type in the display name
you'd like to appear in the
meeting and click on "OK".