

Using Zoom

The following pages provide convenient images of the Zoom interface showing where relevant features are. These instructions are for both mobile and desktop devices.

For many SFI ACTioN events, we will be using Zoom and facilitating conversation through the “Raise Hand” feature. Please note that the “Chat” feature will also be available in ACTioN events. To access this feature, you can see the relevant toggle in the images below.

At any virtual ACTioN event, should you need assistance, please use the “Chat” feature to directly message technical support by selecting the user named “Admin.”

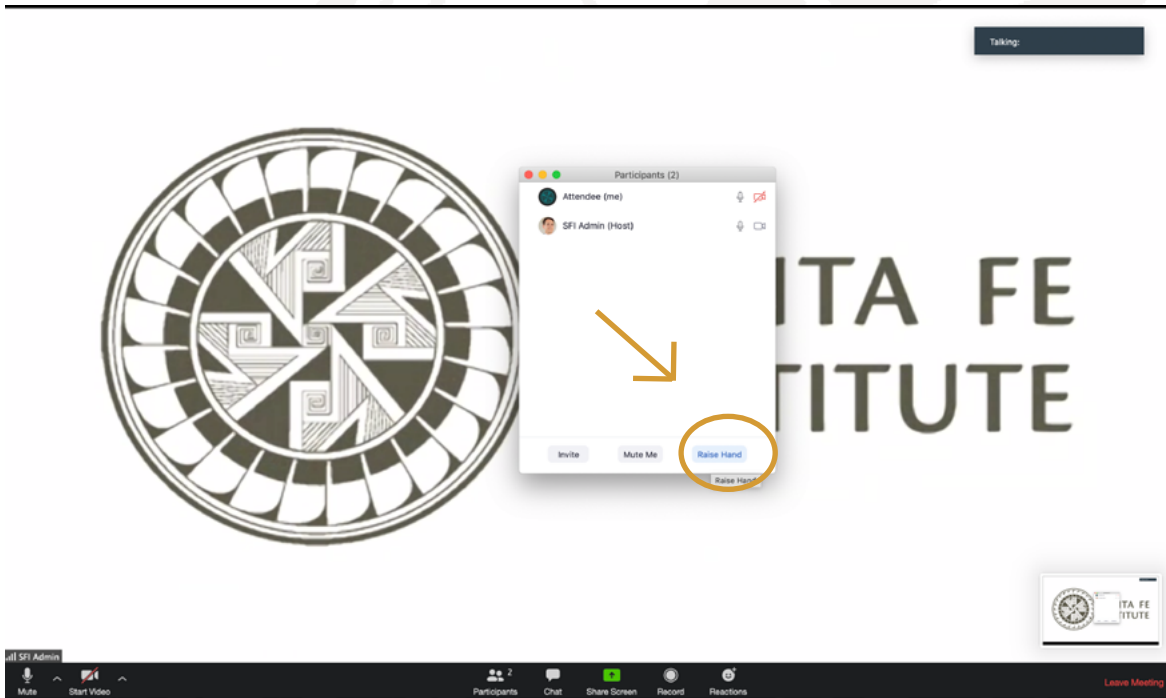
For further assistance before, during, or after an event, ACTioN can always be reached by emailing action@santafe.edu.

For Desktop – Raise Hand

1) Click “Participants” in your toolbar.



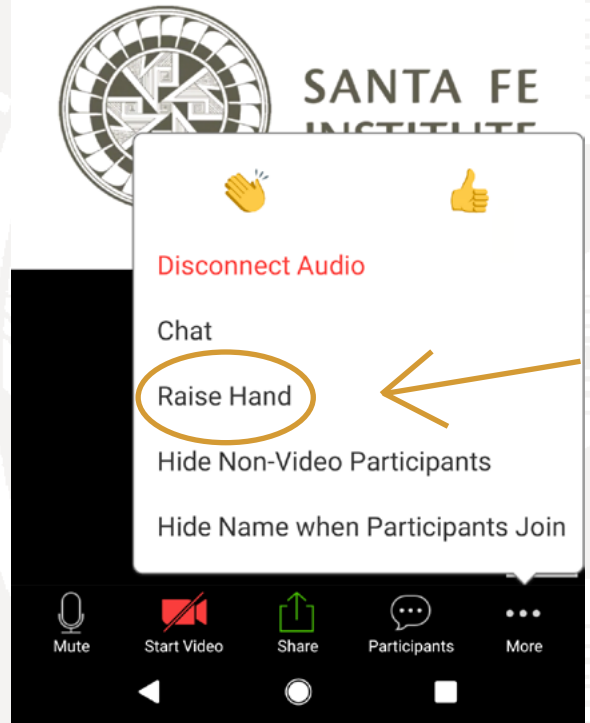
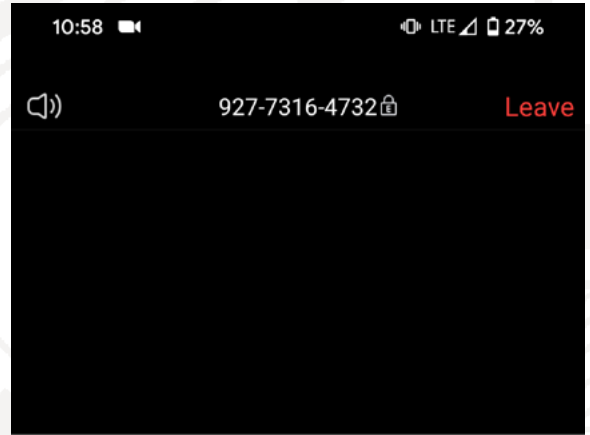
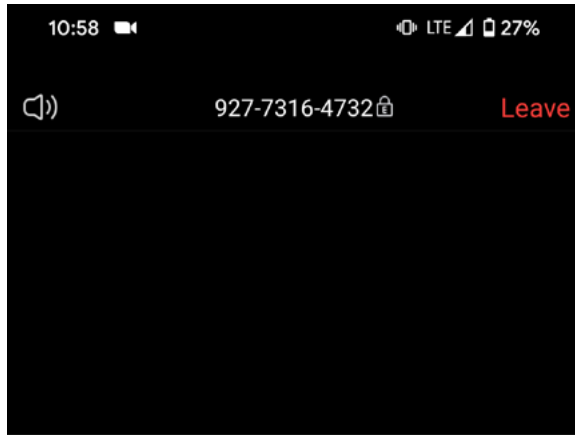
2) A menu should appear with “Raise Hand” in the bottom right corner of the menu. Click this button to alert the moderator that you’d like to ask a question.



For Mobile Device – Raise Hand

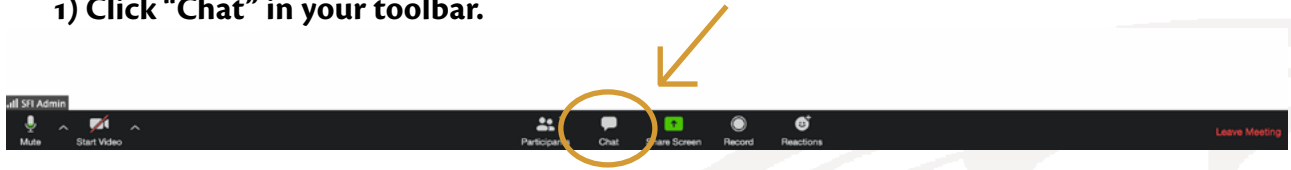
1) Select “More” in your toolbar.

2) Select “Raise Hand” to alert the moderator that you would like to ask a question.

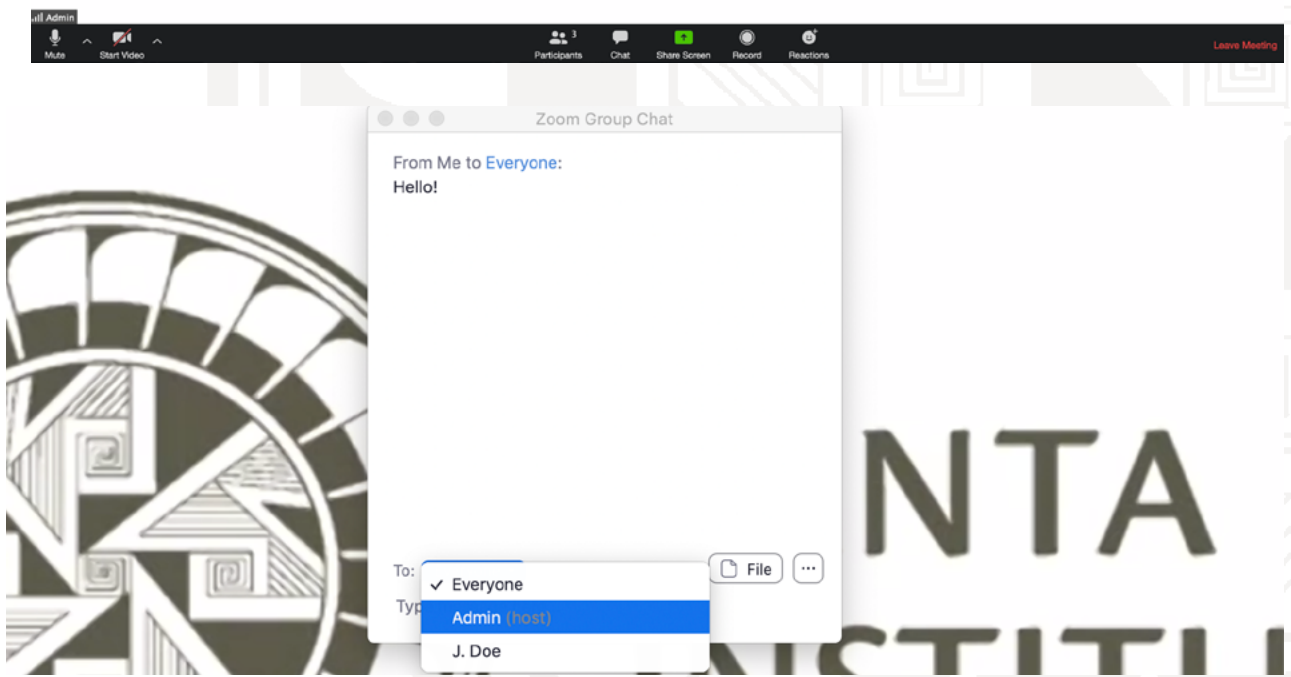
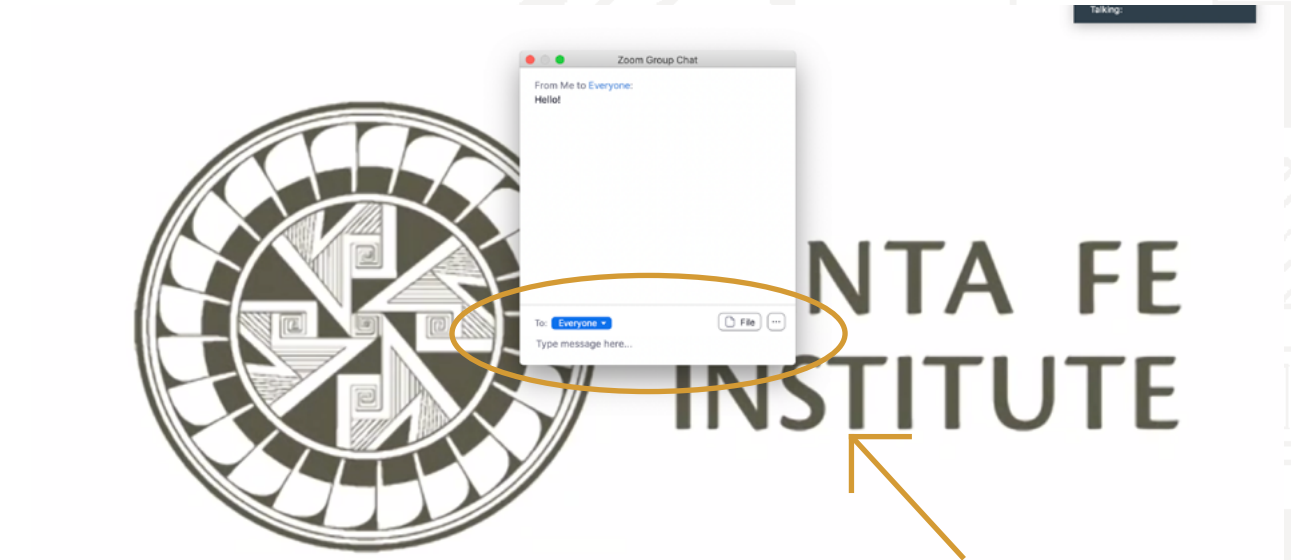


For Desktop – Chat

1) Click “Chat” in your toolbar.

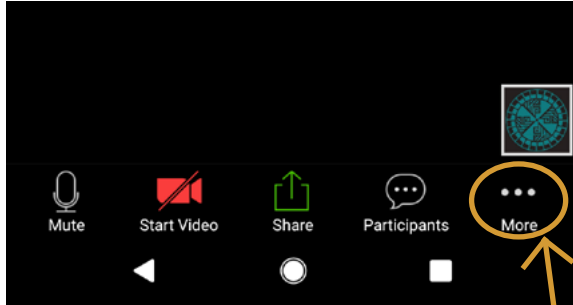


2) A chatbox should appear. You can type in the text field, or change who you are messaging. The user labeled “Admin” can assist you with any difficulties you are having.

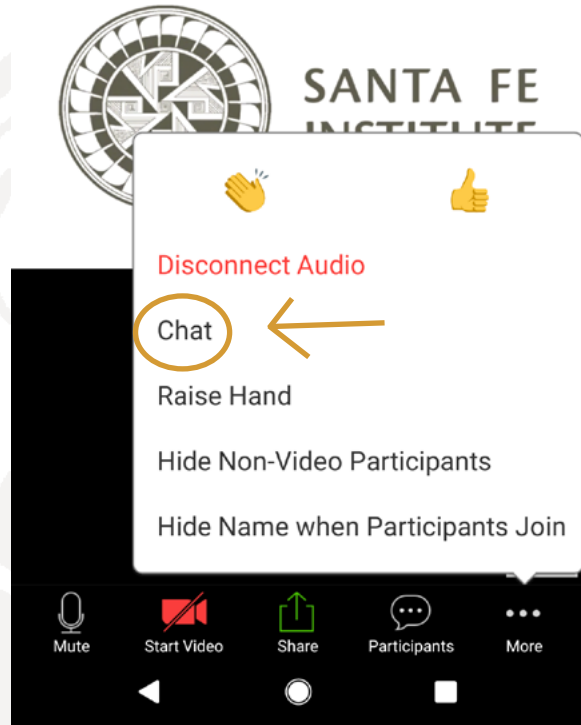


For Mobile Device – Chat

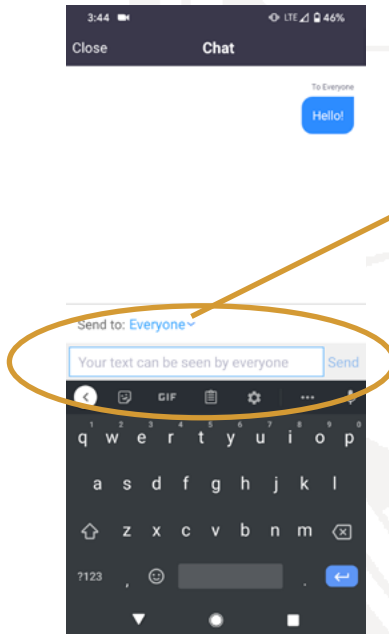
1) Select “More” in your toolbar.



2) Select “Chat” from the menu that appeared.



3) A chat box should appear. You can type in the text field, or select “Send to:” to change who you are messaging.



4) The user labeled “Admin” can assist you with any difficulties you are having, or you can direct message other participants.

