

# Zoom Member's In-Meeting Cheat sheet/FAQ

## Frequently Asked Questions

Q: How do I second a motion?

A: Raise your hand in Zoom

Q: What if I want to ask a question during the discussion?

A: Make a request to "Q&A" through a chat. Either place your question directly in the chat, or simply state that you have a question. You will be called upon to ask in the order the questions/requests are received.

Q: How will voting be conducted?

A: All votes will be done in the main meeting using Zoom's polling feature. The host will provide additional instructions, if necessary.

Q: How do I "Call to the Question"?

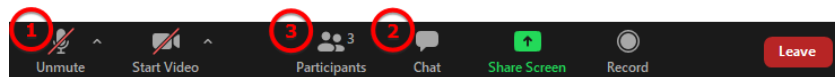
A: Request it in the chat window to "Q&A" (same procedure as asking a question during the discussion period).

Q: Will I be able to ask a follow-up question once my first question is answered?

A: You will be allowed one follow-up question. Otherwise, please make another request to "Q&A" to ask another question.

## Zoom Controls

In the Zoom meeting, you will see a window with toolbar at the bottom. If you do not see the toolbar, simply move your mouse over the window and it should appear.

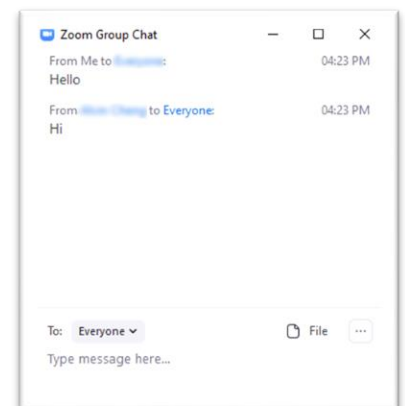


Turning on and off your microphone

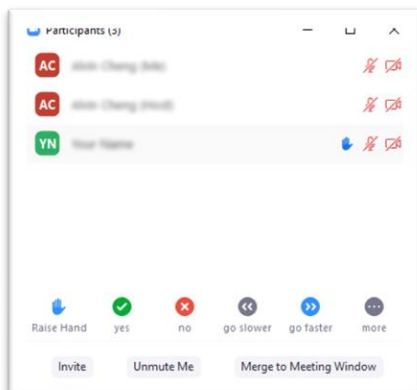
Click on the button indicated by the **1** on the toolbar to toggle your microphone.

Chatting (Asking Questions)

To open the "Chat", click on the "Chat" button indicated by the **2** on the toolbar. To chat, simply type your message into the bottom (where it says "Type message here...") and press "Enter".



Select "Q&A" to ask/request to ask a question



Raising Hand

Open the "Participants" window by clicking on the "Participants" button indicated by the **3** on the toolbar.

Click on the "Raise Hand" button near the bottom of the window. When your hand is raised, a blue hand will appear next to your name.

