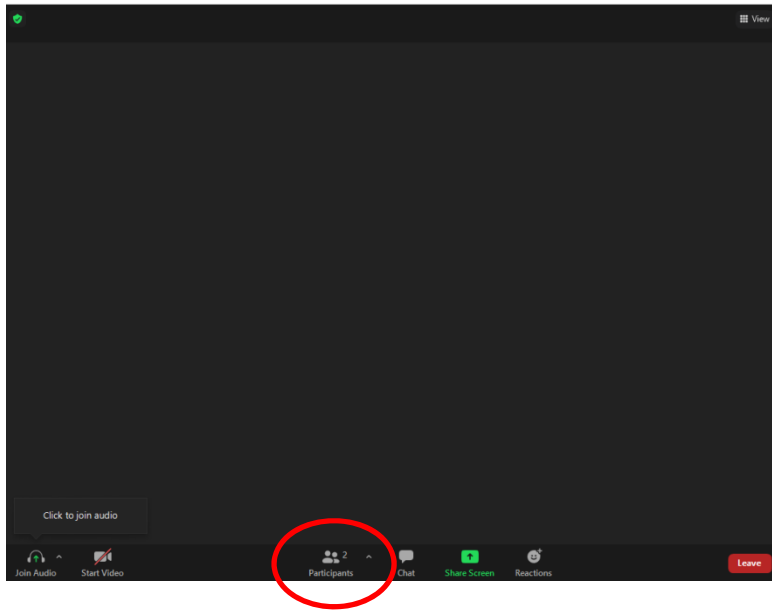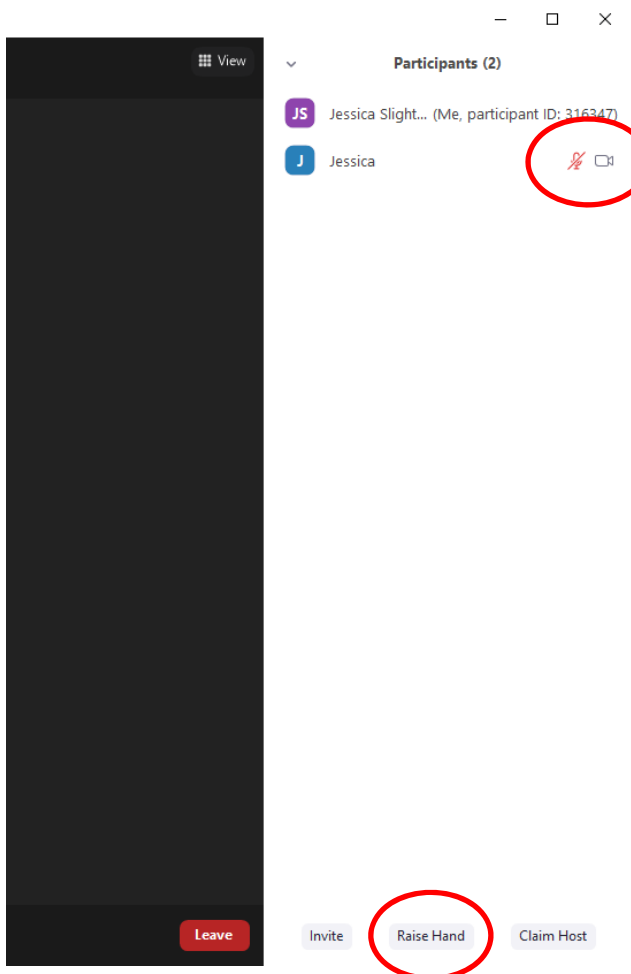# Using Zoom – tips for Zoom meeting participation

This is the screen you will see when you log in to the meeting if no one else has logged in; otherwise you will see video boxes for other users who have logged in before you. To view the Raise Hand feature and to unmute yourself, click on **Participants** at the bottom of your screen (if you don't see the toolbar, move your cursor to hover over the bottom of the screen, they will pop up); after you click on the Participants button, your screen will expand and you will see the user names for other Participants who have joined the meeting (see next screen shot).

The words "Ask to Unmute" will appear next to your user name if you are a guest. The microphone symbol (shown to the left) will appear if you are a committee member or staff. To unmute yourself, hover over your name in the Participant list and click on "Ask to Unmute" or the microphone icon. Guests will be muted until they are recognized to speak by the meeting host. Use the Raise Hand feature below to indicate your wish to comment on an item.

To use the Raise Hand feature, click the button at the bottom of your screen (see the symbol in the circle to the left).