

# Zoom tips to help you get the most out of BAiP/LIVE!

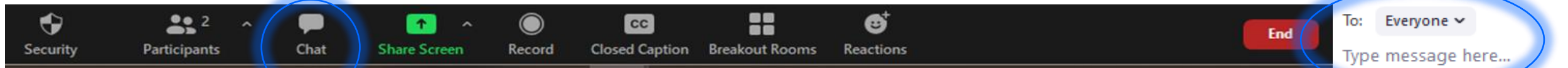


For **computer/laptop** and **tablet/smartphone** users



# Chat: use it to ask questions

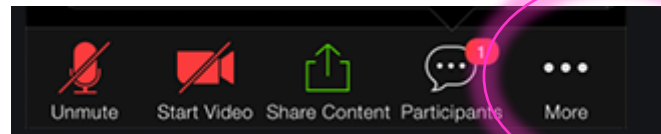
Computer/laptop



**TIP** Click **Chat** now: window opens on right

Tablet/smartphone

Tap **More**, then **Chat**



Address your Chat to **Everyone**, type your question,  
press **Enter**/tap **Send**

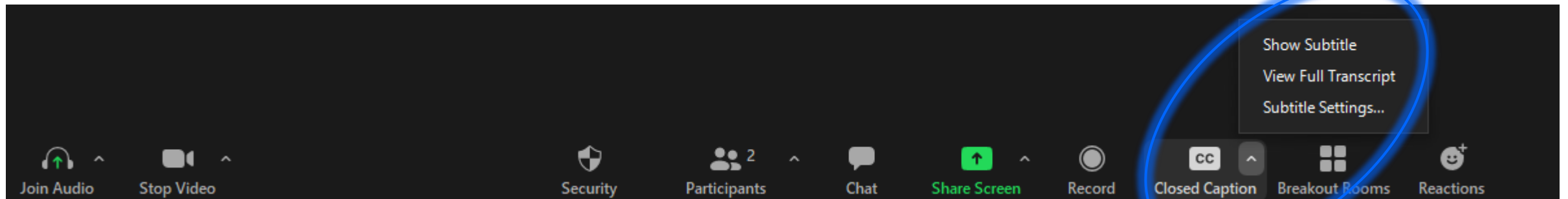
# Closed Captions: BAiP/LIVE! uses live CC

Computer/laptop

Click **Closed Caption** then **Show Subtitle**

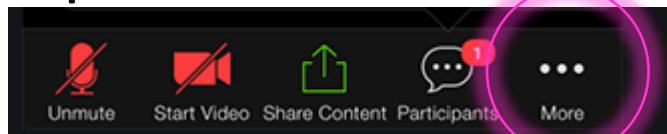
Click ^ for more:

- **View Full Transcript** in resizable, movable window
- **Subtitle Settings:** change caption size



Tablet/smartphone

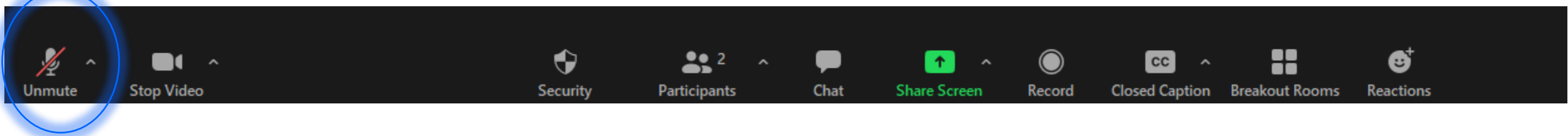
Captions appear automatically at bottom of screen;  
tap **More** to **View Full Transcript**



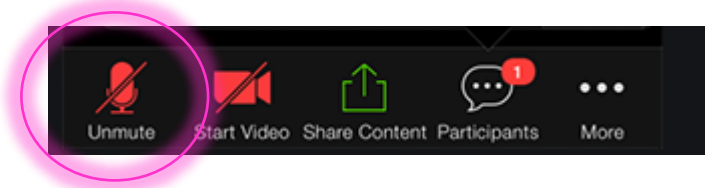
# Muting: please remain muted throughout the program

Click/tap your microphone icon to **Mute** (red slash appears)  
Use **Chat** to ask questions

## Computer/laptop



## Tablet/smartphone

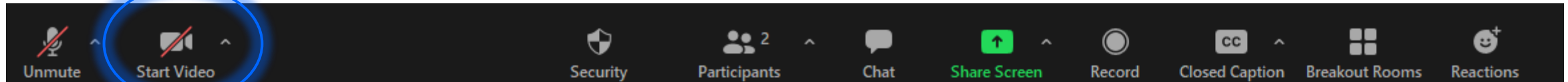


# BAiP/LIVE! is being recorded

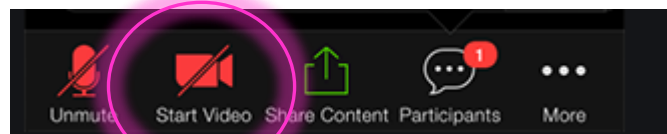
Don't want to be seen? Turn off your video

Click/tap your video camera icon to **Stop Video** (red slash appears)

Computer/laptop



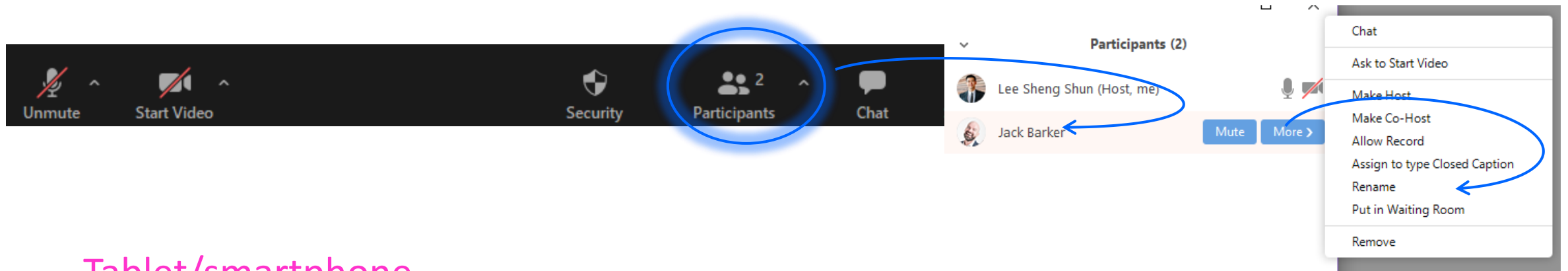
Tablet/smartphone



# Display your first & last names

Computer/laptop

Click **Participants** > hover over your name > click **More** > **Rename**



Tablet/smartphone

Tap **More** > **Participants** > your name > **More** > **Rename**

