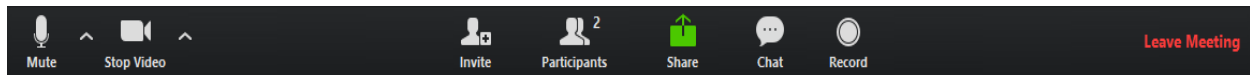# SCCCD Board of Trustees Meeting ConferZoom Attendee Feature Controls:

When you join the Board of Trustees meeting via ConferZoom meeting you are considered an attendee, with limited features control.

The host (meeting moderator) chooses the settings for attendee use in the meeting; some features listed below will prompt the attendee to request host permission.
(and may not be available/applicable to the meeting)

Attendees Feature Controls

1. **Mute / Unmute**
   a. Mute and unmute your microphone.
   b. Audio Controls (click the ^ arrow next to Mute / Unmute) to change the microphone and speaker that Zoom is currently using on your computer, and access the full audio settings.

2. **Start Video / Stop Video**
   a. Turns your camera on or off.
   b. Video Controls can be changed by clicking the ^ arrow and selecting your camera.

4. **Participants**
   a. See who's currently in the meeting.
   b. 'Rename' yourself to change how your name appears to others.

5. **Chat**: Text chat with the participants.

6. **Leave Meeting**: Leave the meeting at any time; only the host can end the meeting.