

# How to operate Zoom (Easy version)

**Teacher**

プレゼンの作り方 ワンポイント講座  
口頭発表の方法

教員名

ギャラリー ビュー

The teacher and student screens will appear.

Switching the screen display  
Click "Gallery View/Speaker View" in the upper right corner of the screen.

**Gallery View**

All participants will be displayed in the same size.

**Speaker View**

The person speaking is projected on a large screen, which automatically switches according to the voice.

1) Unmute

2) Start Video

3) Chat

4) Share Screen

5) Reactions

6) Leave

**Before**

1) **Unmute**  
(Microphone function)  
**Turn off**

2) **Start Video**  
(Video function)  
**Turn off**

Follow the teacher's instructions

**During Class**  
(Use it only when the instructor tells to)

3) **Chat**  
-Click "Chat"  
-The chat page will appear on the right side of the screen.

4) **Share screen**  
-Click "Share Screen"  
-You can share the application or whiteboard.

5) **Reaction**  
(Raise your hand or lower your hand function)  
-Click "Reaction"  
-Click on "Raise your hand" when it appears.  
-Click "Unmute" to turn on the microphone and speak.  
-After speaking, lower your hand and click "Mute".  
You can also indicate your intentions such as "Agree".

To: Everyone  
Type message here...

Select the destination from here

**After**

6) **Leave**  
-Click "Leave".

Raise Hand