Welcome to your Zoom room!

Connect your audio: use your computer audio, get a call from Zoom, dial in.
Toolbar: click on Participants to activate them in your session
Toolbar: if visible click on Closed Caption to see Action Items
Adjusting the size of the document shared

Adding a Delegated Mailbox – Outlook for Mac

1. In Outlook 2011, Select the Tools menu (not the Tools ribbon in the application window) and select ‘Accounts’.
2. Click the ‘Advanced’ button in the bottom right corner of the window that pops up.