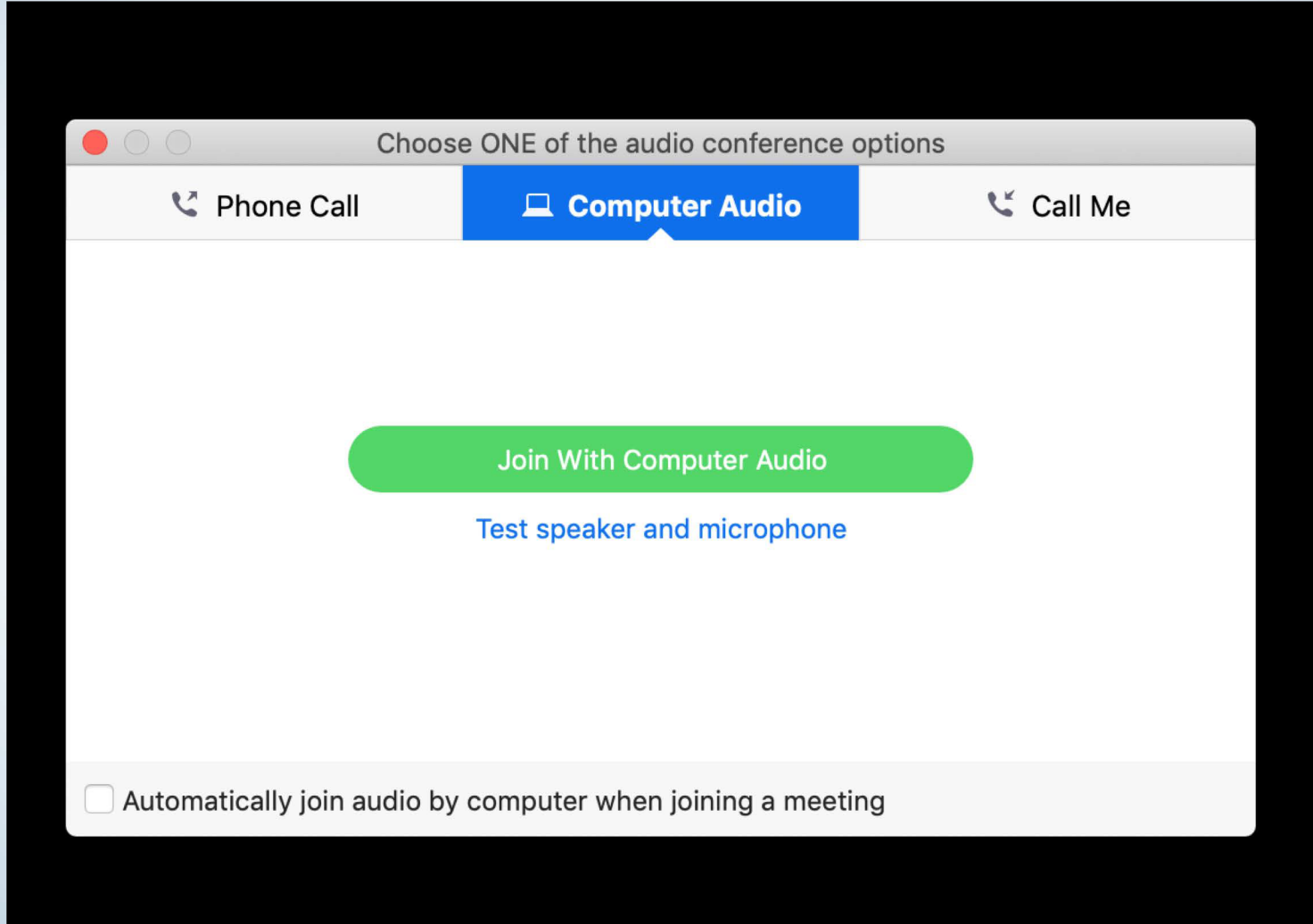


Welcome to your Zoom room!

Connect your audio: use your computer audio, get a call from Zoom, dial in.



Toolbar: click on Participants to activate them in your session

The screenshot displays a Zoom meeting interface. At the top left, a dark bar indicates "Talking: Nathalie Peregrine". The main area shows the meeting title "Andrea Glandon's Personal Meeting Room", the host "Andrea Glandon", and the meeting URL "https://icann.zoom.us/j/9904344438". Below the URL is a "Copy URL" link and a participant count of "28". Two large icons are visible: "Share" (represented by overlapping windows) and "Invite Others" (represented by a person icon with a plus sign). A red arrow points from the top right towards the "Participants" list on the right side of the screen. The "Participants (4)" list includes: Nathalie Peregrine (me), Andrea Glandon (Host), Terri Agnew, and Julie Bisland. Each participant has icons for mute, video, and chat. At the bottom, a toolbar contains icons for "Invite", "Participants" (with a "4" next to it), "Share", and "Chat". A "Leave Meeting" button is located on the right side of the toolbar. Below the toolbar, a secondary bar contains interaction icons: "raise hand", "yes", "no", "go slower", "go faster", and "more". A "Mute Me" button is also present.

Toolbar: click on Chat to activate it in your session

Talking: Nathalie Peregrine

Meeting Topic: Andrea Glandon's Personal Meeting Room
Host Name: Andrea Glandon
Invitation URL: <https://icann.zoom.us/j/9904344438>
[Copy URL](#)

Participant ID: 28

Join Audio
Computer Audio Connected

Share

Invite Others

Participants (4)

- NP Nathalie Peregrine (me)
- AG Andrea Glandon (Host)
- JB Julie Bisland
- TA Terri Agnew

raise hand yes no go slower go faster more

Mute Me

Chat

To: Everyone

Type message here...

Leave Meeting

ICANN

The screenshot displays the Zoom meeting interface. At the top, a dark bar indicates the current speaker is Nathalie Peregrine. Below this, meeting details are listed: Meeting Topic (Andrea Glandon's Personal Meeting Room), Host Name (Andrea Glandon), Invitation URL (https://icann.zoom.us/j/9904344438), and Participant ID (28). Three large icons are visible: 'Join Audio' (with a green 'Computer Audio Connected' status), 'Share', and 'Invite Others'. A red arrow points from the 'Invite Others' icon down to the 'Chat' icon in the bottom toolbar. The right sidebar shows a list of four participants: Nathalie Peregrine (me), Andrea Glandon (Host), Julie Bisland, and Terri Agnew. Below the list are controls for 'raise hand', 'yes', 'no', 'go slower', 'go faster', and 'more'. A 'Mute Me' button is also present. The chat panel at the bottom right is currently empty, with a 'To: Everyone' dropdown and a text input field. A 'More' dropdown is visible in the bottom right corner of the chat panel. The bottom toolbar includes icons for 'Invite', 'Participants' (4), 'Share', 'Chat', and 'Leave Meeting'. The ICANN logo is in the bottom left corner.

Toolbar: if visible click on Closed Caption to see Action Items

The screenshot shows a Zoom meeting window with the following details:

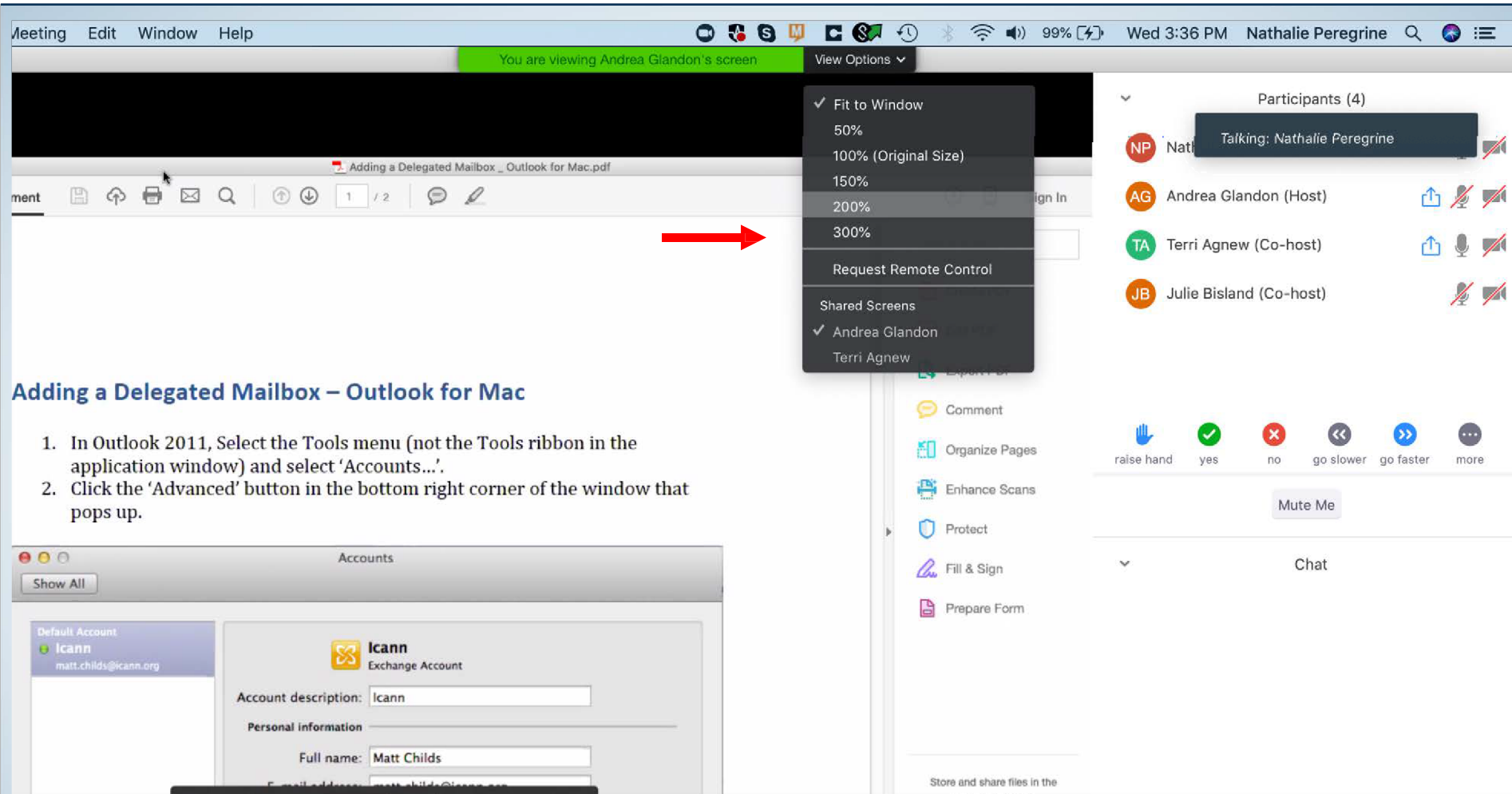
- Meeting ID: 990-434-4438
- Meeting Topic: Andrea Glandon's Personal Meeting Room
- Host Name: Andrea Glandon
- Invitation URL: <https://icann.zoom.us/j/9904344438> (with a "Copy URL" link)
- Participant ID: 28

Below the meeting details are three main action buttons:

- Join Audio**: Computer Audio Connected
- Share**
- Invite Others**

At the bottom of the screen is the Zoom toolbar. The **Closed Caption** button is highlighted with a green background. A red arrow points from the "Join Audio" button to the "Hello!" chat bubble, and another red arrow points from the "Invite Others" button to the "Closed Caption" button.

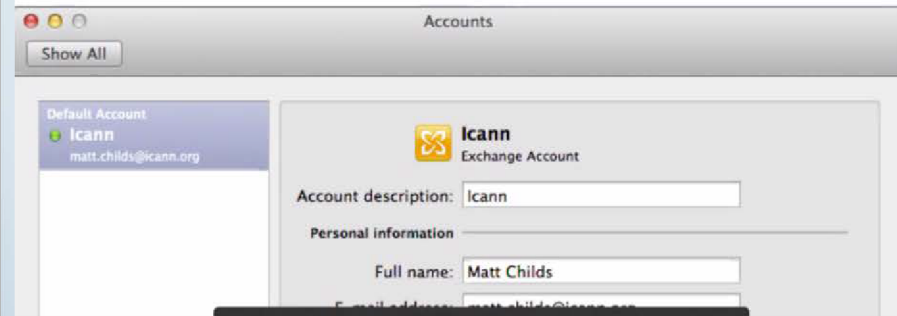
Adjusting the size of the document shared



The screenshot shows a Zoom meeting window. At the top, the menu bar includes Meeting, Edit, Window, and Help. Below it, a green bar indicates 'You are viewing Andrea Glandon's screen'. A 'View Options' dropdown menu is open, displaying zoom levels: 50%, 100% (Original Size), 150%, 200%, and 300%. A red arrow points to the 100% option. The background shows a document titled 'Adding a Delegated Mailbox - Outlook for Mac.pdf' with a toolbar. On the right, the Zoom interface shows participants: Nathalie Peregrine (Host), Andrea Glandon (Host), Terri Agnew (Co-host), and Julie Bisland (Co-host). There are also icons for 'raise hand', 'yes', 'no', 'go slower', 'go faster', and 'more', along with a 'Mute Me' button and a 'Chat' window.

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.



The screenshot shows the 'Accounts' dialog box in Outlook 2011. The 'Default Account' is 'Icann' with email address 'matt.childs@icann.org'. The account is an 'Exchange Account' with the description 'Icann'. The 'Personal information' section shows the full name 'Matt Childs'. The 'Advanced' button is highlighted in the bottom right corner.