Zoom- Basic Meeting Controls

Getting Started

Upon logging in as a Host or Participants, you will see the same basic features within the Zoom meeting.

Controls

Audio Controls

- Select the microphone to mute (green-line through icon) or unmute your audio
- Select the up arrow to open the audio options

Video Controls

- Select the camera to turn off (green-line through icon) or to turn back on
- Select the up arrow to open the video options

Invite

- Select to open a pop-up box that displays the room’s URL and meeting ID
Participants/Manage Participants

- Select to open the participants window that displays all current participants
- If you are the host of the meeting room, ability to control participant’s microphone, recording permission and removal from the room

Share Screen

- Select to open the pop-up window that allows you to share your desktop screen or whiteboard

Chat

- Select to open the chat window to send messages to all participants or a selected individual
- Chat are not included within a recording or automatically saved

Record

- Select to start the recording
- Recording will automatically be saved to the computer that is currently being used

Leave/End Meeting

- Select to leave the meeting or as a host, select End Meeting to close the meeting room for all participants