



ZOOM ATTENDEES MEETING CONTROLS

Viewing options



Gallery View will tile all participants' videos equally on the screen.



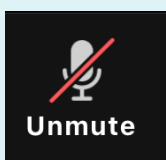
Speaker View will show only the active speaker on the screen.

Note: On smartphones & tablets, the speaker view is enabled when joining a Zoom meeting. With one finger, swipe left on the screen to access gallery view. Only four videos will be displayed at once.

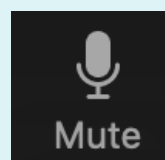
Meeting Controls

Audio

Select the microphone button to mute and/or unmute yourself:



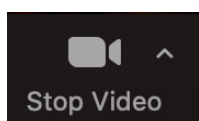
Microphone is Muted



Microphone is Unmuted

Video

Select the button to Start and/or Stop your video.

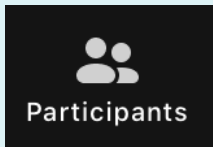


Sharing Video



Not Sharing Video

Participants Button



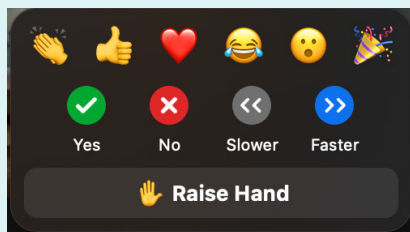
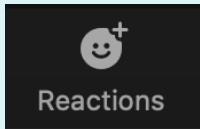
Select to view a list of all attendees in the meeting. Select the button again to remove the list, or select close.

Chat Button

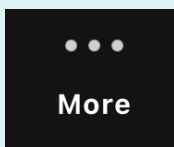


Select to activate the chat box, select the button again to remove the chat box from the screen, or select close. Type a message into the chat box for all to see, or select on the drop arrow down beside "To" to send a private message to a specific person.

Reactions

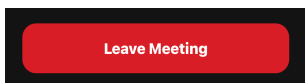


Use the emoji reactions for non-verbal communication to not disturb the speaker. Using the raise hand button will inform the speaker you would like to speak.

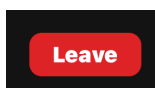


For tablets, iPad and smartphones, reaction is located in the More button.

Leave the Meeting



To leave the meeting, select the red Leave button.



A new window will appear, select Leave Meeting.