



# ZOOM ATTENDEES MEETING CONTROLS

## Viewing options

Located in the upper right corner of the meeting window:



Full Screen will maximize the Zoom application on your screen.



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



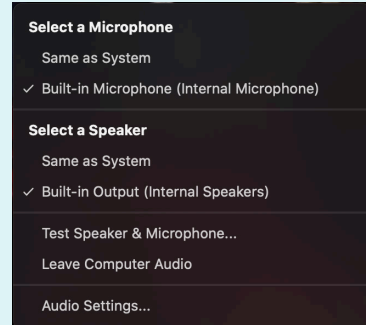
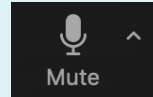
Speaker View will show only the active speaker on the screen.

## Meeting Controls

### Audio Button

Click on the button to mute and/or unmute yourself.

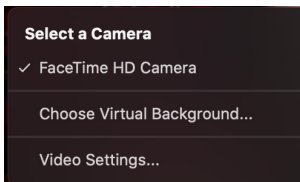
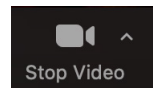
Click the upward facing arrow to select a different microphone, change your speaker output, and find more audio settings, such as testing equipment.



### Video Button

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

Click the upward facing arrow to select a different camera, and find more video settings, such as testing equipment.

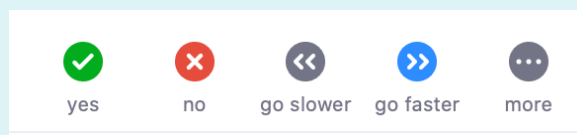


## Participants Button

Click to view a list of all attendees in the Participant Panel. Click the button again to remove the list.

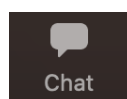


At the bottom of the participants panel appears nonverbal feedback options. If the Host poses a question you can use the "Yes" or "No" button to respond.



## Chat Button

Click to activate the chat box, click again to remove the chat box from the screen. You can type a message into the chat box for all to see, or click on the drop arrow down beside "To" if you want to send a private message to a specific person.



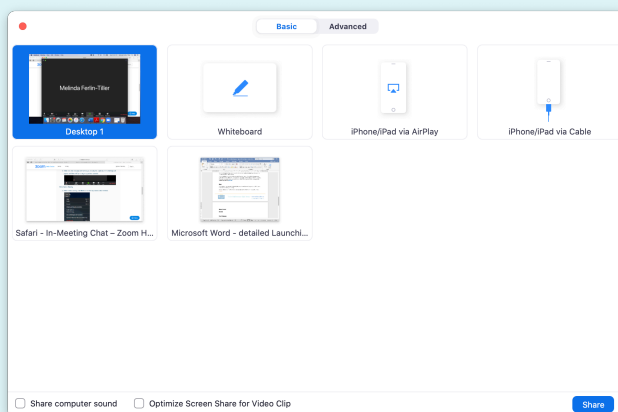
## Share Screen Button

Click this button to share your screen contents or choose to share a particular program that is open on your computer.



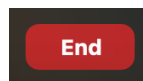
Once you've chosen what you'd like to share, click/tap the **share button** in the bottom right corner.

*\*Note: Hosts must provide permission for attendees to share their screen. You may need to request this from the host during the call.*



## Leave Meeting

To end the call, click/tap the red **End button**.



A new window will appear, click/tap **Leave Meeting**.

