

Zoom Window Controls

Note: If this disappears, just move your mouse towards the bottom of the screen or touch the screen



Mute audio

This is a toggle button at the bottom left of the main screen. When audio is muted, you will see a red line through the icon.



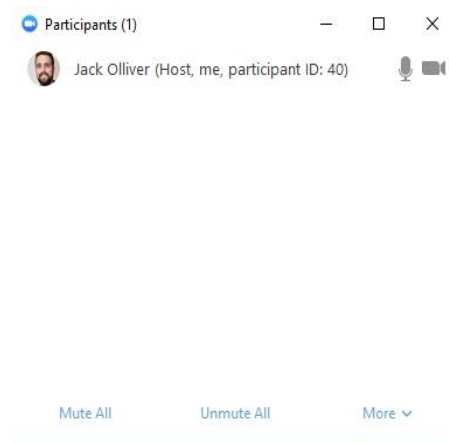
Stop video

This is a toggle button to the right of the audio button on the lower left. When the video is stopped, your profile image (if you uploaded one) will be shown. When the video is stopped, there will be a red line through the icon.



Manage participants

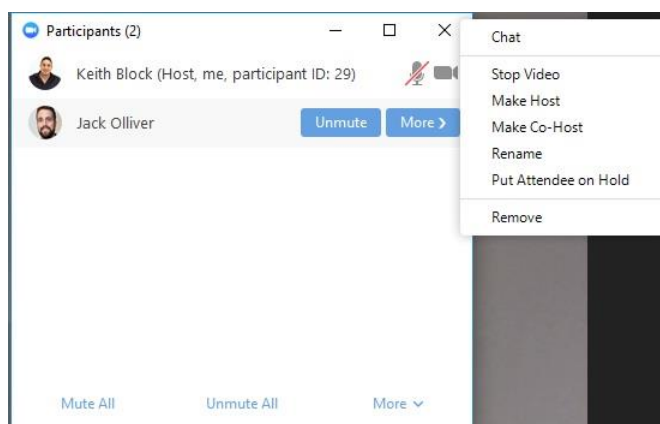
This section allows you to quickly mute all microphones by using the buttons at the top of the window. When you select the Mute All option, you will be prompted as to whether or not participants may unmute themselves.



Under the *More* button are features that allow you to customise the environment.

- **Mute on Entry:** Mutes participants' audio as they enter the meeting.
- **Play Enter/Exit Chime:** Plays a chime sound as participants enter or leave the meeting.
- **Lock Meeting:** When a meeting is "locked," no new participants may enter.
- **Lock Screen Share:** Stops participants from sharing screen within a meeting.

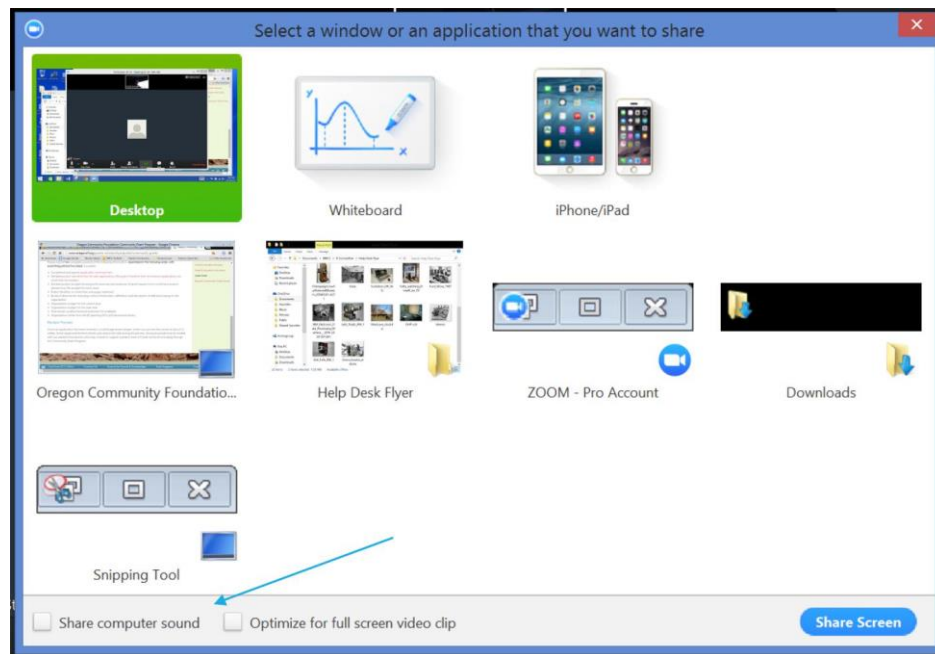
Managing individual participants



On the manage participants screen, there are a few other options. Access these by clicking the *More* button to the right of the participant's name.

- Chat: This allows for private chatting with the attendees, either all or individuals privately.
- Stop video: Turns off the participants Video.
- Make host: Allows the participant to have all the host rights such as screen sharing and use of the whiteboard. You will then have the option to Reclaim Host, if needed.
- Allow record: This gives the participant the ability to record on there computer.
- Rename: This allows the participant's display name to be changed.
- Remove: This forces the participant out of the meeting.
- Request Camera Control: This is not displayed in the screen shot above, because I was not using a camera with a pan/tilt/zoom function. However, if your participants have such a camera, you can request control of it and zoom, pan, or tilt the camera.

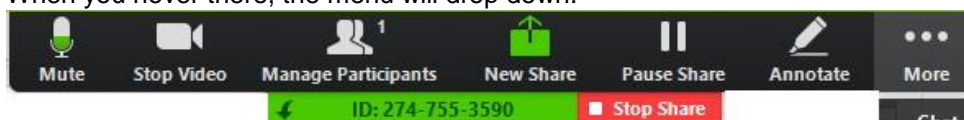
Share screen



The Share Screen button is at the bottom of the main window. When the button is clicked, all open applications will be displayed as options including a Whiteboard.

- Share computer sound: This setting allows the computer audio to be shared through Zoom. Without checking this box, attendees will not hear the audio for the video.
- Optimise for full screen video clip: This setting allows Zoom to show the video clip in the best format possible.

While you are sharing your screen, the Zoom window buttons will be off the top of the screen. You will see the meeting ID and a red Stop Share button. When you hover there, the menu will drop down.



Most of these are self-explanatory. There are a couple of interesting ones:

- Annotate: This allows you to highlight or mark up the screen.
- More: This includes chat, invite, record, hide video panel, and settings for audio and video.

