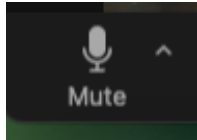


## Meeting Controls in your Zoom Room

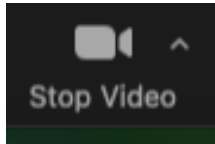
This is a tutorial walk through on each icon in the toolbar of your Zoom window.

**Mute/unmute your microphone:** Up ^ arrow allows you to change your microphone input to headphones or dial in with your phone.

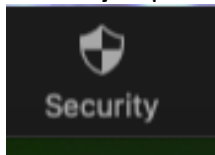
*\*please note that if you join by phone, you will be prompted with a local dial-in number and meeting ID (phone audio cost is covered by the user because you are dialing in).*



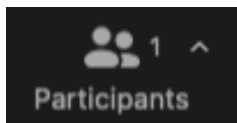
**Start/stop your webcam/ video camera:** Up ^ arrow allows you to change your camera input and use virtual backgrounds.



**Security:** Option for host to lock meeting, and allow participants to screen share.

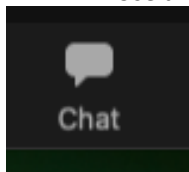


**Participants:** Click to view the list of attendees, spotlight video, put attendees on hold and more.



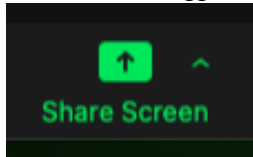
**Chat:** Click to chat with participants and share files.

*\*Use the drop down to select to privately chat a participant or chat everyone in meeting.*

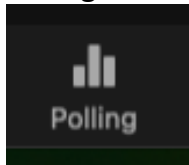


**Share Screen:** Up ^ arrow --> advanced options for host to allow participants to share their screen.

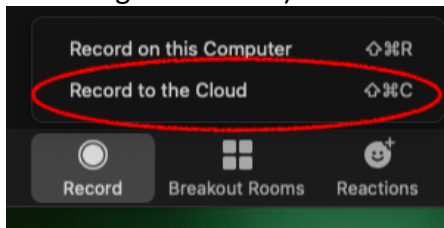
\*We suggest sharing your desktop for flexibility between programs and documents while sharing.



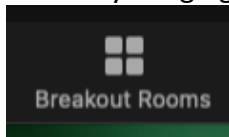
**Polling:** Create a poll to present in-meeting for participation/feedback.



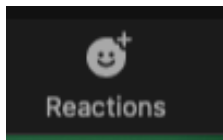
**Record:** Record meeting to the cloud (with option to pause and stop recording once the recording has started).



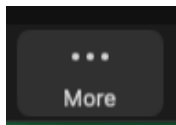
**Breakout Rooms:** Divide the session up into Breakout Rooms where you can automatically or manually assign groups to meet in separate rooms. You can also jump between rooms.



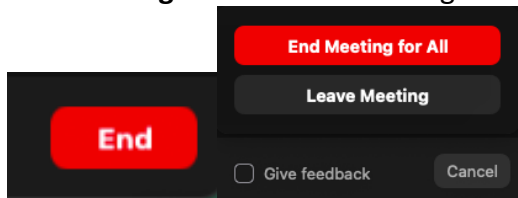
**Reactions:** Click for various programmed emoji reactions.



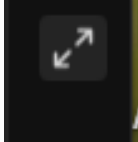
**More:** Leave as its.



**End meeting:** Click to end meeting for all participants.



**Top Arrows:** Enter into full screen mode when no one is sharing their camera video.



**View:** Switch between speaker view, gallery view, and full screen mode when participants have their camera video on.

