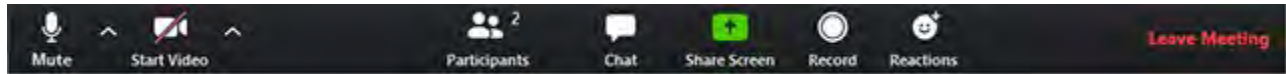


# ZOOM CONTROLS

The attendee controls appear at the bottom of your screen. Move your mouse to the bottom of the screen or tap your phone screen to view the control bar.



## Mute / Unmute

Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

**Tip:** Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

- Windows: **Alt + A**
- Mac: **Shift + Command + A**

If you are using an external camera and/or microphone, be sure to plug them in before opening the Zoom application. We recommend using a headset if possible.

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## Start Video / Stop Video

Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

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## Share Screen

Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. [Learn more](#).

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## Accessing the Chat

While in a meeting, click **Chat** in the meeting controls. This will open the chat on the right. You can type a message into the chat box or click on the drop down next to **To:** if you want to send a message to a specific person.

Use the Chat feature to ask questions without interrupting the speaker.

If you are attending a meeting and want to send a private message to another attendee, be aware that when your Zoom meeting is being recorded, the room owner will receive a transcript of everything you say privately.



## Reactions

Meeting participants can react during a meeting by sending a thumbs up or clapping to communicate without interrupting the meeting. Reactions will disappear after 5 seconds.

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## Raising your hand in a webinar

- Click Raise Hand from the control panel
- The host will be notified that you have raised your hand
- Click lower hand to lower if needed

You can also use Alt+Y (windows) or Option+Y (Mac) keyboard shortcut to raise or lower your hand.

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## Choose your video layout (upper right hand corner)

Tap the Change View icon (upper right corner) on your device to switch among the Speaker, Thumbnail, and Gallery views.

**Speaker** displays a large view of the person currently speaking, with a smaller thumbnail of the previous speaker as a picture-within-picture. During screen sharing, the shared screen is in the large display and the thumbnail shows the person who is sharing. This view includes an Advanced option, where you can choose the size and location of the thumbnail, or choose to display the active speaker or shared screen without a thumbnail.

**Thumbnail** combines the Speaker view with a scaled down version of the Gallery view. A small strip of thumbnails, showing up to 8 participants, displays beneath a relatively larger view of the active speaker. The thumbnails show the participants who were most recently the active speakers. This view is only available in Zoom Rooms that have a single screen.

**Gallery** displays up to 25 participants on each screen, with the active speaker highlighted. For meetings with more than 25 participants, an arrow displays next to the icon. Tap the right arrow to display the next group of participants on the screen, and tap the left arrow to display the previous set. This view is not available in a Zoom Room with one screen when screen sharing is active.