

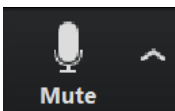
Meeting Controls

When you are involved in a meeting you will have access to several types of controls depending on your role. Host, Co-Host, Participant.

Meeting Controls for Hosts



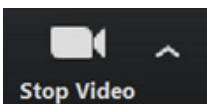
Mute Icon



This icon controls the host audio.

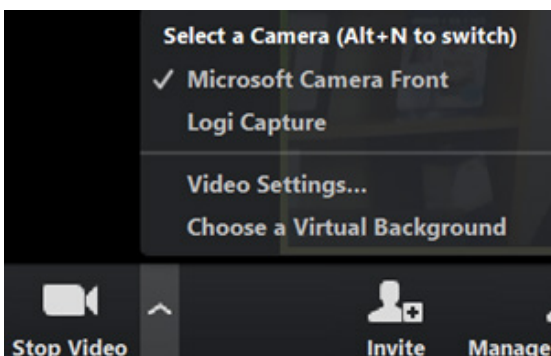
- Clicking the icon mutes or unmutes the host audio.
- Click the up arrow to activate options such as selecting which microphone you want Zoom to utilise. Useful if you are joining via a laptop and have a webcam with inbuilt microphone but using a headset.

Video Icon

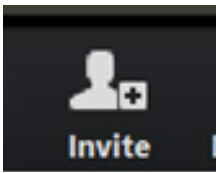


This icon controls the host video.

- Clicking the icon stops or restarts the host video.
- Click the up arrow to activate options such as selecting which camera you want Zoom to utilise, changing your video settings or choosing to add a virtual background.

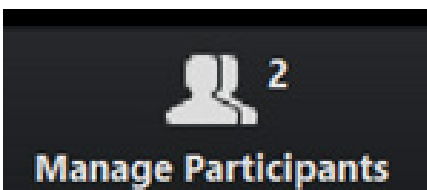


Invite Icon



- Clicking the icon activates a window to enable you to invite other people to the meeting in progress. You can do this via email, or let them know to go to Zoom.us and enter in the meeting ID which will display at the top of the invitation window.

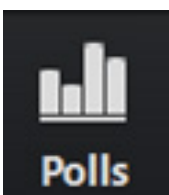
Manage Participants Icon



The number tells you the number of participants currently in the meeting including yourself.

- Click the Manage Participants icon to open a panel which displays participant names and microphone and video details.
- From here the host can choose to make a participant a co host or also choose to mute all participants. NOTE: Hosts can mute all participants excluding themselves by pressing the Alt + M keys, then Alt + M to unmute.

Polls Icon



Polls are a way of making your meetings more interactive and engaging. They enable you to ask questions of participants.

NOTE: These are best set up when you schedule a meeting then they can be easily activated by clicking polls and choosing the poll to activate.

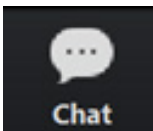
Share Icon



The share icon enables you to choose a screen you have open that you want to share with your meeting attendees. Choose desired screen and click the share icon. Once activated the meeting controls toolbar “floats” and disappears at the top or bottom of the screen. Move your mouse to make it appear and stop the share by choosing Stop share.

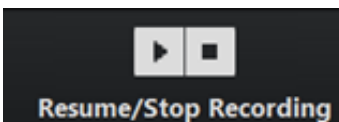
NOTE: When you are sharing a screen, the meeting attendees will still see your video as a small picture in picture image.

Chat Icon



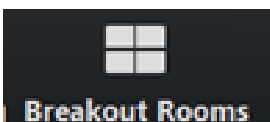
When clicked, the chat icon opens up a side pane that enables you to chat with everyone in your meeting via written message or chat with a specific participant.

Recording Icons



If you are recording a meeting, these buttons enable you to pause, resume or stop recording your meeting.

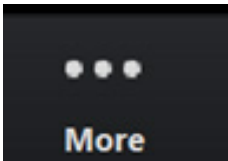
Breakout Rooms



Breakout rooms enable you to split participants into groups to have conversations about a particular topic or question or simply to network.

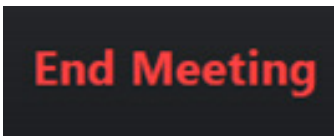
Zoom provides options for automatic allocation of participants into a specified number of rooms (you can alter the number) or you can manually allocate participants to rooms.

More Icon



When you click on the more ellipse (the three dots), you can choose to live stream to a URL or website.

End Meeting



The End Meeting icon activates the end meeting screen. You can end the meeting for all or just leave the meeting, or cancel. If you want to leave the meeting but still want it to run, you need to appoint a co-host before you exit otherwise the meeting will automatically end.