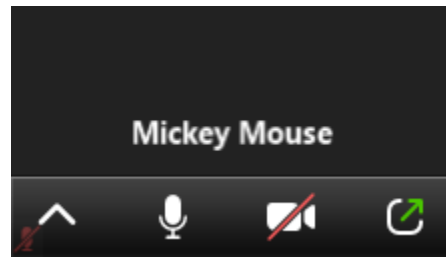


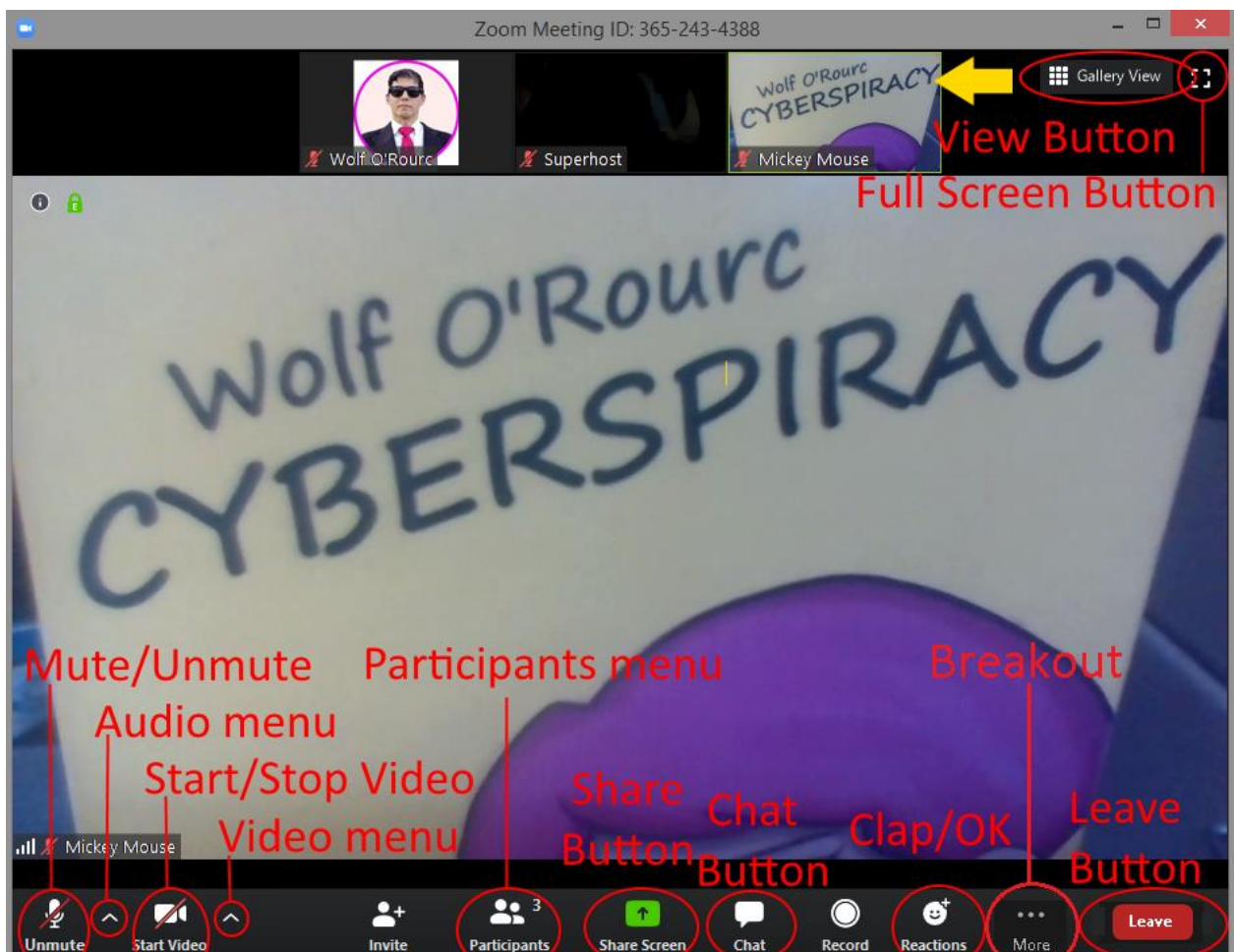
The Meeting Room

The virtual meeting room may show a single speaker, a video panel with small windows for all attendees, or a shared computer screen.

If you switch to another app from Zoom, it may minimize to just your thumbnail. Clicking it will display a mini button bar with **Mute/Unmute**, **Start/Stop Video**, and **Restore Zoom Window**.



Clicking on the Zoom screen or tapping [Alt] or [Ctrl]+[Alt]+[Shift] brings up menus and button bars. These may differ from version to version and among different devices.



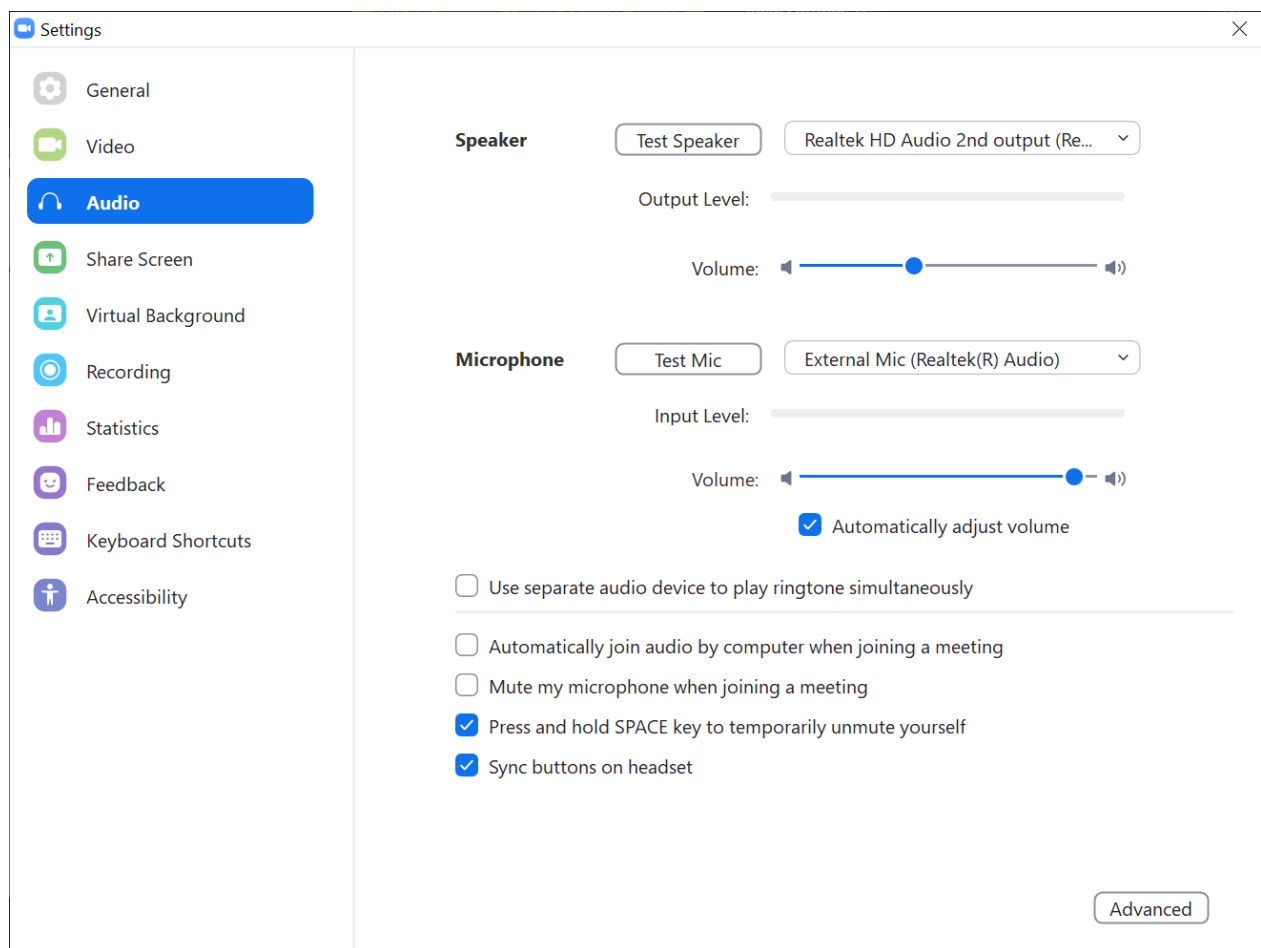
The **View** button on the upper right lets you control the content of the main screen. **Gallery View** [Alt+F2] displays the video panel with little windows of other attendees. **Speaker View**

[Alt+F1] shows the current speaker as shown above, and the video panel at the top or side. The focus shifts to the person speaking (also shown in the **Participants** list by an animated microphone symbol). If you want focus to stay on one speaker, in **Speaker View** right click their image, or in **Gallery View** hover with the cursor over the correct panel and click the blue ... button. Select **Pin**. To remove the pinning, click **Remove Pin** at the top.

The **Full Screen** button or [Alt+F] toggles the Zoom app between full screen and a framed window.

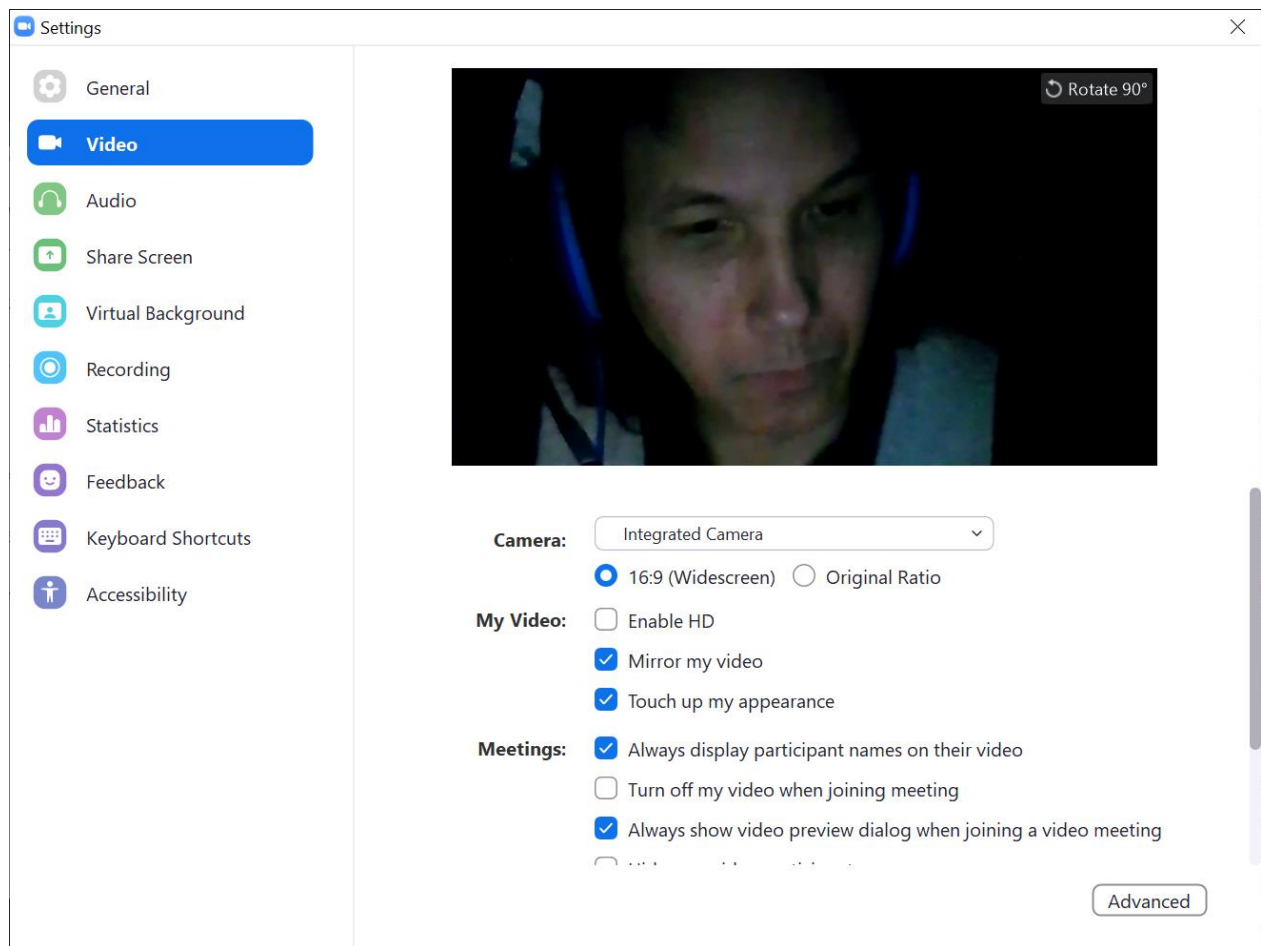
Mute/Unmute or [Alt+A] turns off and on your microphone. Be nice to others and mute your microphone until you need it. Press *and hold* [Space] to *temporarily* unmute yourself.

The **Audio** menu gives you tools to control your speakers and microphone.

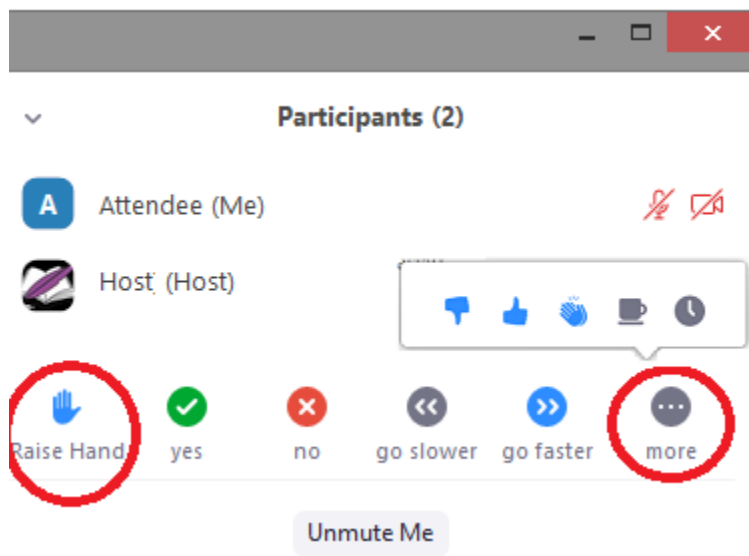


Start/Stop Video or [Alt+V] turns on and off your web camera. *In large meetings, only turn on video as needed to reduce the load on everybody's apps.*

The **Video** menu gives you tools to control your camera.



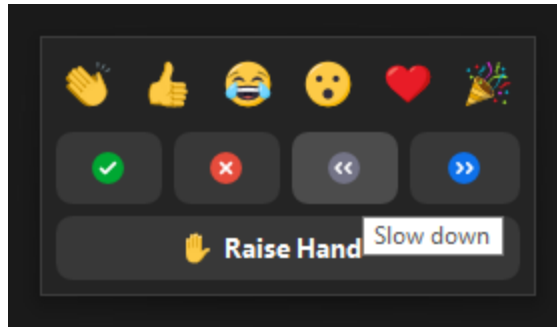
The **Participants** menu or [Alt+U] gives you tools to control how others see you and lets you give non-verbal cues to the host such as **Raise Hand** or **go slower** in older versions of Zoom. These functions move to **Reactions** in newer versions of the app.



The **Share Screen** button or [Alt+S] lets you share your computer screen or a specific window with everyone in the room as if you had a projector.

The **Chat** button or [Alt+H] pops out a panel where you can type in questions or comments and upload files.

Use **Reactions** to give visual feedback to the speaker instead of making noise. Speakers appreciate seeing how you feel about their talk. Hovering over a button explains it.



Click **More** to get additional choices. In breakout rooms, **Ask For Help** requests the overall conference host to join the room. For quicker response, contact your session host using **Raise Hand** or **Chat**.

The **Leave** button or [Alt+Q] lets you end your connection. Until the host ends the meeting, you can re-enter by clicking the link in your invite or starting the Zoom app and entering the meeting ID. Zoom does *not* restore chat entries from before you re-enter.

Tapping the app **on a mobile device offers you a subset** of the PC functions.

