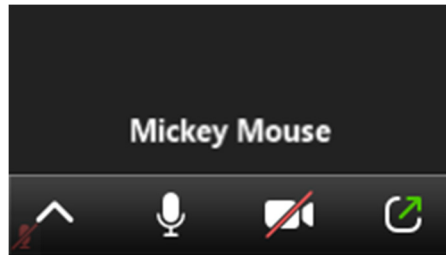


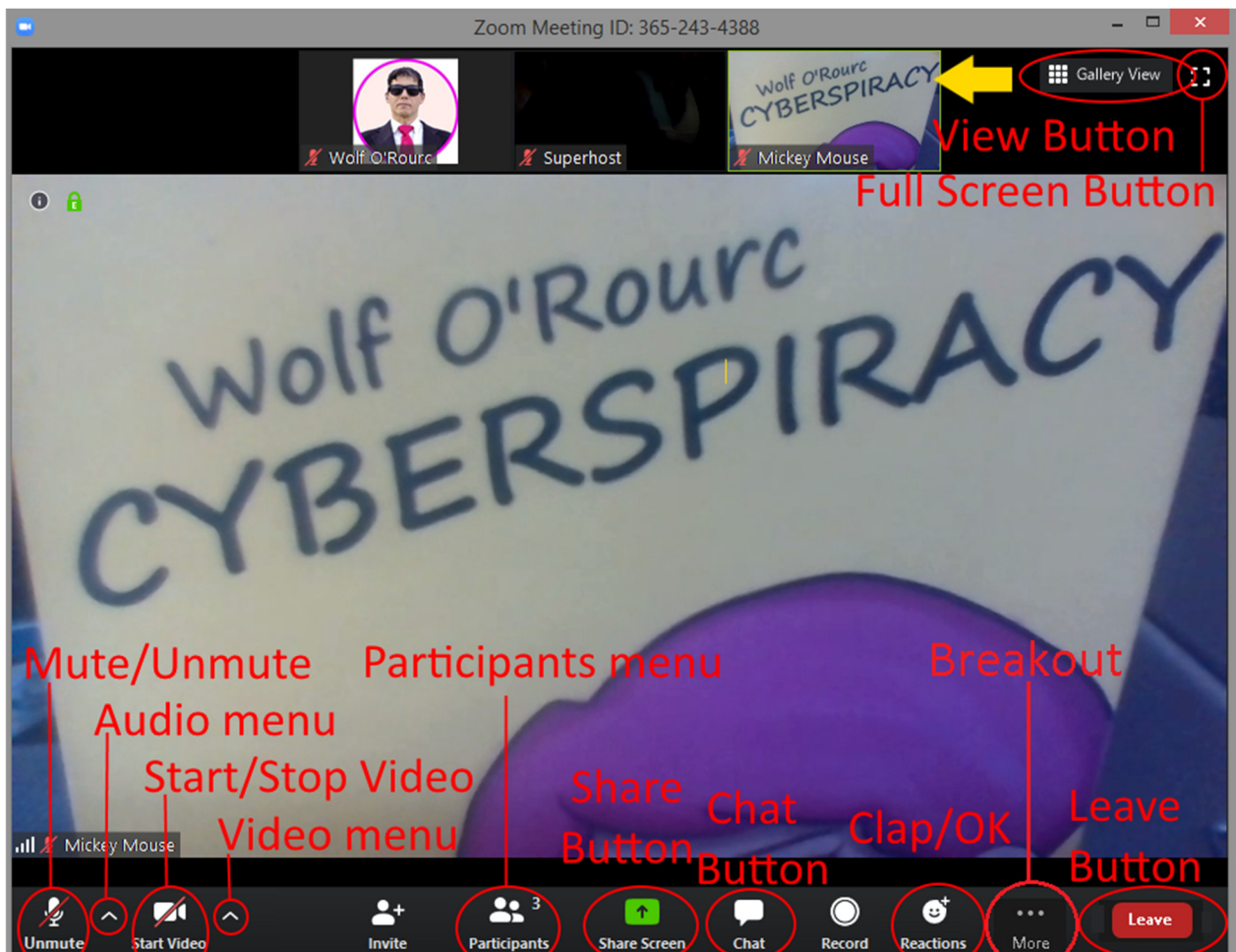
The Meeting Room

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**.

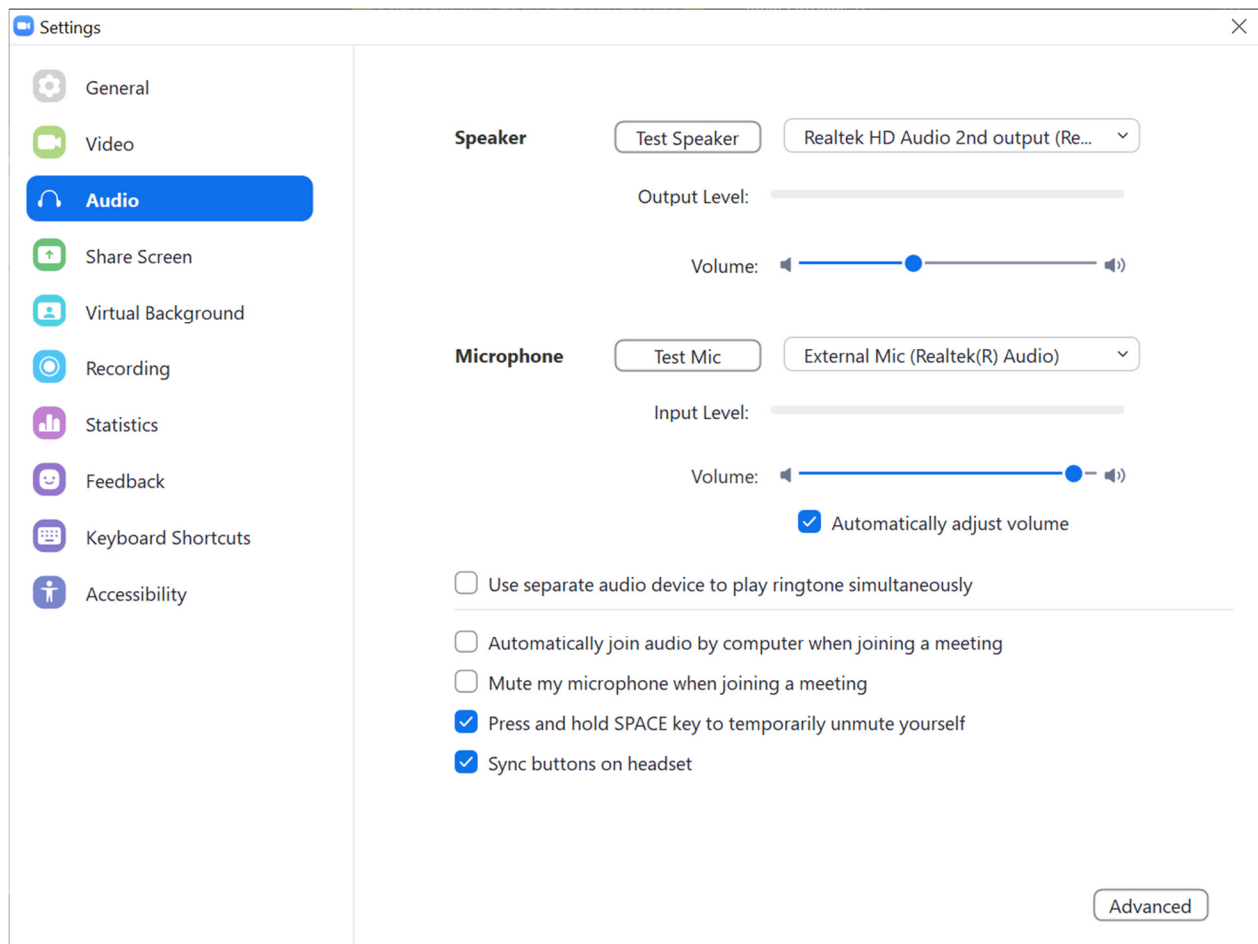


The **View** button on the upper right lets you control the content of the main screen. **Gallery View** [Alt+F2] displays the video panel with little windows of other attendees. **Speaker View** [Alt+F1] shows the current speaker as shown above, and the video panel at the top or side. The focus shifts 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.

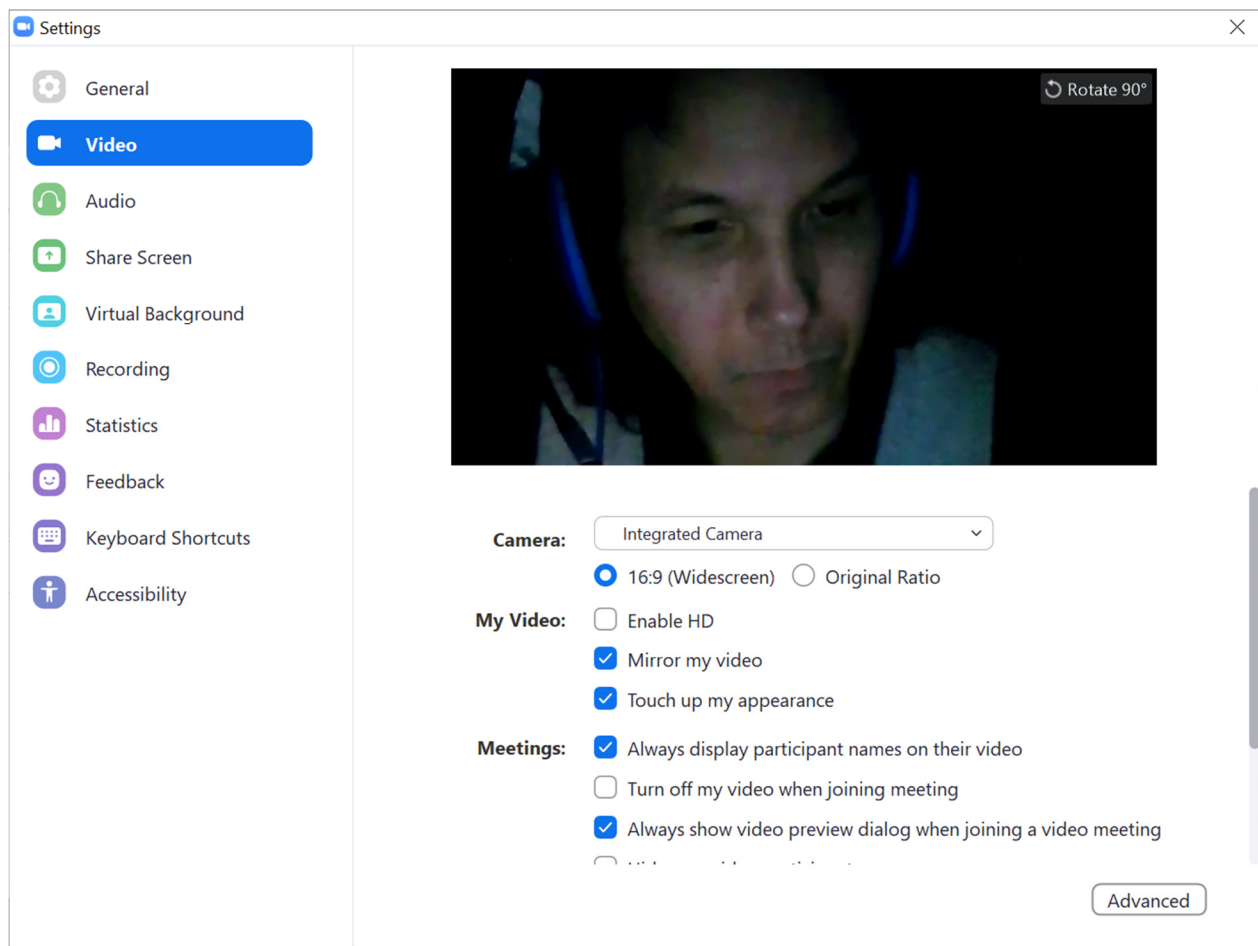
Mute/Unmute or [Alt+A] turns off and on your microphone. Be nice to others and mute your microphone until you need it. Press *and hold* [Space] to *temporarily* unmute yourself.

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

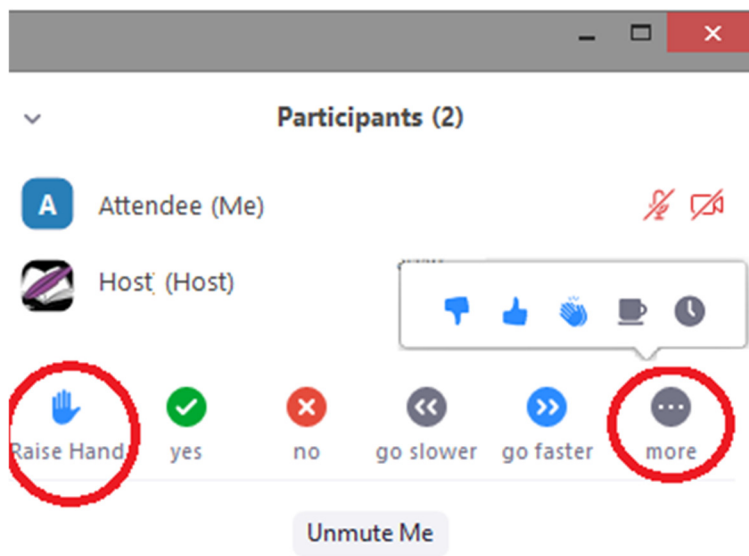


Start/Stop Video or [Alt+V] turns on and off your web camera. *In large meetings, only turn on video as needed to reduce the load on everybody's apps.*

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.

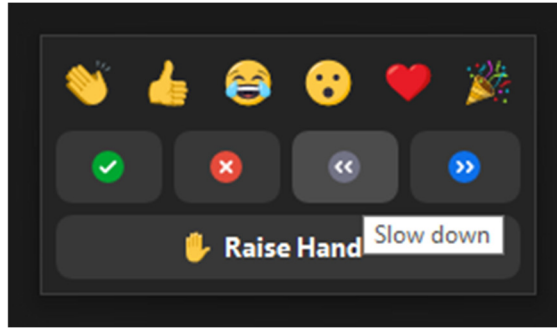


The **Share Screen** button or [Alt+S] lets you share your computer screen or a specific window with everyone in the room as if you had a projector.

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

The host will leave the title card up for another 5 minutes so attendees can access and save the chat through the ... button at the bottom of the Chat pane. Smart phones don't have this options, but if you press and hold a particular message of interest, you usually get an option to **Copy Message** to an app like Notes or Google Keep.

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.

