Zoom

Meeting controls and settings
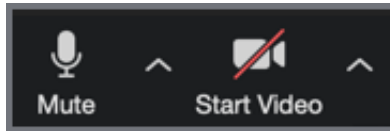
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This guide explains how to adjust audio and video settings, set up chat sessions, and record Zoom meetings.

Audio and video settings

In the lower-left corner of a running Zoom meeting, you can adjust your audio and video settings.
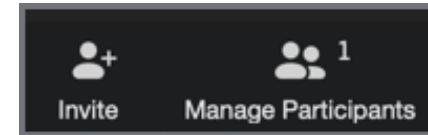

Audio

- Select the **Mute** button to mute and unmute audio.
- Select the arrow to the right of the microphone to open your audio settings.
  - Switch between headphones or a speaker
  - Leave the audio to join by phone
  - Select **Audio settings** from the menu for more audio settings and access the entire Zoom settings menu

Video

- Select the **Start Video** button to toggle your camera.
- Select the arrow to the right of the camera to open your video settings.
  - Set a virtual background
  - Select **Video settings** from the menu for more video settings and access the entire Zoom settings menu

Participants settings

To the right of the audio and video settings are two buttons to invite and manage meeting participants.


Invite and manage participants

- Select the **Invite** button to add participants who were not originally invited.
- Select the **Manage** button to open the **Participants** panel.
  - See who is currently in the meeting
  - Manually control participant audio and video settings Zoom documentation: Host and co-host settings
  - As a host, open the **More** menu at the bottom of the **Participant** panel to adjust additional meeting settings

  - Submit a non-verbal response to a question, raise your hand, or request the speaker slow down.

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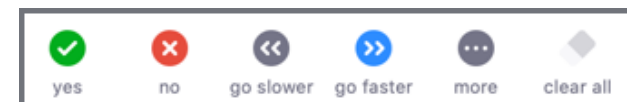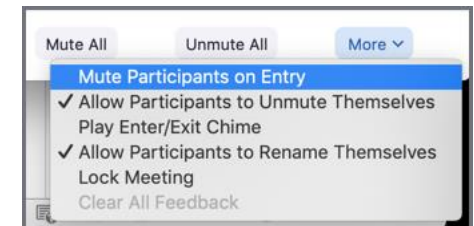
Share Screen

To share your desktop, an application, or a specific file:

1. Select the green **Share Screen** button from the bottom of the Zoom meeting window.

   - A pop-up window displays all applications on your computer
   - Zoom documentation: Sharing your screen

2. Select what you'd like to share and select the blue **Share** button in the lower-right corner of the pop-up window.

   - The Zoom controls move to the top of your screen and hide when not in use
   - Move your mouse over the top center portion of the screen to activate these buttons again

3. Click the **Stop Share** button to turn off screen sharing.
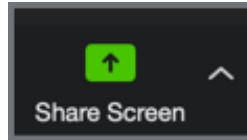
Chat Feature

Select the Chat button to open the chat window. Messages can be sent to the entire group or an individual.

   - Select the **File** button to send a file to participants
   - Select the "three dots" button to the right of the **File** button to adjust chat settings
   - Chat conversations can be saved as a text file.
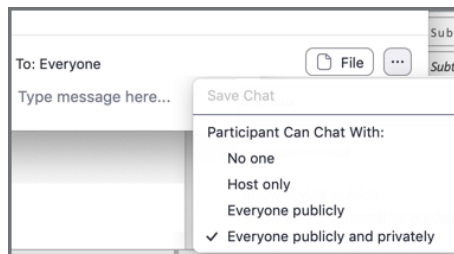
Record a meeting

Meeting hosts can record meetings for later viewing. Recordings can be saved to your desktop or to the cloud, which is accessible from your online Zoom account.
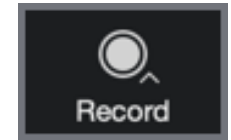
1. Select the **Record** button.
2. Select where you would like the recording to be saved.

   - The **Record** button changes to **Pause/Stop Recording**
   - Select **Pause** if you wish to stop recording but are not finished with the meeting

3. Select **Stop Recording** when the meeting is over.

   - A message appears telling you that the recording is processing
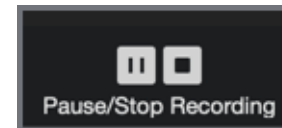
Tips and tricks

   - Mute your audio when you are not speaking so that others don't hear your background noise or typing.
   - Do not start recording your meeting until all participants have joined and you are ready to record.
   - Turn off video for large group meetings.