

Zoom Meeting Host User Interface

When you load Zoom you will find a menu bar at the bottom of the screen with several options to control things such as chat, participants, your microphone or camera, etc.



Audio Settings

1. On the far left side of this menu you will see a **Microphone Icon** which will allow you to mute and unmute your microphone during the meeting. If you see a red slash through the icon, this means your microphone is currently muted.



2. If you click the **Arrow** next to the **Microphone Icon** you will get a menu that will allow you to see and change your audio settings. You can click on **Audio Settings** to bring up more advanced audio options.



Video Settings

1. Next to the microphone icon you will see another icon in the shape of a **Movie Camera**. This will allow you to enable or disable your camera during the meeting. If you see a red slash through the icon, this means your camera is currently disabled.



2. If you click the **Arrow** next to the **Camera Icon** you will get a menu that will allow you to see and change your video settings. You can click on **Video Settings** to bring up more advanced video options.

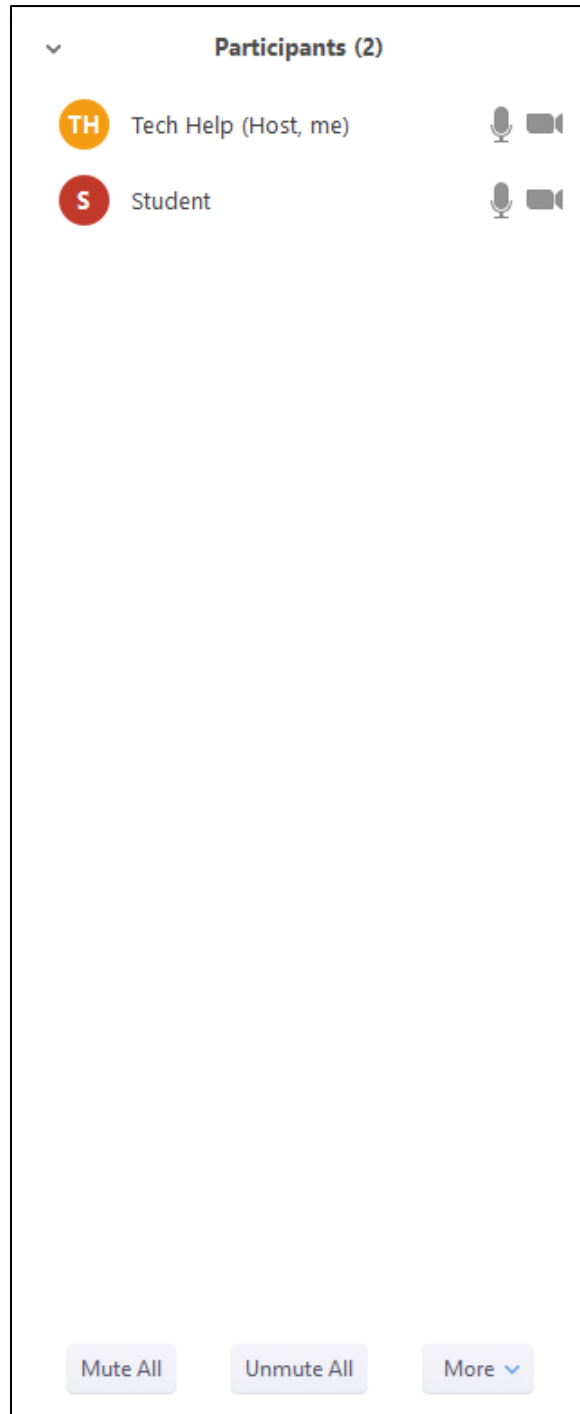


Participant Settings

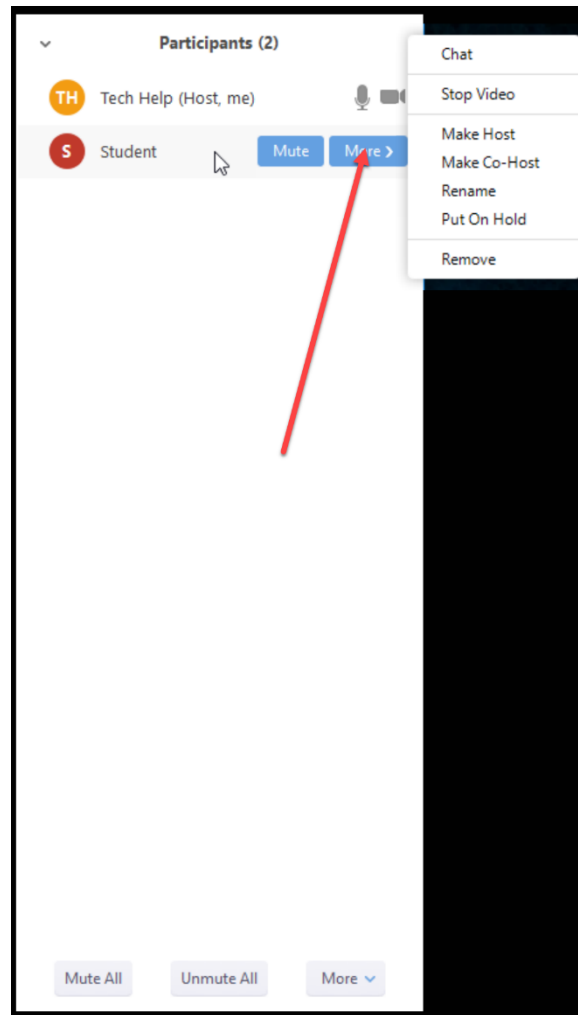
1. Towards the middle of the menu you will see a **Manage Participants** button. This will open up the **Participants Tab** at the side of the screen.



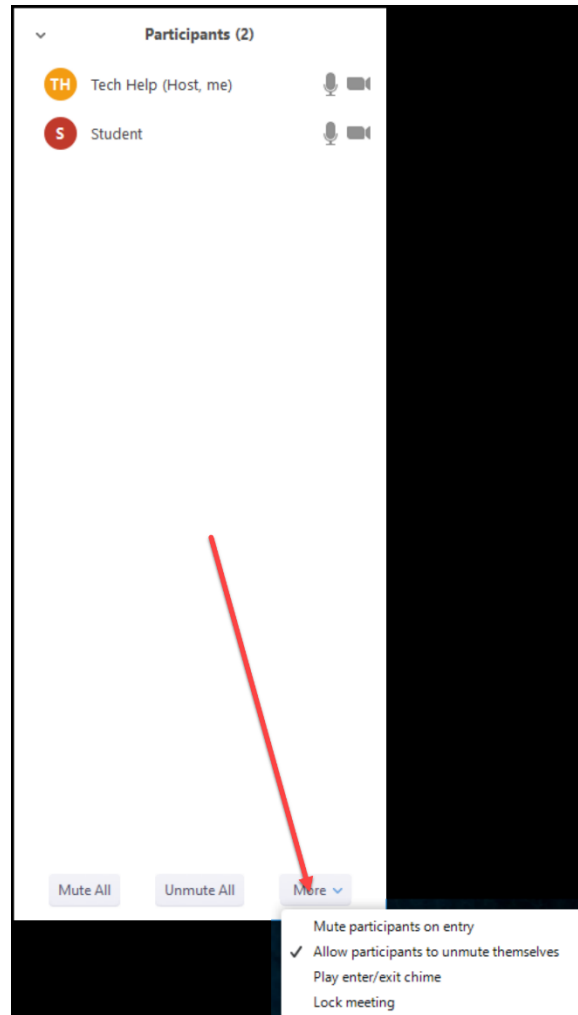
2. From here you can see the status of the microphone and camera of each participant.



3. When you move your mouse over a specific participant two blue buttons will appear, **Mute** and **More>**. You can mute the specific participant by clicking the blue **Mute** button. If you click on **More>** it will give you a menu by which you can chat privately with the participant, stop their video, make them a Host or Co-Host, rename them, put them on hold, or even remove them if necessary.

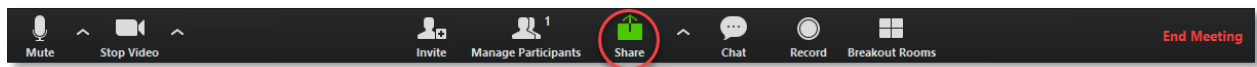


4. At the bottom of the **Participants Tab** you will find buttons that will allow you to **Mute All** and **Unmute All** of the participants at once. If you click on **More**, you will get a drop down menu that will allow you to set it to mute participants on entry, choose whether to allow participants to be able to unmute themselves, toggle whether to play a sound when someone enters or leaves the meeting, or even lock the meeting.

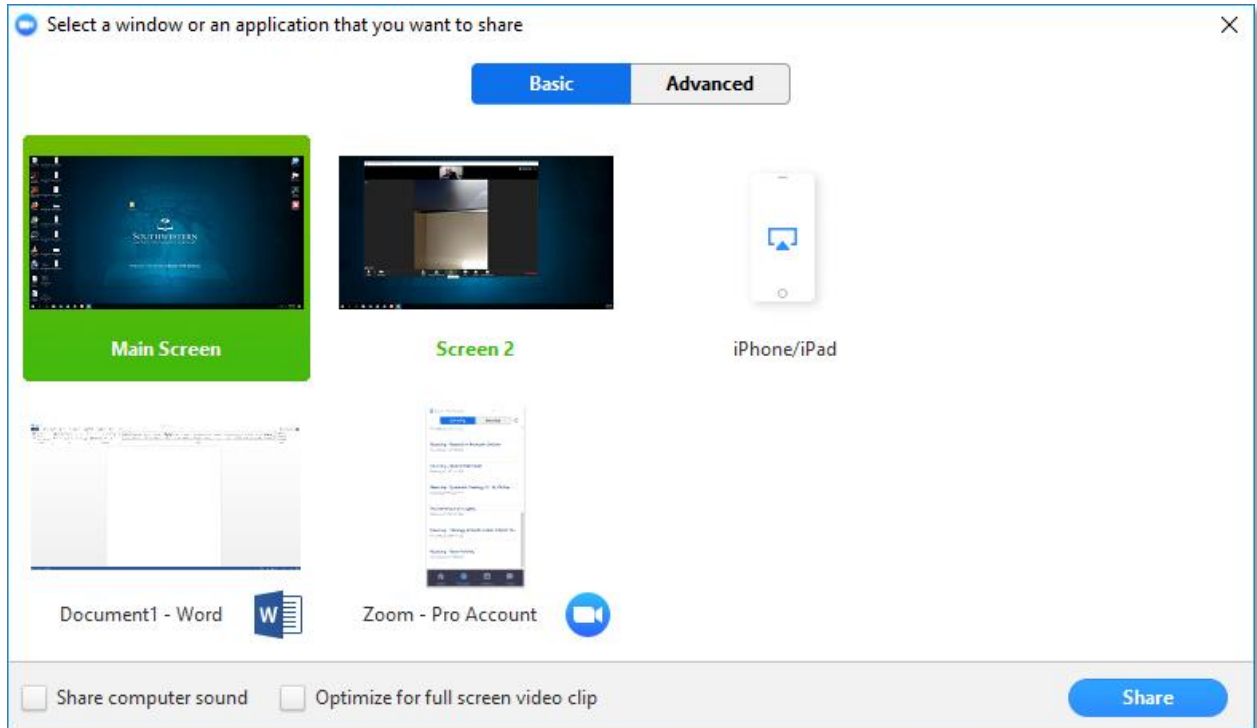


Sharing Settings

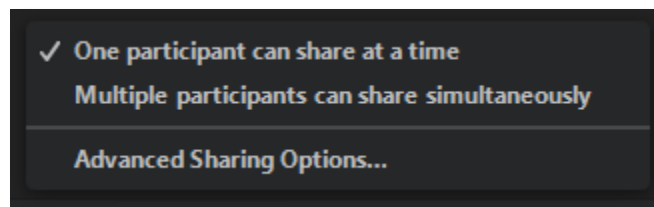
1. If you would like to share something from your computer (such as a PowerPoint), click the green **Share** button at the middle of the menu bar.



2. This will bring up a screen allowing you to choose what to share, including your desktop or an application you have open. **Important Note:** choose the application you wish to share rather than your desktop. Sharing the application will allow you to resize the camera during the recording, while sharing your desktop will not.

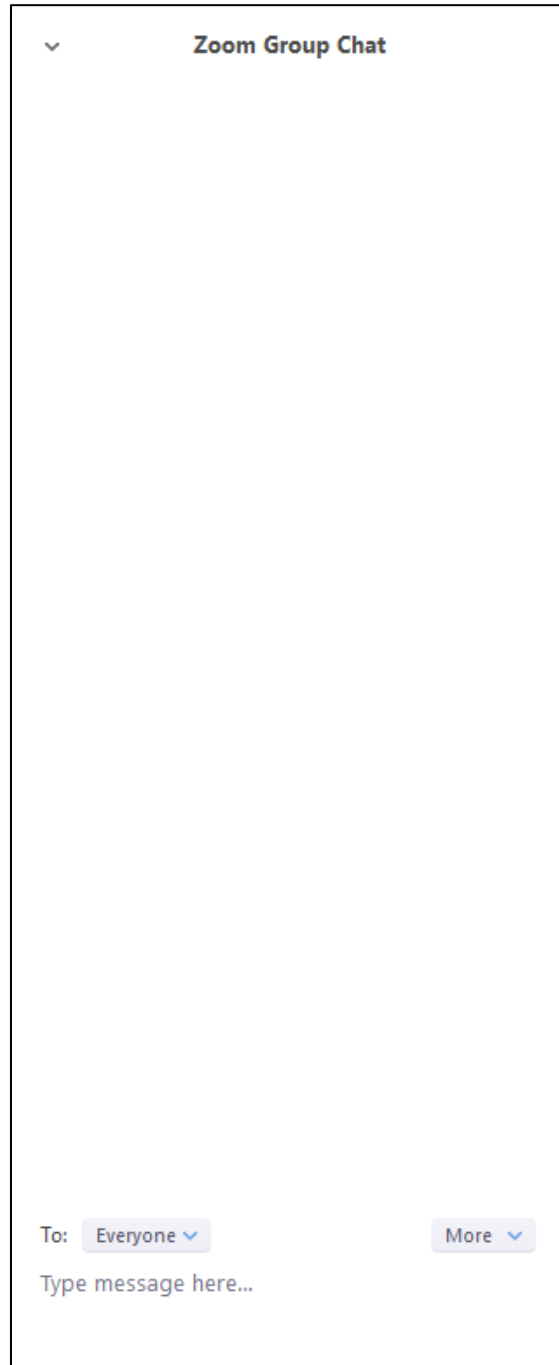
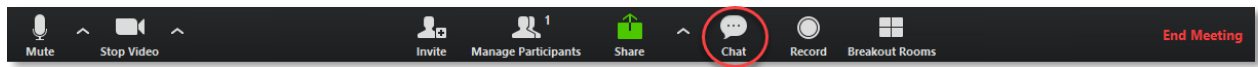


3. If you click the **Arrow** next to the green **Share** button it will give you a settings menu that will allow you to edit the sharing options for other participants in the meeting.

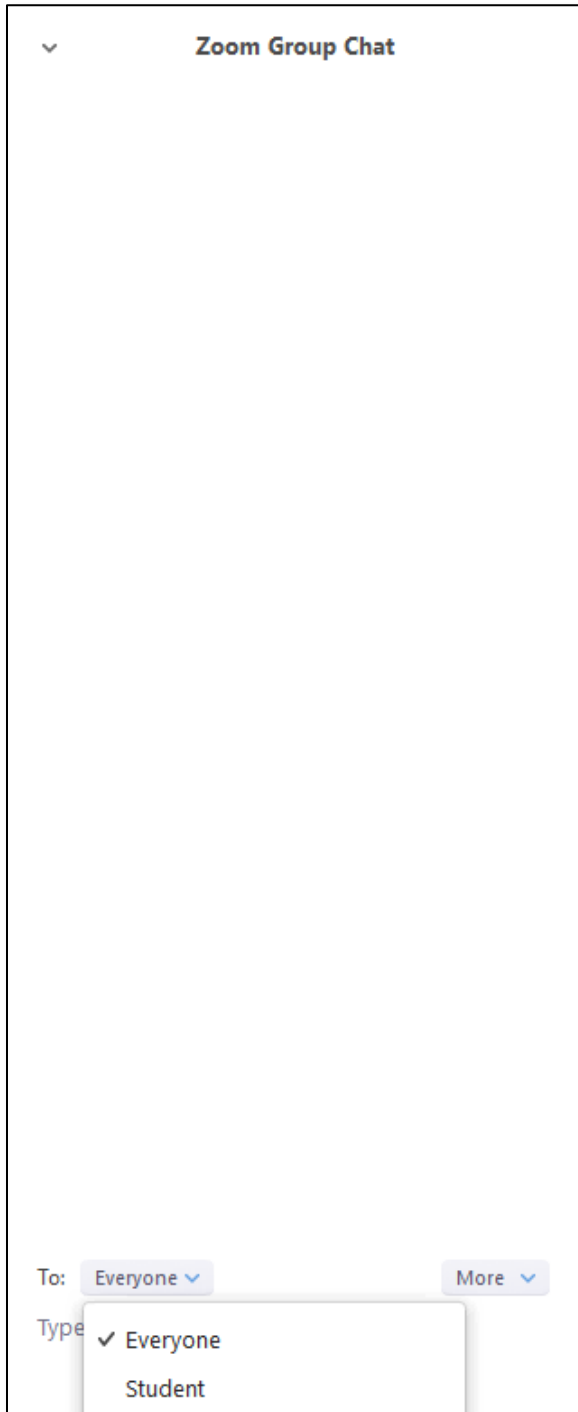


Chat Settings

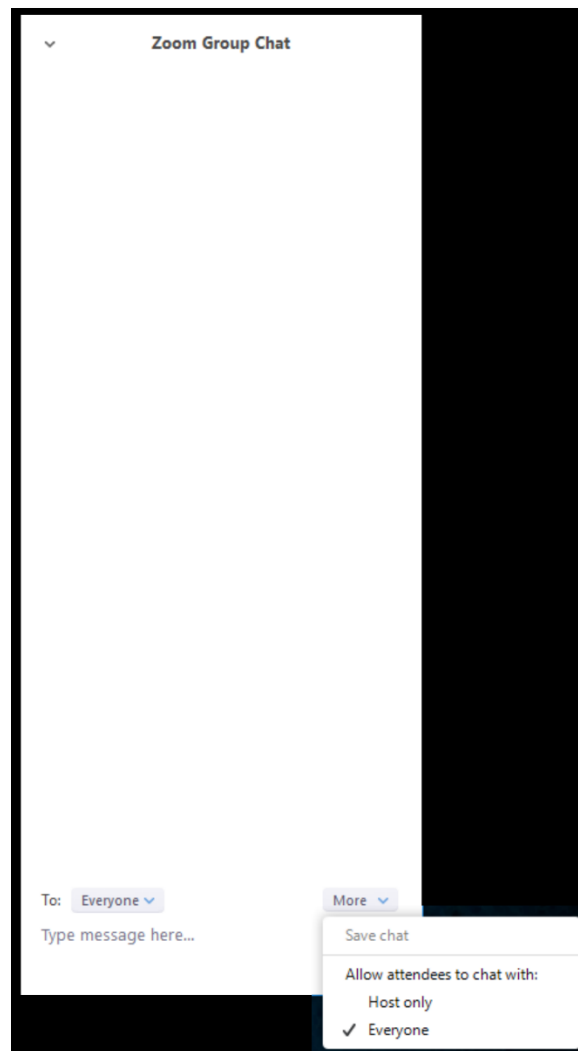
1. Towards the middle of the menu you will see a **Chat** button. Click this to open the chat window.



2. At the bottom left of the chat window you will find a drop down menu that will allow you to select who to chat with. By default, this is set to **Everyone**. Clicking here will allow the option to private chat with a specific participant. Their name will appear next to the **To:** followed by a red **(Privately)**.

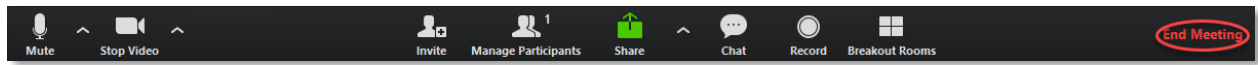


3. At the bottom right of the chat screen you will find another drop down menu marked **More**. Clicking this will allow you the option to **Save chat**, or the option to set it so that participants can chat with **Everyone** or the **Host only**.



Ending a Meeting

1. When you are ready to end your meeting, click the red **End Meeting** button at the bottom right of the menu.



2. You will have the option to **End Meeting for All** or **Leave Meeting**. **End Meeting for All** will close the meeting entirely and remove all participants, while **Leave Meeting** will only remove yourself and allow the other participants to stay.

Need further assistance?

Contact Campus Technology at (817) 921-8555 or
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