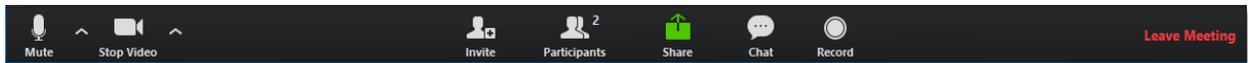


Zoom Participant User Interface

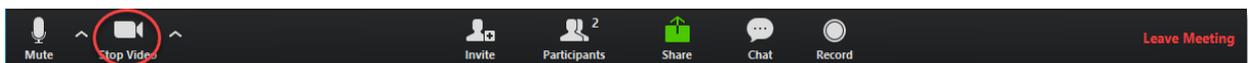
1. When you load Zoom you will find a menu bar at the bottom of the screen with several options to control things such as displaying chat, turning off your microphone or camera, etc.



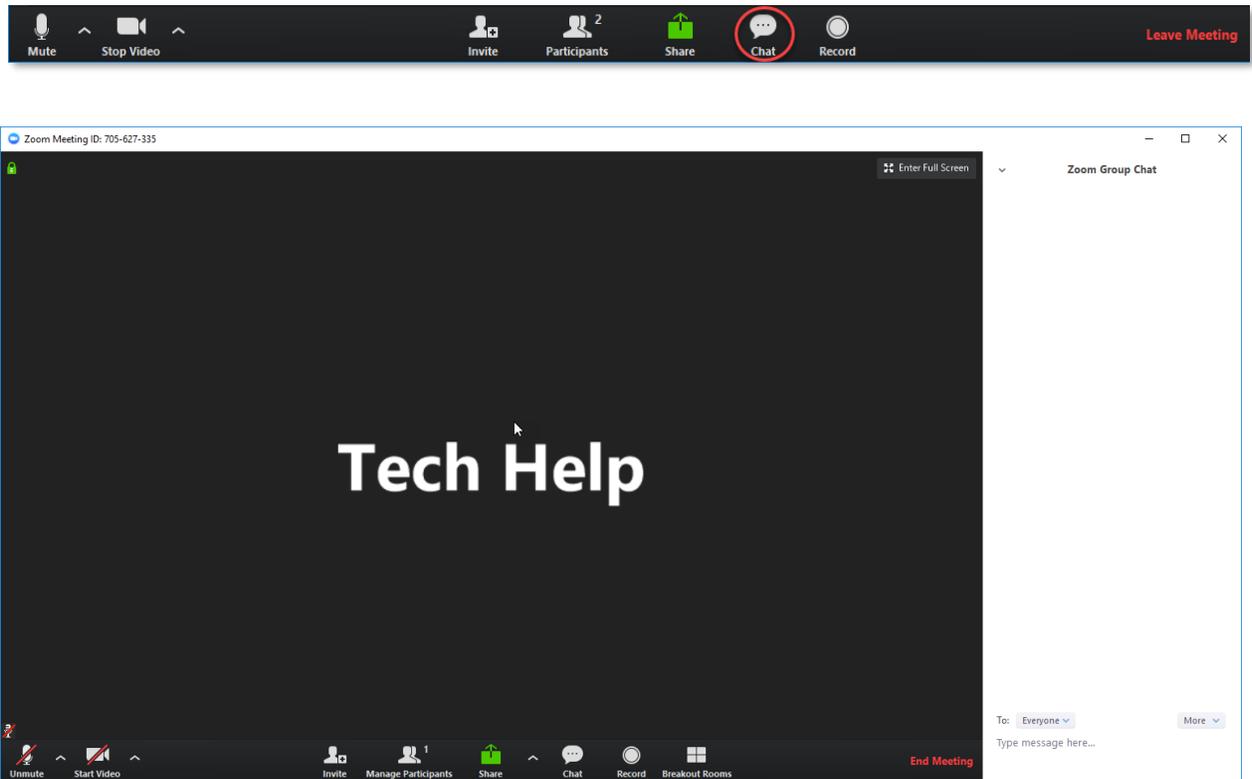
2. On the far left side of this menu you will see a **Microphone Icon** which will allow you to mute and unmute your microphone during the meeting. If you see a red slash through the icon, this means your microphone is currently muted.



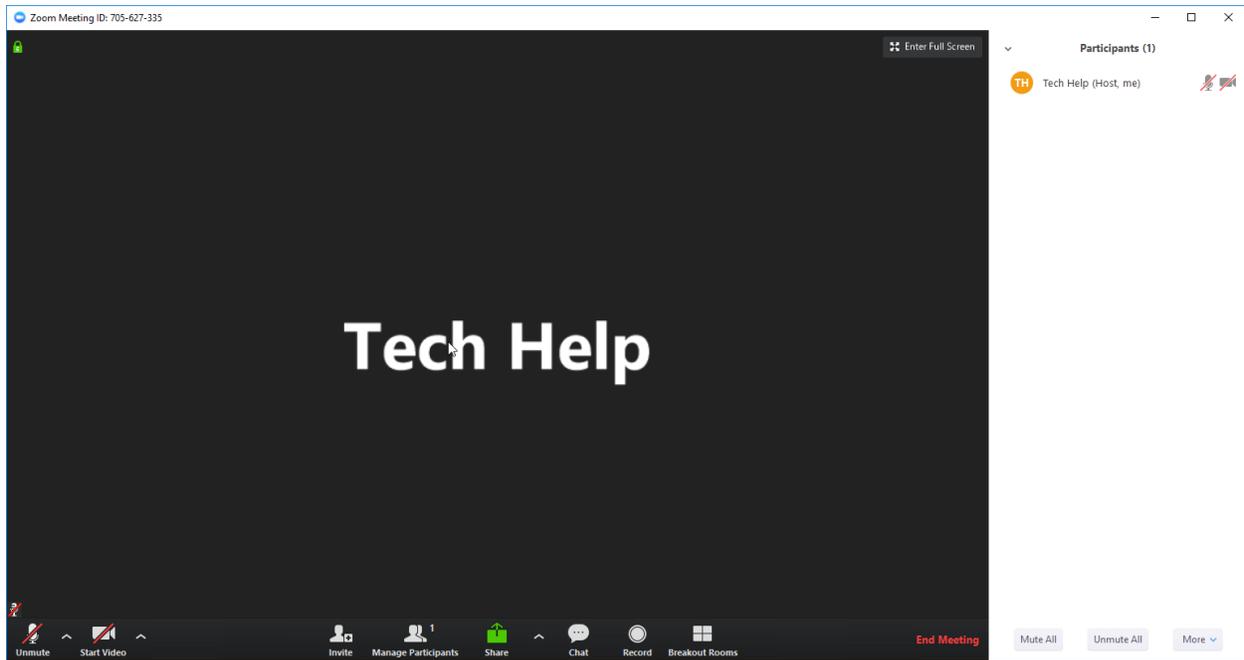
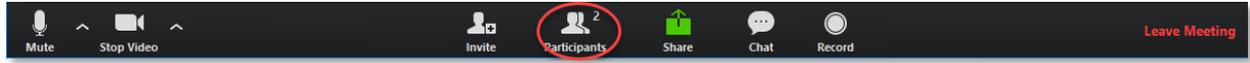
3. Next to the microphone icon you will see another icon in the shape of a **Movie Camera**. This will allow you to enable or disable your camera during the meeting. If you see a red slash through the icon, this means your camera is currently disabled.



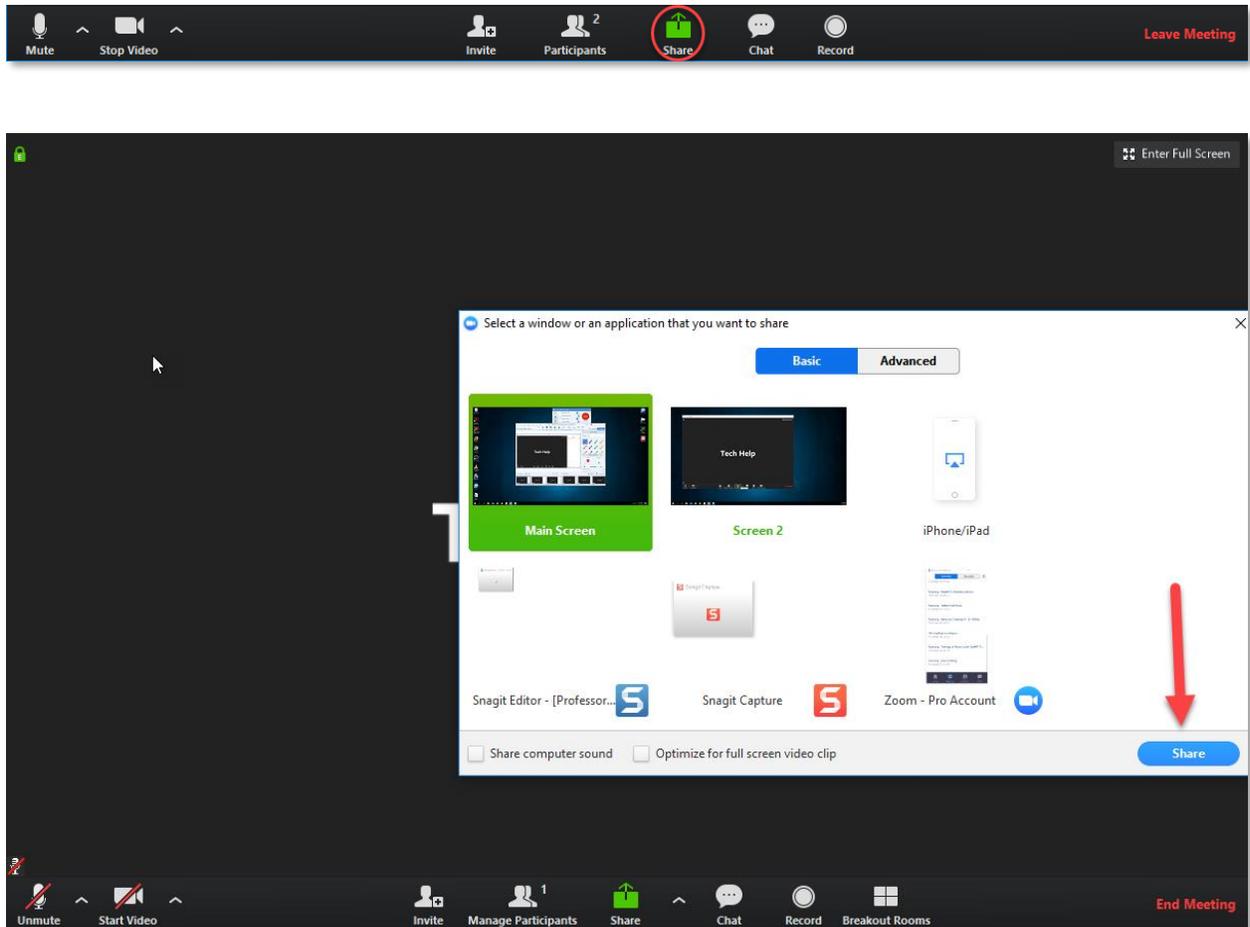
4. Just to the right of the green Share button in the middle of the menu is a **Chat Icon**. Clicking this will enable the **Chat View** which will display on the side.



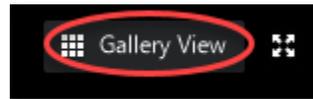
5. Just to the left of the green Share button in the middle of the menu is a **Multi-Silhouette Icon**. Clicking this will enable the **Participants View** which will display on the side.



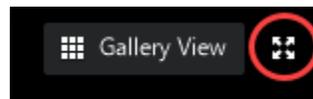
6. In the center of the menu is a green **Share icon**. Clicking this will enable you to share your screen or an application you are running. Select what you want to share and click the blue **Share button**.



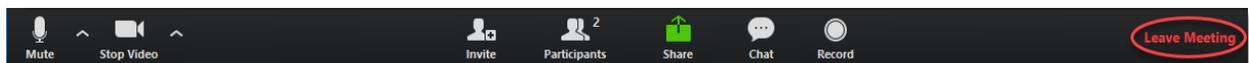
7. At the top right of the screen you will find an option to switch between **Gallery View** and **Speaker View**



8. At the top right of the screen you will also find an option to switch to **Full Screen View**.



9. When your meeting is finished or you wish to leave the meeting, click the red **Leave Meeting** button at the bottom right of the screen



Need further assistance?
Contact Campus Technology at (817) 921-8555 or
campustechnology@swbts.edu