Zoom Quick Reference Guide

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| Interface Overview – Main Functions | |
| A screenshot of a cell phone  Description automatically generated | 1. Mute or unmute you microphone 2. Start or stop your video feed 3. Manage or view a list of meeting participants 4. Share your screen with participants 5. Chat with the meeting participants |
| **Configure Audio and Video** | |
| * Select caret next to the microphone icon to choose/verify your speaker and microphone selection * Click on the microphone icon to mute/unmute your microphone      * Select caret next to the video icon to choose/verify your video camera selection * Click on the camera icon to start/stop your video stream | |
| **Using Non-Verbal Feedback** | |
| * Open **Participants** list to view the non-verbal feedback icons * Select **more** to find additional options * Mouseover each icon to see suggested meaning for each icon | |
| **Screen Sharing Settings for Hosts** | |

<https://zoom.us/profile/setting> Allow whiteboard share, Mute attendees upon entry, Set a co-host for each call