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
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| **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

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| **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
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| **Screen Sharing Settings for Hosts** |

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