

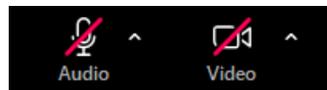
## ZOOM INTERFACE

After you have started or joined a Zoom meeting you have several options available to help facilitate communications.



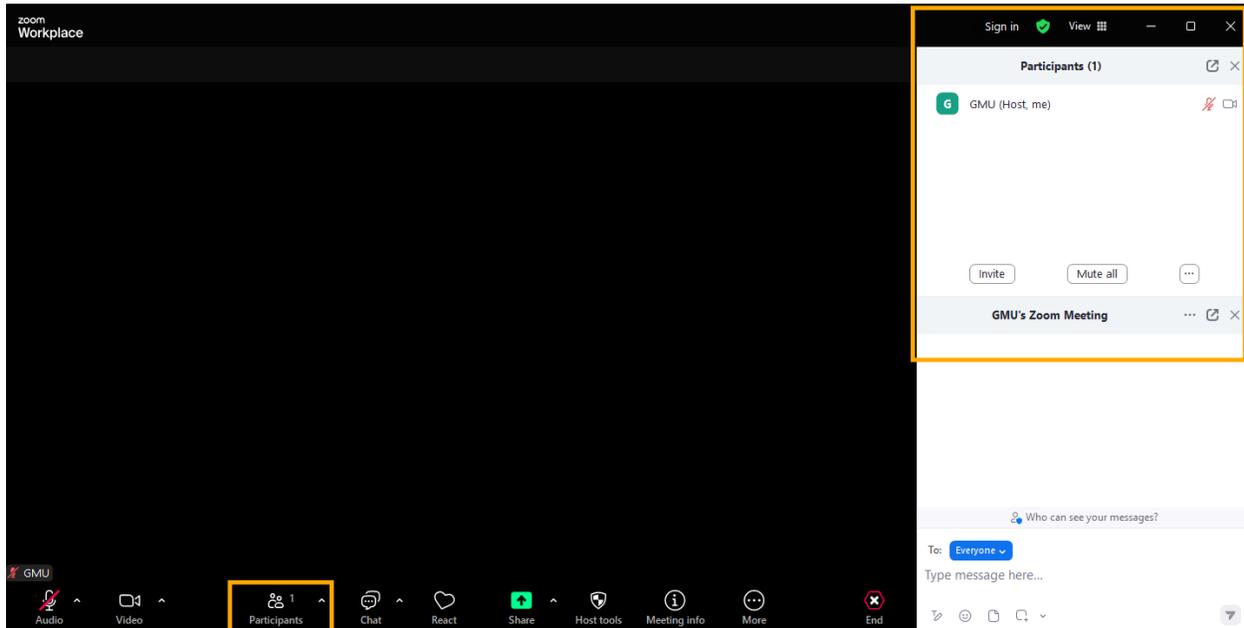
- **Microphone and Camera Controls:**

- Click these icons to turn on/off your camera and microphone.



- Clicking the arrows next to these icons allows you change your camera or microphone and adjust your settings, including changing your background.

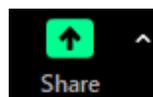
- Participants:** Clicking this icon opens a sidebar menu that allows you to see all participants. As the host you can also mute, unmute, invite, or expel participants by clicking on the icons next to the participant's name. If you hover your mouse over a participant's name and click the "..." button you'll see additional options, like renaming the participant.



- Chat and React:** Clicking these icons allows you to interact with participants. You may want to leave the chat bar open so that you can see any questions or other messages from students during your meeting.



- Share:** Clicking this icon opens up a new window that allows you to select whether to share your screen, a specific window, or a specific document.

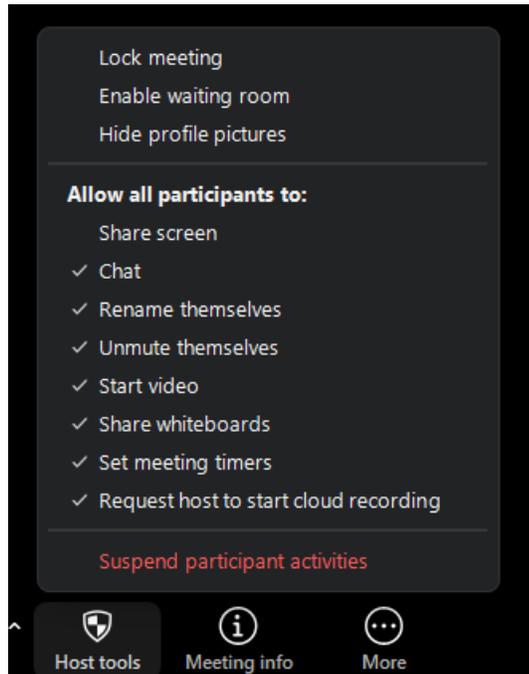


- If your presentation has audio or visual components, we recommend checking the boxes next to "Share sound" and "Optimize for video sharing" before you share your screen.

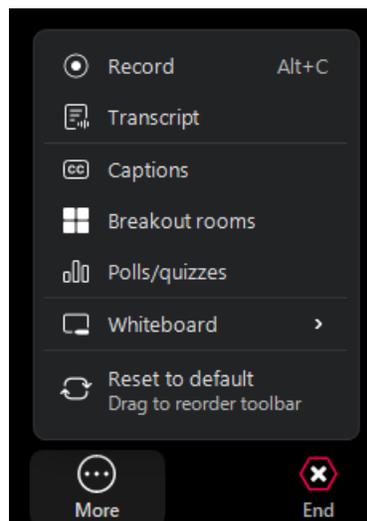
#### Share options

- Share sound ▾
- Optimize for video sharing ⓘ

- **Host Tools:** Clicking this icon opens a menu of options for how participants can contribute to the Zoom.



- **More:** Clicking this icon provides you with additional Zoom tools including recording the meeting, creating a transcript, enabling captions, creating breakout rooms, launching polls/quizzes, or opening a whiteboard.



- For breakout rooms, you can automatically or manually assign participants to rooms or let participants choose their rooms.

