

# Zoom Quick Reference Sheet

The image shows a screenshot of the Zoom desktop application's home screen. The interface includes a top navigation bar with 'Home', 'Chat', 'Meetings', and 'Contacts' icons, and a search bar. The main area features four large buttons: 'New Meeting' (orange with a video camera icon), 'Join' (blue with a plus sign icon), 'Schedule' (blue with a calendar icon showing '19'), and 'Share screen' (blue with an upward arrow icon). To the right, a dark blue header displays the time '01:56 PM' and the date 'Tuesday, May 5, 2020'. Below this, it says 'No upcoming meetings today'. Four callout boxes with arrows point to the buttons: 'New Meeting: Starts an Instant Meeting' points to the 'New Meeting' button; 'Join: Join a meeting that is in progress' points to the 'Join' button; 'Schedule: Allows for setting up future meetings' points to the 'Schedule' button; and 'Share Screen: Shares your screen in a Zoom Room by entering in the sharing key or meeting ID.' points to the 'Share screen' button.

**New Meeting:** Starts an Instant Meeting

**Join:** Join a meeting that is in progress

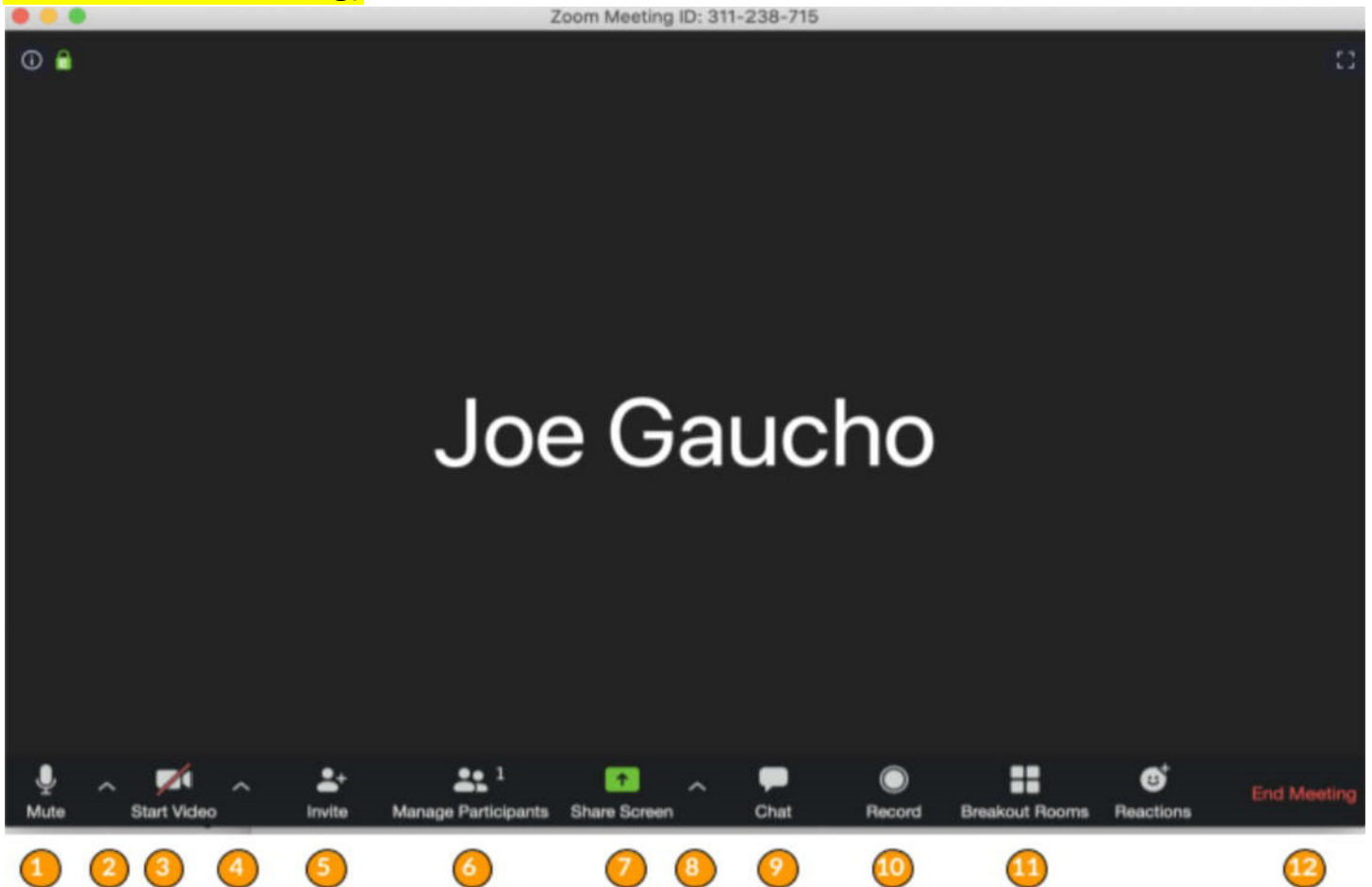
**Schedule:** Allows for setting up future meetings

**Share Screen:** Shares your screen in a Zoom Room by entering in the sharing key or meeting ID.

## NOTE:

Please note that the layout of the screens maybe slightly different depending on whether you are using Zoom on a PC, Mac, Iphone, Android Phone or Tablet. These instructions are a general guideline. Check out tutorials online (YouTube.com) for specifics for your environment.

## Zoom Meeting Host Controls (Not All of These Controls Function If You Are A Guest of the Meeting)



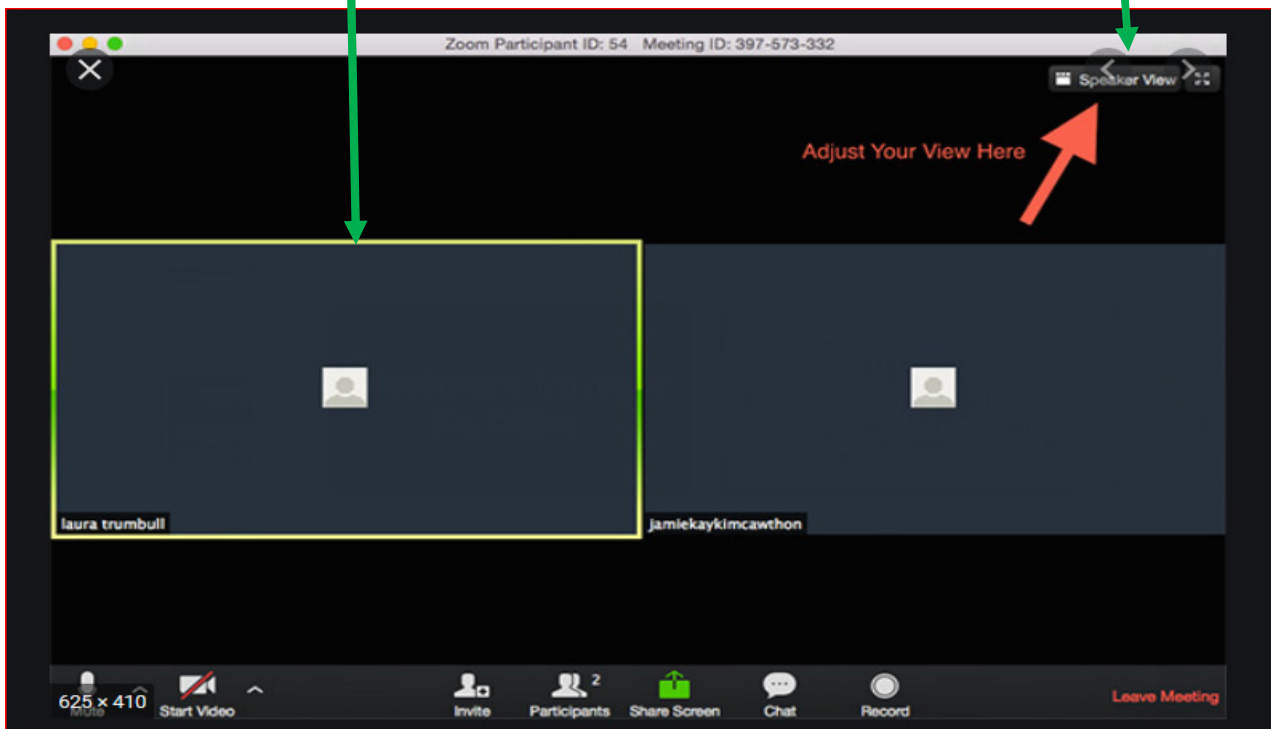
1. Click to mute/unmute your microphone.
2. Click the "chevron" (next to the microphone icon) to open audio settings. Here you can change speaker and microphone settings.
3. Click to start/stop your camera.
4. Click the "chevron" (next to the camera icon) to open video settings. Here you can change your camera settings.
5. Click to invite people during a meeting (Host function only).
6. Click to show a list of participants in the meeting. From this panel, you can mute/unmute all participants, designate host controls and more (Host function only).

7. Click to start sharing your desktop display or any window/application on your computer with others in the meeting (Host function only).
8. Click the "chevron" to reveal sharing options like allowing multiple screens to be shared simultaneously (Host function only).
9. Click to open the Chat panel where you can start or respond to a chat.
10. . Click to record your meeting. Only available to meeting hosts or persons designated to record (Host function only).
11. Allows for the organization of breakout rooms for discussions.
12. Click to leave or end the meeting. Leaving the meeting will allow participants to remain in the meeting room and ending the meeting will disconnect all participants from the meeting room.

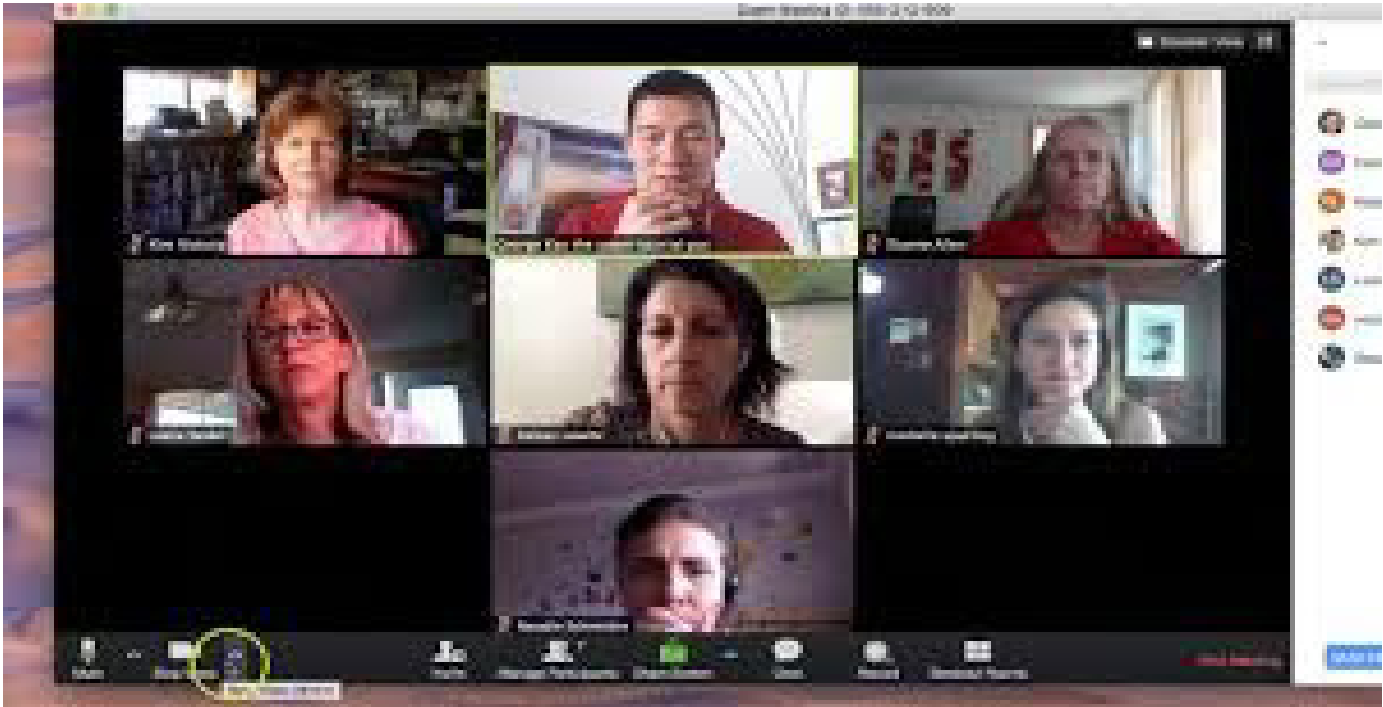
## Switching Views In Zoom

The Yellow Frame around a participant indicates that they are Unmuted and Speaking to the group.

Adjust your view (Gallery or Speaker View) here. Note: You must be logged into a meeting to make this adjustment.



## Example: Gallery View in Zoom



## Example: Speakers View

