



## Using the Zoom Interface

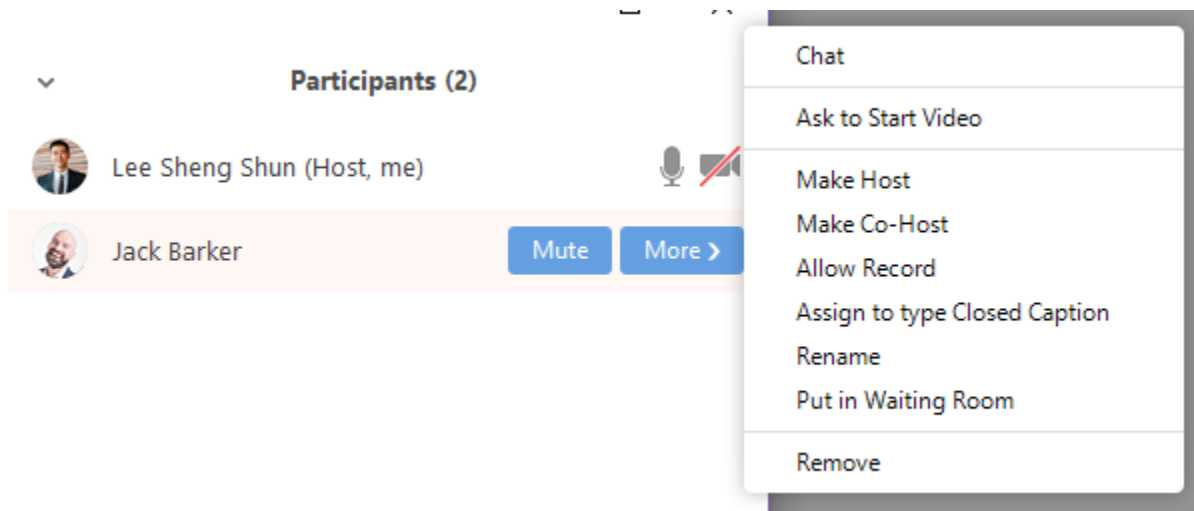
Version	Date	Description of Change
1.0	3/16/2020	Original guide

Zoom has a number of options that will allow you to more effectively host your meeting or class.



From left to right we have:

- **Mute** – Allows you to mute/unmute your microphone. The up arrow next to the mic allows you to change which mic you want Zoom to use if you have more than one.
- **Stop Video** – Allows you to turn on/off your camera. The up arrow allows you to choose to use a different camera if you have one.
- **Invite** – Creates a copy of the meeting invite that you can paste into an email and send to someone on the fly.
- **Manage Participants** – This brings up the Manage Participants window.
  - Click on the More button to see the following options:



- **Polls** – Zoom has a built-in polling feature which you can use to increase meeting engagement. For more information on using the Polling feature, please see: [https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings#h\\_92a08dc2-af68-44fe-8bdd-d2edb61b4754](https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings#h_92a08dc2-af68-44fe-8bdd-d2edb61b4754)



- **Share Screen** – This allows you to share either your entire desktop or one application with the meeting.
- **Chat** – This is a built-in chat client that you can use to communicate via text with everyone in your meeting or specific individuals.
- **Record** – This will record your meeting. If you click the up arrow it will allow you to select to record to the cloud or to your local computer.
- **Breakout Rooms** – Breakout Rooms allow you to create small groups that essentially are placed into their own meeting. As the host, you can join your in progress breakout rooms. For more information, see: <https://support.zoom.us/hc/en-us/articles/206476313-Managing-Video-Breakout-Rooms>

