

zoom QUICK GUIDE: PARTICIPANT ESSENTIALS

Do you need to...

View Participants?

Click Participants to see who is in the meeting.



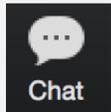
Show your webcam?

Click the cam icon to toggle yours, the arrow for more options.



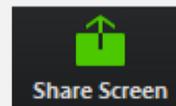
View Chat?

Click the chat icon to make the chat visible.



Share your screen?

Click Share Screen and select what to share.



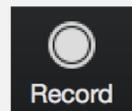
Speak?

Click the mic icon to talk, the arrow for more options.



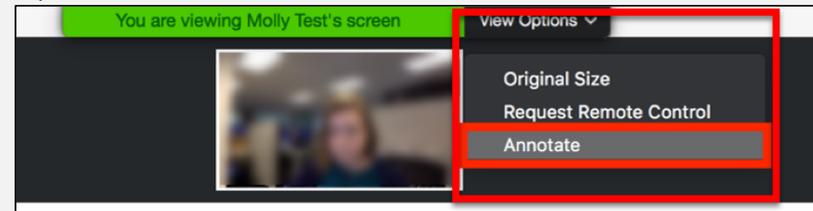
Record?

Have permission to record? Click the icon to start recording.

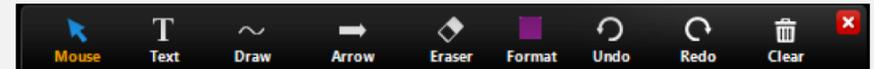


Annotate?

If the host gave you permission to annotate on the screen, click View Options, then Annotate.



Annotation Tools Available:



Toggle your view?

Toggle Gallery or Active Speaker view, and fullscreen in the upper right of the Zoom window. (*Fullscreen shown outlined in red.*)

