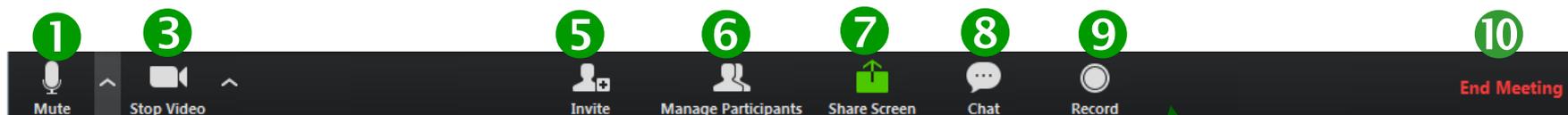
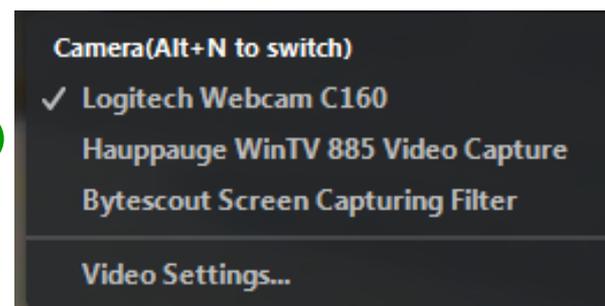
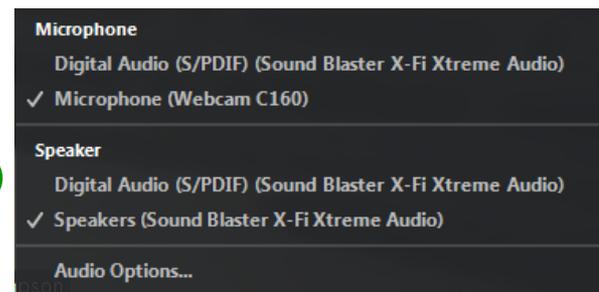


Meeting Options

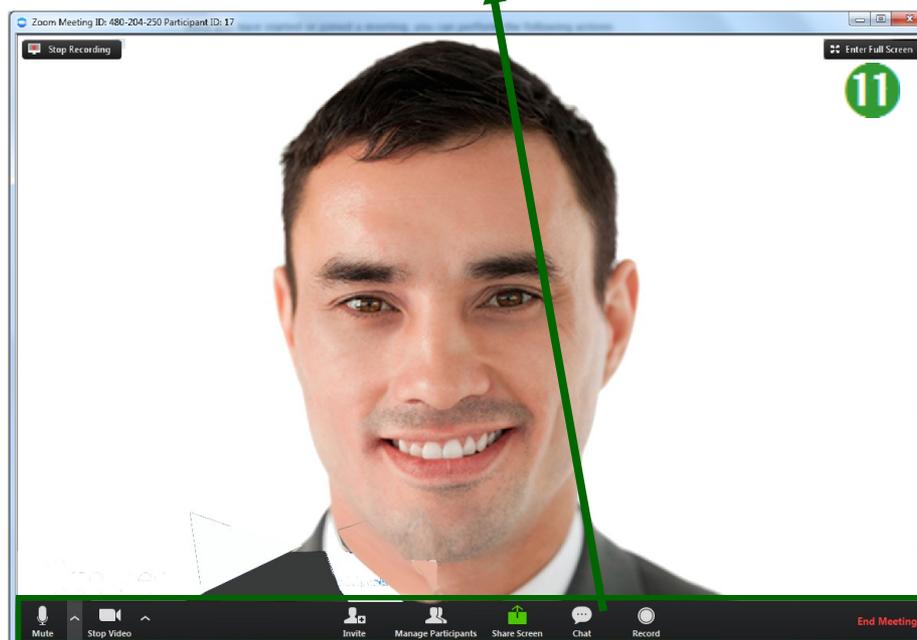
Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

You can:

1. **Mute** and **Unmute** your audio and select Audio options.
2. Access the Microphone and Speaker options by clicking the up arrow next to Mute. This allows you to change your computer's microphone and speaker choices. You can also access the Audio Settings. See [Meeting Options: Audio Options](#).
3. **Stop** and **Start** the video portion of the meeting.
4. Access the Video options by clicking the up arrow next to Video. This allows you to change your computer's video input. You can also access the Video Settings. See [Settings: Video](#).
5. **Invite** more people to join by email, instant messaging or a Room System.
6. **Manage Participants**, including mute/unmute, lock screen share so only the host can screen share, play enter/exit chime for participants, and lock the meeting.



7. **Share Screen** lets you share your screen with meeting participants.
8. **Chat** lets you start a private or group chat.
9. **Record** lets you start recording the video and audio of the meeting. If you are already recording, you can stop recording by clicking the Stop Recording button in the upper left hand corner of the screen.
10. **End Meeting** lets you end or leave the meeting.
11. Click **Enter Full Screen** in the upper right hand corner to use full screen mode.



Meeting Options: Audio Options — Mute or Unmute Audio

Click the microphone icon to mute or unmute your meeting audio.



Unmuted



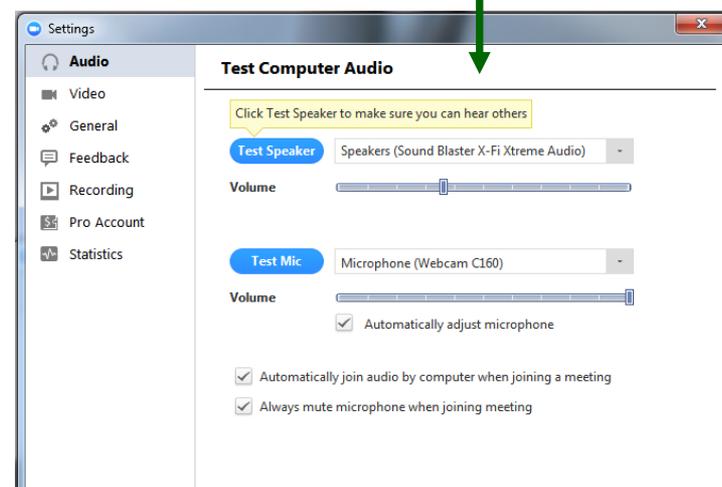
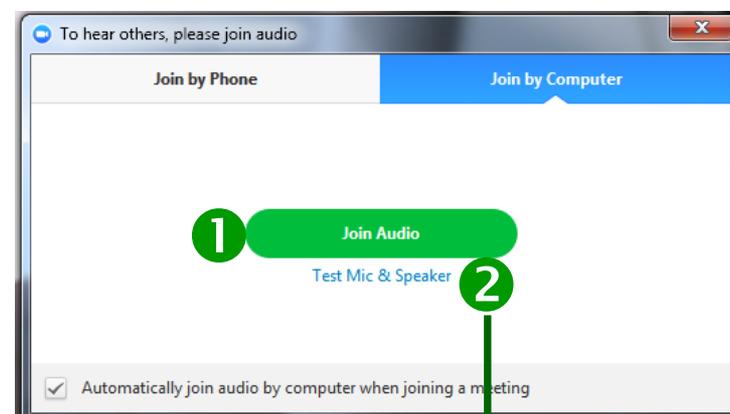
Muted

Meeting Options: Audio Options — Computer Audio Tab

When you click Audio Options you can access the following options by clicking either the [Join by Phone](#) or **Computer Audio** tabs.

When you click the **Computer Audio** tab, you can:

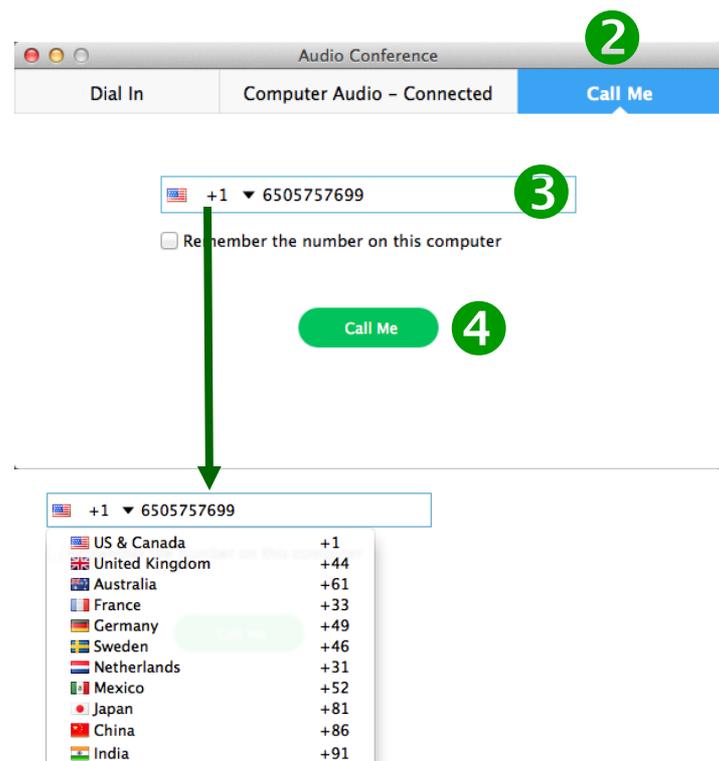
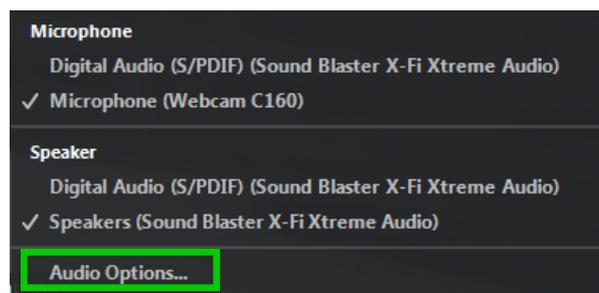
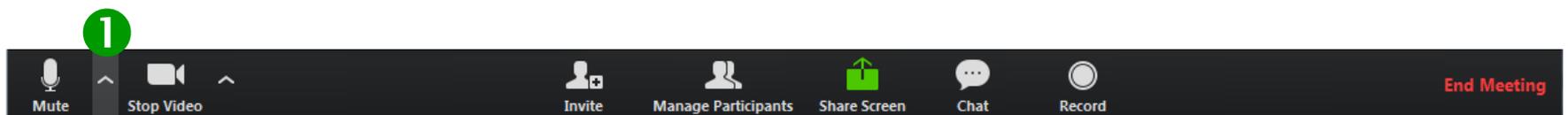
1. **Leave Audio** or **Join Audio** in the meeting you are attending.
2. Click **Test Mic & Speaker** to test the your computer speaker(s) or microphone and adjust the volume.
3. If you have a Zoom Pro account, there will be a third tab for the Call Me feature, see [Meeting Options: Audio Options — Call Me](#).



Meeting Options: Audio Options — Call Me

If you have subscribed to the **Call Me** feature, Call Me will be listed as one of the Computer Audio tabs. To use this option:

1. During a meeting, click the up arrow next to Mute and click **Audio Options**.
2. Select the **Call Me** tab to enter your phone device's number. Select your country code from the drop-down menu.
3. Enter the phone number.
4. Click **Call Me**.



Meeting Options: Audio Options — Join by Phone Tab

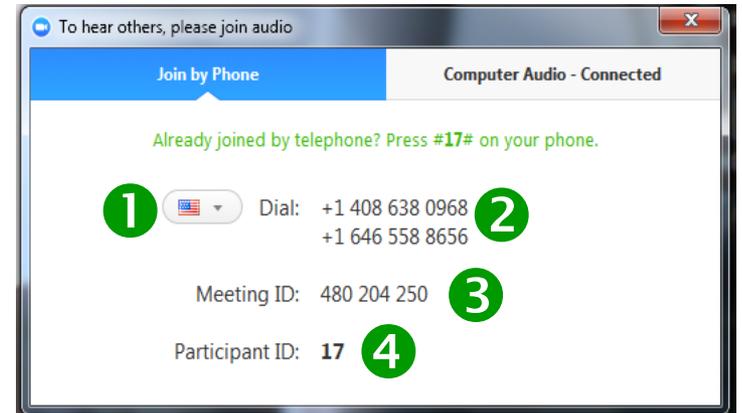
When you click Audio Options you can access the following audio options by clicking either the **Join by Phone** or [Computer Audio](#) tabs.

When you click the **Join by Phone** tab, you can:

1. Select the flag drop-down to find your country.
2. Dial the number listed for your country.
3. Enter the meeting ID as seen on the screen when you receive the prompt on your phone.
4. Enter the participant ID as seen on the screen when you receive the prompt on your phone.

Note: If you decided to **Join via telephone** after **Joining via computer**, please select **Audio Options** and **Leave Computer Audio**. Then enter **#Participant ID#**. Otherwise you may hear audio feedback or echo in the meeting.

5. If you have a Zoom Pro account, there will be a third tab for the **Call Me** feature, see [Meeting Options: Audio Options — Call Me](#).



Meeting Options: Video

1. Click the Video camera icon to turn on or off video for a meeting.

Video On



1

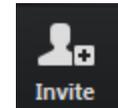
Video Off



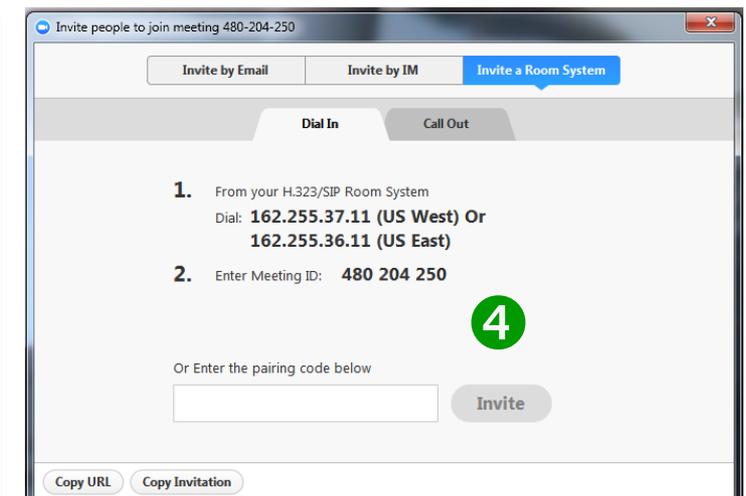
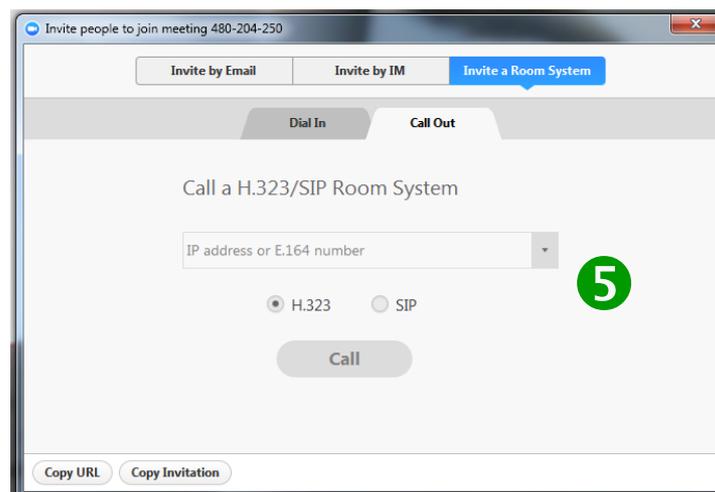
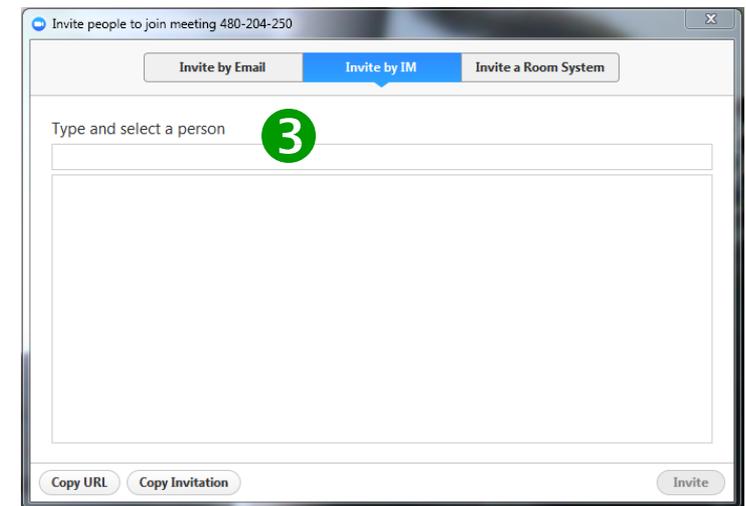
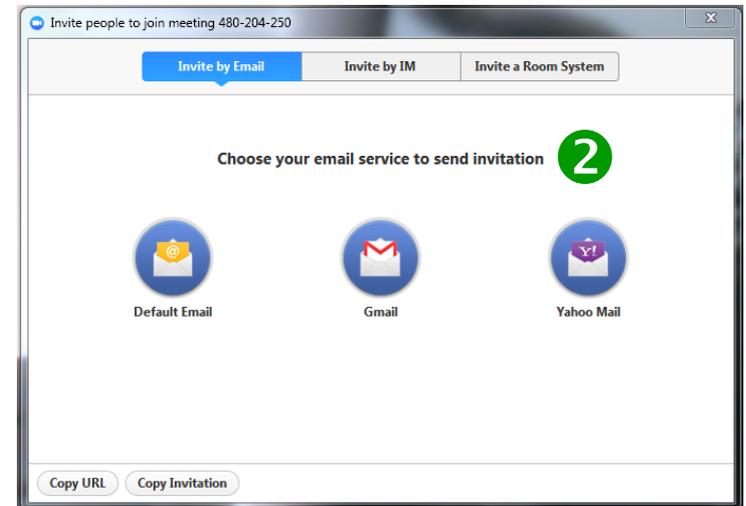
Meeting Options: Invite

Invite lets you invite people to a meeting.

1. Click **Invite**. The Invite people to join meeting screen opens.
2. Click **Invite by Email** to invite people to a meeting using Outlook, Gmail or Yahoo Mail. Click to **Copy URL** or **Copy Invitation** to include in the email.
3. Click **Invite by IM** to invite people using instant messaging. Type in the person's name and select the person. Click to **Copy URL** or **Copy Invitation** to include in the email. Click **Invite** to send the invitation.
4. Click **Invite by a Room System**. Select **Dial In** to an H.323 /SIP Room System using a Meeting ID or a Pairing Code to invite people to a meeting.
5. Click **Invite by a Room System**. Select **Call Out** to use an H.323/SIP room system to invite people to a meeting. Enter an IP address or E.164 number. Select H.323. or SIP and then click **Call**.

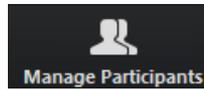


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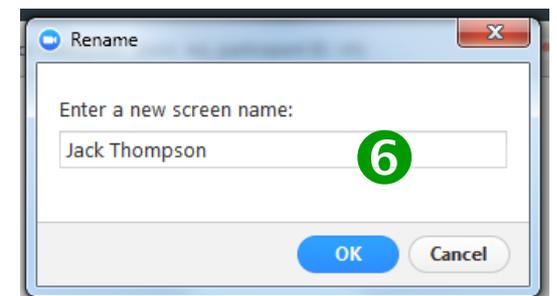
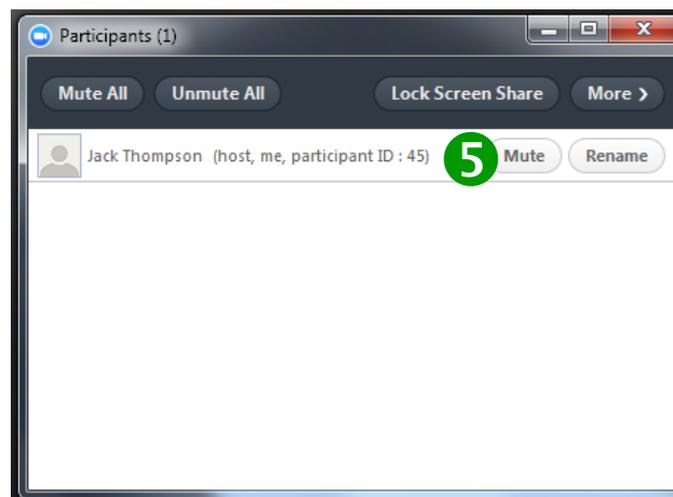
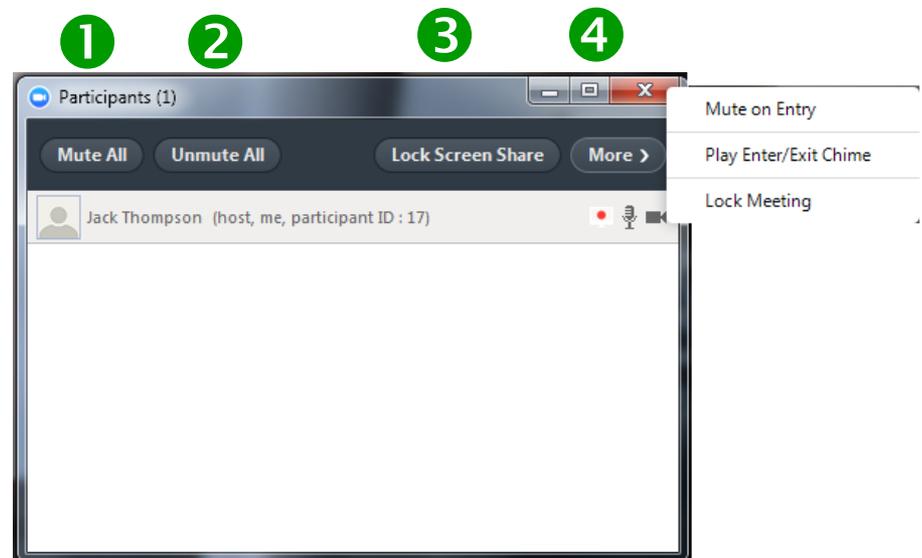


Meeting Options: Manage Participants

When you click **Manage Participants**, the Participants screen appears. On this screen, you can:

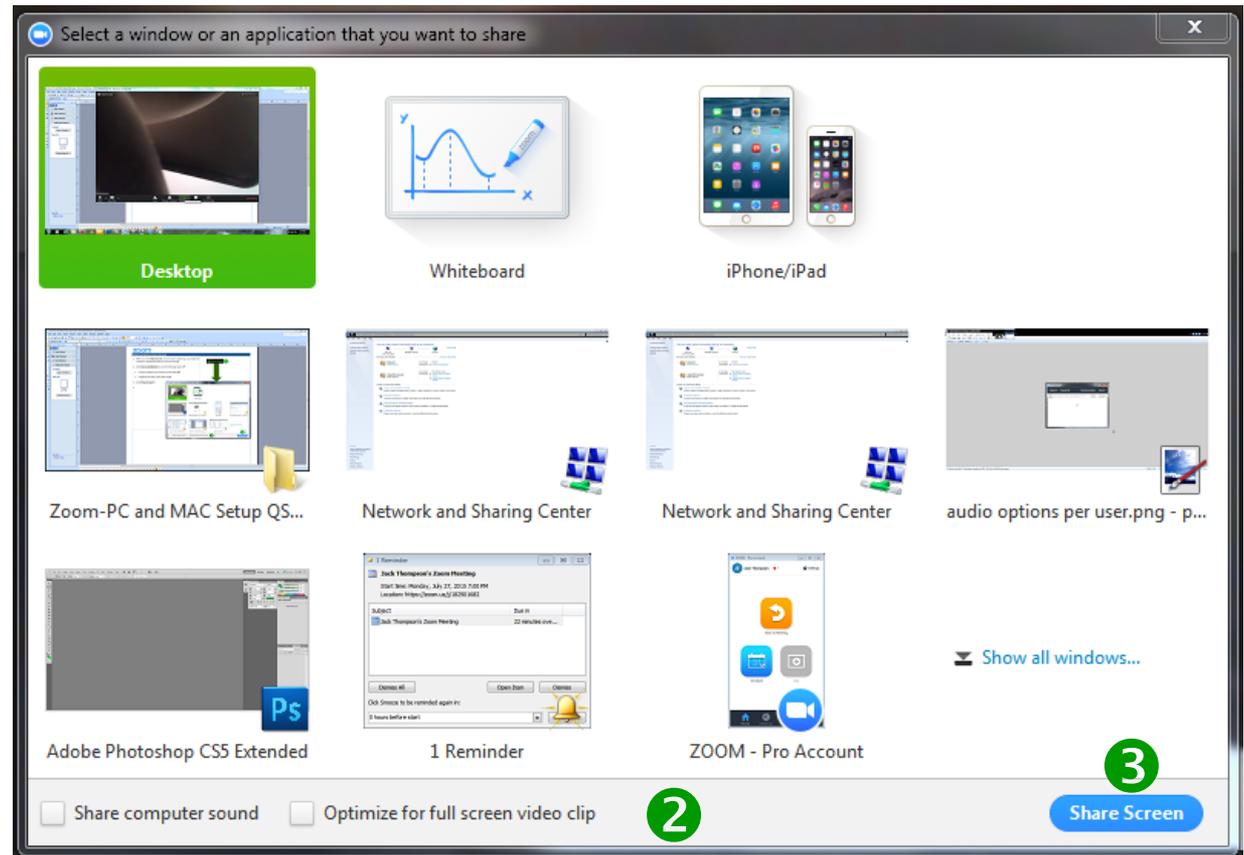
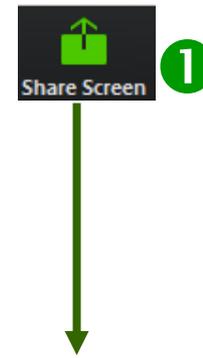


1. **Mute All** meeting participants.
2. **Unmute All** meeting participants.
3. By selecting **Lock Screen Share**, all participants in a meeting will not be able to share a screen. The host will still be able to share a screen. Select **Unlock Screen Share** to allow all participants to share a screen.
4. Click **More** to select the following:
 - **Mute on Entry** will mute audio when participant join the meeting.
 - **Play Enter/Exit Chime** will play a chime whenever a person enters or exits a meeting.
 - **Lock Meeting** will not allow any new participants to join the meeting.
5. Scroll over a meeting participant's name to **Mute** or **Unmute** the participant.
6. Scroll over a meeting participant's name to **Rename** the screen name of the participant. Click **Rename**, type in the new name and click **OK**.



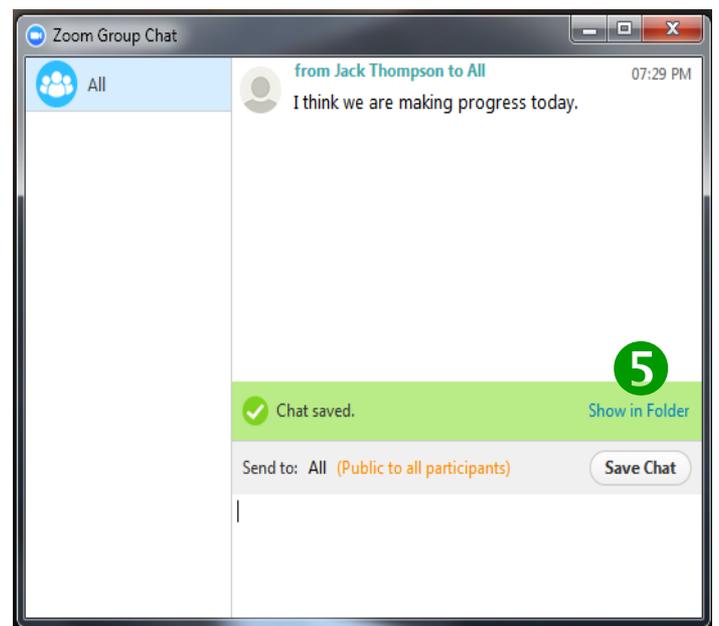
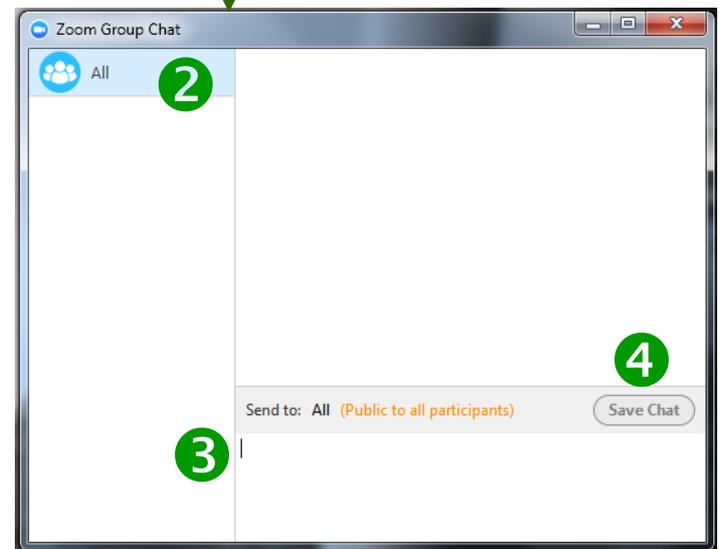
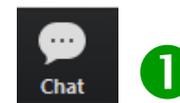
Meeting Options: Share Screen

1. When you click **Share Screen**, a screen opens where you can select the window or application that you want to share.
2. Select, if needed, one of the following options:
 - Share computer sound when screen sharing
 - Optimize for full screen video clip
3. Click **Share Screen**.



Meeting Options: Chat

1. Click **Chat** to send a group chat to a selected Group.
2. Select a Group from the left side of the screen.
3. Type in a message and press Enter. The message is sent to all members in the selected Group.
4. If you want to keep the chat, click **Save Chat**. The message is saved in the meeting folder on your computer.
5. To view the chat, click **Show in Folder** or browse to the folder.



Meeting Options: Record

To record or stop recording a meeting audio and video (if selected), do the following:

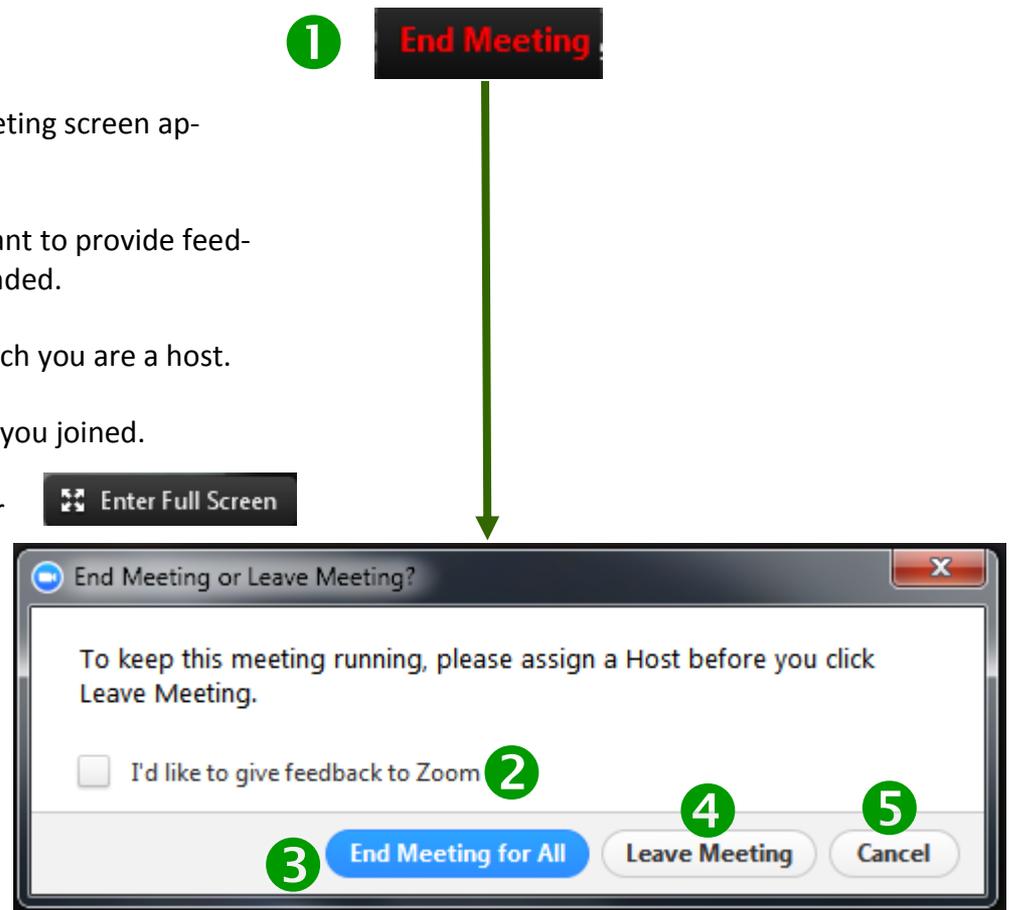
1. Click **Record** to begin recording. Zoom will record the meeting's audio and video (if selected).
2. Click **Stop Recording** to end all audio and video recording of the meeting. The recording will not be saved until you end the meeting.



Meeting Options: End Meeting

To end a meeting:

1. Click **End Meeting**. The End Meeting and Leave Meeting screen appears.
2. Click the **I'd like to give feedback to Zoom** if you want to provide feedback on the conference call you just hosted or attended.
3. Select **End Meeting for All** to end a meeting for which you are a host.
4. Click **Leave Meeting** if you want to leave a meeting you joined.
5. Click **Cancel** if you decide you do not want to end or leave the meeting.



Meeting Options: Full Screen

1. If you want to view the meeting in full screen, click **Enter Full Screen** in the upper right corner of the Zoom meeting.
2. To exit full screen mode, click **Exit Full Screen** and your meeting window returns to its original size.

