**Zoom Quick Reference Card for Meeting Hosts**

Default Zoom Interface (upon meeting entry)

 

**Manage Participants**

View and/or manage participants joined to your meeting

**Share Screen**

*Use the controls at the bottom to enable additional sharing options*

**Record** Meeting
*creates a local recording on your computer. Contact* *atc-ttl@wpi.edu* *for information on how to share this recording with others.*

Mute computer audio / share webcam video

**Join Audio**

*Join meeting audio or change audio connection method here*

Expand **Chat** panel pa

**Join Meeting Audio**

To join the meeting audio, go to *Join Audio > Start Meeting Audio.* Select the appropriate computer and/or telephony tab to connect your audio.



**Managing Participants**

You can manage participants by hovering over their name in the *Manage Participants* panel and expanding *More*.



**Screen Sharing**

1. Share your entire screen, a specific application, window, or a whiteboard space by clicking the *Share Screen* button in the Zoom toolbar or main share area.



1. Select the window or application that you want to share when prompted and *Share Screen.*



1. Use the *Share* controls to annotate your shared content, access the chat and participant panels, or to pause/stop sharing.


 **For technical support, contact 888-799-9666 ext. 2 or** [**https://support.zoom.us/hc/en-us/requests/new**](https://support.zoom.us/hc/en-us/requests/new) **to submit a ticket.**