

Zoom Quick Reference Card for Meeting Hosts

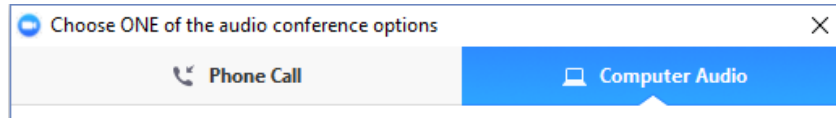
Default Zoom Interface (upon meeting entry)

The screenshot shows the Zoom meeting interface with the following elements and callouts:

- Join Audio**
Join meeting audio or change audio connection method here
Callout points to the "Join Audio" button (headphones icon) and the "Mute" button in the bottom toolbar.
- Mute computer audio / share webcam video**
Callout points to the "Mute" button in the bottom toolbar.
- Meeting Topic:** Zoom Meeting
- Host:** [Name]
- Invitation URL:** <https://wpi.zoom.us/j/...>
[Copy URL](#)
- Participant ID:** 36
- Join Audio**
Computer Audio Connected
- Share Screen**
Callout points to the "Share Screen" button in the bottom toolbar and the "Share Screen" callout box.
- Expand Chat**
Callout points to the "Chat" button in the bottom toolbar.
- Record Meeting**
creates a local recording on your computer. Contact atc-ttl@wpi.edu for information on how to share this recording with others.
Callout points to the "Record" button in the bottom toolbar.
- Manage Participants**
View and/or manage participants joined to your meeting
Callout points to the "Manage Participants" button in the bottom toolbar.
- Share Screen**
Use the controls at the bottom to enable additional sharing options
Callout points to the "Share Screen" button in the bottom toolbar.
- End Meeting** (button)

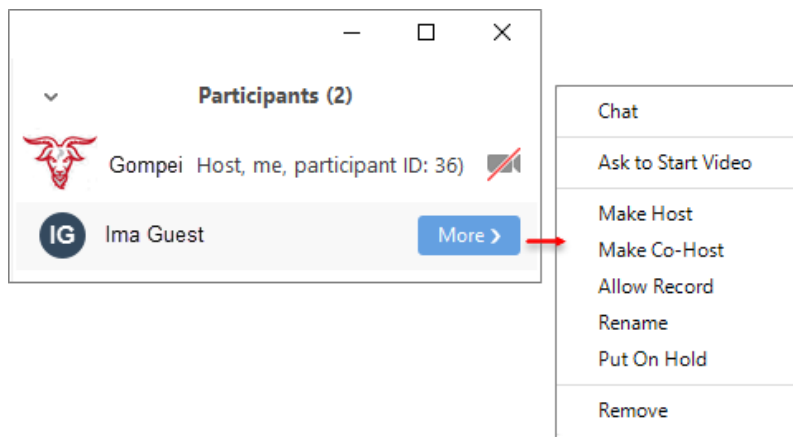
Join Meeting Audio

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



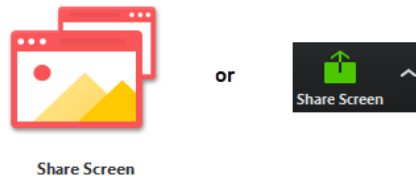
Managing Participants

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

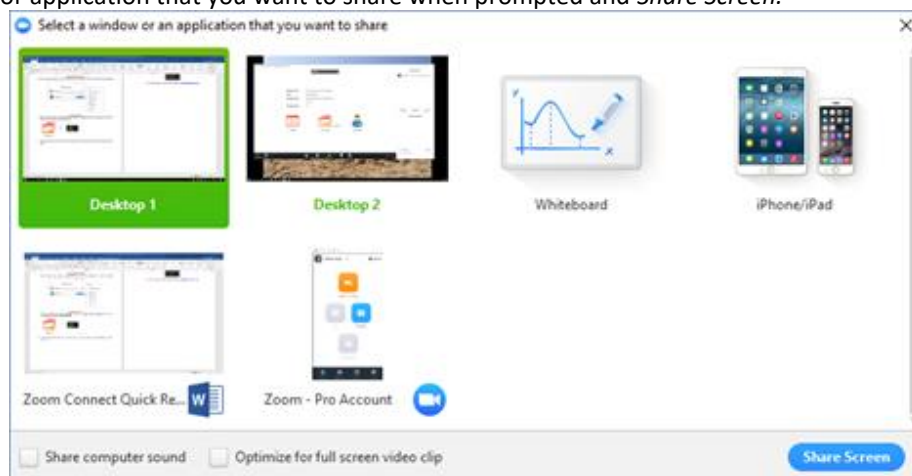


Screen Sharing

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.



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



3. 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> to submit a ticket.