Zoom Quick Reference Card for Meeting Hosts
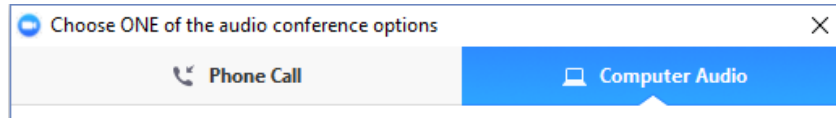
Default Zoom Interface (upon meeting entry)

Join Audio
Join meeting audio or change audio connection method here

Mute computer audio / share webcam video

Expand **Chat**

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

Manage Participants
View and/or manage participants joined to your meeting

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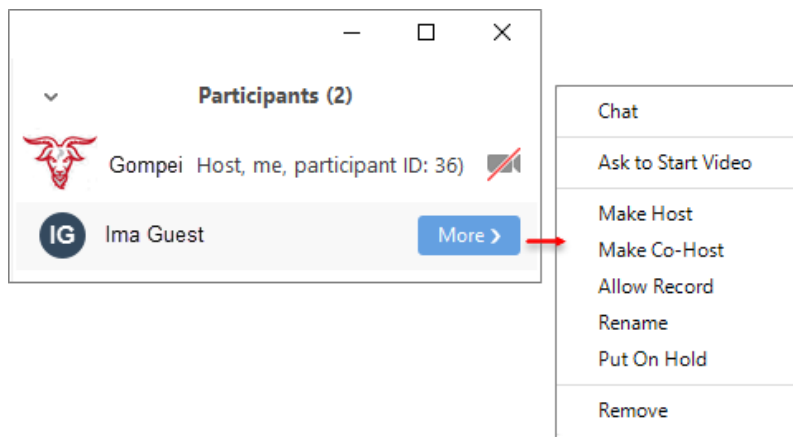*Use the controls at the bottom to enable additional sharing options*

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.
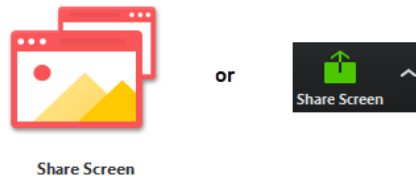

Managing Participants

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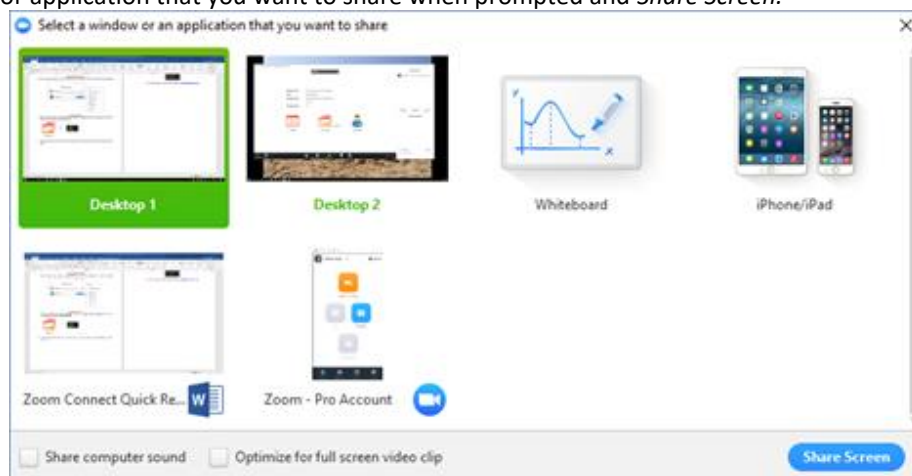

Screen Sharing

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.