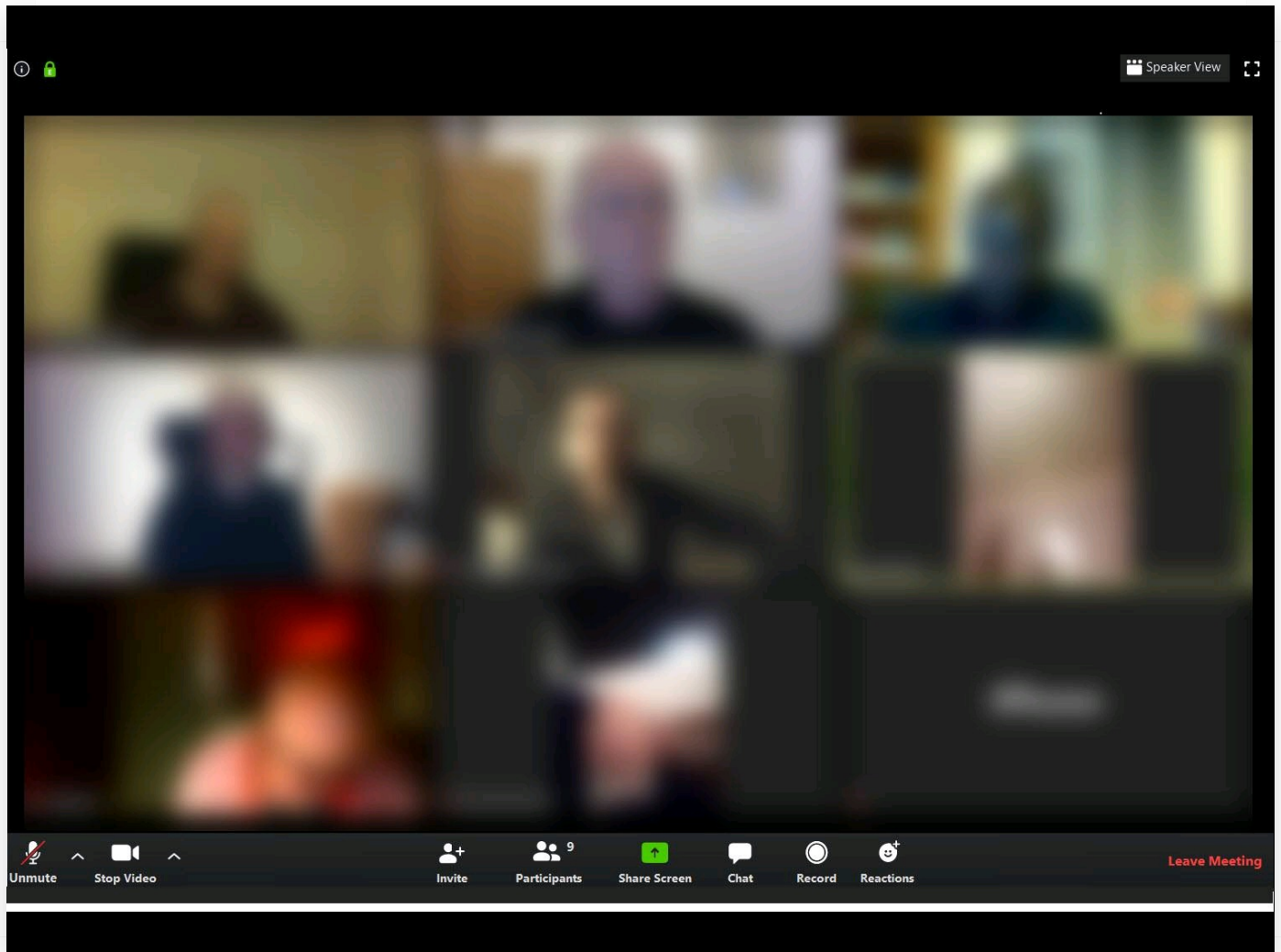
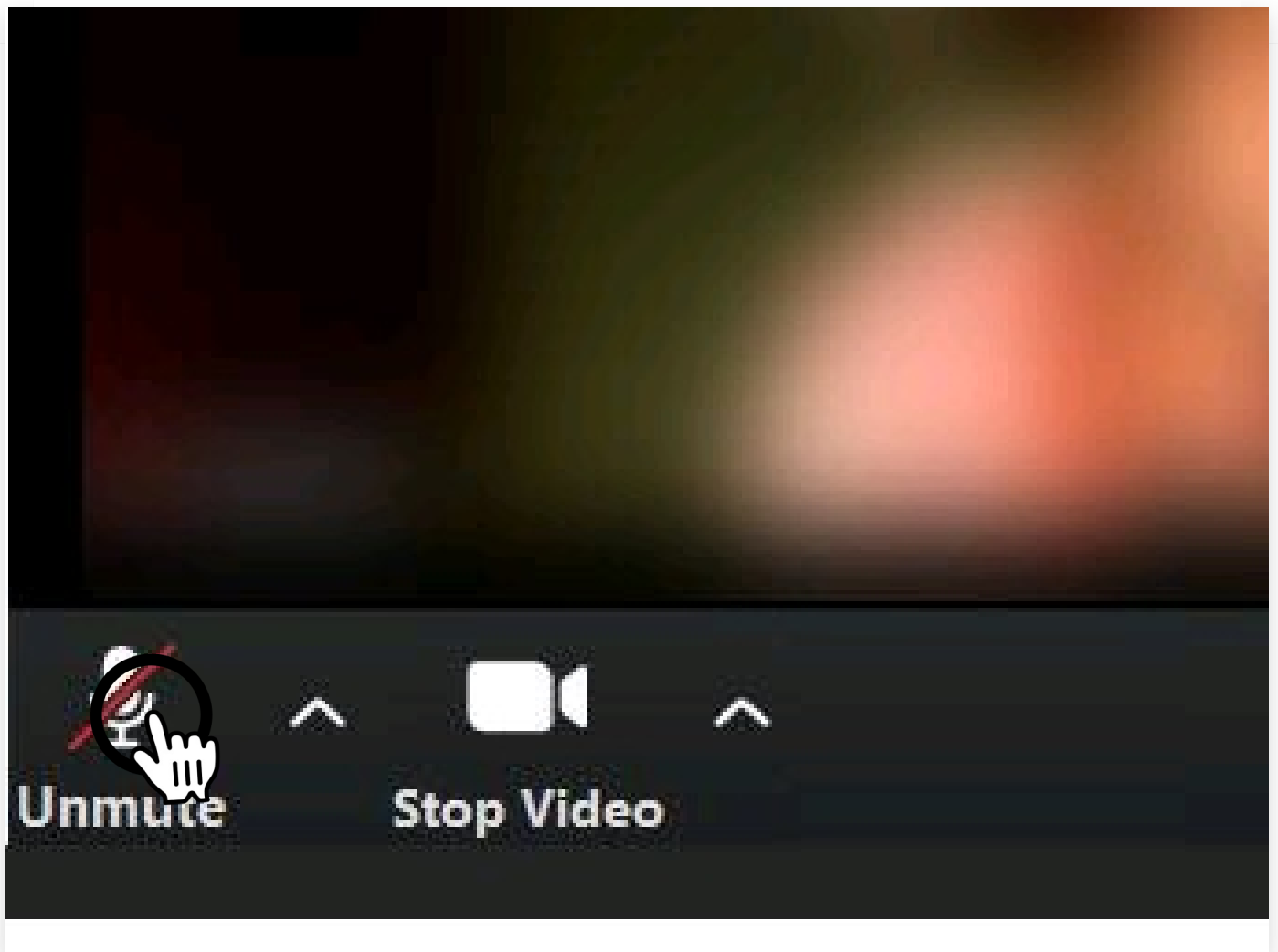


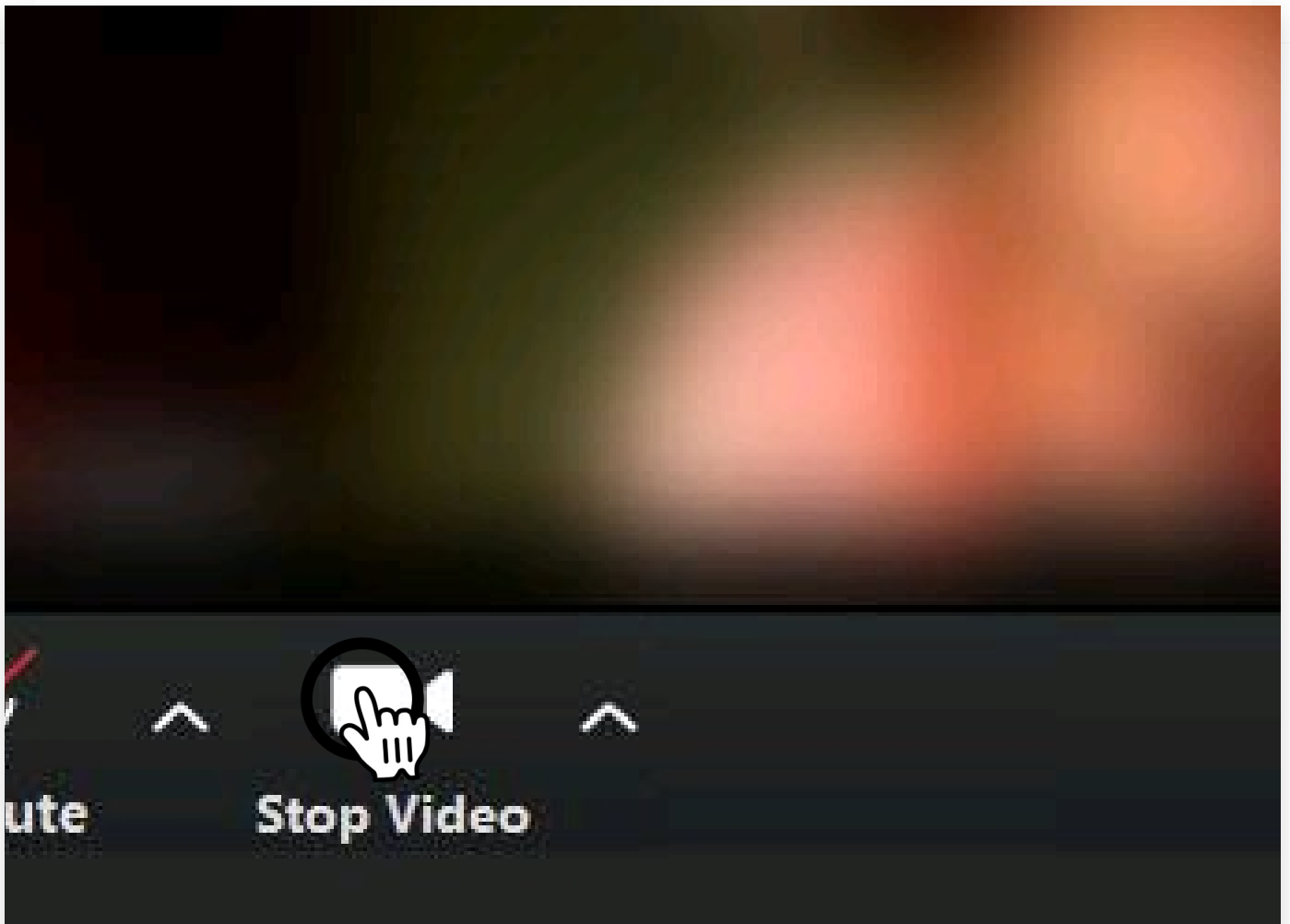
# Zoom Controls



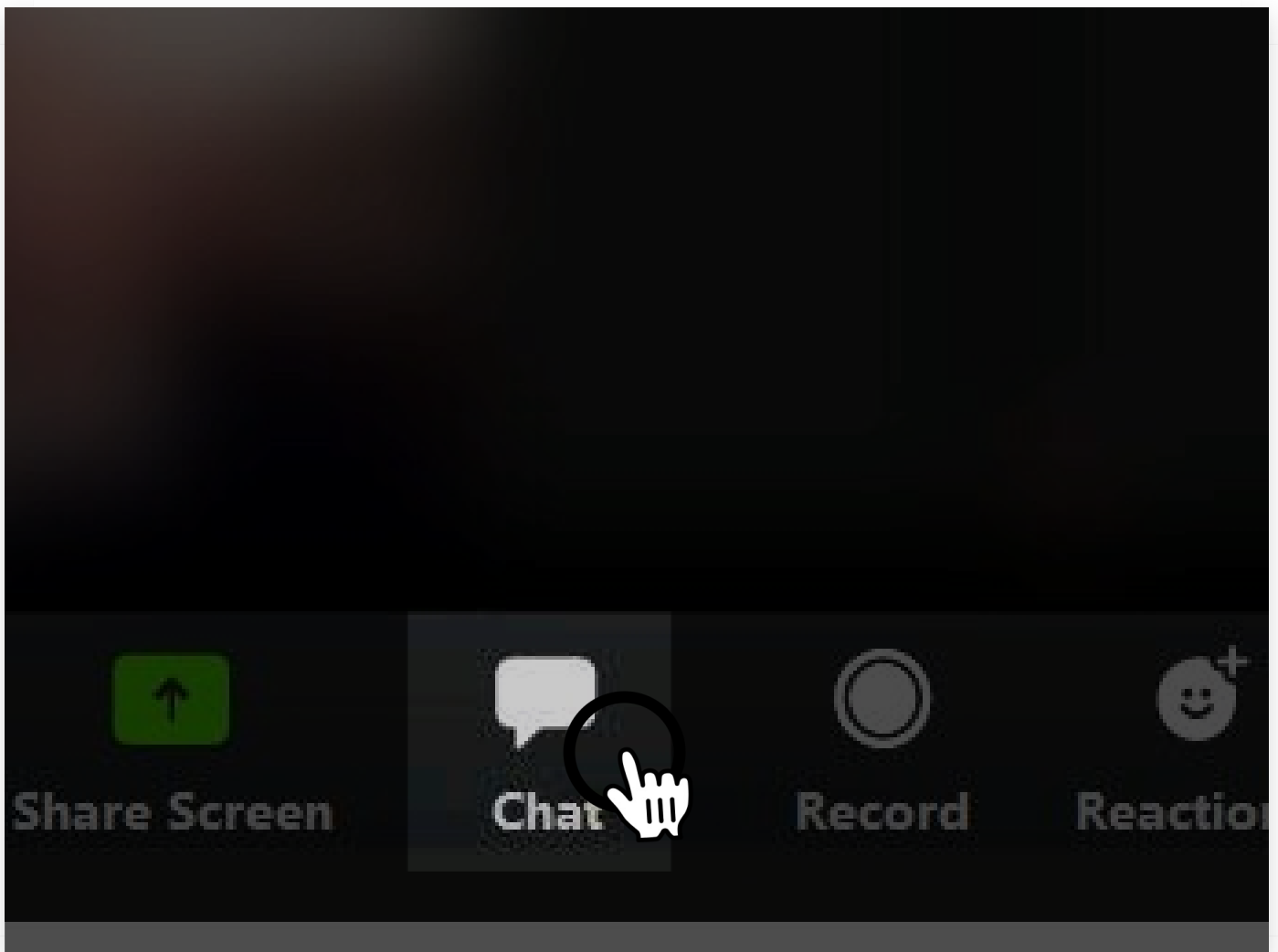
Here's the sort of screen you'll see when you join a Zoom call. I've blurred out the attendees on this call just for privacy.



If your microphone is muted and you want to talk, it's easy to unmute. Just click the unmute button. It's best to keep it muted most of the time.



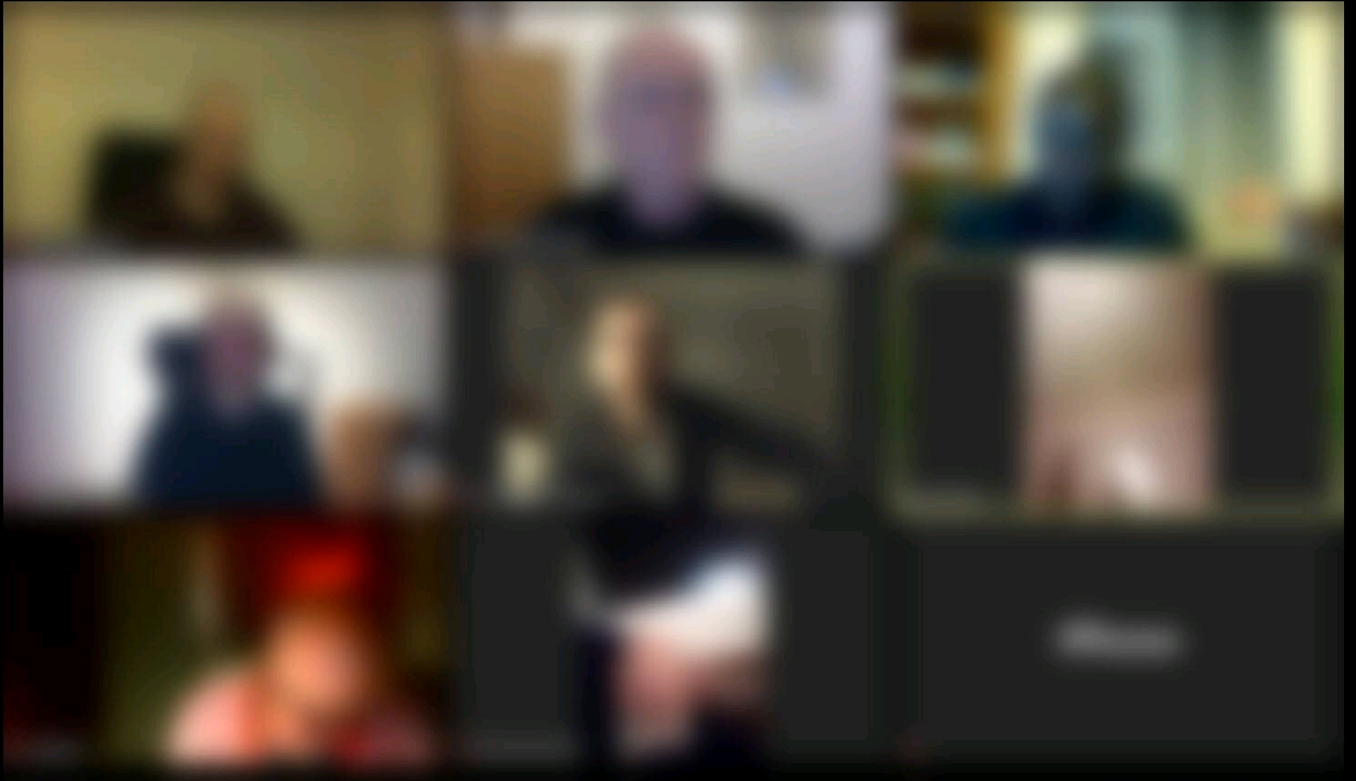
You can also switch your webcam on and off with this button. A red line through it means it's off, so no one on the call can see you.



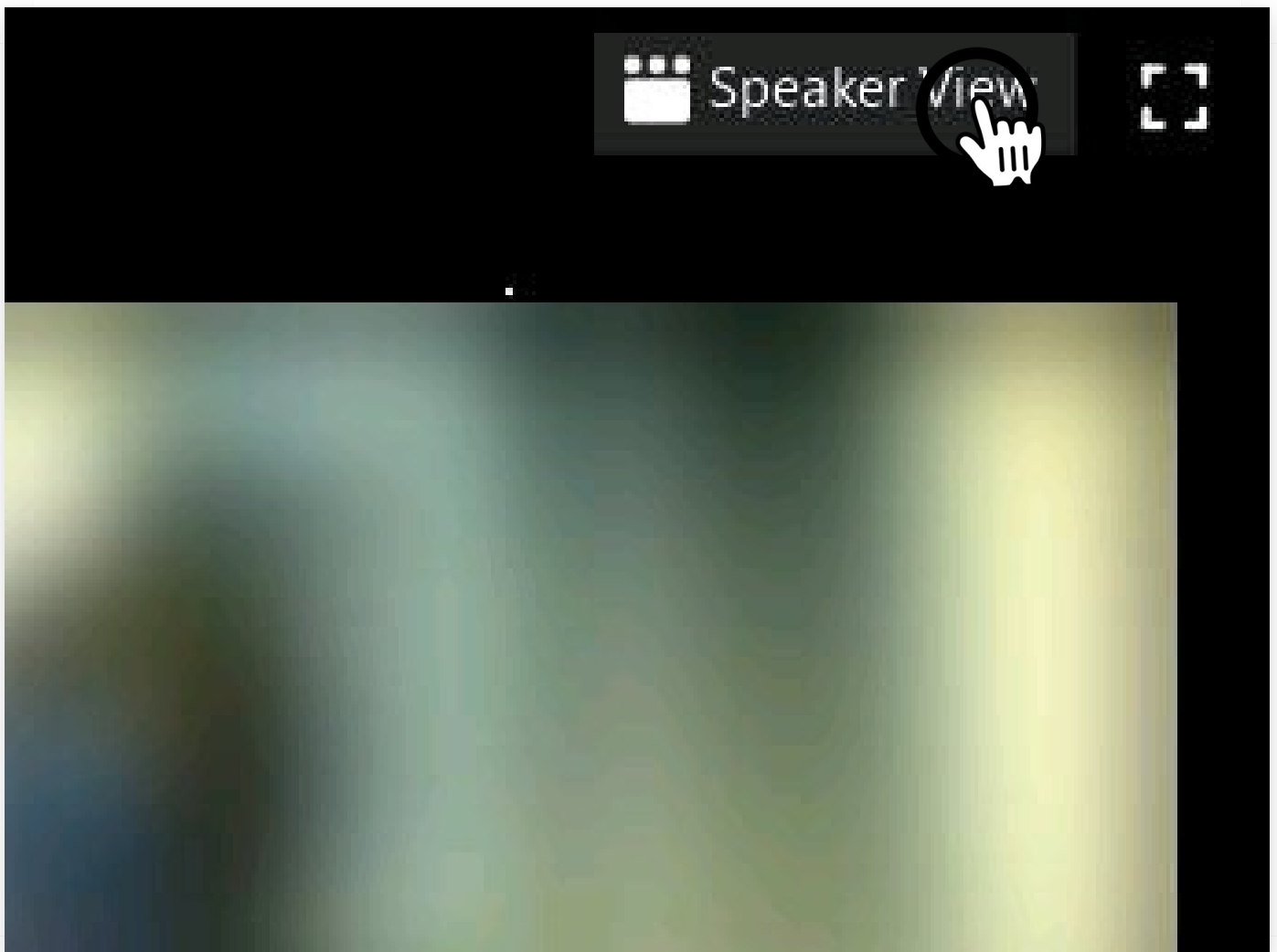
The "chat" function allows you to write something in the "chat box" for everyone to read. You can also send private messages to individuals on the call.



Speaker View



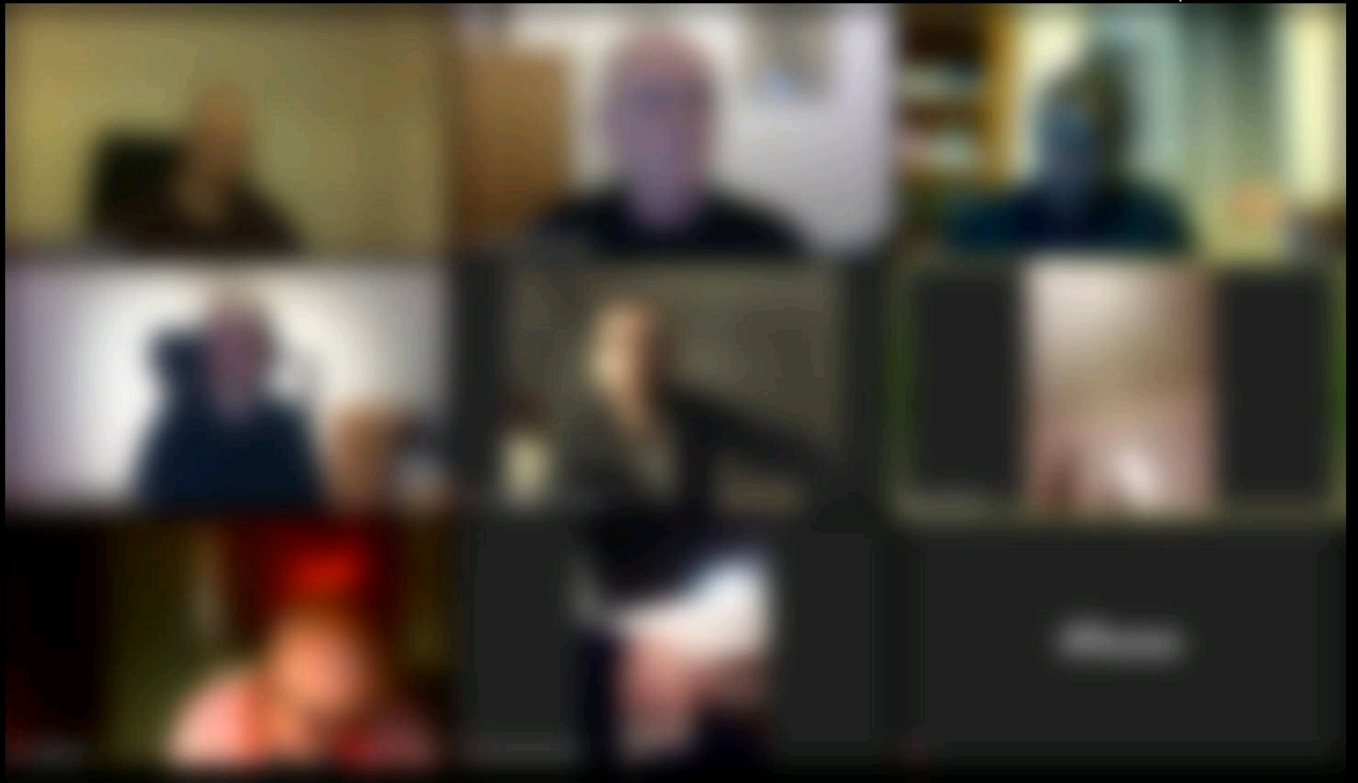
Unmute Stop Video Invite Participants 9 Share Screen Chat Record Reactions Leave Meeting



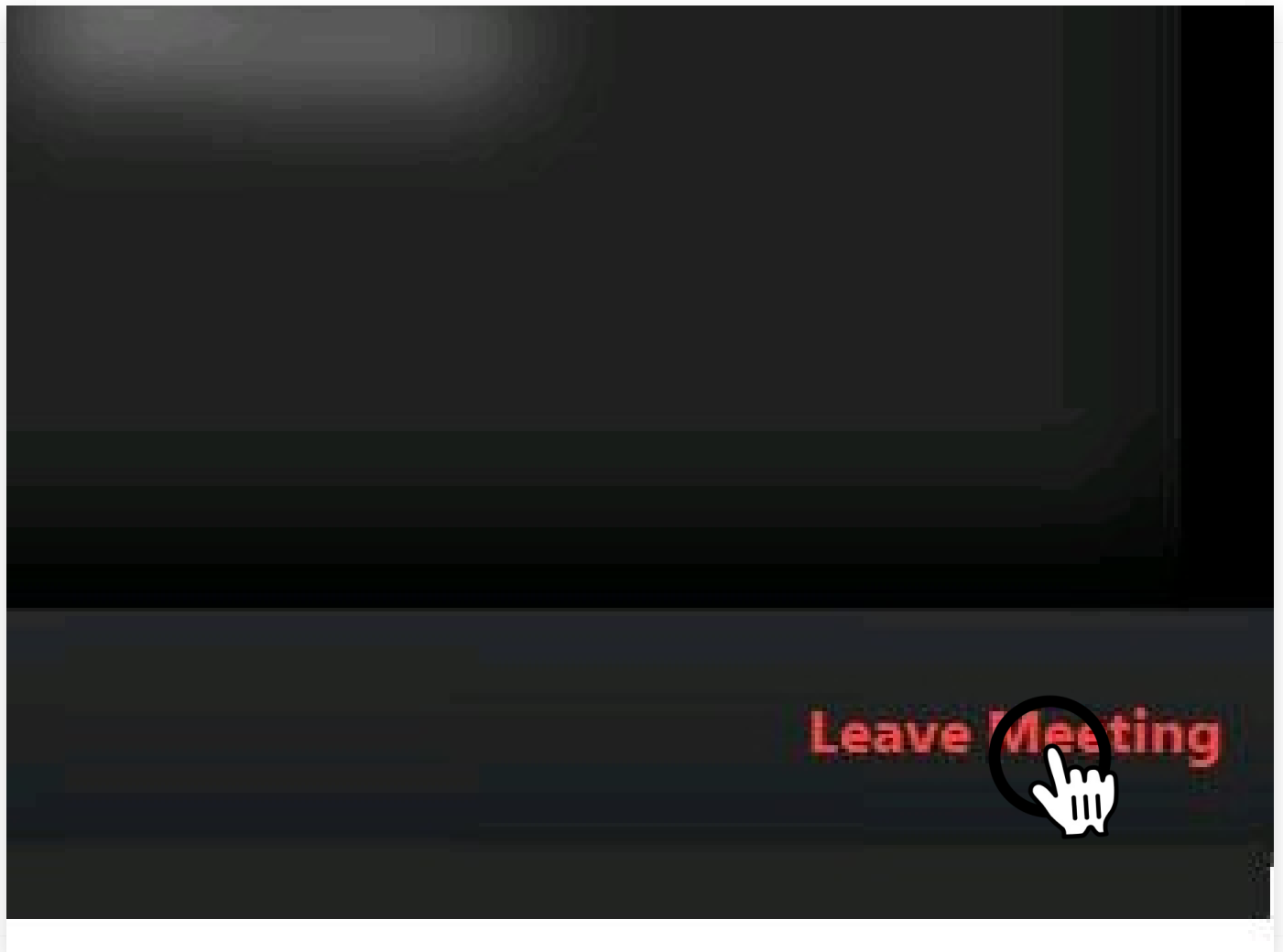
Rather than see everyone at the same time, you can watch just the person speaking, by clicking this button. Click it again to return to the "gallery" view.



Speaker View

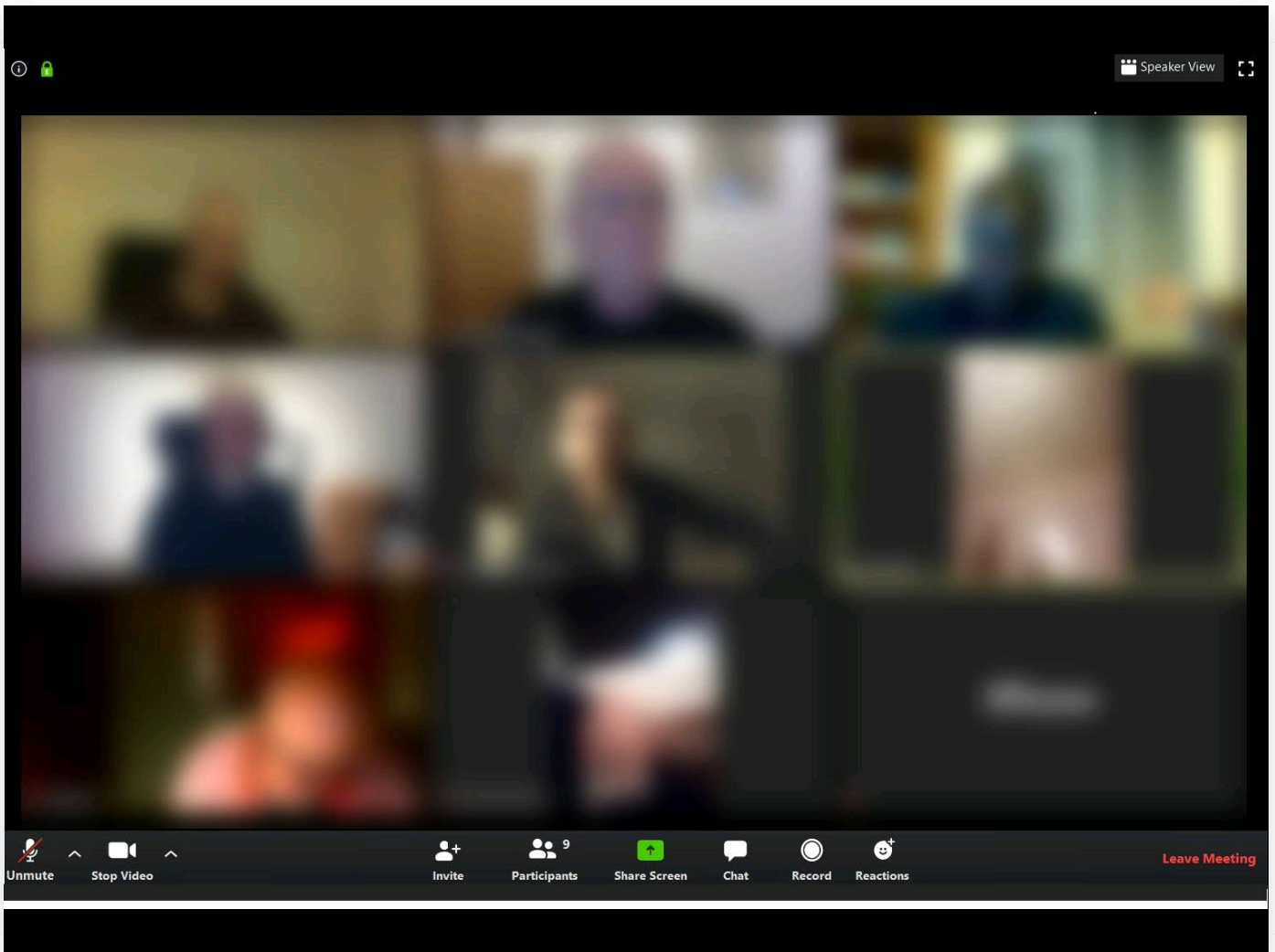


Unmute Stop Video Invite Participants 9 Share Screen Chat Record Reactions Leave Meeting



After all the goodbyes, click "Leave Meeting" to finish.





Enjoy your Zoom meeting!