

Zoom is a program that allows users to make video chat, instant messaging, and voice calls from computers, tablets, and mobile devices. Zoom is available for computers running Microsoft Windows, Mac OS X, or Linux distributions—as well as Android, Blackberry, iOS, and Windows Phone smartphones and tablets.

Do participants need a Zoom account to join a meeting?

No. Anyone can join a meeting using the Zoom mobile apps or desktop applications for Windows and Mac.

Can I use Zoom on a mobile device, such as a smartphone?

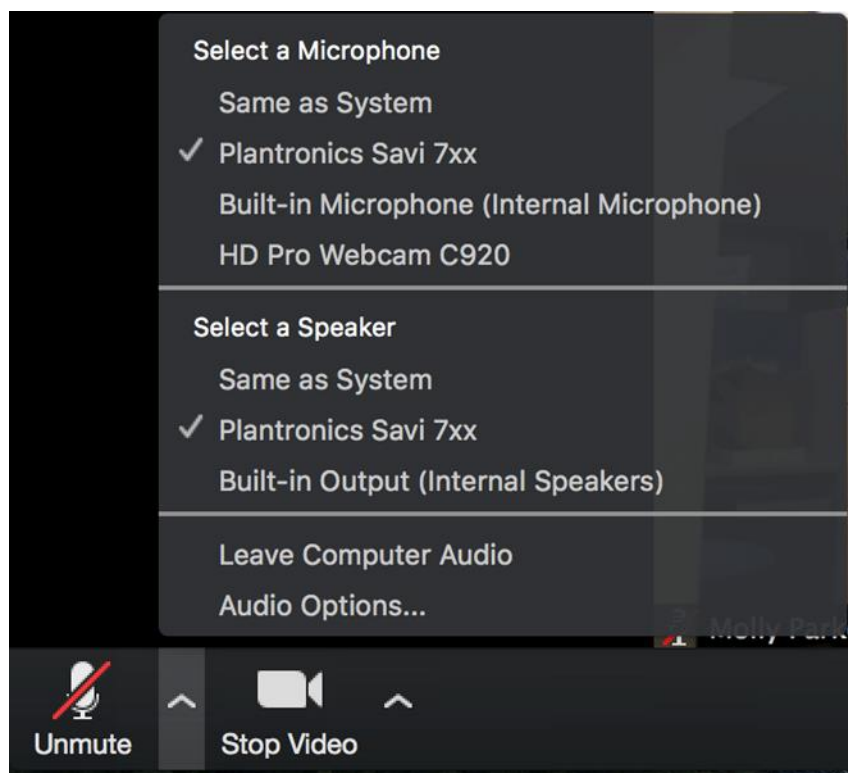
Yes. There are official free apps available for iOS and Android. The apps support many of Zoom’s features, including hosting meetings and viewing screen sharing. Zoom also includes built-in support for calling in to a meeting over telephone.

ATTENDEE CONTROLS

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected as the alternative host (if the host is unable to join) will have host controls.

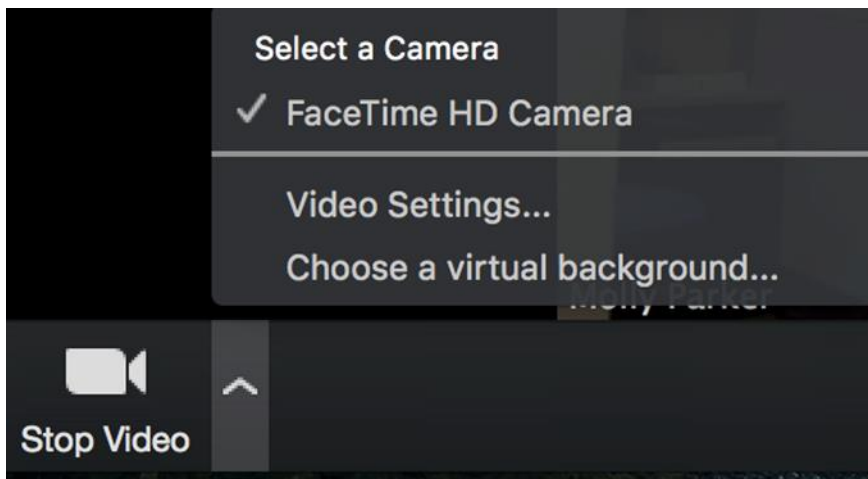
Mute/Unmute & Audio Settings

You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.



Start/Stop Video & Video Settings

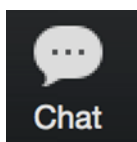
You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).



Participants

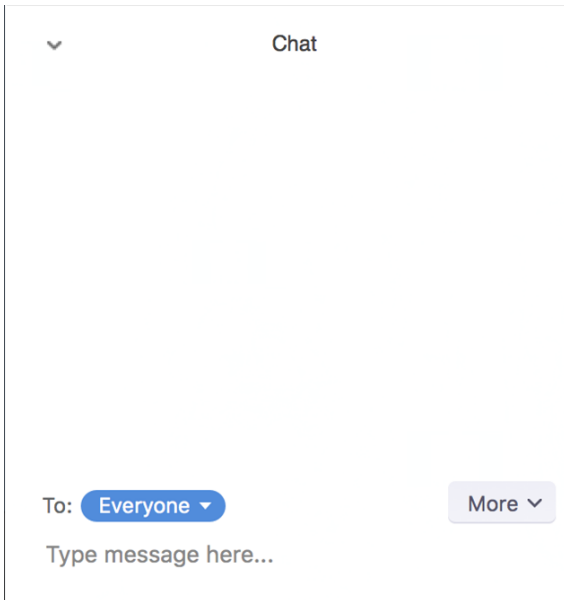
If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

- Raise Hand - notifies host and shows a prompt to simulate hand raise
- Rename - hover over your name to change it as it is seen in the participants list and video window



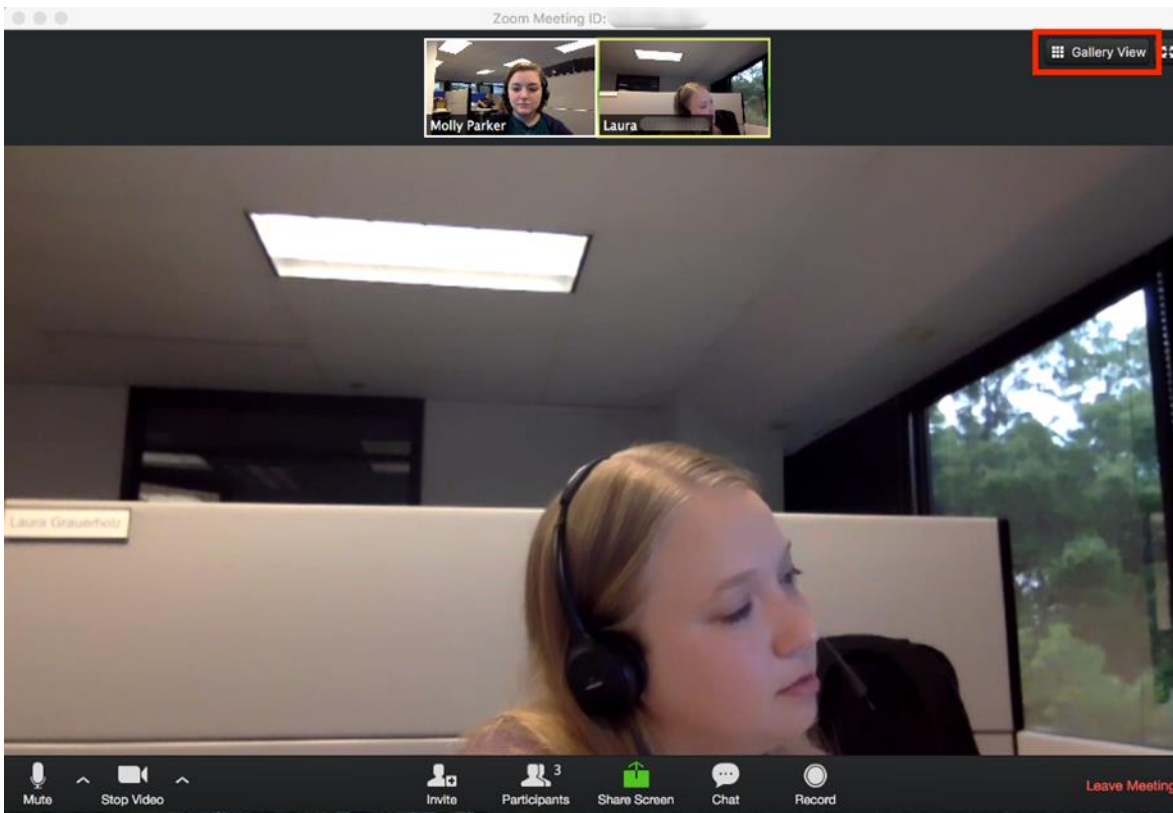
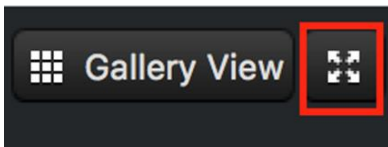
Chat

Chat with individuals or everyone in the meeting. Click Chat to open up the chat window and chat with other participants or view chat messages. Select the drop down next to "To:" to change who you are chatting with.



Choose video layout

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking Esc.

Pin video

Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.

Leave Meeting

You can leave the meeting at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.