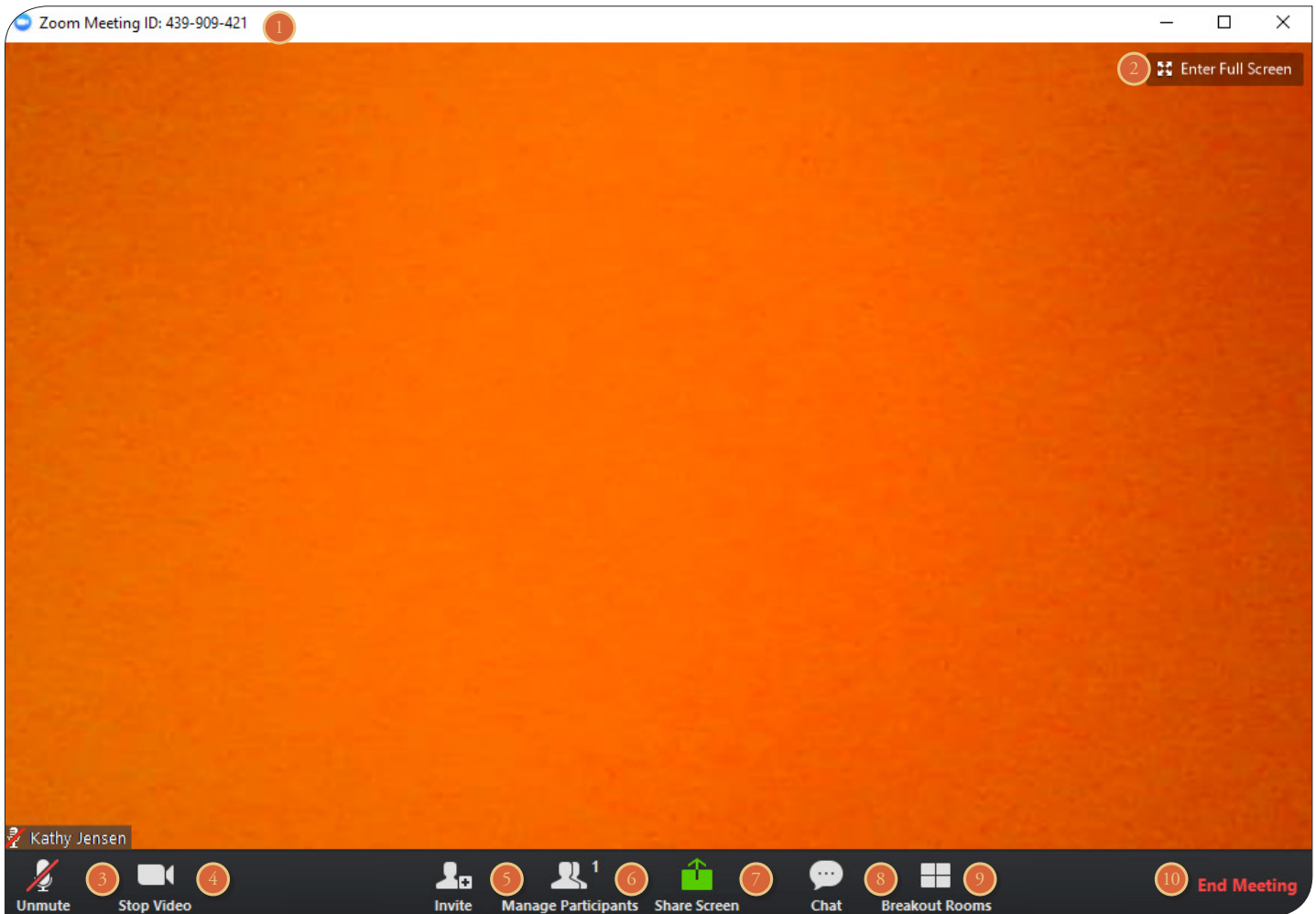


# Tools within Zoom

While in Zoom, there are tools to use to enhance the experience of the online meeting.



[1] Meeting ID

[2] Go to full screen

[3] Turns your microphone on and off.

Arrow up contains audio options

[4] Turns your video on and off. Arrow up contains video options

[5] Invite others to join

[6] Manage Participants (mute their audio, have chime ring when someone

enters/leaves)

[7] Allows others to see your screen.

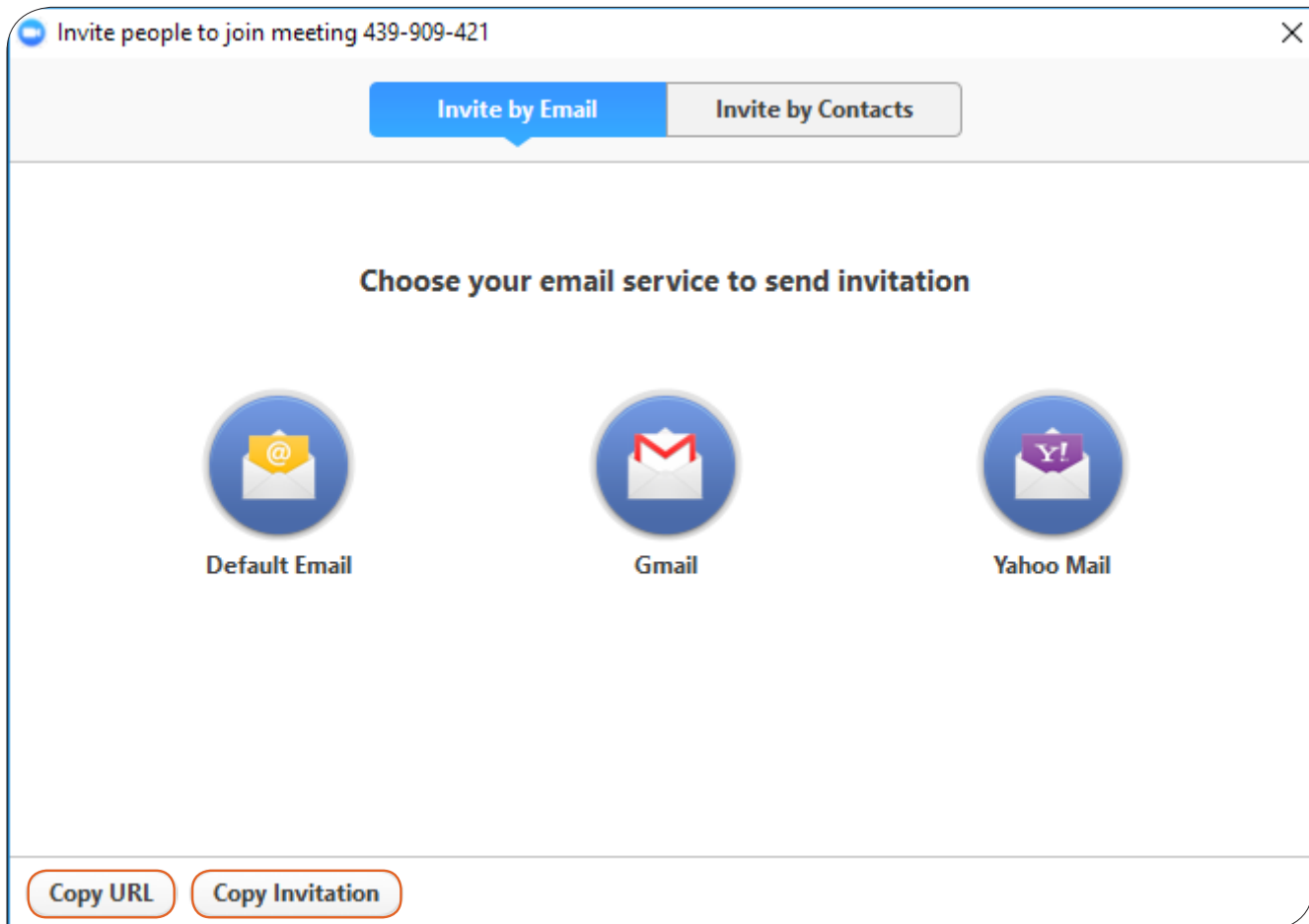
Arrow up allows others to share and sharing options

[8] Private and group chat in the meeting

[9] Breakout Rooms allow for smaller groups to talk and then come back to main group

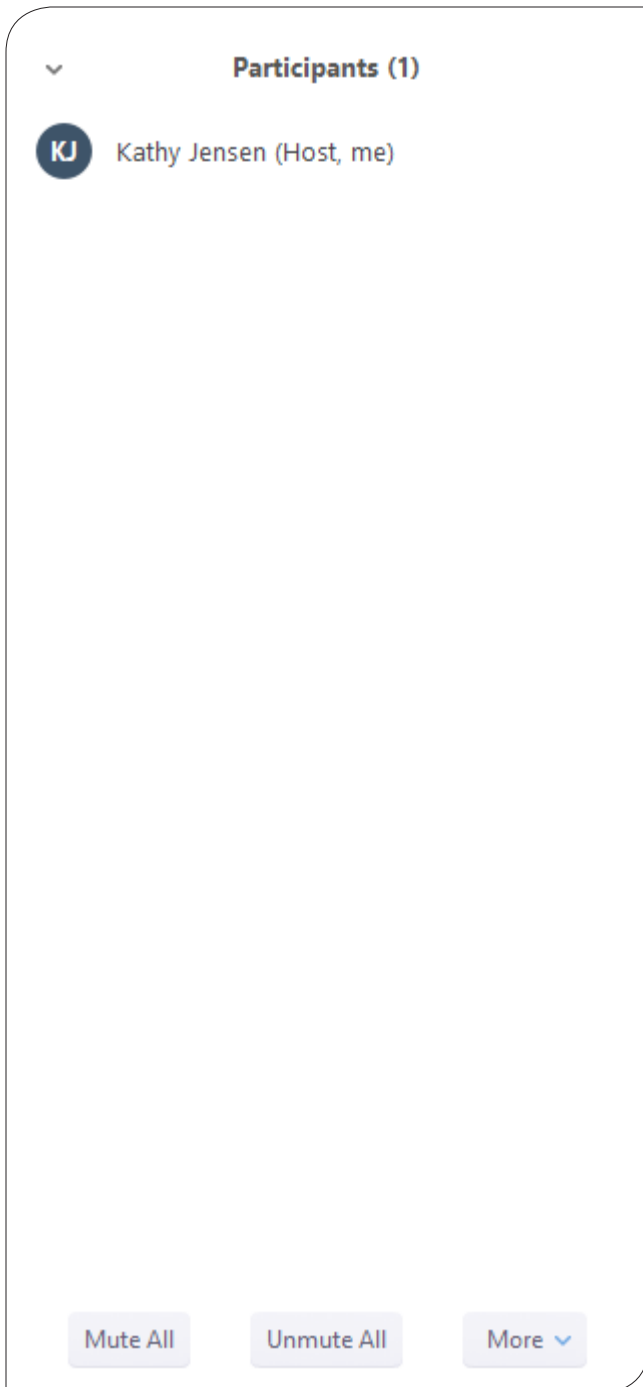
[10] End meeting

# Invite



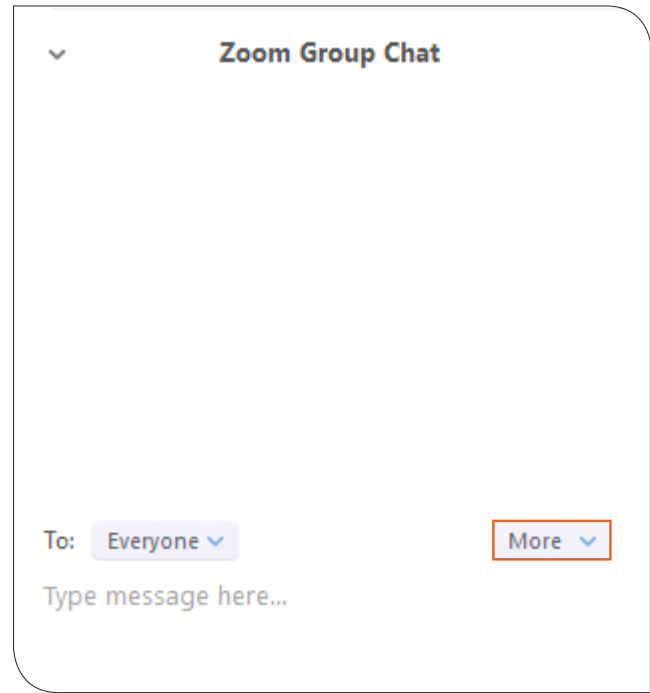
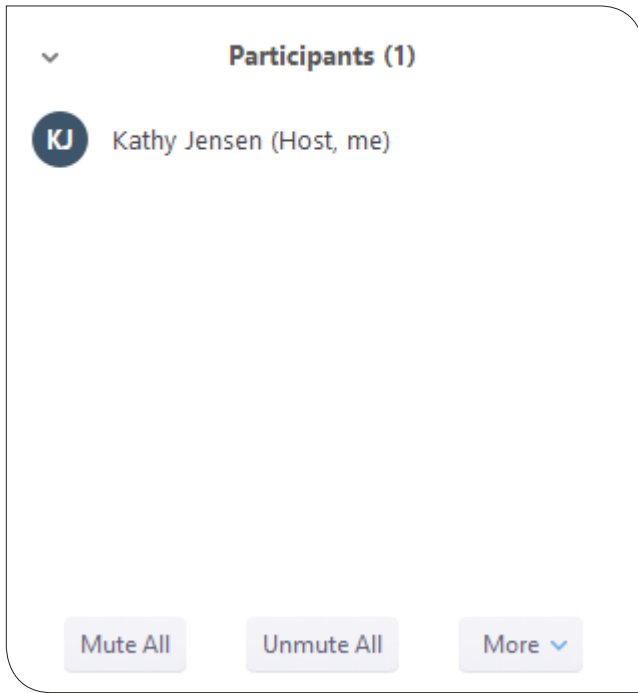
Clicking on [Copy URL](#) or [Copy Invitation](#) will save a copy to your clipboard to past into an email or IM.

# Manage Participants



The screenshot shows a mobile interface for managing meeting participants. At the top, there is a dropdown arrow and the text "Participants (1)". Below this, a single participant is listed: a circular profile picture with the initials "KJ" and the name "Kathy Jensen (Host, me)". At the bottom of the screen, there are three buttons: "Mute All", "Unmute All", and "More" with a dropdown arrow.

# Chat



**More** allows the host to change if attendees can chat with Host only or everyone.

# Breakout Rooms

