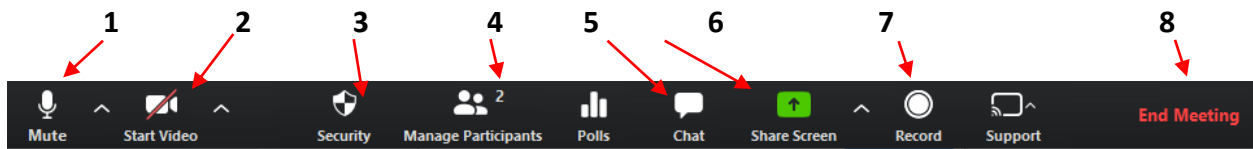
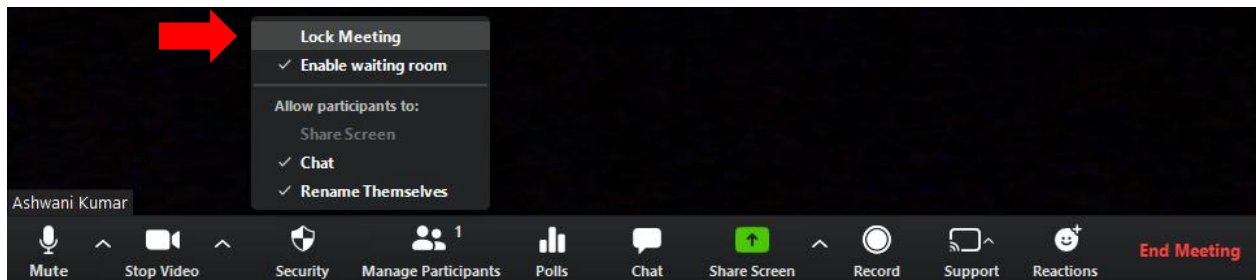


# Zoom In-Meeting Features

Features available during a Zoom meeting for the Host.

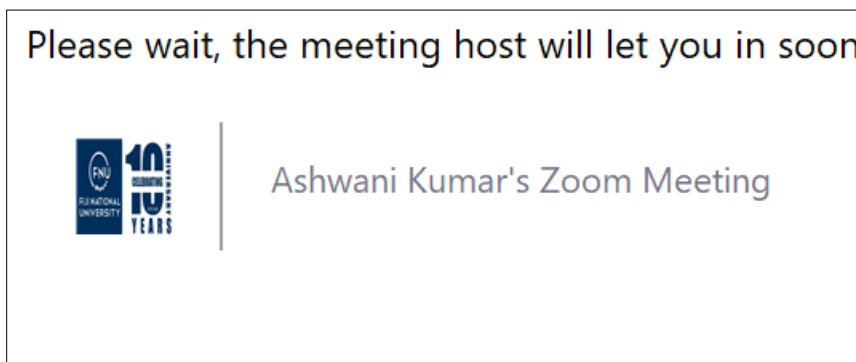


- 1. Mute/Unmute:** This allows you to mute or unmute your microphone. Audio Controls (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer.
- 2. Start/Stop Video:** This allows you to start or stop your own video. Video controls (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using.
- 3. Security:** As the Host, you can **Lock your meeting** to prevent unwanted people from joining your Zoom meeting.

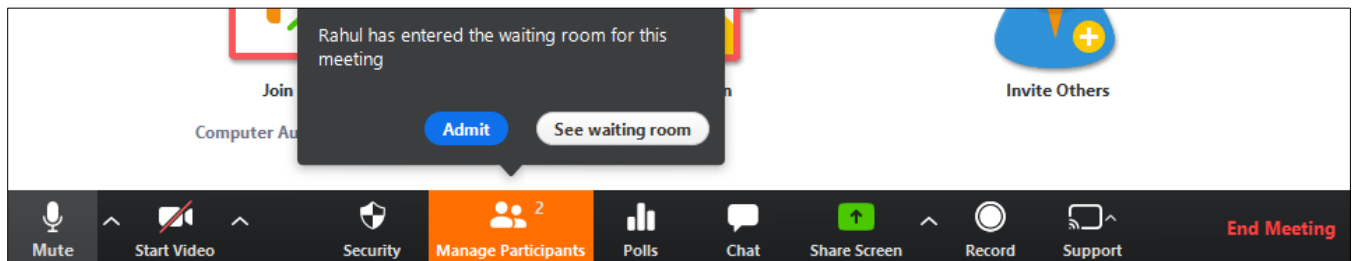


**Waiting Room** is enabled as default. The host will need to manually “**Admit**” or “**Remove**” people joining your meeting. Participants will **not** automatically join/enter in your meeting after clicking on the meeting invite link or entering in the Meeting ID.

Video - [Waiting room explained](#)



The Host will be alerted as participants join the meeting. Host can click on **Admit** and let the attendee join the meeting or can click on **See waiting room** to view all participants in the waiting room. The Host can Admit all from the Waiting Room.



#### 4. **Manage Participants:** Opens the Participants window.

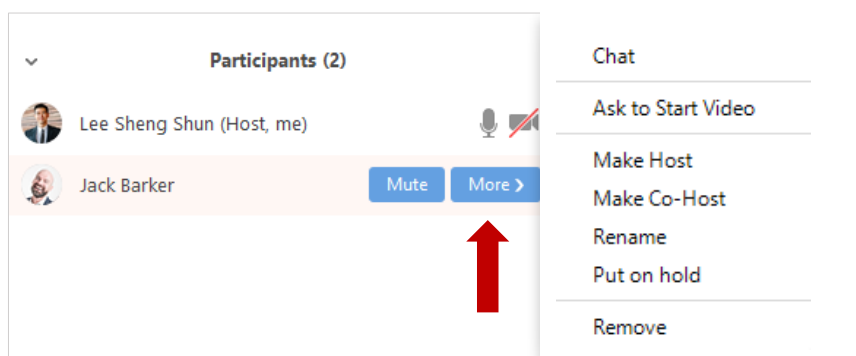


#### **Controls for hosts**

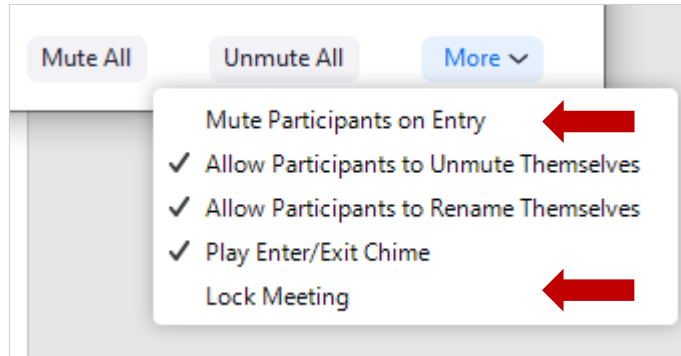
With meetings, hosts can control the following features:

- Mute participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant starts their video
- Rename a participant
- Lock the meeting to prevent anyone new from joining
- Give a participant the ability to record locally
- Make a participant host or co-host

Hover over (take you mouse over) a participant and click **More** for these options:



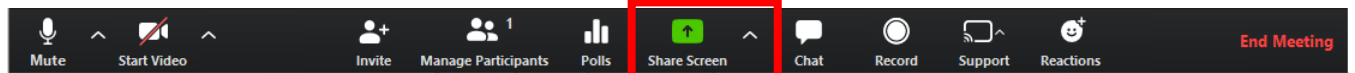
You will also have access to enable or disable these options at the bottom of the participants list:



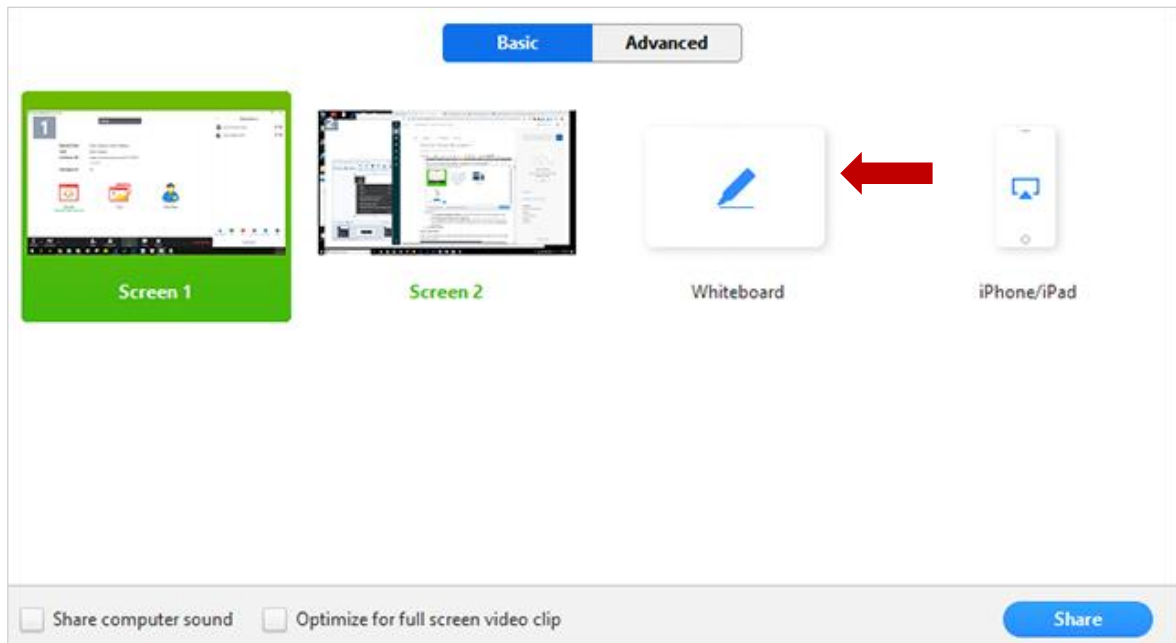
It is suggested to **Mute Participants** on Entry to avoid noise.

## 5. Screen Share

**Screen Share controls** (click ^ next to **Share Screen**):



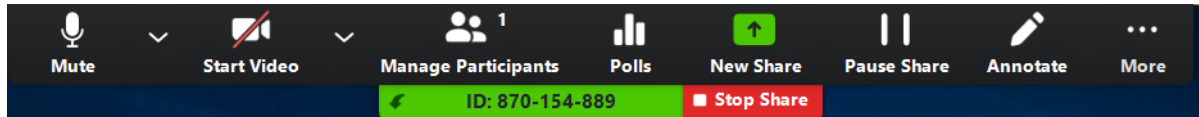
1. Click the **Share Screen** button located in your meeting controls.
2. Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a [whiteboard](#), or an [iPhone/iPad](#).



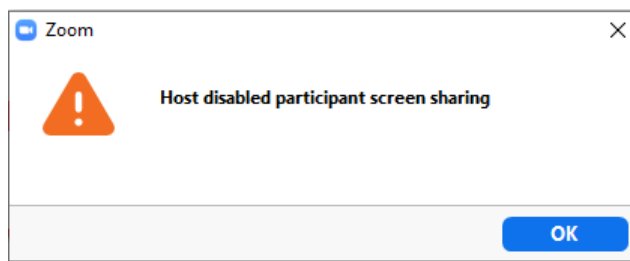
3. Click **Share**. Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.

### Share screen menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



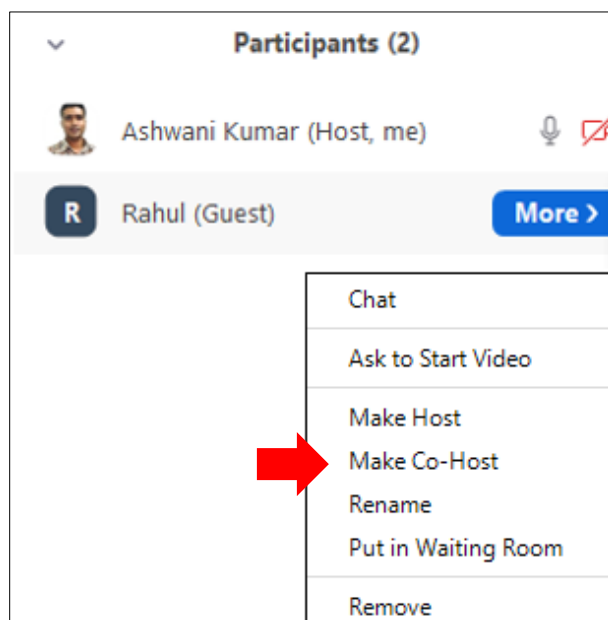
Only the Host can share content in a meeting.



Alternatively, the host can make another participant a **Co-Host** through the Participants window. Click on Manage Participants.



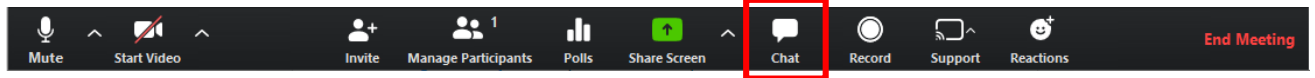
Hover over the name of the participant who is going to be a co-host, and choose More. Click Make Co-Host. **The Co-Host can also share screen**. Follow the same steps to Withdraw the Co-Host Permission.



## 6. Chat

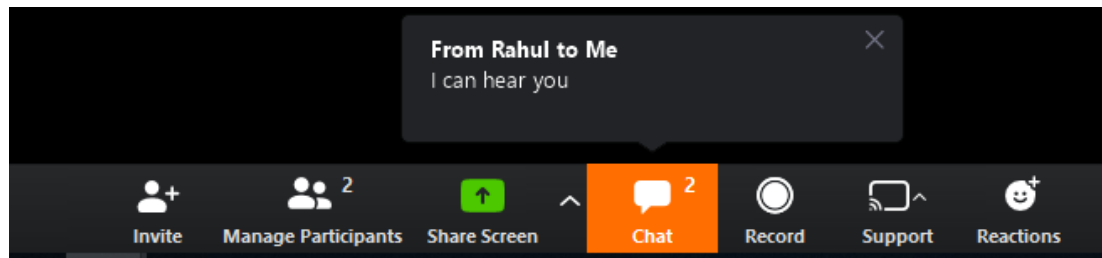
The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or you can send a message to an entire group. As the host, you can choose who the participants can chat with or to disable chat entirely.

**While in a meeting**, click Chat in the meeting controls.



This will open the chat on the right. You can type a message into the chat box and send a message to Everyone or to a specific person.

When new chat messages are sent to you or everyone, a preview of the message will appear and Chat will flash orange in your host controls.



If you receive new chat messages **while screen sharing**, the more button will flash orange to indicate the incoming message. You can click on More, then Chat to open the window.

