Zoom Meeting Tools & Tips

Meeting Attendee View

There are two different options for how you view meeting participants – Speaker View and Gallery View. Speaker View will show you a large view of the current attendee currently speaking. Gallery View will show you a grid of all meeting attendees at the same time.

Change your view by clicking Speaker View (or Gallery View) at the top right of the meeting window.

Mute/Unmute Your Microphone

1. Use your mouse to scroll to the bottom of the meeting window.
2. Click the microphone icon.

Start/Stop Your Video

1. Use your mouse to scroll to the bottom of the meeting window.
2. Click the video camera icon.
Raise Your Hand
Use this tool to alert the meeting host that you need something.

1. Use your mouse to scroll to the bottom of the meeting window.
2. Click on Reactions.
3. The Reactions window will open. Click Raise Hand at the bottom of the Reactions window.
Send a Message Using Chat
Chat is great tool for asking questions or sharing a piece of information with fellow meeting attendees.

1. Use your mouse to scroll to the bottom of the meeting window.
2. Click on Chat.

3. The Chat window will open.
4. You can send your chat to Everyone or you can send a chat to a specific person. Click on the To: option then click on the attendee you would like to send your chat to.

5. Type your message at the bottom of the chat window (where it says “Type message here...”)
Breakout Room Tools
When in a Breakout Room, you have access to the same tools that you have in the original Zoom meeting. There are a few additional tools as well.

Ask the Host to Join Your Breakout Room

1. Use your mouse to scroll to the bottom of the meeting window.
2. Click on Ask for Help.
3. The Ask for Help Window will open.
4. Click Invite Host.

Breakout Room Closure

1. When the host closes the Breakout Rooms, you will get a pop-up message warning you.
2. If you want to return to the Main Session immediately, click Return to Main Session.