When using a computer, your Zoom meeting can look like this.
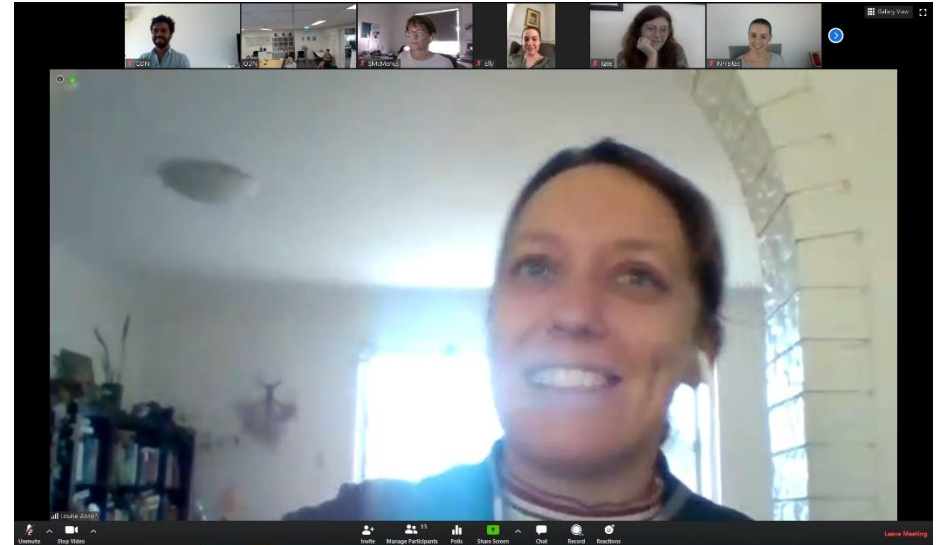


Your Zoom meeting has different controls.



Mute  Stop Video  Invite  Participants  Share Screen  Chat  Record  Reactions
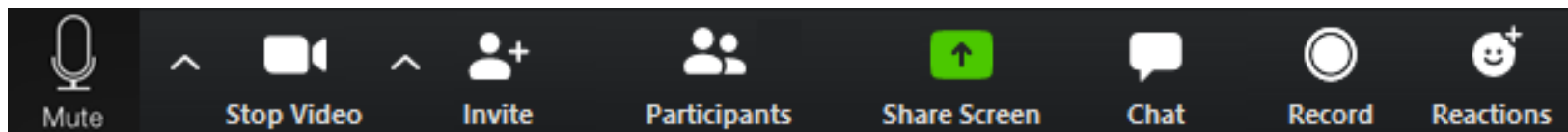
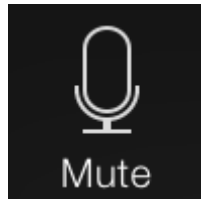*If you cannot see these controls, move your mouse.*

## Muting your microphone

Extra noise is bad for the Zoom meeting. It makes it difficult to hear each other.
- Please mute your microphone when you are not speaking.
- Please unmute your microphone when you want to speak.

Mute turns your microphone off.

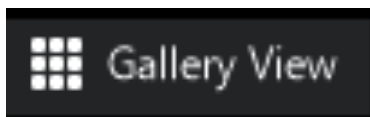**1.** **To mute your microphone** when you are not speaking, tap the 'Mute' button.

**2.** **To unmute your microphone** when you want to speak, tap the 'Unmute' button.
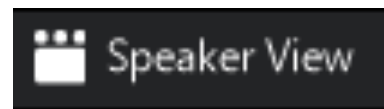
## Seeing other people

You can choose to see many people or just the person who is speaking. You can make them larger too.

To see many people, click the 'Gallery View' button.

To see who is speaking, click the 'Speaker View' button.

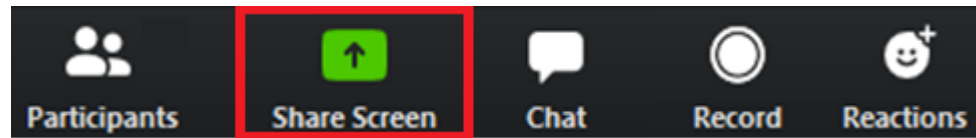To make everyone larger, click the 'Full Screen' button.

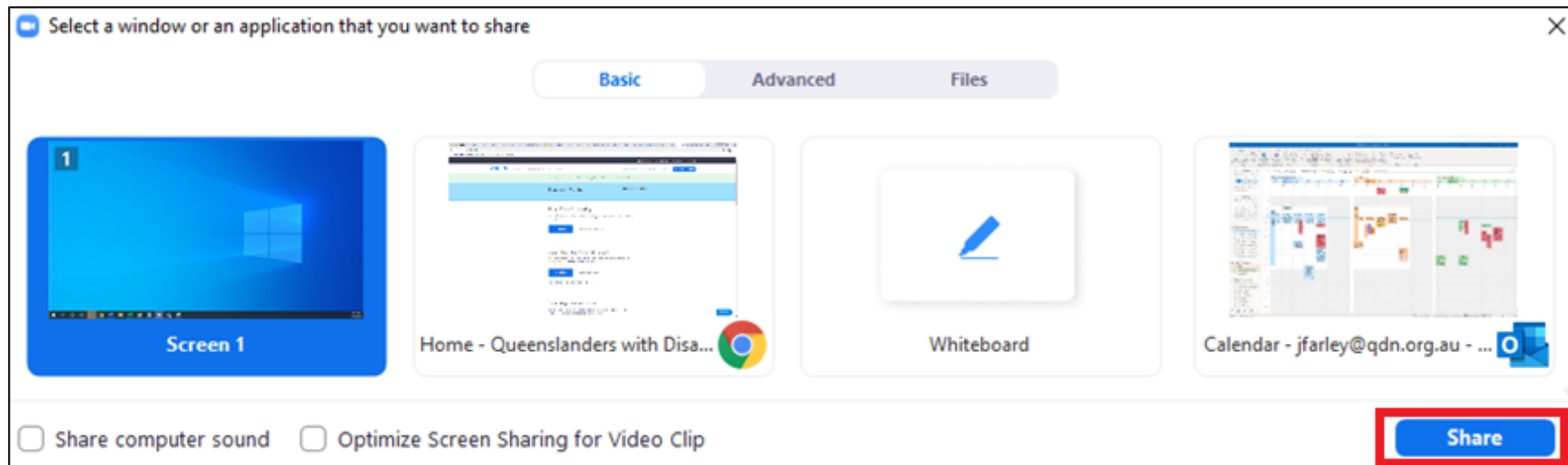These buttons are in the top-right corner of Zoom.

When you want to show people something, you can share your screen to show them what's on your computer.
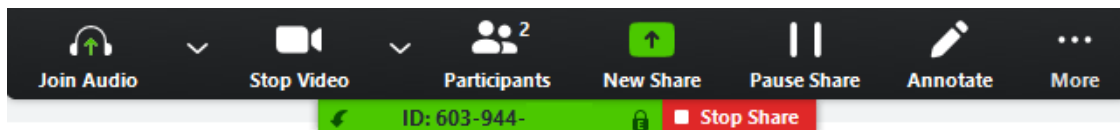
**1.** Click 'Share Screen.'



**2.** Choose what screen or app you would like to share. Others will see this as you use it. Click 'Share'.



**3.** Press 'Stop Share' to stop sharing,



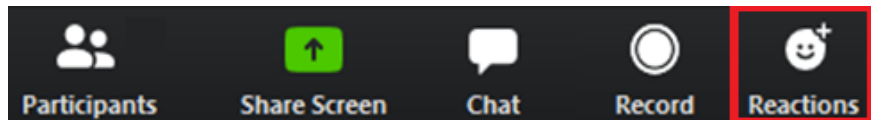These buttons are at the top of your screen.

## Reactions

When you agree with something, you can show an emoji to let others know.
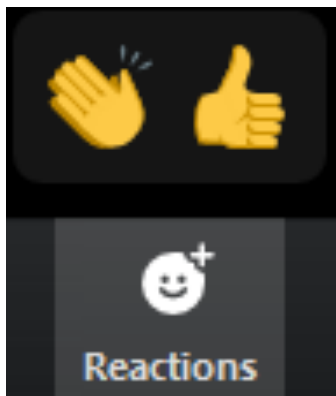
These emojis will show within your video screen.

👏 👍

**1.** Tap the 'Reactions' button.



**2.** Choose which emoji you want to show.
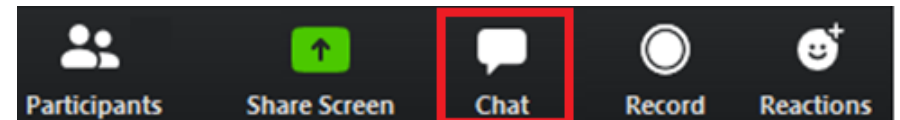


## Sending a message in chat

You can type a message to other people in a Zoom meeting.

These messages will show in a separate Chat window.

💬

**1.** Click the 'More' button.



**2.** Type and press Enter to send.

**Zoom Group Chat**

From Me to Everyone:
Hi everyone!

To: Everyone ⌄

Type message here…