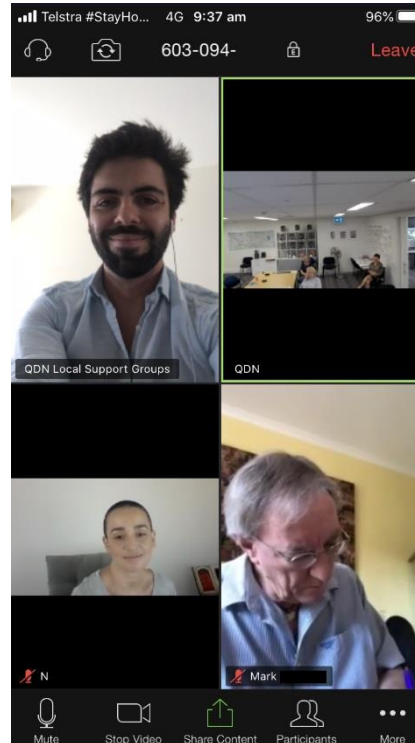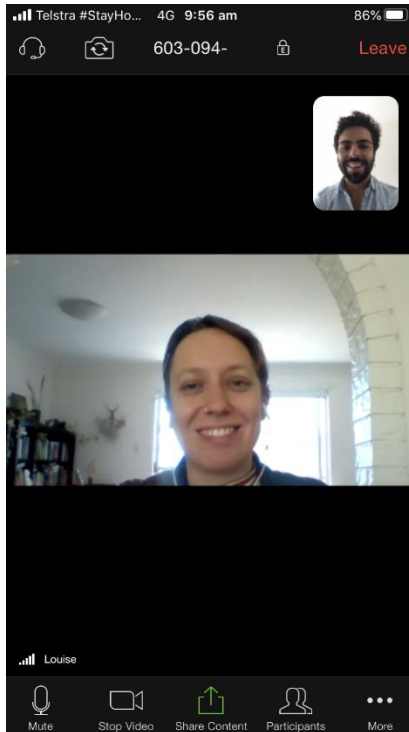# Muting and other Zoom meeting controls

Your Zoom meeting can look like this.

The person with the green outline is the person who is speaking.

Your Zoom meeting includes different controls.

Mute   Stop Video   Share   Participants   More

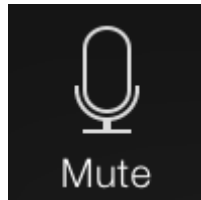*If you cannot see these controls, tap your screen once.*

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.

Mute

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

Unmute

Seeing other people

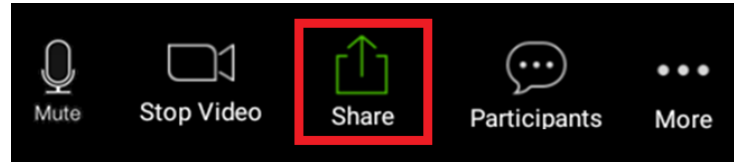When everyone won't fit on your screen, Zoom shows you who is speaking.
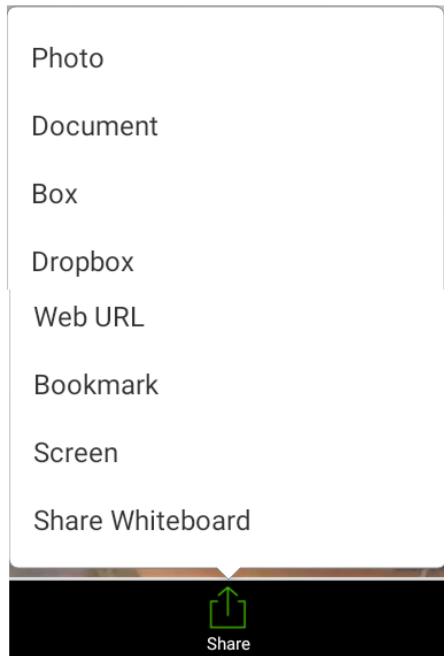
1. To see other people, swipe your screen across.

When you want to show people something, you can share your screen to show them what's on your device.
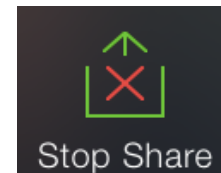
1. Tap 'Share.'

2. Choose what you would like to share.

3. Use your device to show others.

4. Tap 'Stop Share' to stop.

Reactions	Sending a message in chat

When you agree with something or want to speak next, you can show an emoji to let others know.
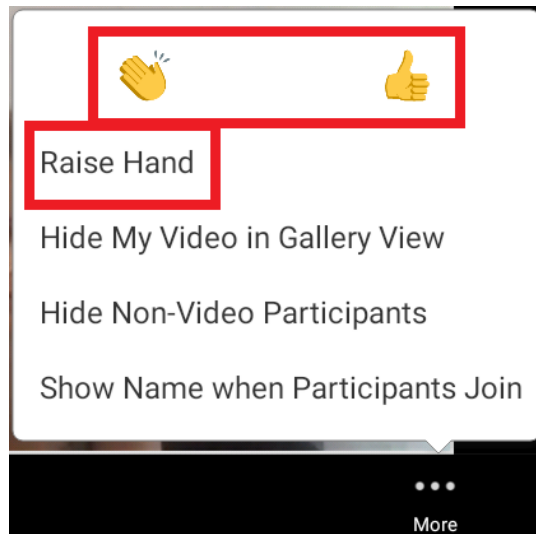
'Raise Hand' lets others see you want to speak next.

👏 👍 ✋

1. Tap the 'More' button.

2. Choose which emoji you want to show or 'Raise Hand' if you want to ask to speak next.
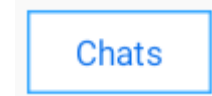

You can type a message to other people in a Zoom meeting

1. Tap the 'Participants' button.

2. Tap 'Chats'.

Chats

3. Choose who you would like to send a message to.

4. Type and send.