

Attendees

Join – Leave Meeting

Zoom Interface:

[Participant Panel]

(None)

Audio (^ setting)

Mute/ Unmute

Original Sound on/ off

Video (^ settings)

On/Off - Rename

Appearances

Backgrounds

Screen Views:

Gallery

Speaker - Pin

Full Screen

Devices

Laptops

PC's

Tablets

Phones

{Control Buttons
depend on Devices}

***Share Screen** ^

Ask Remote Control

* **[Chat]**

***Record** (Device)

* At discretion of Host

^ Settings

“Emcee Host”

Welcomes Attendees
Encourages Interaction

Instructions

Introductions

Announcements

Reminders

Applause



ZOOM Screen - Gallery View

“Tech Hosts”

Sets up Meeting
Waiting Room Admission
Spotlighting Speakers
Recording
Screen Sharing
Live Streaming (More)
Issues and Problems
Chat Announcements

Host and Co-hosts

Host Only : Start- Lock - End Meeting
Schedule -- Meeting Settings
(Host has a personal Zoom Interface)

[Participants Panel:]

Waiting Room – Admit Remove

Audio – Mute !

Video – Off ! (More ...)

Security!

On/ off: Lock, Waiting Room, Chat, Share,
Rename, Mute, Suspend all

Screen Views: Spotlighting

Share Screen ^ ! +Advanced

Ask Remote Control

[Chat] !

Record ! (Cloud or Device)

Breakout Rooms

Polling

! Host has controls