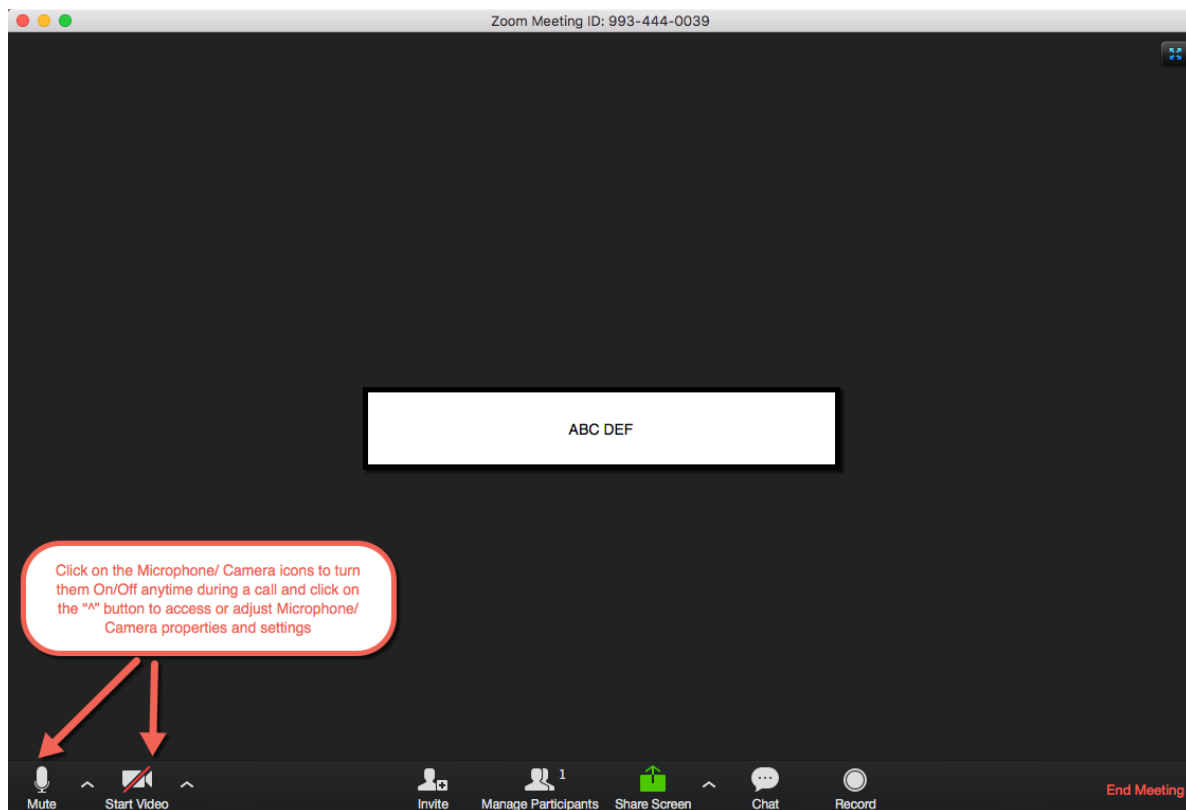


Zoom Toolbar Features

This guide will walk you through the features found in the Zoom toolbar when in a meeting session.

Using Zoom Toolbar Features

Once Zoom is installed, a new window will open up to start a meeting session. You will need to allow Zoom to use your computer's microphone and camera or you can connect using your phone, if that feature is available. You can adjust your camera and microphone settings anytime during the session by clicking on the microphone and video icons in the lower left corner.

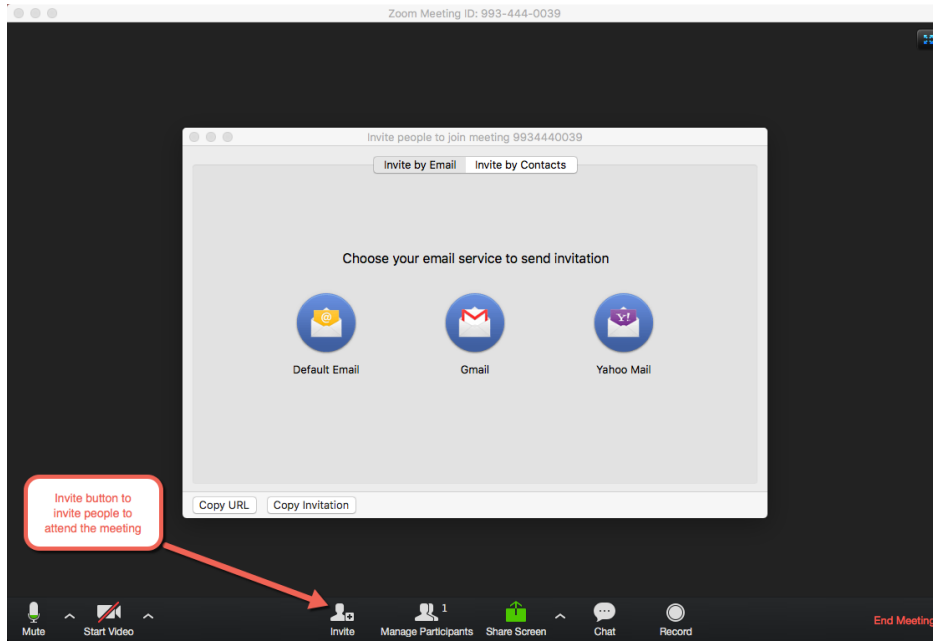


The Zoom application toolbar has the following buttons across the bottom of the screen:

- **Invite:** to invite people to join meeting
- **Manage Participants:** To manage (Rename, mute) participants in the meeting
- **Share Screen:** to share desktop screen or other application with attendees
- **Chat:** to open chat box to chat with everyone or individual attendees
- **Record:** to record the meeting session

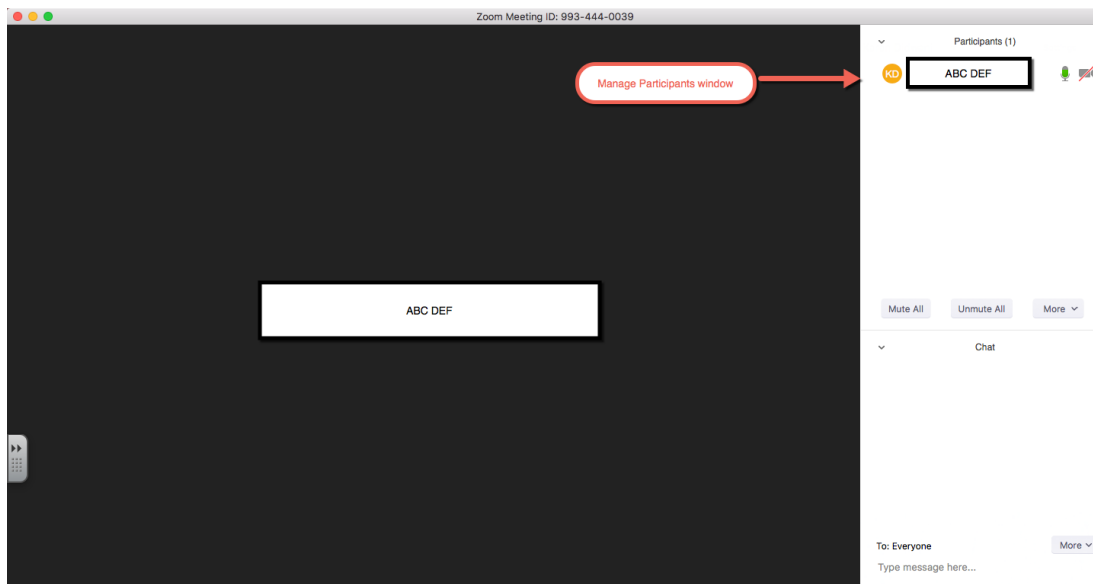
Invite:

During a meeting session or before starting one, use the “Invite” button to invite them to attend the meeting session. It allows multiple options to send an invite to that individual through email, contacts, copy URL, and copy invitation.



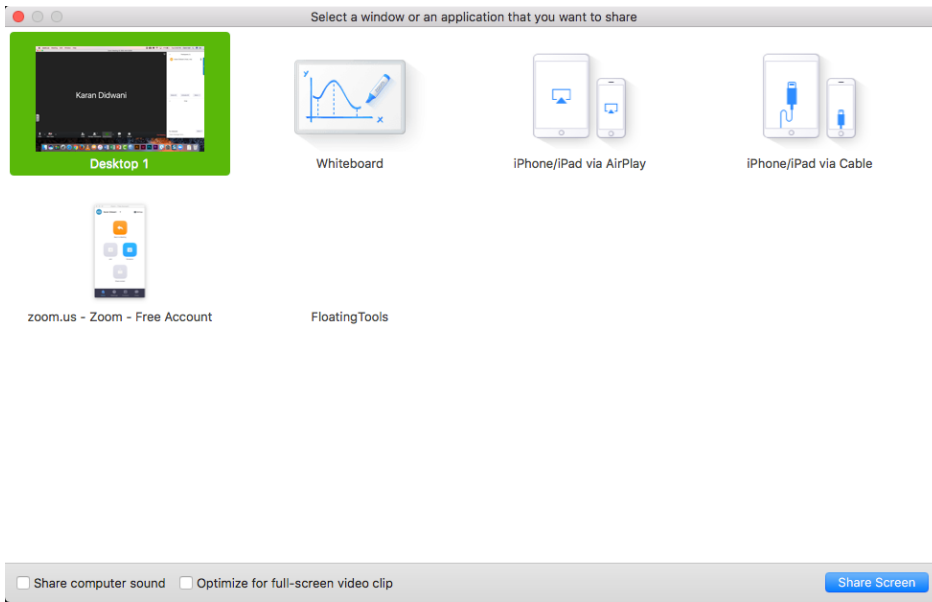
Manage Participants:

The manage participants button allows you to open a popup frame, which will have all the attendees of the meeting. Host can mute or rename all or individual meeting attendees using this tool.



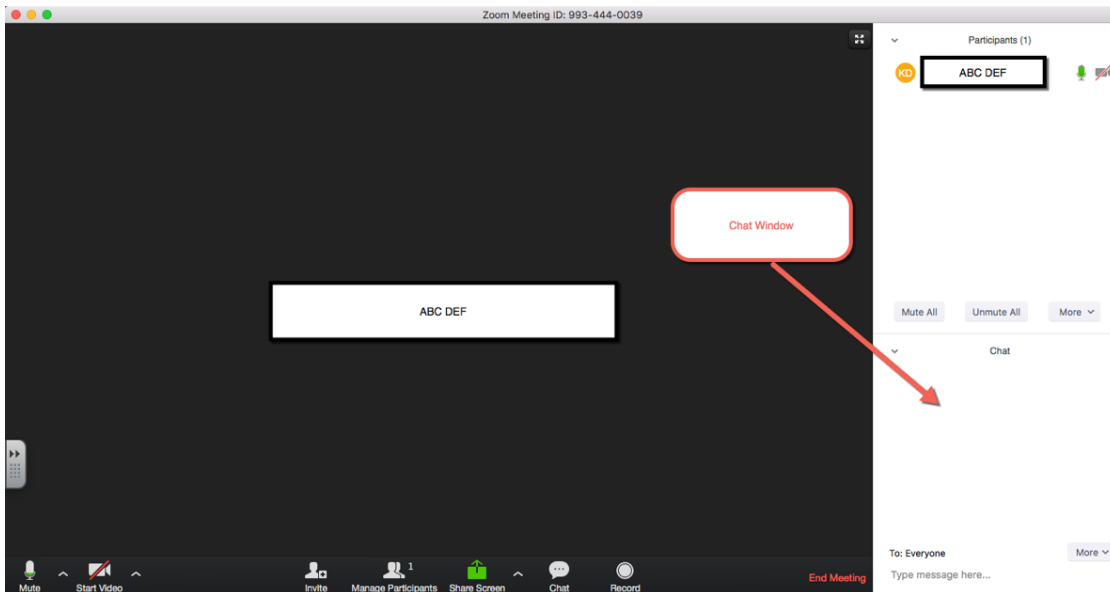
Share Screen:

The sharing screen tool allows you to share your current desktop with all of the meeting participants. It also offers number of other options like a white board application to write and share with the attendees.



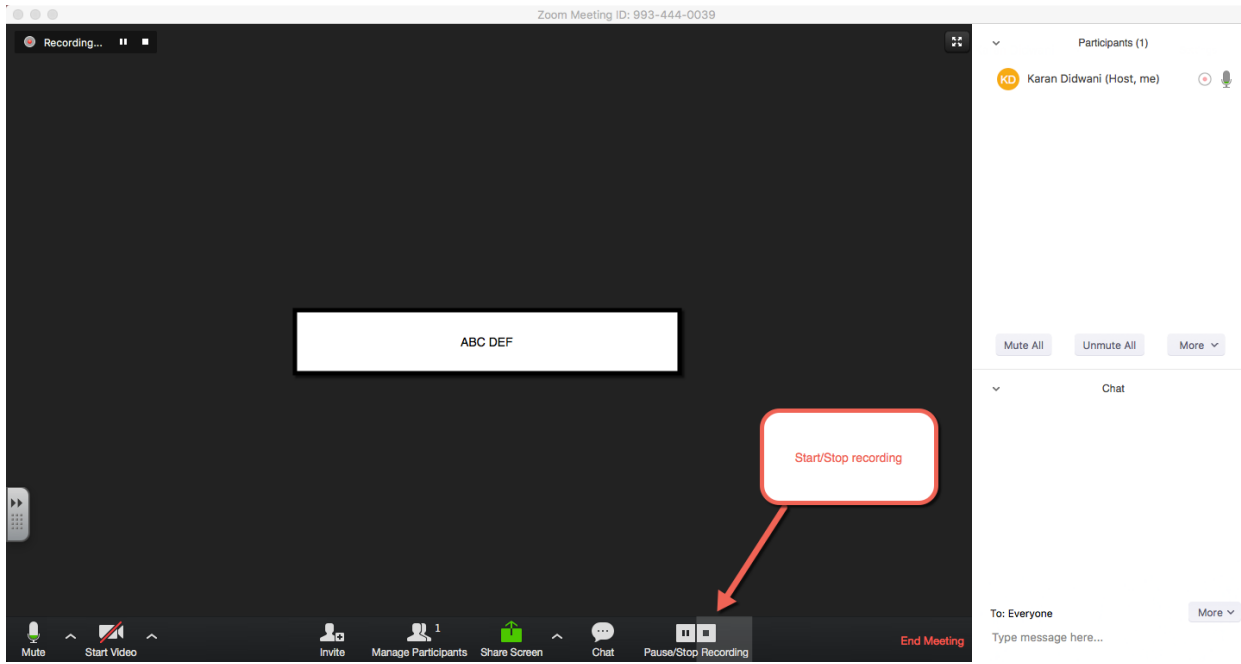
Chat:

The chat window allows the host or the participants to chat with each other during the session. On clicking the chat button, a chat pane pops out and it allows the user to chat with the whole group altogether or send message individually to other participants.



Record:

Record button allows the user to record the whole meeting session. At the end of the meeting, when the meeting is terminated Zoom generates a MP4 video file of the same meeting.



End Meeting:

End meeting will terminate the meeting session and will show a popup asking if you want to assign the host position to some other attendee of the meeting or terminate for all participants.

