

Zoom Basics

1. Were you invited to a Zoom meeting?

- [How to Join a Zoom Meeting \(Video\)](#)

2. Are you trying to schedule a Zoom meeting?

- [How to Host/Schedule a Zoom Meeting \(Video\)](#)

3. Once you're in a Zoom meeting, here are some things you should know how to do:

- [In-Meeting Controls \(Video\)](#)
- Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).



- **Mute / Unmute:** Mute and unmute your microphone.
- **Start Video / Stop Video:** Turns your camera on or off.
- **Invite:** Invite others to join your meeting.
- **Participants:** See who's currently in the meeting. The Participants list also gives you access to these **non-verbal feedback icons**, which place an icon beside your name to quickly notify the host:
 - **Raise Hand:** places the raise hand icon beside your name and simulates a hand raise
 - **Go Faster/Slower:** lets the host know to adjust speed
- **Share:** You can share your screen with others
- **Chat:** Access the chat window to chat with the participants. You can send messages to everyone or just to individuals.
- **Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.
- You can also [join a test meeting](#) to familiarize yourself with meeting controls before joining a scheduled meeting.