

Zoom Meeting Controls: Tips & Tricks

Being in a Zoom meeting with 400 other people can be overwhelming! With that in mind, we want to offer you a short how-to guide with common actions that might make it easier to navigate. This list includes functions people are likely to need during a meeting.

Audio, Display, & Volume Controls

- **Turn mic on/off (mute/unmute)**
 - Keyboard shortcut Alt + A
 - On screen: Click the Microphone (“Mute/Unmute”) icon in the lower left corner
 - Temporarily unmute: Press & hold spacebar while speaking
- **Turn video camera on/off**
 - Keyboard shortcut: Alt + V
 - On screen: Click the Camera (“Stop/Start Video”) icon in the lower left corner
- **Change to a virtual background**
 - Click the carat (^) on the Camera icon and select “Virtual Background”. Choose one. It will save automatically.
- **Change your display name**
 - On video display: Click the three dots in the top right corner of your own image. Select “Rename”
 - In Participants list: Hover over your name and click “More” when it appears. Select “Rename.”
- **Hide self view on video display (so you aren’t looking in a mirror for 2 hours)**
 - Click the three dots on the top right corner of your own image. Select “Hide self view.”
 - To unhide: see next item.
- **Change display between gallery, speaker, & full screen views**
 - These options are at the top right corner of the window next to the time display; the icon is white on black. (You can also find “Show self view” here to unhide yourself.)

Chat Functions

- **Open the chat**
 - Click the “Chat” icon in the center of the bottom taskbar.
- **To view the chat next to the video panel (vs. as a separate pop-up)**
 - Click the three dots above the text field. Select “Merge to meeting window.”
- **Hide chat notifications**
 - Click the carat (^) on the Camera icon in the lower left corner. Select “Video Settings,” which opens the master settings window. Select “Chat,” which will give you several options to choose from. Most will want these:
 - To mute notifications: Select “Nothing” under “Push Notifications”
 - To stop message previews from popping up: Uncheck “Show message preview” (last option)
- **Chat to an individual:**
 - Click “Participants” in the bottom taskbar. A search bar/icon will appear at the top of that window. Type a few letters of the name and hit Enter. Click that person’s name for options.
 - You can also click on someone’s name in the chat window to toggle a private message to them.