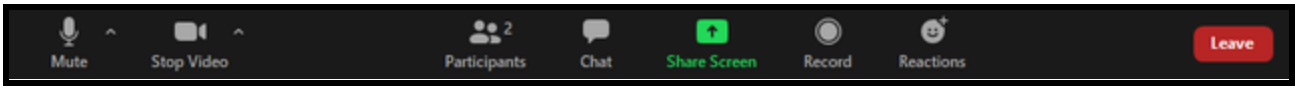
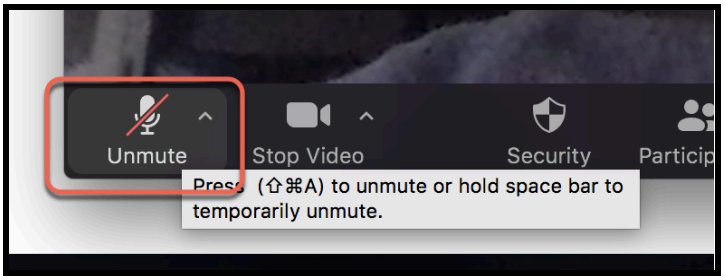
Zoom Attendee Controls

The attendee controls appear at the bottom of your screen:

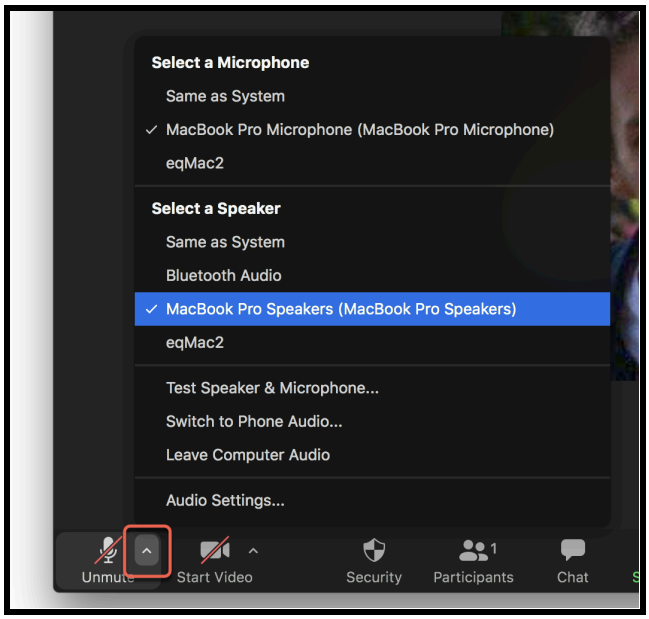


Attendees have access to these features:

Mute/Unmute: Mute and unmute your microphone.



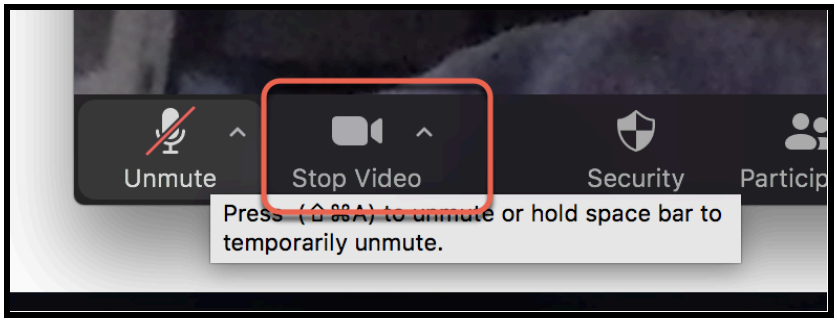
Audio Controls (click the arrow next to Mute/Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.



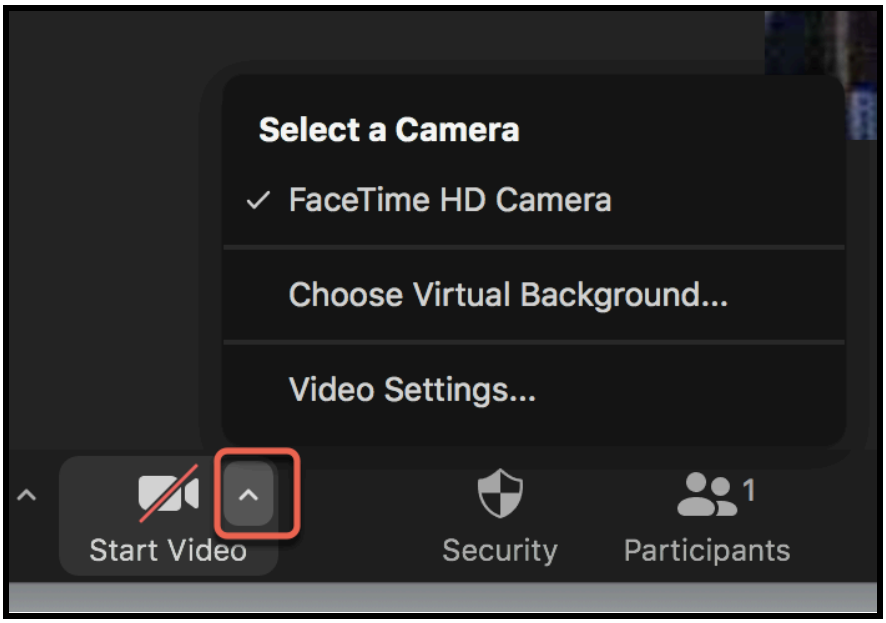
Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

- Windows: Alt + A
- Mac: Shift + Command + A

Start Video/Stop Video: Turns your camera on or off.

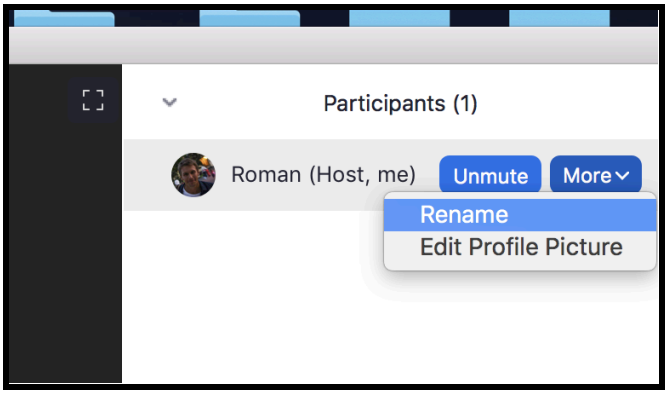


Video Controls (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.



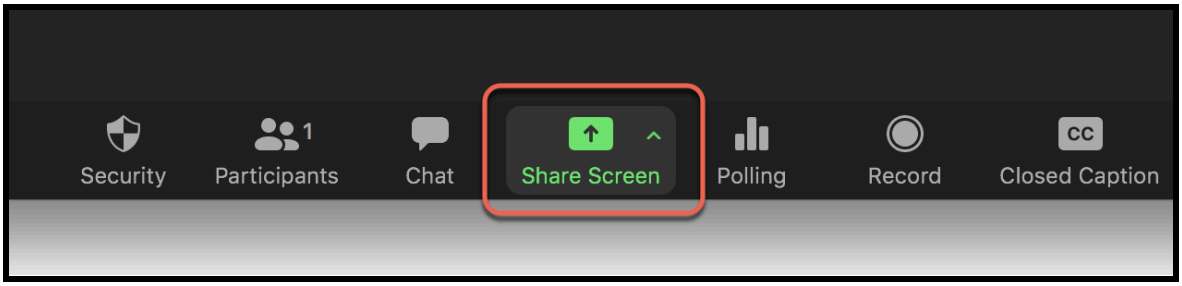
Participants: See who's currently in the meeting and invite others. You can also access to these options:

- Rename: Click **Participants** in the bottom controls. Hover over your name, click **More**, and choose **Rename** to change your screen name displayed to other participants.

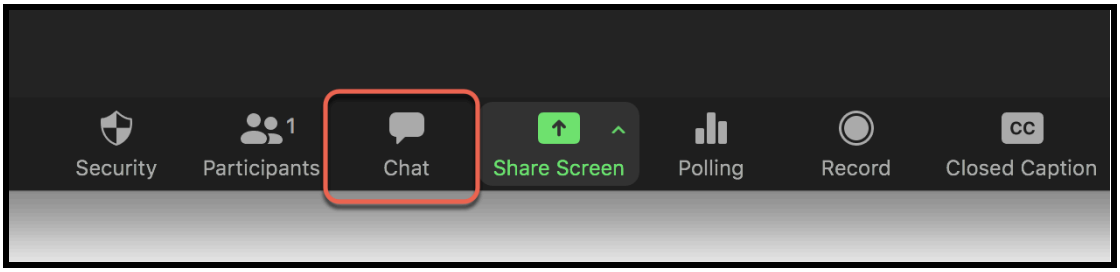


- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host.

Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. Learn more.



Chat: Access the chat window to chat with the participants. Learn more.



Record: Start or stop a local recording. Attendees do not have access to start a cloud recording. Learn more.
Note: The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.
Leave: Leave the meeting while it continues for the other participants. Only the host can end the meeting.