Zoom Quick Reference Card for Meeting Hosts
Default Zoom Interface (upon meeting entry)

- **Join Audio**: Join meeting audio or change audio connection method here.
- **Mute computer audio / share webcam video**
- **Manage Participants**: View and/or manage participants joined to your meeting.
- **Share Screen**: Use the controls at the bottom to enable additional sharing options.
- **Expand Chat**
- **Record Meeting**: Creates a local recording on your computer. Contact otc-ttl@wpi.edu for information on how to share this recording with others.
Join Meeting Audio
To join the meeting audio, go to *Join Audio > Start Meeting Audio*. Select the appropriate computer and/or telephony tab to connect your audio.

Managing Participants
You can manage participants by hovering over their name in the *Manage Participants* panel and expanding *More*.

Screen Sharing
1. Share your entire screen, a specific application, window, or a whiteboard space by clicking the *Share Screen* button in the Zoom toolbar or main share area.

2. Select the window or application that you want to share when prompted and *Share Screen*.

3. Use the *Share* controls to annotate your shared content, access the chat and participant panels, or to pause/stop sharing.

For technical support, contact 888-799-9666 ext. 2 or https://support.zoom.us/hc/en-us/requests/new to submit a ticket.