



COMPUTER



<https://zoom.us/>

PHONE/TABLET



Download ZOOM App

ZOOM helps people meet, talk, and share with **video phone calls**.

## WATCH A VIDEO BELOW on Zoom Meeting Controls (Buttons)

from New York Institute of Technology



[Zoom Meeting Controls](#)



(<https://youtu.be/i80J5HsLGQo>)

AUCD 2020 Conference Materials. Retrieved from [https://www.dropbox.com/sh/4o81nkqj53d3v12/ADSp6CbA5DuaUkZzP0aqI0fa/Access%20To%20and%20Accessible%20Technology/Zoom%20Plain%20Language%20Tip%20Sheets?dl=0&lst=&subfolder\\_nav\\_tracking=1](https://www.dropbox.com/sh/4o81nkqj53d3v12/ADSp6CbA5DuaUkZzP0aqI0fa/Access%20To%20and%20Accessible%20Technology/Zoom%20Plain%20Language%20Tip%20Sheets?dl=0&lst=&subfolder_nav_tracking=1) on 02/01/2021.



**You Can Watch Another Video on Zoom Buttons:**

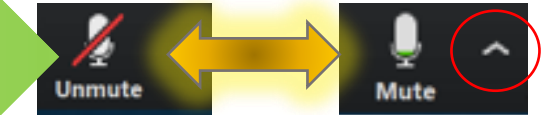
[Zoom Meeting Buttons](#)



# Zoom Meeting Controls (Buttons)

## 1. The MICROPHONE Button (Unmute/Mute)

- ▶ Click "Unmute" to Talk
- ▶ Click "Mute" to Turn Sound Off
- ▶ Click the ^ arrow to check your sound



SOUND OFF!

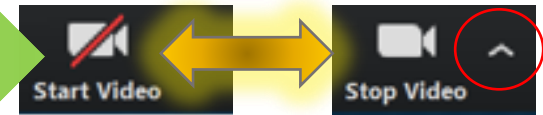


SOUND ON!



## 2. The CAMERA Button (Start/Stop Video)

- ▶ Click "Start Video" to Turn Camera On
- ▶ Click "Stop Video" to Turn Camera Off
- ▶ Click the ^ arrow to check your video



VIDEO OFF!

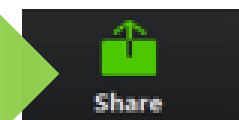


VIDEO ON!



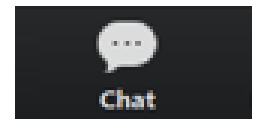
## 3. The SHARE and CHAT Buttons

- ▶ Click "Share" to Show Your Screen
- ▶ Click "Chat" to Type Text
- ▶ Share Web pages or chat with text



SHARE SCREEN!

Web Pages  
Files



TYPE TEXT!

Messages  
Links

## 4. The LEAVE MEETING Button

- ▶ Click "Leave Meeting" to Exit
- ▶ Leave the meeting at the end

**Leave Meeting**

EXIT THE MEETING!