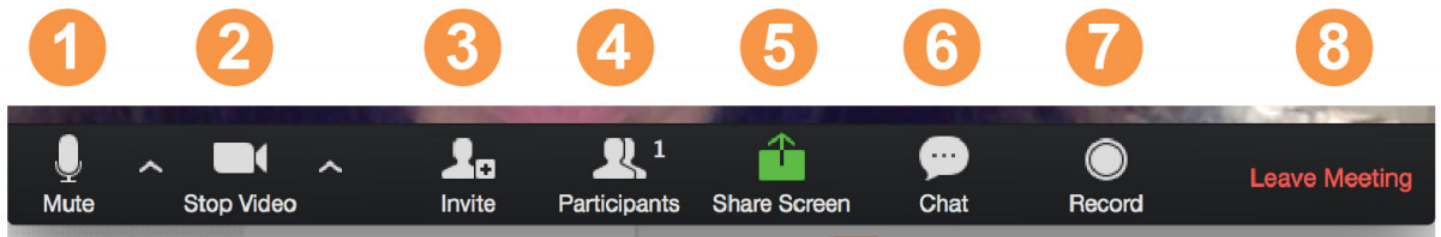


## THE ZOOM MENU BAR –YOUR MEETING CONTROLS

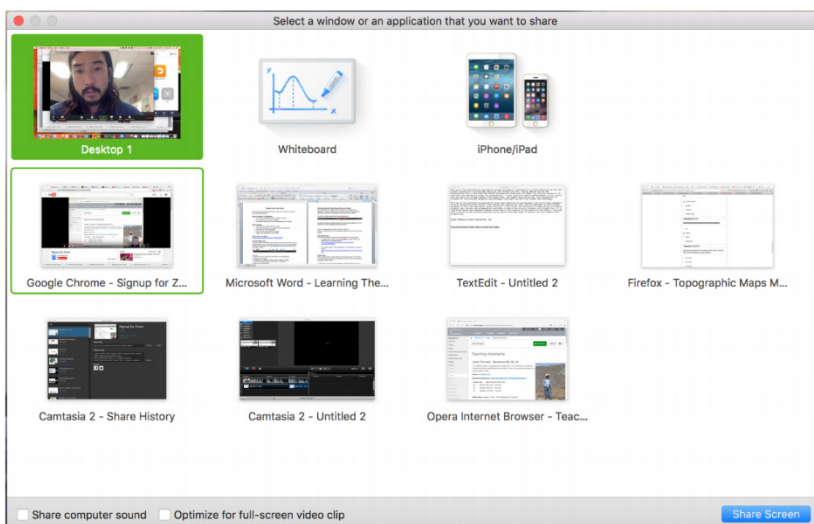
The **Zoom menu bar** appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (*The bar disappears after a few seconds when in full-screen mode.*)



1. Mute/unmute your audio (not the audio of the participants). You can also select your audio input here by clicking the up arrow next to the microphone icon.
2. Start/stop your Webcam. You can also select your video input here by clicking the up arrow next to the video camera icon.
3. Invite more people to join by email, IM, or meeting ID.
4. View a list of participants in the Zoom meeting.
5. Share your desktop (*your entire screen*) or select a specific application to share (e.g. MS Word)
6. Send a message to all participants in the group chat.
7. Record the meeting (*if you have been granted permission*).
8. Leave or end the video meeting (*if you are the Host*).

## SHARING A PROGRAM, WHITEBOARD OR YOUR DESKTOP

As a participant you might be asked to share your desktop or an application. During a meeting you can switch back and forth between sharing your screen and your webcam video as often as needed. If you are in webcam mode, switch to screen share by choosing “**Share Screen**” in the menu bar. A window showing all possible options to share will appear. Click on the item you want to select it, then click “*Share Screen*”.



If you are displaying your screen, switch back to your webcam video by clicking “**Stop Share**” from the menu at the top of the screen shown in the red box:

