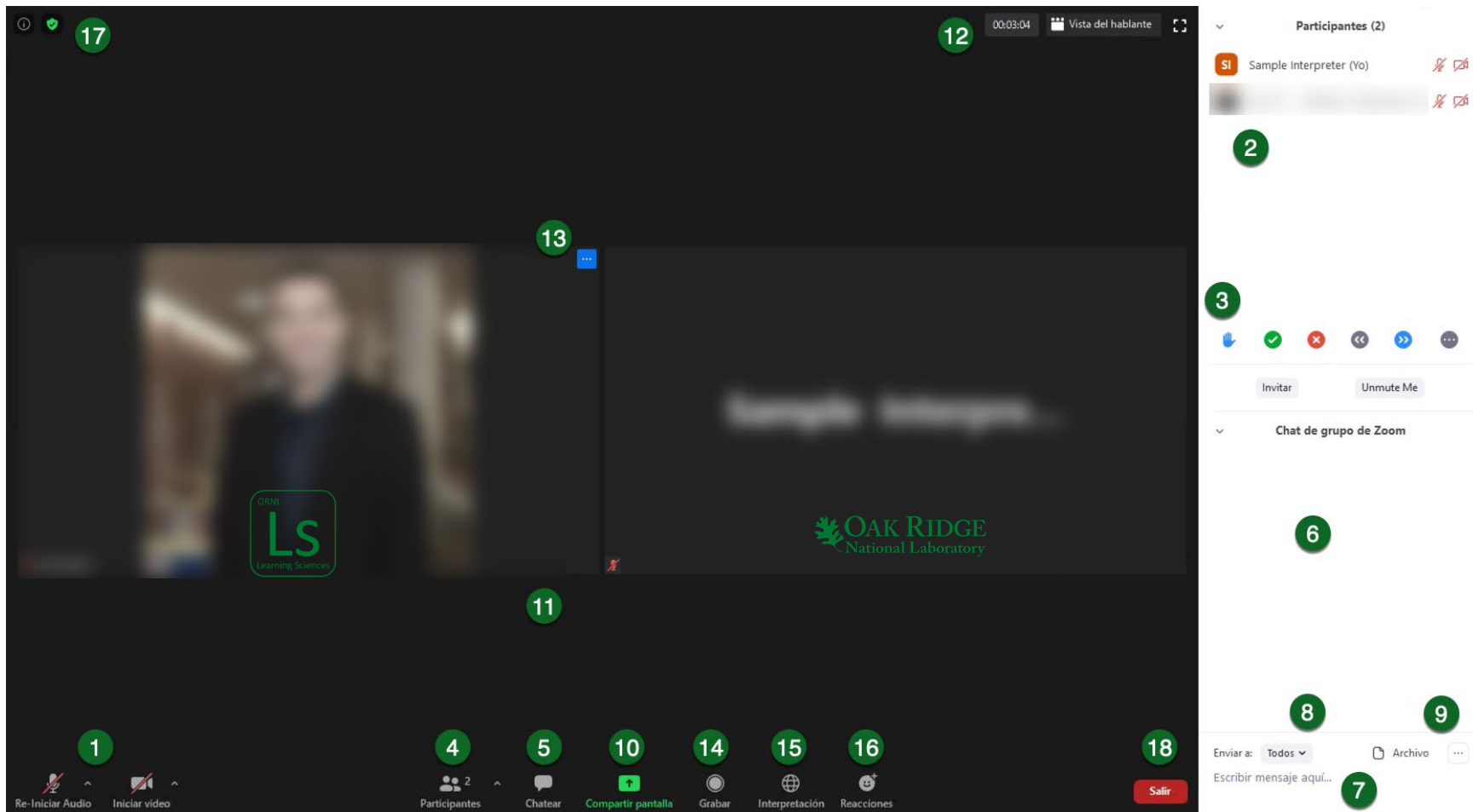


## Zoom Attendee Interface – Quick Reference (Note: some features may not be enabled or implemented by the host)



1. **Mute** your microphone when not speaking and **Unmute** when you are ready to talk. **Start Video** to enable your web camera and **Stop Video** to display only your name or profile picture.
2. View the status of others on the **Participant List**.
3. Change your **Status** by raising your hand to speak, answer yes or no, or request the presenter to go slower or faster.
4. Toggle the visibility of the **Participants** panel.
5. Toggle the visibility of the **Chat** panel.
6. Messages or files appear in the **Chat** panel from the host and other participants.
7. Type your message and press “Enter” to chat.
8. Select whether everyone can see your chat messages or just the host(s).
9. Attach and send **File(s)** or save and download the chat history.
10. **Share Screens** with other attendees by sharing your desktop or individual applications.
11. Shared screens or participants’ videos will be visible in the **Main Viewing** area.
12. Toggle **Full Screen** view, **Presenter** view, or **Gallery** view. Check current meeting **Duration Time**.
13. **Rename** yourself in the meeting or select additional options for yourself or others.
14. **Record** the meeting to your computer.
15. Show a clapping symbol or thumbs-up symbol by selecting **Reactions**.
16. Toggle between available audio language interpretation channels.
17. View **Meeting Information** and modify advanced **Personal Settings**.
18. **Leave** the meeting.