1) **Participant video** – Here you will see the video you are broadcasting (assuming you have started video – see item 6 below).

2) **Toggle viewing options** – Here you can toggle between Gallery and Speaker view, as well as enter and exit full screen mode.

3) **Host video** – Here you will see the video being broadcast by the host (assuming the host has started video – see item 6 below).

4) **Mute/Unmute** – Here you can mute/unmute the audio being broadcast from your microphone.

**PLEASE NOTE** – Your instructor will typically mute all participants (students) by default, and you will be unable to unmute your audio unless allowed by the instructor.

5) **Audio options** – Here you can choose your audio broadcasting device (e.g. microphone) as well as your audio playback device (e.g. speakers or headset).

6) **Start/Stop Video** – Here you can start/stop the video being broadcast from your video source (e.g. webcam).

7) **Video options** – Here you can choose your video broadcasting device (e.g. webcam).

8) **Invite** – Invite others via email to join the meeting.

**PLEASE NOTE** - Your instructor may disable this option for students.

9) **Participants** – Here you can view a list of other students in the Zoom session, as well as unmute your audio (provided the instructor has granted the ability to do so). You can also "Raise Hand", which will send a visual notification to the instructor (similar to raising your hand in a real classroom).

10) **Share screen** – Here you can share an application on your computer (e.g. a PowerPoint presentation or website) with everyone in the Zoom session.

**PLEASE NOTE**: Your instructor will typically disable your ability to Share screen by default, and only grant this ability in certain circumstances (e.g. group presentations).

11) **Chat** – Here you can send instant messages to others in the Zoom session. You can send a chat message to Everyone, or you can select a specific individual.

12) **Record** – Here you can record the session as a video file.

**PLEASE NOTE** – Your instructor will typically disable this option for students.

13) **Closed Caption** – Here you can access closed captioning for your Zoom session (if closed captioning is available), which will appear in a separate panel.

14) **Leave Meeting** – You can click this button to exit the Zoom session.