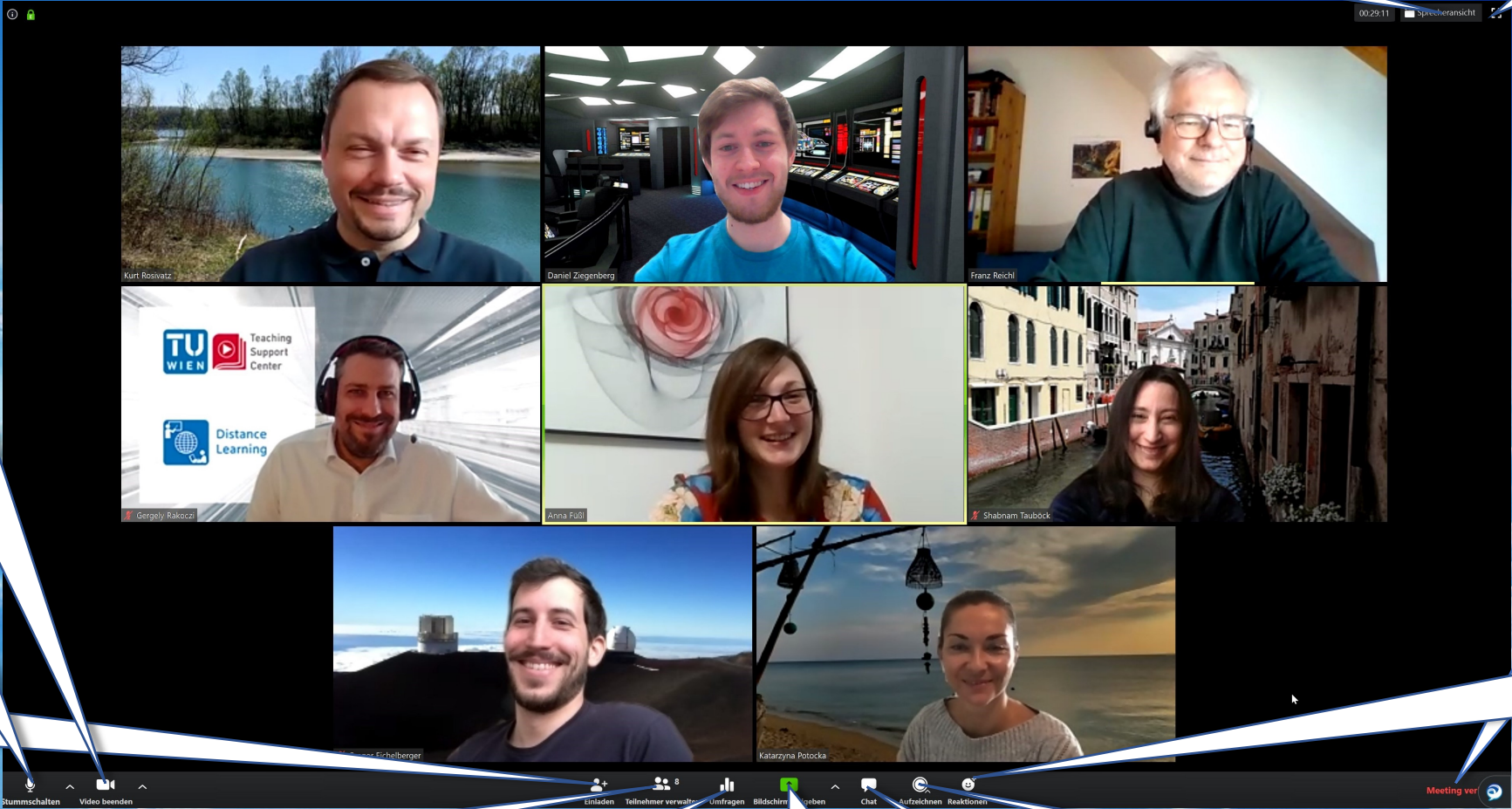




ZOOM CHEATSHEET

SPEAKER VIEW/GALLERY VIEW
SWITCH BETWEEN ACTIVE SPEAKER VIEW OR GALLERY WHERE YOU SEE EVERYONE

FULL SCREEN MODE
ENABLE/DISABLE



START/STOP VIDEO
CHANGE YOUR CAMERA SETTINGS

MUTE/UNMUTE
CHANGE YOUR MICROPHONE SETTINGS

INVITE
SHARE ZOOM LINK AND CALL-IN PHONE NUMBERS

MANAGE PARTICIPANTS
OPEN CONTROL PANEL

POLLS
LAUNCH POLLS (NEED TO BE SET UP ON WEBSITE BEFOREHAND)

SHARE SCREEN
SHARE SLIDESHOW, MUSIC, ETC.

CHAT
COMMUNICATE WITH ATTENDEES

RECORD
START/STOP RECORDING

END MEETING
IF YOU „LEAVE“ PARTICIPANTS STAY IN THE ROOM. IF YOU „END“ AS A HOST EVERYONE WILL BE DISCONNECTED.

REACTIONS
ADD „THUMBS UP“ OR „APPLAUSE“ EMOJI TO YOUR THUMBNAIL TEMPORARILY