



# 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

