ZOOM CHEATSHEET

- **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

- **SPEAKER VIEW/GALLERY VIEW**
  - Switch between active speaker view or gallery where you see everyone

- **FULL SCREEN MODE**
  - Enable/disable

- **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

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