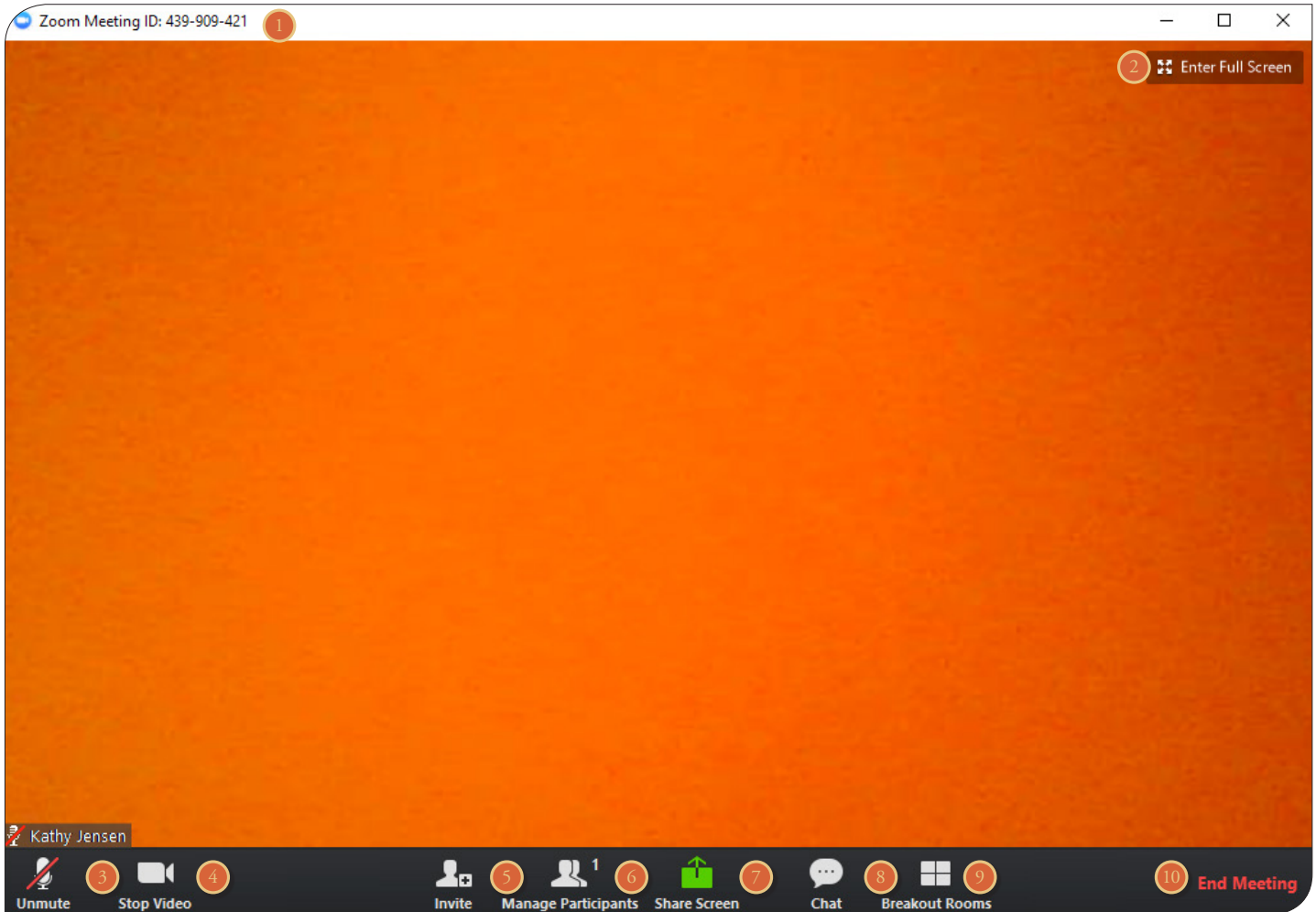


# Tools within Zoom

While in Zoom, there are tools to use to enhance the experience of the online meeting.



[1] Meeting ID

[2] Go to full screen

[3] Turns your microphone on and off.  
Arrow up contains audio options

[4] Turns your video on and off. Arrow up  
contains video options

[5] Invite others to join

[6] Manage Participants (mute their  
audio, have chime ring when someone

enters/leaves)

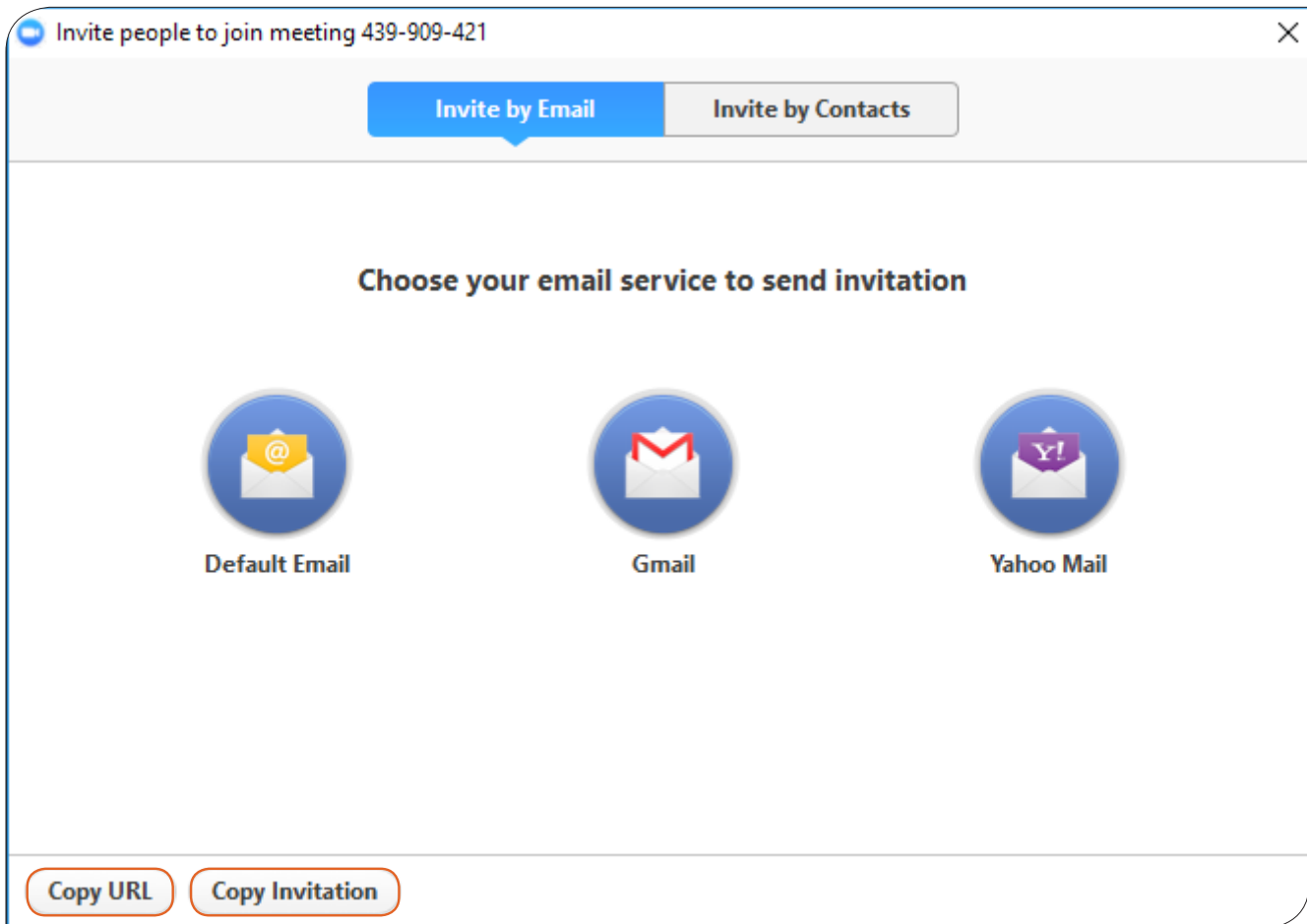
[7] Allows others to see your screen.  
Arrow up allows others to share and  
sharing options

[8] Private and group chat in the meeting

[9] Breakout Rooms allow for smaller  
groups to talk and then come back to  
main group

[10] End meeting

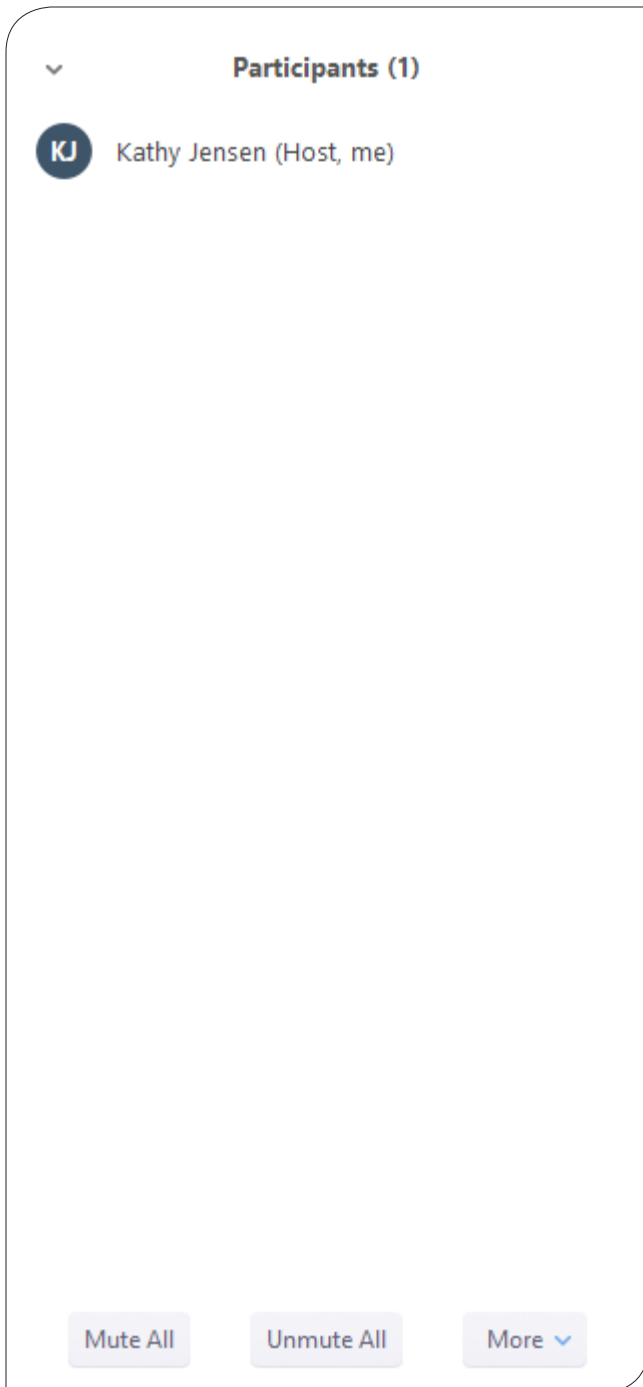
# Invite



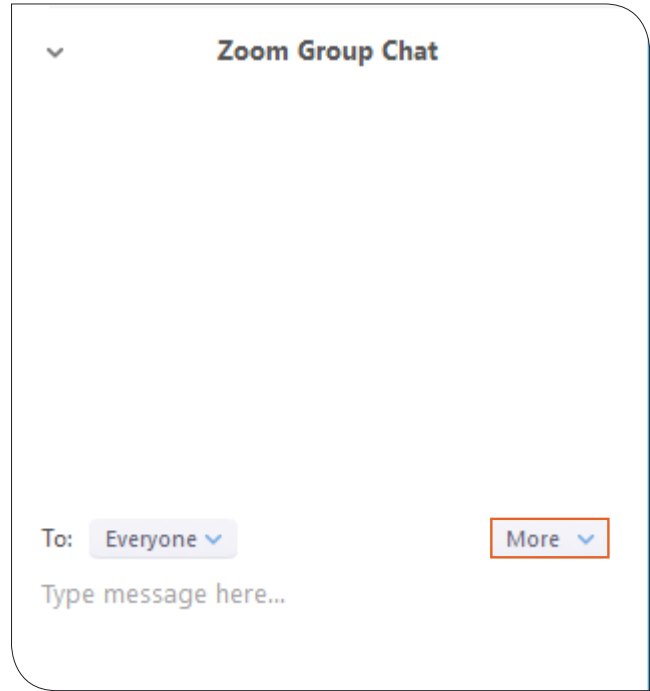
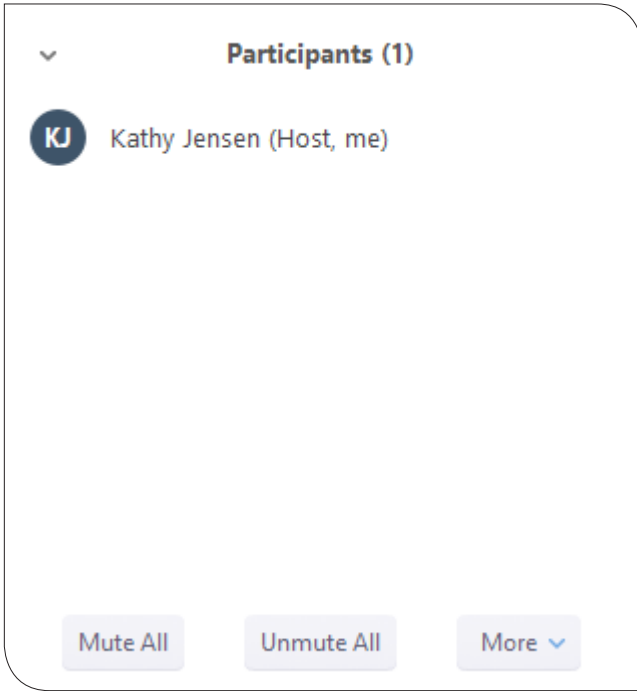
Clicking on [Copy URL](#) or [Copy Invitation](#) will save a copy to your clipboard to past into an email or IM.



# Manage Participants



# Chat



**More** allows the host to change if attendees can chat with Host only or everyone.

# Breakout Rooms

