



## Participant Controls in a Meeting

When you join a Zoom meeting hosted by another user, you are considered an attendee. The attendee controls appear at the bottom of your screen.

The *Mute* button allows you to turn your microphone off. If the red line is slashed through, it is off. Click to unmute. The red line will disappear and people will hear your voice, your dog, your keyboard clicking....



Click the *Start Video* button to start showing your camera to the group. The red slash will disappear. Click again to stop your camera, and the red line will reappear.

Clicking on the *Chat* will open chat options - usually on the right side of the screen. This allows you to type a question or comment to the group. Click *Chat* again to close it.



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### Changing Your Display Name

If you need to change your name, first click on **Participants**. This will bring up a screen with all the participants. Float over your name with the cursor. This will show options of **Mute** and **More**. Click the **More** button to see the option to change the name displayed to the other participants – **Rename**.

To remove the participant box, click on the **Participant** button.

This information is available on the Zoom website at  
<https://support.zoom.us/hc/en-us>

