Quick Tips for Zoom Meeting Controls

- Invite participants via email to join the meeting
- Start or stop your webcam
- Mute or unmute your microphone
- Monitor participants’ nonverbal feedback and manage their meeting roles
- Share your screen, a specific window, or use the whiteboard
- Chat with all participants or specific ones
- Record the meeting and choose to save the recording to your files or in the Zoom cloud (7 day max)
- Leave the meeting or end the meeting for all participants
- Create breakout sessions that split off from the main Zoom meeting

For more information, visit:
www.itac.txstate.edu/support/online-meetings
www.itac.txstate.edu/support/livestream
### Mute/Unmute

Meeting participants can’t hear you?
- Click unmute
- Select a microphone
- Check the volume on your computer
- Test mic with participants

Can’t hear the meeting participants?
- Click unmute
- Select a speaker
- Check the volume on your computer
- Listen for participants

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### Share

If you would like to switch windows (e.g. PowerPoint to a browser) during screen sharing, choose to share your desktop.

- If you share a window, the screen sharing will only show that window.
- Check the “Share computer sound” box to ensure participants can hear videos you share
- If you share a desktop, you can switch between windows and applications.

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### Breakout Rooms

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions.

The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

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For more information, visit:
- itac.txstate.edu/support/online-meetings
- itac.txstate.edu/support/online-meetings-consult

Contact Us
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