ISO Quick Help to Zoom meetings – Controls

From the **Meeting Toolbar**, you have an easy access to the main Zoom functionalities.

- **Change Audio settings**
  - Select a Microphone
  - Select a Speaker
  - Leave Computer Audio
  - Audio Options...

- **Change Video settings**
  - Select a Camera
  - Video Settings...
  - Choose a Virtual Background

- **Switch to Phone audio**

- **List of Participants**
  - Mouse over your name to:
    - Toggle Mute On/Off
    - Rename your display name

- **Nonverbal feedback icons** to communicate with the host

- **Best practice**: Mute yourself while waiting that the meeting starts and if you are not speaking

- **From the Meeting Toolbar, you have an easy access to the main Zoom functionalities.**

  - **Share your Screen/Application**
  - **Display/hide Participants**
  - **Display/hide Chat**
  - **Leave Meeting**

  - **Best practice**: Mute yourself while waiting that the meeting starts and if you are not speaking
ISO Quick Help to Zoom meetings – Join Audio

You can connect to a Zoom meeting by Computer Audio, Phone callback or Phone dial-in (toll & toll-free numbers)

Join audio by **Computer Audio**

1) Select **Computer Audio**
2) You can test your Computer Microphone and speakers before you join
3) Click on Join Audio Conference by Computer
4) You can select Computer Audio as your default audio connection type

Join audio by **Phone Callback**

1) Select **Call Me**
2) Select your country
3) Enter your phone number
4) Click on Call Me

Join audio by **Phone Dial-in Call**

1) Select **Phone Call**
2) Select your country
3) Dial the displayed number on your phone
4) Enter the **Meeting ID** followed by #
5) Enter the **Participant ID** followed by #
Switch to **Phone Audio**

If you joined by computer audio automatically, you can leave the computer audio and join by phone.

1) Click the arrow next to **Mute/Unmute**
2) Click **Leave Computer Audio**
3) Click **Call me** or **Phone Call** and follow the according procedure