Moderating a Zoom meeting using a PC

Your moderator Taskbar:

A: Mute and Unmute Audio. Click the arrow next to the icon to set up your audio
B: Start/Stop Video. Click the arrow next to the icon to set up your video.
C: Invite other people to join your meeting
D: Manage participants
E: Share Screen with other participants
F: Join the group chat
G: Start/Stop Recording the meeting
H: Create Breakout Sessions
I: End Meeting. You can leave the meeting or end the meeting for all participants.

While in Gallery view, right-clicking your mouse in a participant’s video window will display the following options:
You can manage participants in your meeting by clicking on the “Manage Participants” icon.

You may mute a single participant by clicking the blue Mute button next to their name.

Clicking the blue “More” button next to their name gives you further options shown below.

You can simultaneously mute or unmute all participants in the meeting at once by clicking the white buttons on the bottom of the participant screen.

You can also lock the screen share so no one but you can share content from their screen.
Clicking on the white button that says “More” on the bottom of the participant screen gives you the options of:

- simultaneously muting all participants on their entry to the meeting
- playing a chime when someone enters or exits a meeting, or
- locking the meeting so no more participants may join.

When you share your screen, you have the following options:

- Mute /Unmute Audio
- Start/Stop Video
- Manage Participants
- New Share: share different content than what you are currently sharing
- Pause Share: pause the content you are currently sharing
- Annotate: Highlight, Star, or Write on the content you are sharing
- Remote Control: give a participant mouse and keyboard control of the content you are sharing
- More

When you click on the “More” icon, you have the options shown below.

A moderator may create breakout sessions in which participants complete small-group work.

Click the up or down arrows to choose the number of breakout sessions you create, and select whether to assign participants automatically or manually. Then click on the blue button “Create Sessions”.
The moderator will view the participants in each breakout session created, and have the opportunity to “Recreate” sessions, “Add a Session”, or “Start All Sessions”.

If you choose to recreate your breakout sessions, all existing sessions you created will be replaced.
The moderator may add a breakout session to existing sessions and assign meeting participants to that session.

Assign participants to an added breakout session by clicking on the blue word “Assign” on the right.
Click “Start All Sessions” to allow participants to work in their groups.

The moderator may join any breakout session in progress by clicking on the blue word “Join” on the right.
To end all breakout sessions, click on the red button “Stop All Sessions”.

This will return all participants to the main room.

When you click on “End Meeting”, a pop-up window will give you the choice to assign a Host and only “Leave Meeting” in order to keep the meeting running.

Otherwise, you may choose to end the meeting for all participants by clicking on the blue button that says “End Meeting for All”.

![End Meeting or Leave Meeting dialog box](image-url)