Participating in a Zoom Meeting Using PC or Mac

This is the Gallery View.
To switch between the Gallery View and the Speaker View shown below, click “Speaker View” or “Gallery View” on the top right corner of your screen.
This is the Speaker View.
Participants not speaking appear smaller on top of the screen.
1. To record your meeting, press “Record” on the bottom right of your screen.
2. If you need to invite someone else to join your meeting, you may do so by email or instant message. Click “Invite” on the bottom of your screen, and then choose the tab that says “Invite by Email” or “Invite by IM” in the top of the pop-up window. You can copy the URL and the invitation to send in email or instant message by clicking on “Copy URL” or “Copy Invitation” in the bottom of the pop-up window.
3. You can view a list of the participants in the meeting by clicking on “Participants” on the bottom of your screen.
4. To share your screen with other participants in the meeting, so they see what you see, click “Share Screen” on the bottom of your screen. Select the application or window you want to share from the choices in the pop-up window, and choose whether to “Share Screen Only”, or “Share Screen with Computer Sound.”
Your screen will now be viewed by all other participants.
5. To view the meeting chat or send a chat message, click “Chat” on the bottom of your screen. You can send a message to everyone, or to individual participants. You may save the chat.
6. Click “Stop Recording” at the bottom of the screen to end audio and video recording of the meeting.
7. When you are ready to leave the meeting, click on “Leave Meeting” at the bottom of your screen. A pop-up window will ask you “Do you want to leave this meeting?” and you can click the box in the pop-up window in order to give feedback to Zoom if you wish. Click “Leave Meeting” in order to leave the meeting.