1. **Join Audio** – There are 2 methods. Join by **Phone Call**, this method will sync your phone to act as your audio device. Join by **Computer**, will use your built-in mic and speaker as your audio selection.

![Phone Call Method](image1)

![Computer Audio Method](image2)

2. **Video** – to mute, click on the video icon. The icon will be displayed as:

3. **Security** – Zoom provides a quick access button to help you easily access set specific permissions to assist in setting parameters to help maintain control on their Personal Zoom Room.
4. **Participants & Zoom Group Chat**

- **Participants** – This window will show all members present at the current meeting.
- **Chat** – Use this option to communicate amongst the members in the current Zoom meeting.

5. **Share**

   ![Screen Sharing Options](image)

   - **1)** Options to share screen – allowing the ability for all participants to see the whole screen
   - **2)** Options to share individual applications – Participants will not be able to see anything but the selected application

   - **3)** Select a window or an application that you want to share: [Screen 1] [Screen 2] [Whiteboard] [iPhone/IPad] [Inbox] [WhatsApp] [Sharing Computer Sound During] [QuickGuide-Zoom_001.docx] [WebEx Meetings] [Sticky Notes] [Community Meeting 5-26.pptx] [Call Logging - Technology SPH O...]

   - **Share** button

   - Options: [Share computer sound] [Optimize Screen Sharing for Video Clip]
c. 3) **(Optional)** Options for individuals whose intentions is to share videos

- Share computer sound
- Optimize

Other participants will be able to hear the audio from your computer and see your shared screen.

6. **Record**

7. **Closed Caption**

**Overview** -- Closed captioning allows you or another meeting attendee, assigned by the host, to add closed captioning in a meeting.

**Assignment** -- closed captioning can be typed by the host, co-host, or a panelist assigned by the host.

**API** -- As a meeting host, you can add closed captions to Zoom meetings by providing the third-party closed captioning service with the the caption URL. The caption URL allows the third-party service to stream text from their closed captioning software to the Zoom meeting.
8. Managing Breakout Rooms