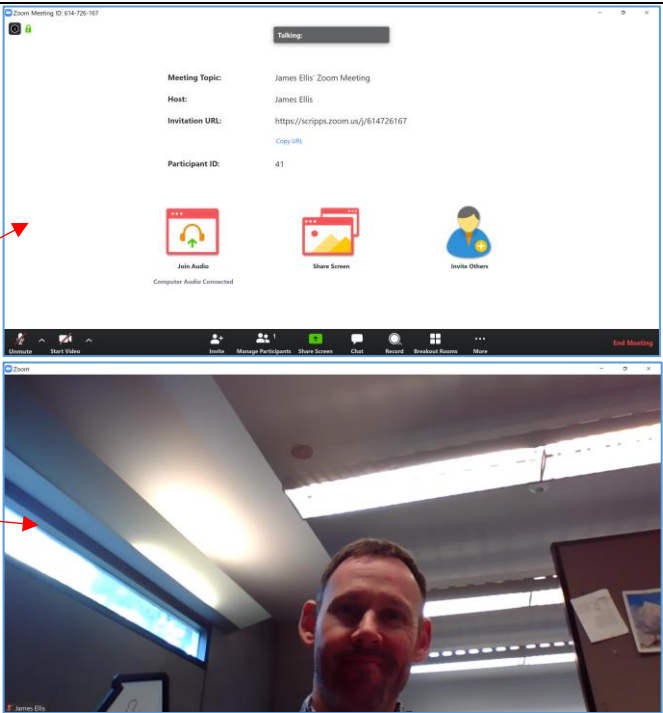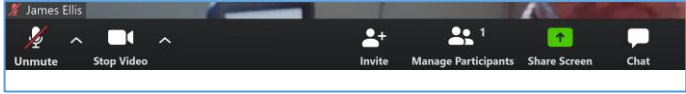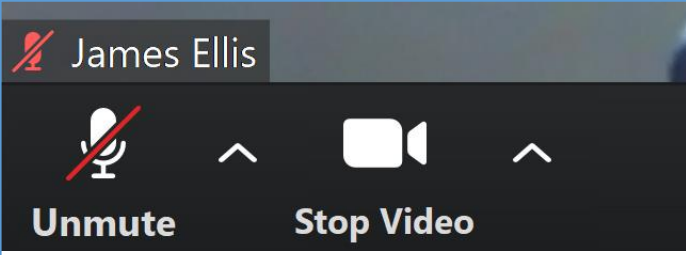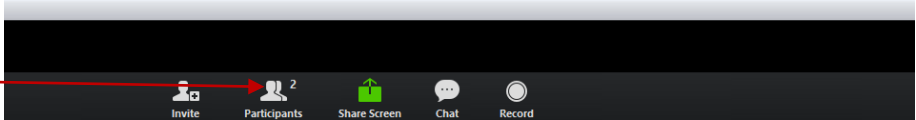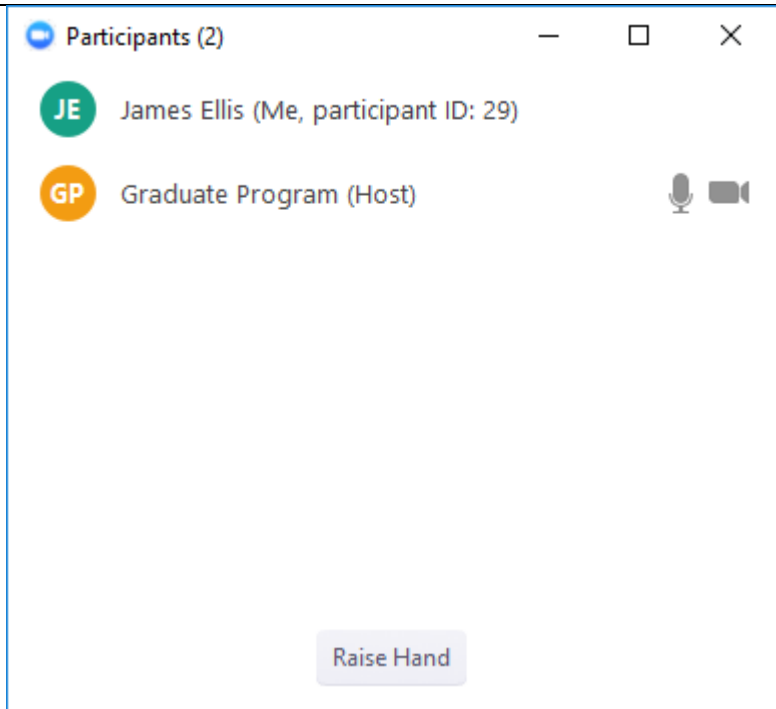# Zoom | Basic Meeting Controls

This is a short guide to setting up your Zoom interface.

Step 1: Entering the meeting

- When you connect to the meeting, you will be asked whether you want to join using your computer audio or by phone. Computer audio is the most common.
- After answering that question, you will join the meeting
- Camera off
- Camera on

Step 2 - Zoom Interface: Controls

- Once you enter the Zoom interface, use the controls to:
- Mute / unmute yourself
- Stop / start your video
- Show the participants list
- Show the chat feature

NOTE: the Zoom Control Bar disappears after a short period of inactivity. To make it show again, move your mouse / cursor
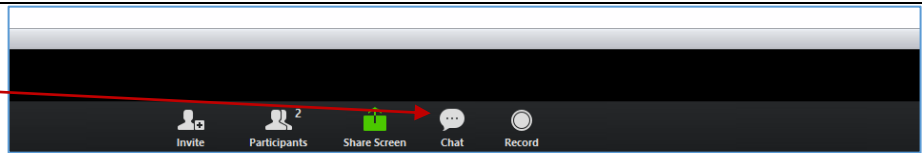

Participants List

- To enable the participants list, select 'Participants' from the Zoom menu bar

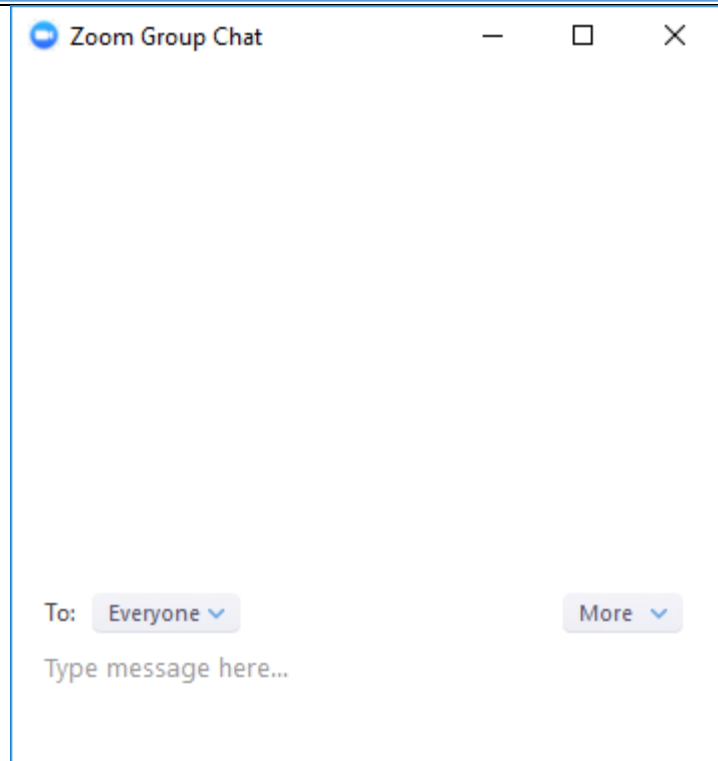|	
- The participants list will pop up. This can be moved and expanded - You can raise your hand to indicate that you have a question or a comment for the presenter. When you raise your hand, the host gets notified of this	**Participants (2)** — □ ✕ **JE** James Ellis (Me, participant ID: 29) **GP** Graduate Program (Host) 🎤 📹 Raise Hand

Chat Window

- To enable the chat window, select 'chat' from the Zoom menu bar	Invite Participants² Share Screen Chat Record
- The chat window will pop up. This can be moved and expanded - You can chat with the host or everyone, or individual participants	**Zoom Group Chat** — □ ✕ To: Everyone ⌄ More ⌄ Type message here…

NOTES

When screen sharing is discontinued:

The Participants and Chat windows are automatically pinned to the gallery of participants.

The pinned windows can be unpinned from the Gallery by selecting the small downward pointing arrow at the top left of each window and selecting Pop Out.

The windows can also be individually toggled on and off by selecting the Participants or Chat options on the Zoom menu bar.

When screen sharing begins again:

Re-enable the participants list and chat pop-up windows as these will not automatically reappear.

Zoom Menu Bar Appearance:

The Zoom menu bar may minimize itself during a meeting. Move your mouse to make it reappear.