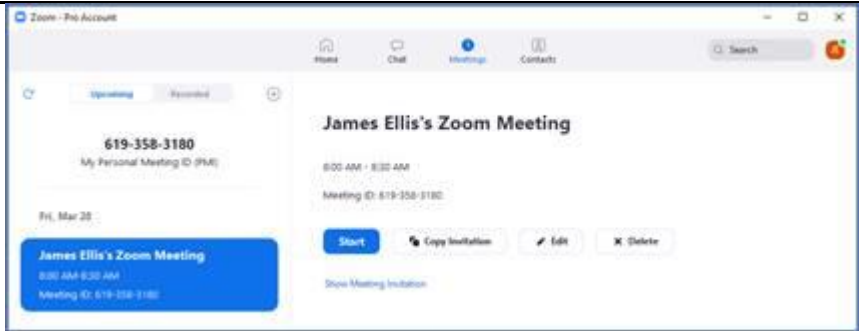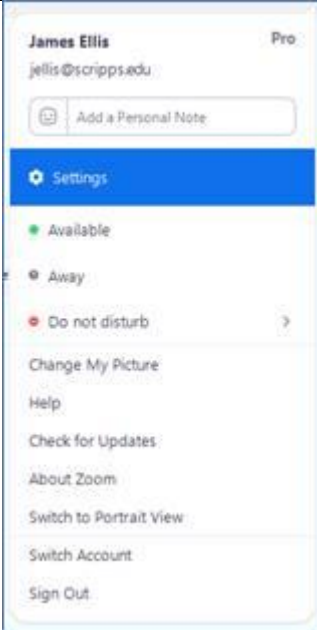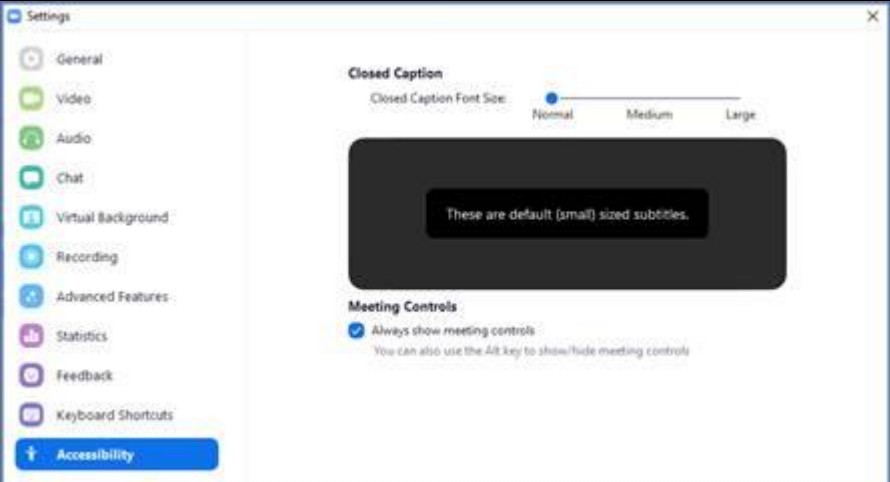# Zoom | Always Show Meeting Control Toolbar

This is a short guide to setting up your Zoom interface to always show the control toolbar. By default, the control toolbar disappears after a period of inactivity.

NOTE: These instructions are for users with a Windows Operating System. For Mac OS users, the option to always show the control toolbar is available from the 'More Options' section of the toolbar.

- Sign in to the Zoom client. On my computer, it can be accessed either via the Desktop icon or the Start Menu - Click on the Account Profile button, this will be in the top right and will have your initials on it. On my client, it is Orange	
- Once clicked, the Account Profile options menu opens up - Select 'Settings'	
- Navigate to the 'Accessibility' tab - Check the box to 'Always show meeting controls' - Exit using the 'X' in the top right of the screen (your changes will be saved)	

NOTE: During a meeting, using the [Alt] tab will make the toolbar always show.