

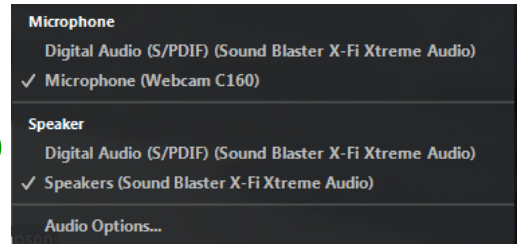


## Meeting Options

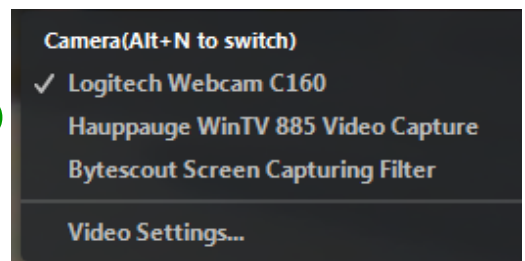
Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

You can:

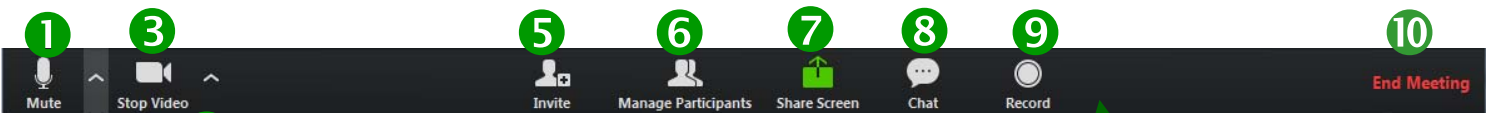
1. **Mute** and **Unmute** your audio and select Audio options.
2. Access the Microphone and Speaker options by clicking the up arrow next to Mute. This allows you to change your computer's microphone and speaker choices. You can also access the Audio Settings. See [Meeting Options: Audio Options](#).
3. **Stop** and **Start** the video portion of the meeting.
4. Access the Video options by clicking the up arrow next to Video. This allows you to change your computer's video input. You can also access the Video Settings. See [Settings: Video](#).
5. **Invite** more people to join by email, instant messaging or a Room System.
6. **Manage Participants**, including mute/unmute, lock screen share so only the host can screen share, play enter/exit chime for participants, and lock the meeting.



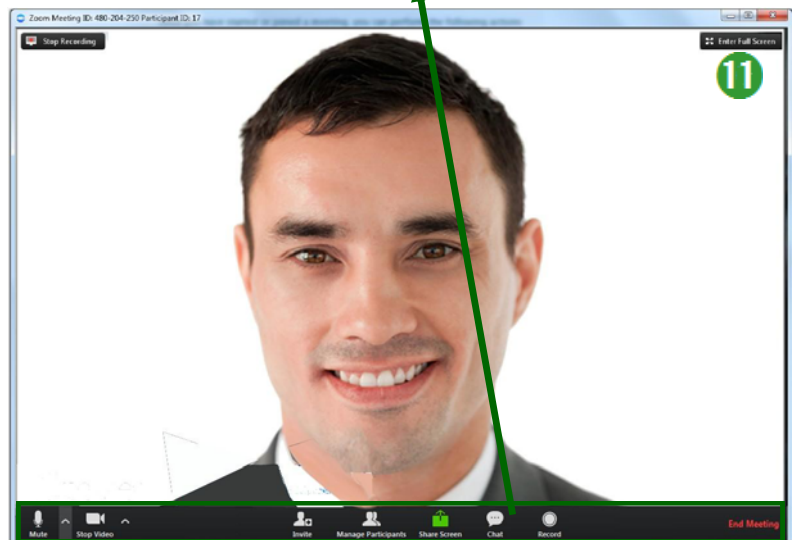
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7. **Share Screen** lets you share your screen with meeting participants.
8. **Chat** lets you start a private or group chat.
9. **Record** lets you start recording the video and audio of the meeting. If you are already recording, you can stop recording by clicking the Stop Recording button in the upper left hand corner of the screen.
10. **End Meeting** lets you end or leave the meeting.
11. Click **Enter Full Screen** in the upper right hand corner to use full screen mode.





## Meeting Options: Audio Options — Mute or Unmute Audio

Click the microphone icon to mute or unmute your meeting audio.



Unmuted



Muted

## Meeting Options: Audio Options — Computer Audio Tab

When you click Audio Options you can access the following options by clicking either the [Join by Phone](#) or **Computer Audio** tabs.

When you click the **Computer Audio** tab, you can:

1. **Leave Audio** or **Join Audio** in the meeting you are attending.
2. Click **Test Mic & Speaker** to test your computer speaker(s) or microphone and adjust the volume.
3. If you have a Zoom Pro account, there will be a third tab for the Call Me feature, see [Meeting Options: Audio Options — Call Me](#).

