# Zoom Cheat Sheet

Attendee Meeting Controls

Speaker View is recommended for larger meetings and shows the speaker on the main screen with other participants in smaller boxes along the top or side of the screen.

Gallery View is recommended for smaller meetings and allows you to see the all of the participants in a grid (or as many as will fit on screen, allowing you to scroll through to see the rest).

When you join a Zoom meeting hosted by another user, you are an attendee. Below is the attendee control menu found at the bottom of the screen. The user who scheduled the meeting or was selected to be the alternative host will have host controls.
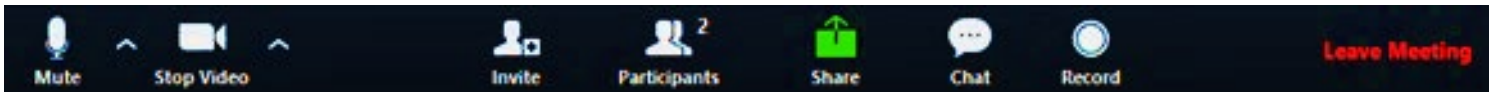
Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone.
Audio Controls (click the **^** arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

**Tip**: When muted, you can use push to talk if you want to briefly unmute yourself by holding the spacebar.

Start Video / Stop Video: Turns your camera on or off.
Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

Participants: Click the participants button to bring up the Participant Box to see who is currently in the meeting and to access these functions:

- **Rename**: Hover over your name and click **Rename** to change your screen name.

- **Raise Hand**: Tap your name and then tap **Raise Hand** to indicate that you need something from the meeting host. You will see the raised hand icon beside your name in the participants list. You can click it again to lower hand.
  If you are participating by video, everyone can see you so it may just be easier to actually raise your hand if you want to talk!

- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.
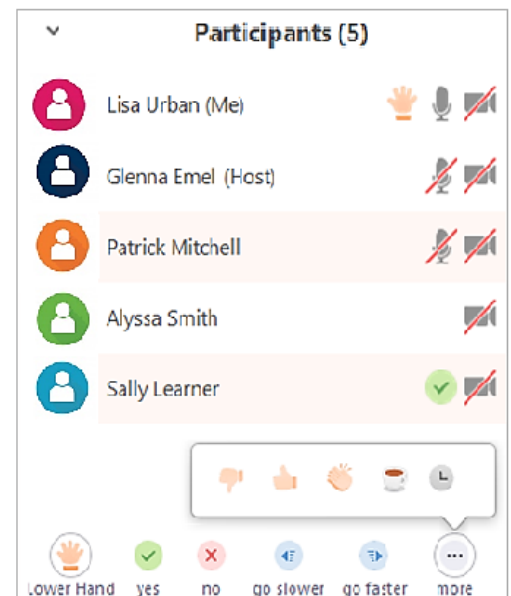
Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. Learn more.

Chat: Access the chat window to chat with the participants. Make sure it is set to everyone to send a group message, or select a specific individual to send a private message. Learn more.

Leave Meeting: This button only ends your session while the meeting continues for the other participants. Only the host can end the meeting.

How To: Screen Share

To Begin Screen Sharing: Click the green "**Share**" button on the meeting menu bar or type **Alt+Shift+S** (PC) or **Command⌘+Shift⇧+S** (Mac). When the Share window appears, select the source you wish to share. You can choose from among any screen (monitor), any running application, a whiteboard or your iPhone/iPad.

If you want to share a PowerPoint presentation:
1. Launch the PowerPoint slide show presentation
2. ALT+Tab (PC) or Command⌘+Tab (Mac) to the Zoom meeting window (with the menu bar at the bottom) and click "**Share**."
3. Check "**Share Computer Sound**" at the bottom left of the Share window if you want students to hear sound in your PowerPoint presentation.
4. Select "**PowerPoint Slide Show**," then click the blue "**Share**" button.
5. To stop sharing, return to Zoom meeting window and click "**Stop Share**" or type ALT-S (PC) or Command⌘+Shift⇧+T (Mac).

If you want to share an iPhone or iPad screen:
1. On your iPhone or iPad, connect to the *same Wi-Fi network as the computer running Zoom*.
2. In Zoom, select **Share>iPhone/iPad>Share**
3. On your iPhone or iPad, select **AirPlay** (swipe down from top right corner for iOS 12 or newer or up from bottom for iOS 11 or older). Select **Screen Mirroring>Zoom**.
   HINT: Share your iPhone or iPad camera screen when you need an impromptu document camera or to show a place or object or conduct an interview.

Zoom Hotkey Shortcuts

HOW DO I:	Keyboard Shortcut - PC	Keyboard Shortcut - Mac
Mute All Students' Microphones	ALT+M	Command⌘+Control+M
Unmute All Students' Microphones	ALT+M	Command⌘+Control+U
Mute Instructor's Microphone	ALT+A	Command⌘+Shift⇧ +A
Push to Talk When Muted	Spacebar	Spacebar
Pause or Resume Recording	ALT+P	Command⌘+Shift⇧+P
Begin Screen Sharing	ALT+Shift+S	Command⌘+Shift⇧+S
Pause or Resume Screen Sharing	ALT+T	Command⌘+Shift⇧+T
Toggle Instructor's Video On/Off	ALT+V	Command⌘+Shift⇧+V
Switch to Gallery View	ALT+F2	Command⌘+Shift⇧+W
Previous/Next Group in Gallery View	PageUp/PageDown	Control+P/Control+N
End or Leave a Zoom Meeting	ALT+Q	Command⌘+W
Switch Between Open Applications*	ALT+Tab	Command⌘+Tab
*Switching between open applications with the last shortcut (above) is a quick way to get your bearings. For a complete list of shortcuts, click your profile picture in Zoom, then Settings>Keyboard Shortcuts. NOTE: Zoom Shortcuts work when a Zoom screen is in focus. To enable a shortcut to work globally (from *any* application screen), check the box "Enable Global Shortcut" alongside that shortcut in Keyboard Shortcuts.		