

How to Use Leader Controls in a Zoom Meeting

If you are the group leader/host of the meeting, look at the bottom of your screen – you’ll notice a row of controls at the bottom of your screen. Here’s a brief description of what each one does & how to use it.

1. **Mute:** if you select this, no one can hear you talking.
2. **Stop Video:** stops showing your face to the rest of the members.
3. **Invite:** invite people to join the meeting that is currently happening
4. **Manage Participants:** This is where you’ll find a list of all members participating in your meeting.
 - a. On this page, you will find the option to “mute all” and silence the entire group. This is helpful if you’re trying to teach and you don’t want voices/sounds from other group members to distract. Once you’re done presenting, you can unmute everyone.
 - b. For more information on managing participants, [watch this tutorial](#).
5. **Share Screen** – allow others to see what you’re looking at on your computer/tablet/phone screen.
 - a. Once you see the lime green border around your computer screen, that means *everybody* can see what you see on your screen (so make sure everything that’s visible is something you want people to see!).
 - b. You can share *anything* on your screen. Once you’re done, you press “stop share” at the top of your screen (a big red button).
 - c. For more on sharing your screen, [watch this tutorial](#).
6. **Chat:** a chatroom, where you can communicate with people by text.
 - a. This is helpful if you’ve muted everyone and want them to engage by chatting.
7. **Record:** This records your Zoom meeting, which you can then send to people who couldn’t attend but want to watch it later.
 - a. For more on recording, watch [this tutorial](#).
8. **Leave Meeting:** once you’re ready to end the meeting for everyone, press the “leave meeting” button, then “end meeting for all” to end the entire call. If you want to leave the meeting, but don’t want to force others to leave, then you can just leave the meeting by yourself.

Tutorial Videos for Help with Zoom:

How to Schedule a Zoom Meeting: <https://youtu.be/XhZW3iyXV9U>

Joining a Zoom Meeting: <https://youtu.be/hlkCmbvAHQQ>

Setting up Audio & Video when Joining a Meeting: <https://youtu.be/-s76QHshQnY>

Host Controls in a Zoom Meeting: https://youtu.be/ygZ96J_z4AY

How to Manage Participants in a Zoom Meeting: <https://youtu.be/ozJS9bvdVp8>

Sharing your Screen in a Zoom Meeting: <https://youtu.be/YA6SGQIVmcA>

Recording your Zoom Meeting to Watch Later and Share with Others: <https://youtu.be/IZHSAMd89JE>