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Attendee controls in a meeting

Overview

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have [host controls](#).

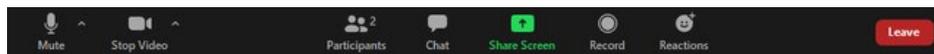


Prerequisites

- Zoom desktop client for macOS, Windows, or Linux
- Zoom mobile app for iOS or Android



The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



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: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

- Windows: Alt + A
- Mac: Shift + Command + A

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: See who's currently in the meeting and [invite others](#). You can also access to these options:

- **Rename:** Hover over your name and click Rename to change your screen name displayed to other participants.
- **Non-verbal feedback** icons (if enabled by the host): Places an icon beside your name to quickly notify the host.



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. [Learn more](#).

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording. [Learn more](#).

Note: The host will need to [allow local recordings in their account settings](#), then [give you permission to record](#). If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

Leave: Leave the meeting while it continues for the other participants. Only the host can [end the meeting](#).

Web

The attendee controls appear at the bottom of your screen.

Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone.

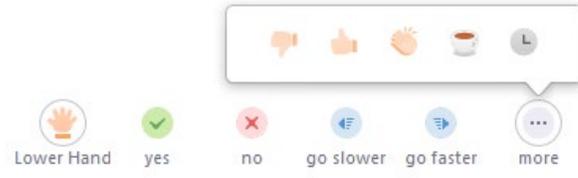
Start Video / Stop Video: Turns your camera on or off.

Invite: [Invite others](#) to join your meeting.

Participants: See who's currently in the meeting. The participants list also gives you

access to these options:

- **Rename:** Hover over your name to change it as it's displayed to other participants.
- **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.



Chat: Access the chat window to chat with the participants. [Learn more.](#)

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can [end the meeting.](#)

Android

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.



Mute / Unmute: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share. [Learn more.](#)

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- **Tap your name** if you want to rename yourself.
- **Chats:** Chat with other participants. [Learn more.](#)
- **Invite:** Invite others to join your meeting. [Learn more.](#)

More: Non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, the hand icon places the raise hand icon beside your name and simulates a hand raise.

iOS

The attendee controls appear at the bottom of your screen, except for Leave meeting

which appears at the top-right corner.



Mute / Unmute: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share. [Learn more.](#)

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
- Chats: Chat with other participants. [Learn more.](#)
- Invite: Invite others to join your meeting. [Learn more.](#)

More: View non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, Raise Hand places the raise hand icon beside your name and simulates a hand raise.

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