- Invite by email: This will open up the selected email application with a copy of the meeting invitation
- Invite by Contacts: Invite users from your contacts list
- Invite Zoom Rooms: Invite Zoom Rooms listed on your account
- Invite by Phone: Available if the host has this option available.
- Invite by a Room System: If the host has cloud recording connector available for this meeting.

Participants

If you click on Participants, you can see who is currently in the meeting. The participants list al

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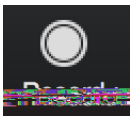
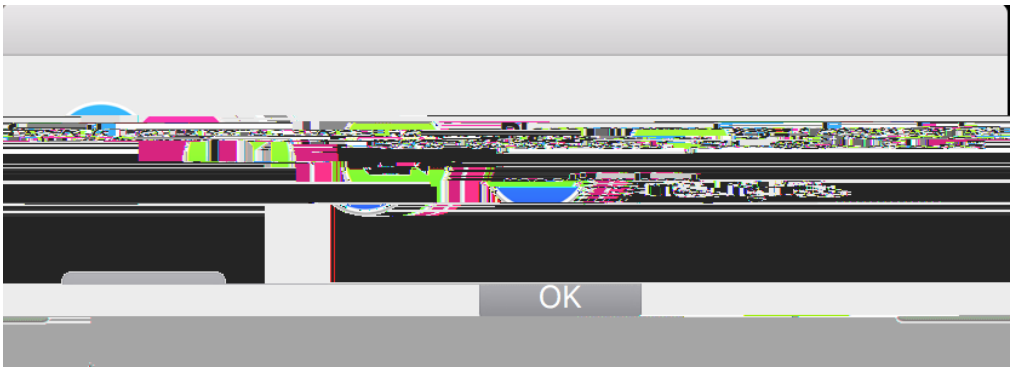


Record (if host has given permission)

The host will need to give you permission to record the meeting. If you try to click on this before the host has given permission, you will receive the following message.



Note: the host is not notified that you have requested recording permission. You will need to ask them through the chat or audio to give you recording permission (available in their Manage Participants list).

Enter/Exit Full Screen

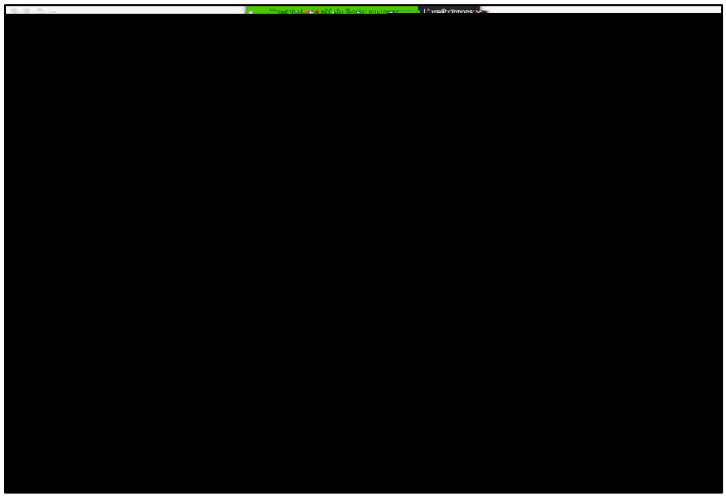
At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking Esc.

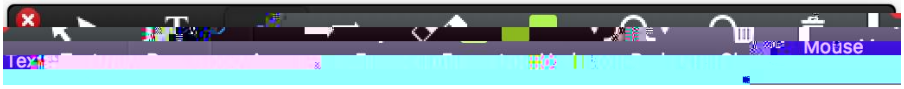
Pin video

Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.

Co-annotate on screen share

If the host allows, you can annotate on their shared screen or share whiteboard. To do this, click on View Options at the top of your screen and choose Annotate.





Leave Meeting

You can leave the meeting at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.

For More Information

Contact Technical Support	https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support
Zoom Help Center	https://support.zoom.us/hc/en-us
Getting Started	https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started
Tutorials	https://support.zoom.us/hc/en-us/sections/201740096-Training
Mobile	https://support.zoom.us/hc/en-us/sections/200305413-Mobile