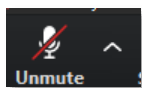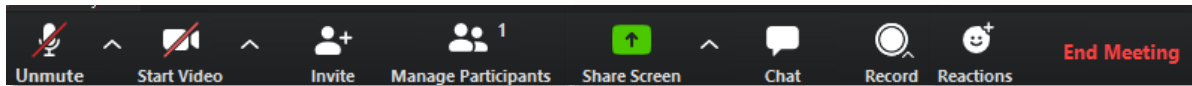**ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES**

HOW TO USE THE ZOOM TOOL BAR

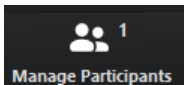Hover your mouse at the bottom of the Zoom window to view the Zoom toolbar

Unmute or mute your microphone (To test your Mic and Speakers select the up arrow and then select

Start and stop webcam video sharing (To set up options for your webcam select the up arrow and then select **Video Settings**)

You can invite people to join during a meeting. It allows multiple options to send an invite to that individual through email, contacts, copy URL, and copy invitation.

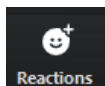Manage participants in the meeting. The host can mute or rename group members in the meeting

To share your desktop screen with your group. You can select to share your screen, whiteboard, and applications.
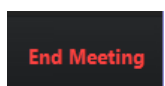
You can chat with your group during a zoom meeting. When you choose the chat button, a chat pane pops out, and it allows the user to chat with the whole group altogether or send a message individually to other participants

You can record to your computer or the cloud.

You can "clap" or "thumbs up" things that happen in the Zoom meeting. These reactions only last a few seconds, and you can use them unlimited times throughout a meeting.

This option will allow you to leave the meeting. If you are the host, you can choose to end the meeting for all participants.