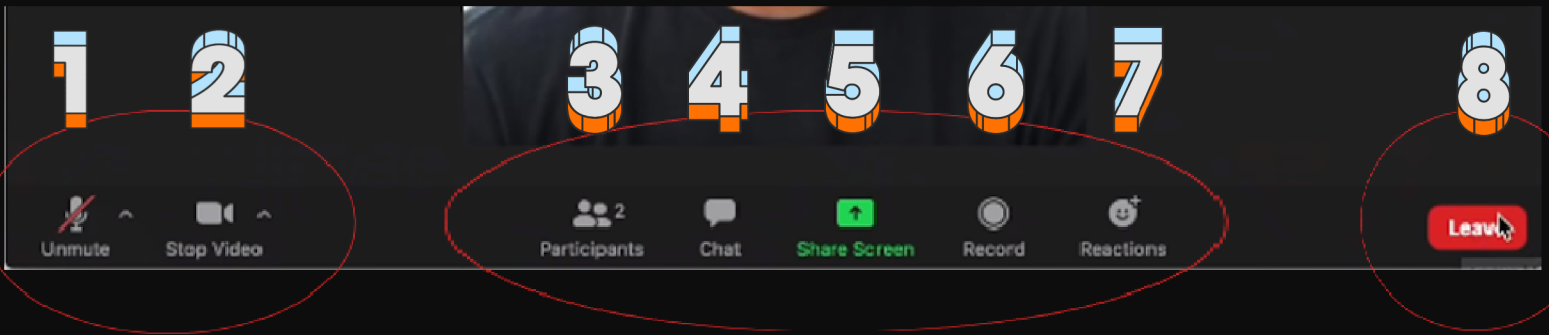


ZOOM OPTIONS



1. **MUTE/UNMUTE** - Your first option is if you want to mute or unmute yourself. You may want to keep yourself silent just to avoid any disruption, or the meeting host can also do that for you.

2. **STOP VIDEO / SHARE VIDEO** - Next comes the “Stop or Share video” button, which is for controlling if you want to share your video feed (your face!) with other participants or not.

3. **PARTICIPANTS** - The Participants button will simply show you a list of people who are currently part of the session.

4. **CHAT** - If you click Chat, you’ll open a messenger where you can interact with other participants and host depending upon your host’s permissions.

5. **SHARE SCREEN** - Click on “Share Screen” if you want to share your own presentation or pdf file, and it will show a list of possible options that you can share.

6. **RECORD** - You can also record the session using the “Record” button, and Zoom will provide you a video file once the meeting ends.

7. **REACTIONS** - Show your appreciation by giving a “thumbs up” in the Reactions area.

8. **LEAVE** - If you’re feeling bored or you’re done with what you came for, tap “Leave,” and you are free!