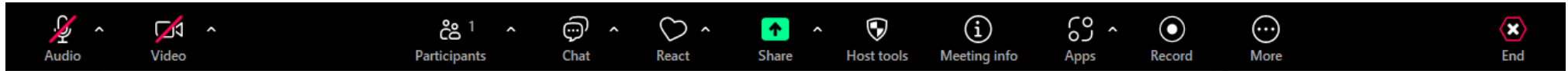


What are the main functions in Zoom?

During your Zoom meeting, you have a variety of settings and actions available. When you maximize the Zoom meeting window, you will see the following menu bar at the bottom. **This menu bar** will guide you through the entire manual.



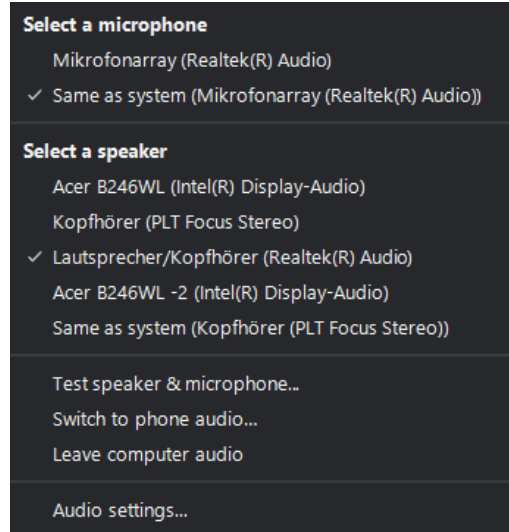
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Audio and Video Settings

By clicking on "Audio On" and "Video On" you can turn your audio and video on and off. The small arrows next to the icons open a settings menu.

Audio:



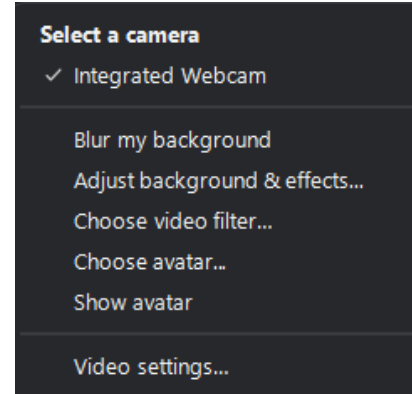
Select a microphone
Mikrofonarray (Realtek(R) Audio)
✓ Same as system (Mikrofonarray (Realtek(R) Audio))

Select a speaker
Acer B246WL (Intel(R) Display-Audio)
Kopfhörer (PLT Focus Stereo)
✓ Lautsprecher/Kopfhörer (Realtek(R) Audio)
Acer B246WL -2 (Intel(R) Display-Audio)
Same as system (Kopfhörer (PLT Focus Stereo))

Test speaker & microphone...
Switch to phone audio...
Leave computer audio

Audio settings...

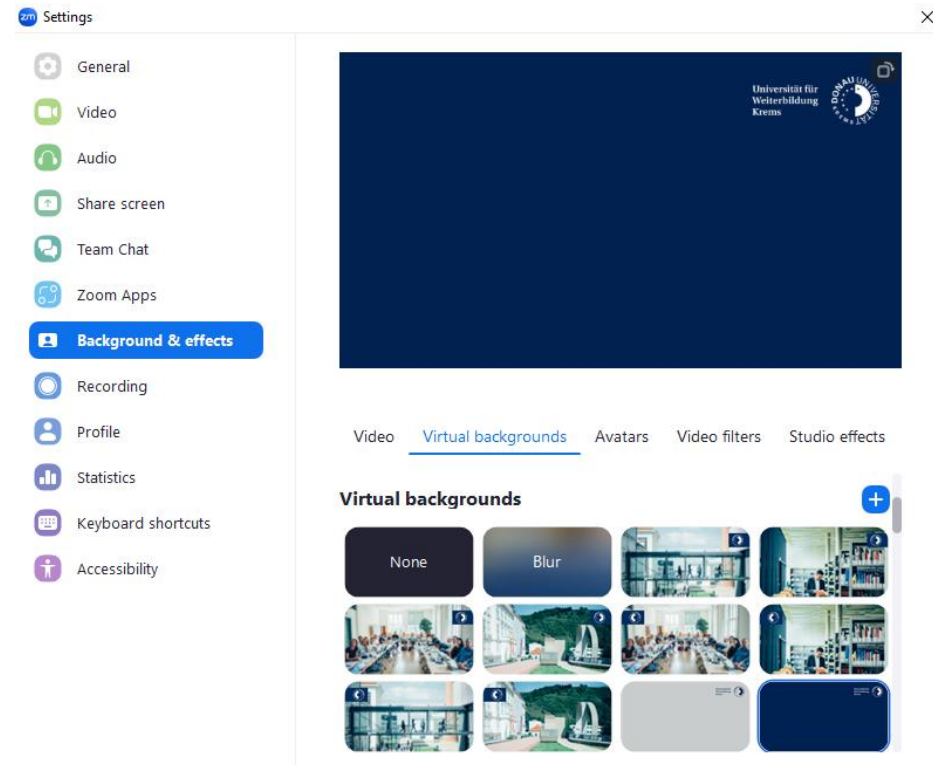
Video:



Select a camera
✓ Integrated Webcam

Blur my background
Adjust background & effects...
Choose video filter...
Choose avatar...
Show avatar

Video settings...



Settings

- General
- Video
- Audio
- Share screen
- Team Chat
- Zoom Apps
- Background & effects**
- Recording
- Profile
- Statistics
- Keyboard shortcuts
- Accessibility

Video Virtual backgrounds Avatars Video filters Studio effects

Virtual backgrounds

- None
- Blur
- Office
- Library
- Meeting room
- Classroom
- Virtual background
- Virtual background
- Virtual background
- Virtual background
- Virtual background
- Virtual background
- Virtual background

- **Audio:** In the audio menu, you can adjust settings related to your microphone and speakers.
- **Video:** In the video menu, you can activate a virtual background by clicking on "**Choose Virtual Background**".

View Settings

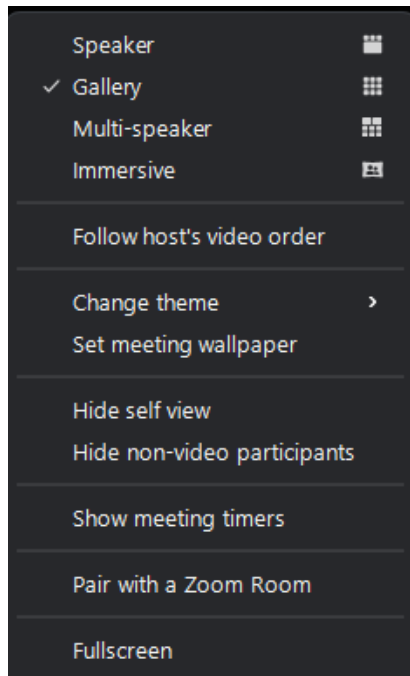
In the top right corner of your Zoom window, you will find the "View" setting.



Here, you can change the various view options that Zoom offers:

- **Standard:** The windows of other participants are displayed horizontally at the top, and any shared screens are large in the center.
- **Speaker:** The person currently speaking is centred in the Zoom window. If a screen is being shared, the speaker is shown next to the shared screen.
- **Gallery:** All participants are arranged side by side and below each other across the entire window.

Switch to Full Screen Mode: Allows you to display the Zoom window at maximum size.

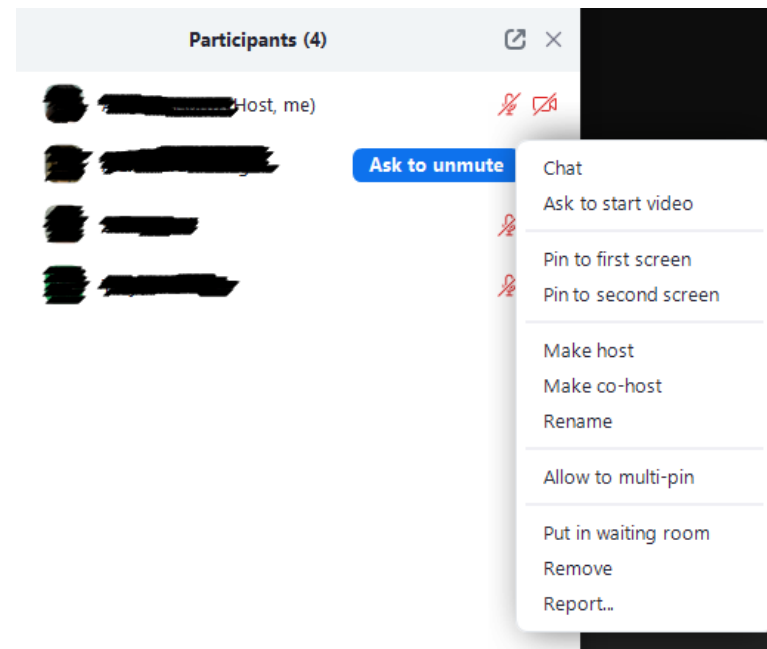
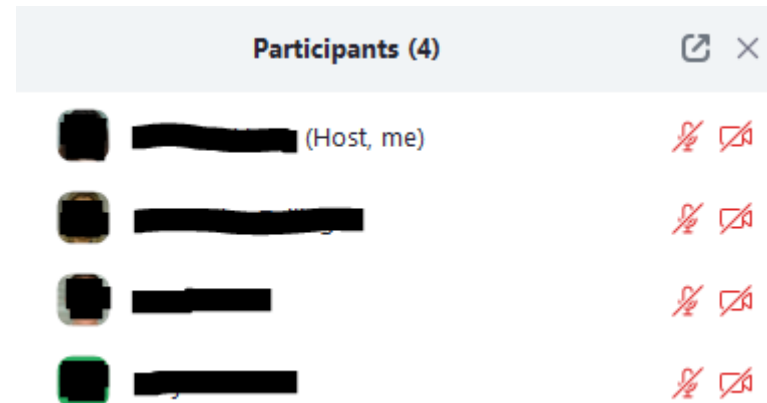
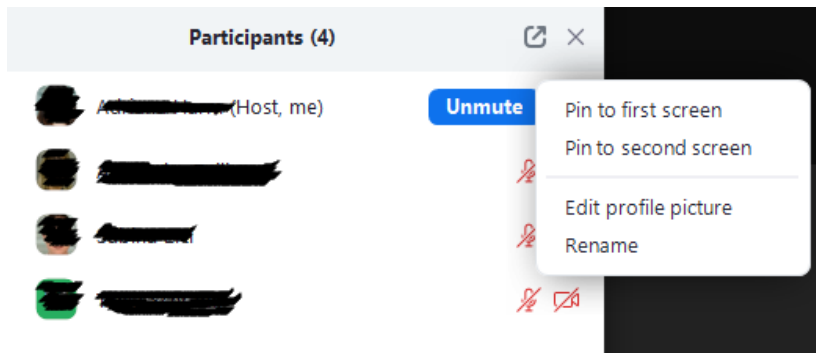


Participants

In this view, you can see other participants and manage them as a host or co-host.

Clicking on **"Participants"** in the menu bar opens a window where you can:

- Deactivate the camera and microphone for yourself and others.
- Add a profile picture and rename yourself by hovering over your name.
- As a host, mute participants and access more options by clicking **"More"**. If you click on **"More"**, another window opens in which you can make various other settings for your Zoom meeting.

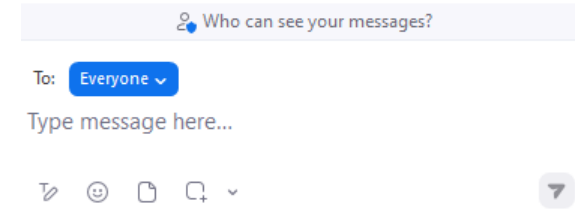
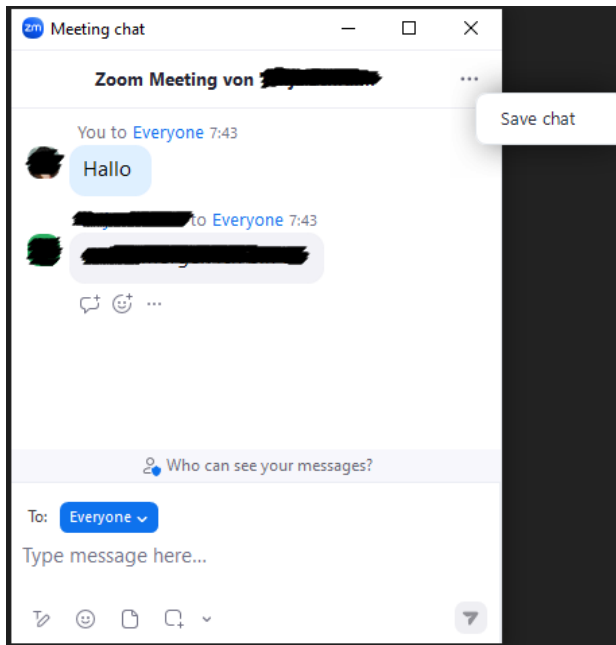
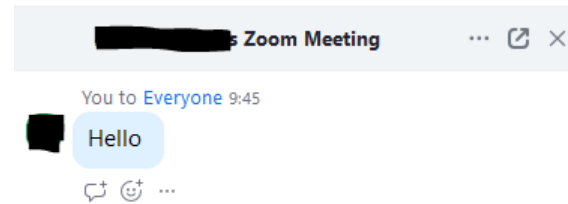


Chat

The chat function allows communication with all participants or sending messages to individual participants. Click on the **chat icon** to open the chat window, type your message at the bottom, and press Enter to send it. Use the dropdown menu next to "Send to" to select individual recipients.

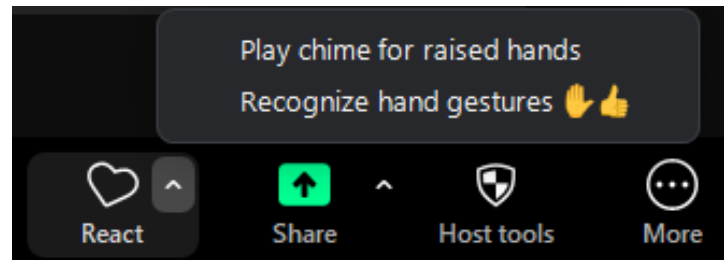
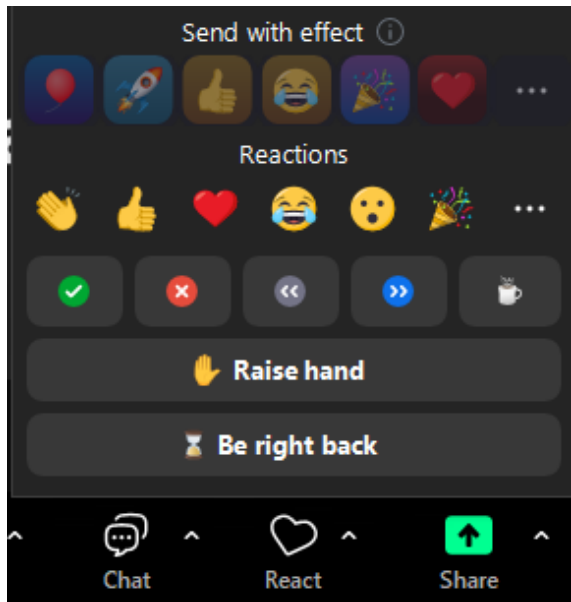
Disabling the chat function is also possible. Click on the **three dots** on the right side of the title of your chat window, then select "No one".

Saving Chat Text: To save the chat, click on the chat icon, then on the three dots at the bottom right, and select "Save Chat." Note that only the current chat is saved, so it's recommended to save the chat at the end of the meeting.



Reactions

Reactions can be used to draw attention or communicate without words. Click on the reaction icons to display them in your Zoom window.



Screen Sharing

To share your screen, click on the **green button** in the middle. A new window opens where you can choose to share your entire screen or specific windows. The entire screen means that you share all open windows that are currently open (even in the background). You can also only share individual windows such as a Word document or an Internet browser, which means that other participants only see this window and all other activities and windows on this screen are not transferred. Select the appropriate windows and click **"Share"**.

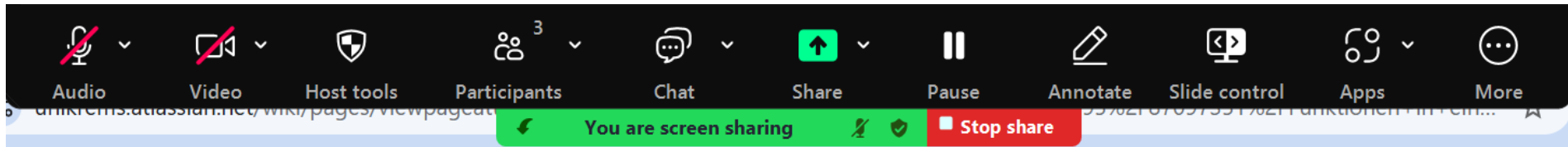
Note: When sharing a video with sound, make sure to check "Enable sound" ()

27) Select a window or an application that you want to share

The screenshot displays the Windows sharing interface. At the top, there are tabs for "Screens", "Documents", and "Advanced". Below these, the "Entire screen" section shows three thumbnails labeled "Screen 1", "Screen 2", and "Screen 3". The "Application windows" section shows a grid of application thumbnails with titles such as "Chairs_Zoom guidelines_in the meetin...", "Anhänge - Zoom - Infoportal Lehre - U...", "IMISCOE Spring Conference 2025 - Con...", "Inbox - adriana.harm@donau-uni.ac...", "Teams and Channels | General | Micros...", "Untitled - Paint", "Snipping Tool", and "Screenshot". A "Share" button is located at the bottom center. On the right side, a "Layouts" panel is open, showing a preview of the shared content and a set of icons for different sharing layouts. Below the icons, the "Options" section includes checkboxes for "Share sound" and "Optimize for video sharing".

- **Activities During Sharing:** Once you start sharing, a new menu bar opens with options like "Pause" and "Annotate." You can pause the share or stop it entirely and use annotation tools to draw or write on the shared screen. Click on "Pause" and the image will no longer be transferred for a short time until you resume. To cancel

the transfer completely, click on "Stop share". Click on "Comment" to open another black bar where you can add text to your shared image, draw on it and also erase it.



Annotation tools:



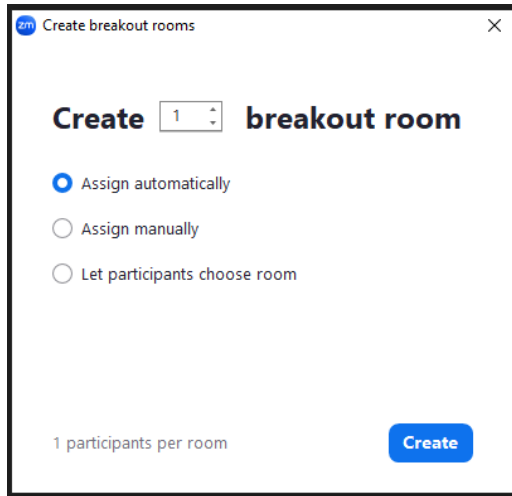
Host tools (Host Only)

Click on "More" (three dots symbol), then "Host tools" to enable/ disable the waiting room, lock the meeting room and hide profile picture of the participants. You have here also many settings with regards to that what the participants are allowed to do:

- Share screen
- Disable chat function
- Unmute themselves
- Start video
- Share whiteboards,
- Share notes
- Set meeting timer
- Remove participants
- Suspend participant activities

Breakout Sessions (Host Only)

Breakout sessions allow participants to be divided into smaller groups. Click on "More" (three dots symbol), then "Breakout Sessions" to open a window where you can create and manage breakout rooms.



Under "Options" you will find important setting options. Among other things, you can automatically close the breakout rooms with a timer and display a countdown for the participants.

Here you can edit the participants again after the first "Assign" and move them back and forth in the rooms. To restart the breakout sessions, click on "Restart" and you will return to the previous screen. (To add another room, click on "Add a session".

Note: At the top you can select how many rooms you want to create and below you can decide whether you want to assign the participants manually or automatically. A new window will open.

- Allow participants to choose room
- Allow participants to return to the main session at any time
- Automatically move all assigned participants into breakout rooms
- Automatically move all selected participants in breakout rooms to main session

Breakout rooms close automatically after: 30 minute(s)

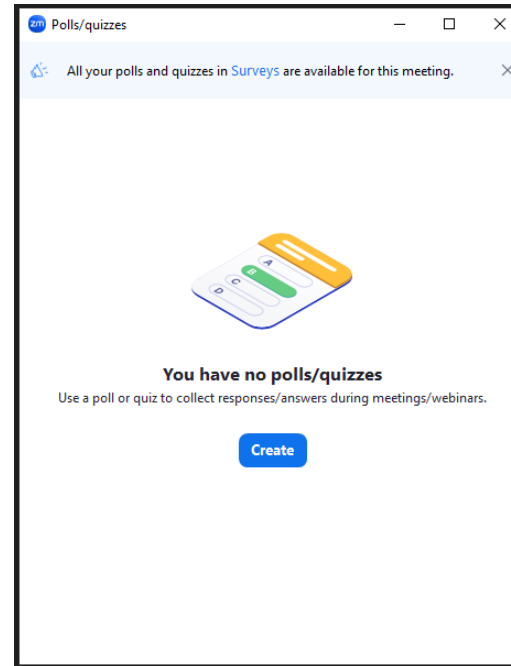
Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: 60 seconds

Polls (Host Only)

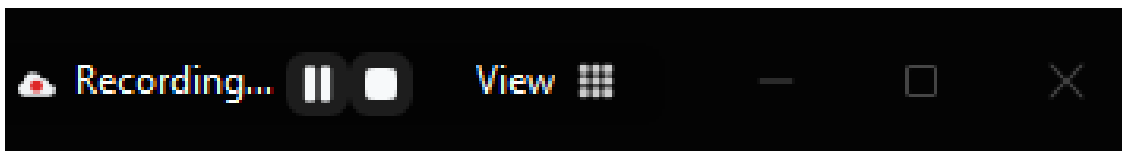
Polls shall be created before the meeting. Click on "More" (three dots symbol), then "Polls". A new window will open. Here you can create your poll.



Recording (Host Only)

Click on "More" (three dots symbol), then on "Record" to start recording the meeting. You can choose to save the recording on your device or in the cloud. Zoom will notify all participants that the meeting is being recorded.

- **On the Device:** The recording is saved on your PC and displayed in the appropriate folder after download.
- **In the Cloud:** The recording is saved in the cloud, with servers located in Europe. A link to the recording is sent to the host's email.



Apps

You can integrate third-party apps into Zoom. Currently, only the Mural app is available. Third-party apps must be reviewed by IT and the data protection officer before being approved for download.