A screen shot of a computer

Description automatically generated

1. Mute/Unmute Microphone

* Select the ^ to the right of the microphone to choose which microphone you’d like to use

1. Enable/Disable Webcam

* Select the ^ to the right of the webcam to choose which camera you’d like to use

1. Invite people to meeting
2. View and manage participants

* Displays a list of participants where you can mute/unmute all or grant host privileges

1. Share screen

* Can display entire computer screen, one specific program, or a plain whiteboard for annotation

1. View chat
2. Record meeting
3. End Meeting
4. Enter full screen
5. View meeting ID
6. Host’s webcam video

* Additional participants’ webcam video will be displayed in smaller boxes along the top of the meeting screen