1. List of meeting participants
2. Chat
   - Also contains the phone number participants can use to call into the meeting
3. Start a poll, mute all users in the meeting, or **upload a Powerpoint presentation**
4. Mute/unmute microphone
5. Leave/join audio conference
6. Enable/disable webcam
   - Once you've enabled your webcam, selecting this icon will allow you to **Swap** your webcam and Powerpoint presentation to determine which appears larger on your screen
7. Share computer screen
8. Annotation tools including text, lines, ellipses, triangles, rectangles, and free-form drawings
9. Undo button for annotations
10. Clear all annotations
11. Multi-user mode – allows other users in the meeting to use the annotation tools on the presentation
12. Denotes whether meeting is being recorded
    - Click on this icon to begin recording