

Zoom is updating controls and features everyday.
You'll be surprised how different all of our accounts look based on our individual settings.

Be sure to update to the latest version frequently. The links and information in this handout reference some of the support Zoom has available today.
It could change tomorrow!

Where do I Download the Latest Version?

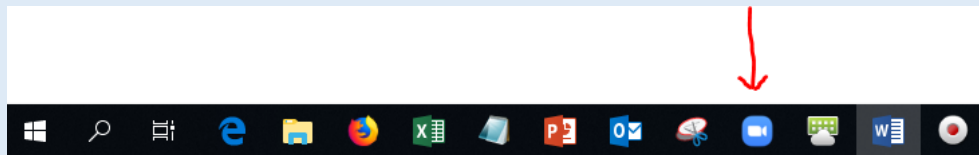
<https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version->

Installing the Zoom Desktop Client on your Desktop:

Installing the Zoom Desktop Client on your desktop will give you an app view of your account and makes quickly accessible to you!

For Windows OS -

1. While participating in a Zoom meeting, look on your taskbar at the very bottom of your screen.
2. Right click on the zoom icon and choose "Pin to taskbar."



3. Once you are out of the meeting, click the new icon that has been pinned to your taskbar. It will ask you to sign in.
4. Once you sign in, sign out!
5. Lastly, click the icon on your taskbar again. You should now have a new app view of your Zoom account!

Security Controls

Controls for hosts and co-hosts

With meetings, hosts and co-hosts can control the following features:

- Mute participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant starts their video
- Prevent participants from [screen sharing](#)
- Rename a participant
- Put a participant [on hold](#) if enabled
- Choose to play an enter or exit chime
- Lock the meeting to prevent anyone new from joining
- Place participants in waiting room or admit/remove participants from the waiting room (waiting room can only be enabled by the host)

Only hosts have access to these features:

- Give a participant the ability to [record locally](#)
- Make a participant [host or co-host](#)
- Enable [waiting room](#)

How to Keep Uninvited Guests Out of Your Zoom Event

<https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event/>

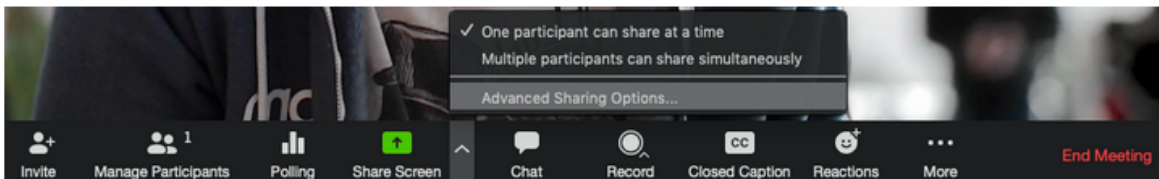
Enable Waiting Room

Short video tutorial: <https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room?zcid=1231>

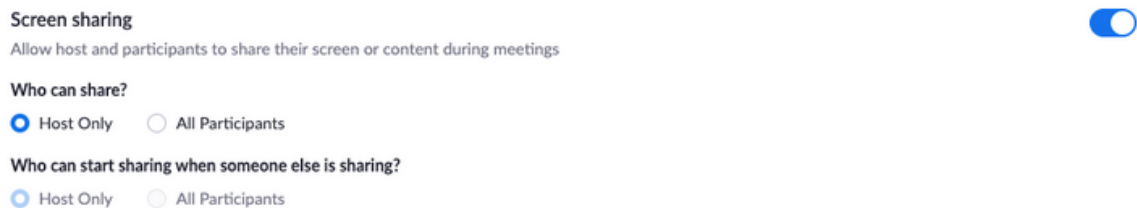
1. Sign in to your account in the Zoom Web Portal and access the Settings tab.

2. Click on the In Meeting (Advanced) option.
3. Search or scroll to find the Waiting Room option.
4. Toggle the button next to the Waiting Room to enable this feature.
5. After enabling the Waiting Room feature, you can choose to send all participants to the Waiting Room when they join or to send only guest participants (external accounts) to the Waiting Room. You can also allow other internal participants to admit guests from the Waiting Room if the host is not yet in the meeting.

Screen Sharing



Under "Who can share?" choose "Only Host" and close the window. You can also lock the Screen Share by default for all your meetings in your web settings.



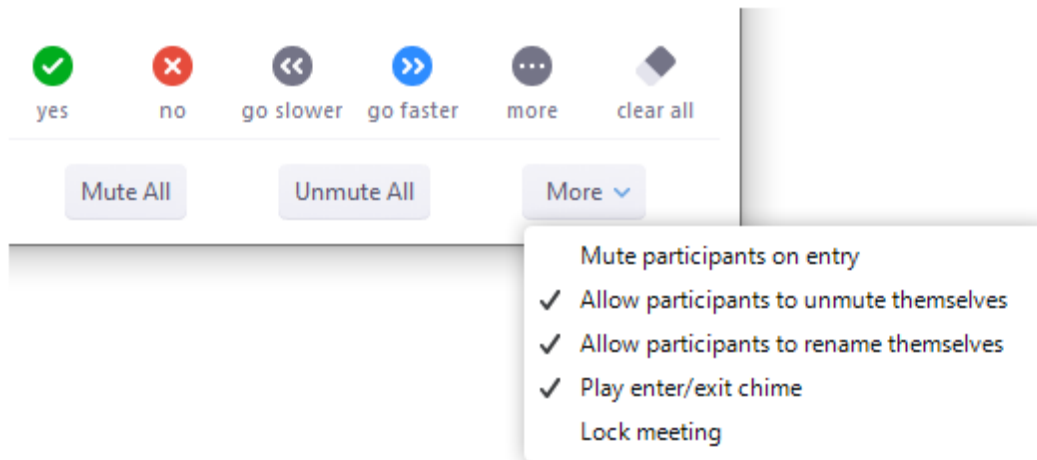
You can use the newer Security feature on your host control bar as a shortcut to enable screen sharing, depending on your settings.

Remove a Participant

Remove unwanted or disruptive participants: From the Participants menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to kick someone out of the meeting.

- **Remove:** Dismiss a participant from the meeting. They won't be able to rejoin unless you [allow participants and panelists to rejoin](#).

You will also have access to enable or disable these options at the bottom of the participants list:



You can use the newer Security feature on your host control bar as a shortcut to remove a participant.

Additional Support for:

Using Breakout Rooms

<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>

Creating Polls

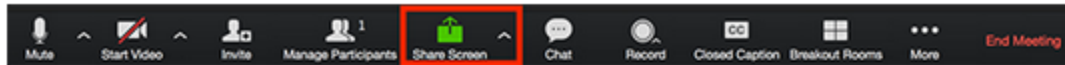
<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>

Using the Whiteboard

<https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>

Sharing a whiteboard

1. Click the **Share Screen** button located in your meeting tool bar.

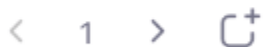


2. Click **Whiteboard**.



Whiteboard

3. Click **Share**.
4. The **annotation tools** will appear automatically, but you can press the **Whiteboard** option in the meeting controls to show and hide them.
5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.



Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.

6. When you are done, click **Stop Share**.

