Using the Zoom Controls in Your Meeting

Mute, camera, and choosing your microphone / speaker / camera

BLACKSTONE MANAGEMENT

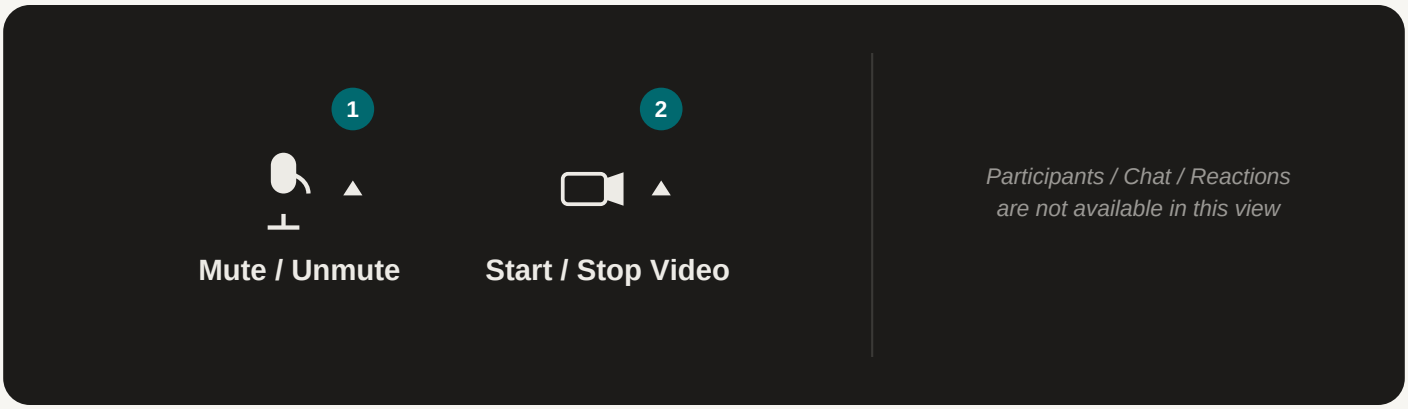


Illustration of the Zoom in-meeting toolbar layout — exact position may vary slightly inside your meeting tool.

1 Mute or unmute your mic

Click the microphone icon in the toolbar. A red slash means you're muted. Click it again to unmute before you speak.

2 Turn your camera on or off

Click the camera icon to start or stop your video. When it has a red slash, your camera is off and others can't see you.

3 Switch mic or speaker

Click the small up-arrow (^) next to the microphone icon. A menu opens showing “Select a Microphone” and “Select a Speaker.” Click the device you want to use — it switches instantly, even mid-meeting.

4 Switch your camera

Click the small up-arrow (^) next to the camera icon. A menu opens under “Select a Camera.” Click the camera you want to use — useful if you have more than one webcam connected.

Quick tips

- No sound? Click the arrow next to the mic icon and choose “Test Speaker & Microphone” to confirm the right devices are selected.
- If a board member can't be heard, check the mic icon isn't showing the red slash (muted).
- New headset or webcam plugged in? Use the arrow menus (steps 3 & 4) to pick it — Zoom doesn't always switch automatically.
- Devices you pick during the call may reset to default next time you join — just repeat steps 3 & 4 if needed.

Steps and terminology based on Zoom's official support documentation (support.zoom.com)