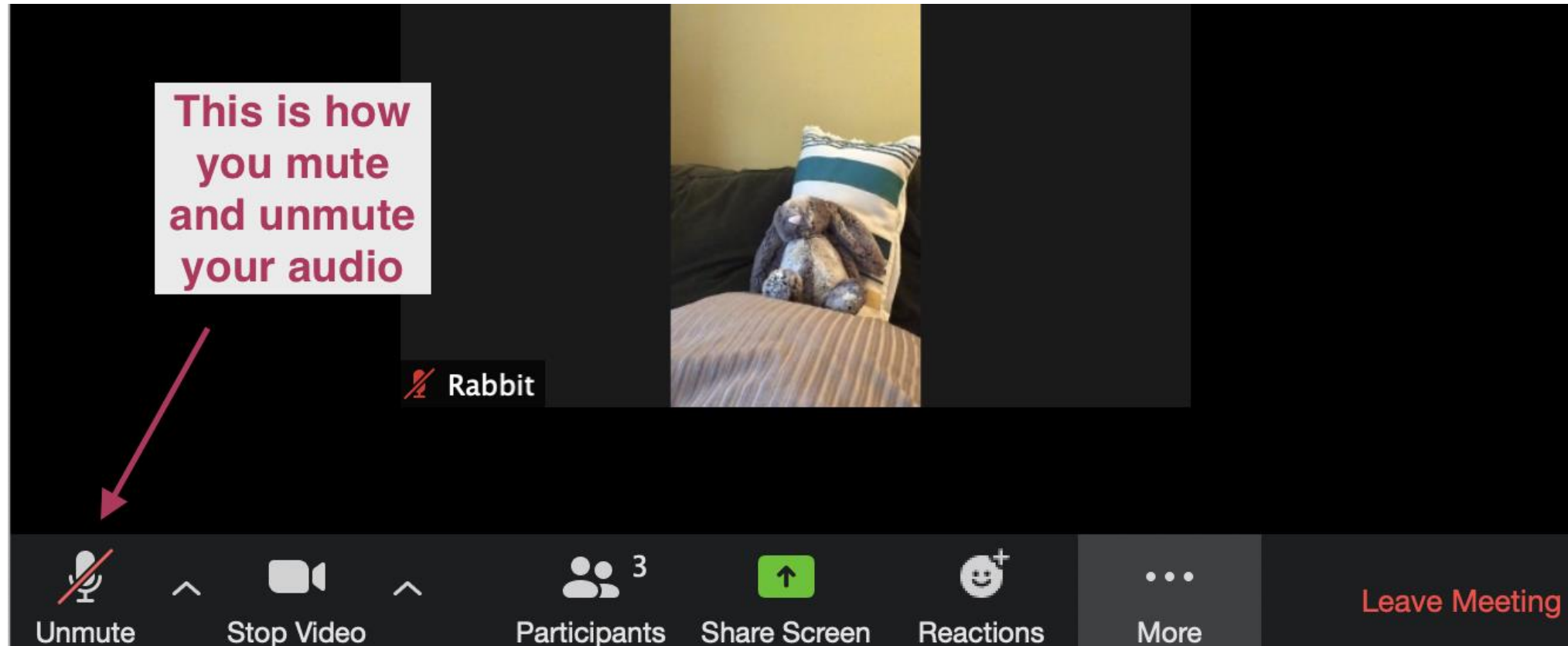


# Fundamentals for Zoom Meeting Participants

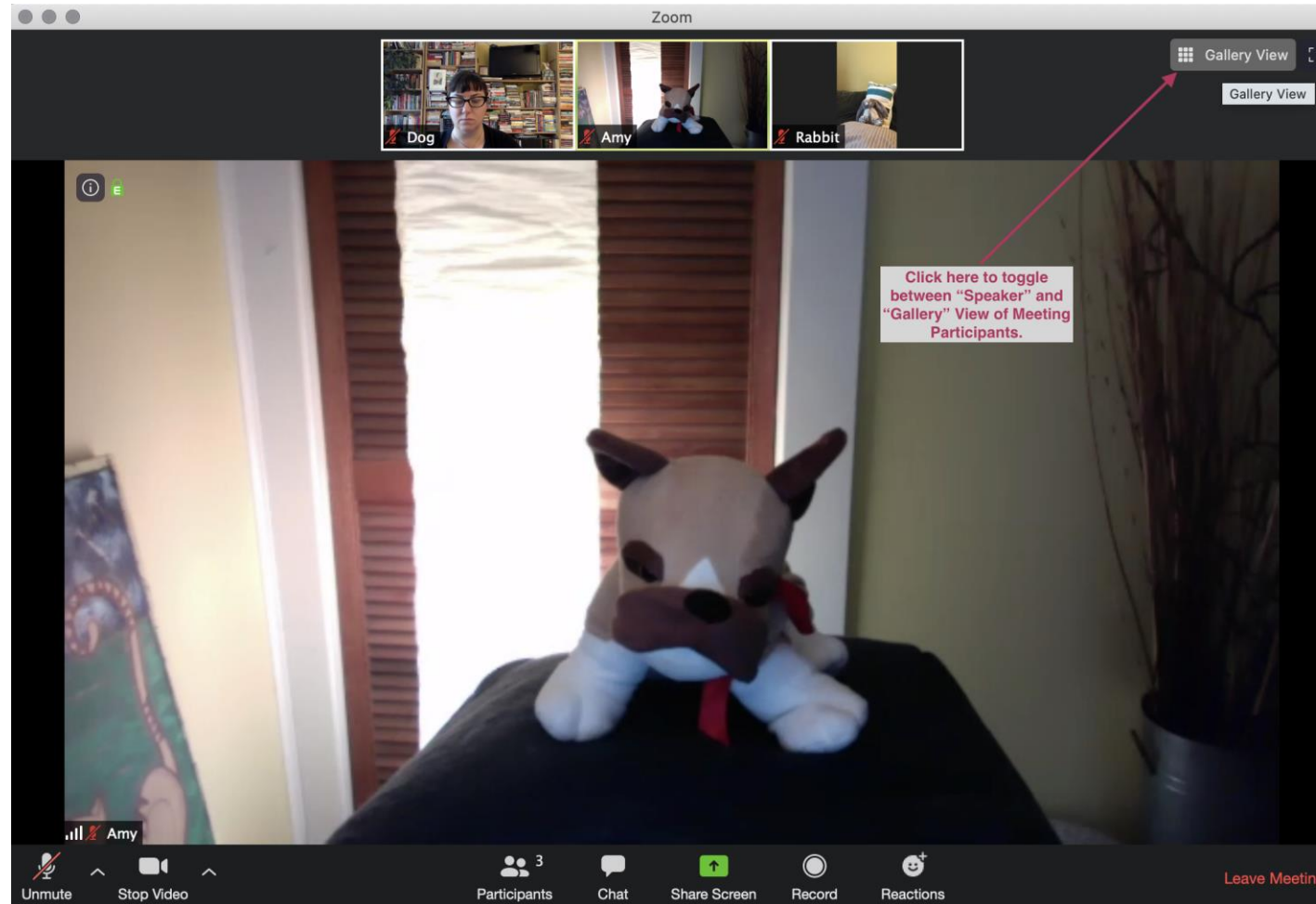


**Fundamentals  
that Zoom Meeting Participants Must Know**

# Mute and Unmute

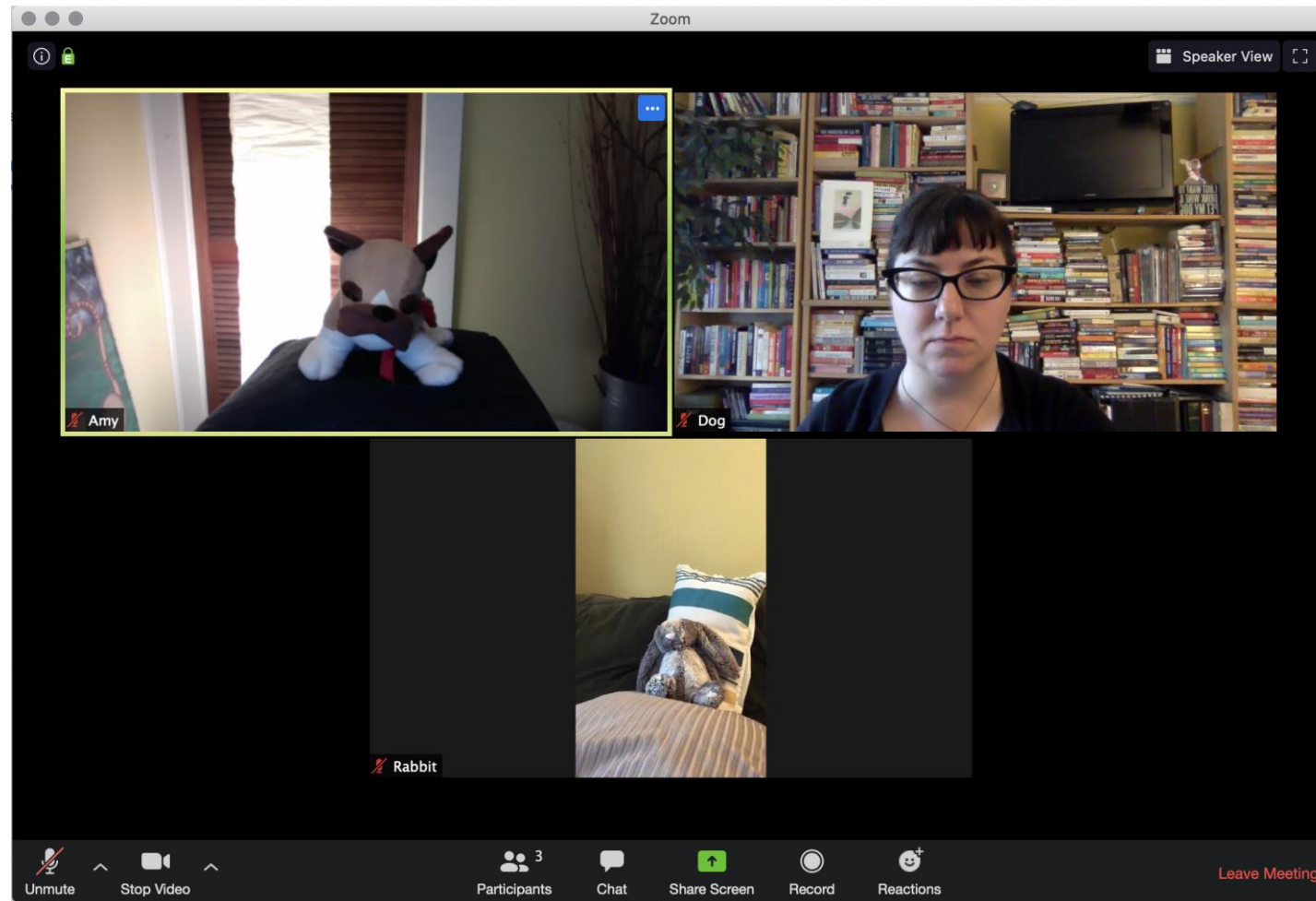


# Gallery vs. Speaker View



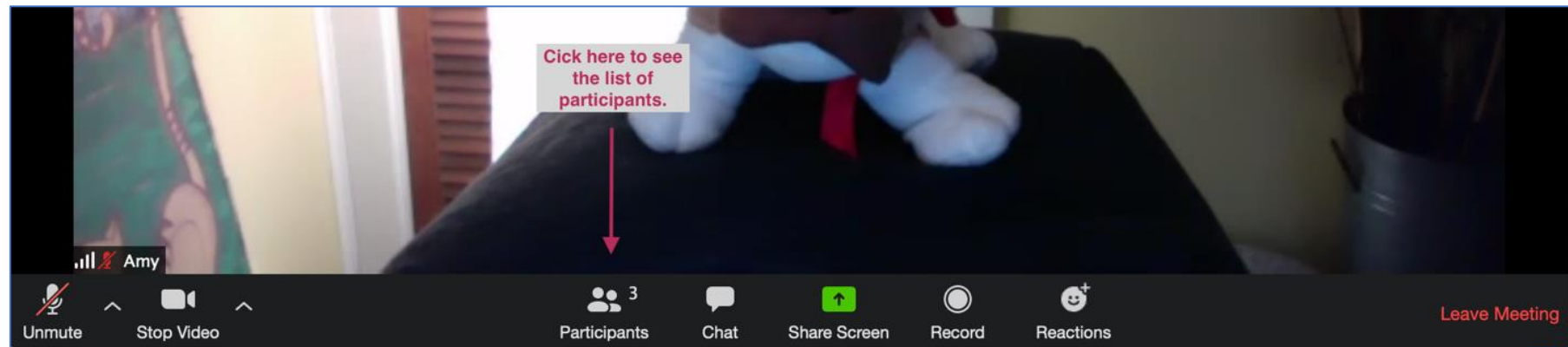
Speaker View

# Gallery vs. Speaker View



Gallery View

# Participant List



# Participant List

The image shows a Zoom meeting interface. On the left, three video thumbnails are visible: the top one shows a dog's head (labeled 'Amy'), the middle one shows a woman with glasses (labeled 'Dog'), and the bottom one shows a rabbit (labeled 'Rabbit'). On the right, a 'Participants (3)' list shows 'Dog (me)', 'Amy (Host)', and 'Rabbit', each with a microphone icon and a video camera icon. At the bottom, a control bar contains icons for 'Unmute', 'Stop Video', 'Participants', 'Share Screen', 'Reactions', and 'More'. A red box highlights the 'raise hand', 'yes', and 'no' icons, with a red arrow pointing to the 'raise hand' icon from a text box.

**Participants (3)**

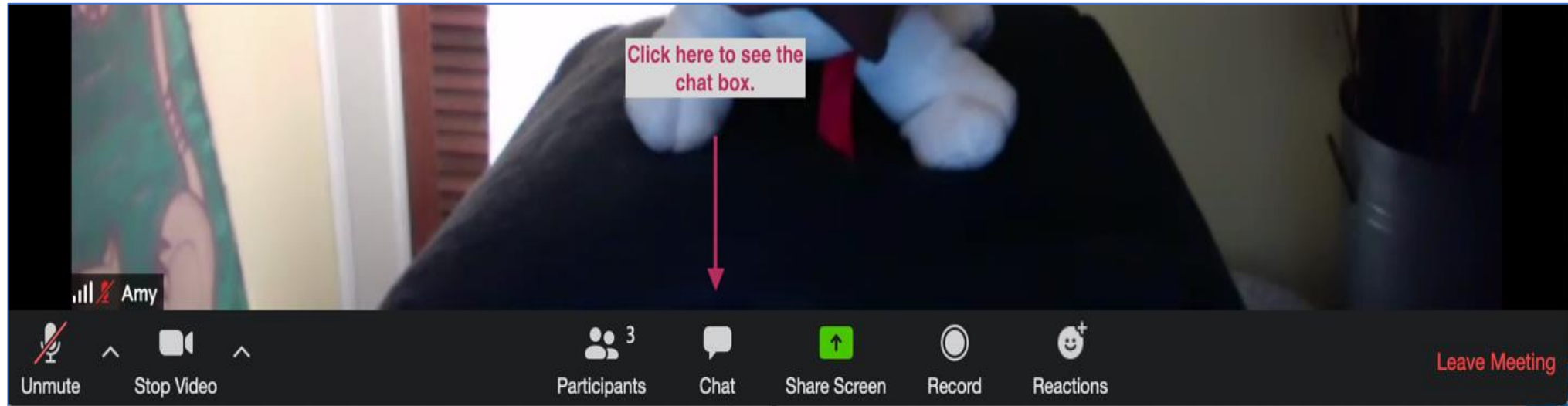
- Dog (me)
- Amy (Host)
- Rabbit

**You may be asked to use the "Raise Hand" icon to indicate that you have a comment or question. You will use "yes" and "no" to vote.**

raise hand yes no go slower go faster more

Invite Unmute Me

# Chat Box





# Chat Box

The screenshot displays a Zoom meeting interface. On the left, a video gallery shows three participants: Amy (top, with a dog head), Dog (middle, a woman with glasses), and Rabbit (bottom, with a rabbit head). The top right shows 'Speaker View' and 'Participants (3)'. The middle right shows a chat box with a message from 'Me' to 'Everyone' that says 'Help! I can't hear anyone!'. The bottom right shows the chat input area with a 'To:' dropdown menu set to 'Everyone', a text input field, and a 'File' button. A red arrow points from a text box to the 'Everyone' dropdown. The bottom left shows the meeting control bar with icons for Unmute, Stop Video, Participants, Share Screen, Reactions, and More, along with a 'Leave Meeting' button.

Participants (3)

- Dog (me)
- Amy (Host)
- Rabbit

raise hand yes no go slower go faster more

Invite Unmute Me

Chat

From Me to **Everyone**:  
Help! I can't hear anyone!

Type Messages to participants here.  
Click on the down arrow next to "Everyone" if you would like to select a single participant for a private message.

To: **Everyone** ▼

Type message here...

File

Unmute Stop Video Participants 3 Share Screen Reactions More Leave Meeting