

What are the basic controls in Zoom?



You have basic controls you can use in a [Zoom meeting](#).

A [Zoom meeting](#) is when you video chat with people on Zoom.

You are using a computer or laptop.



In a [Zoom meeting](#) you can:

- Turn your microphone off.
- Turn your video off.
- Switch views.



If you do not know how to join a [Zoom meeting](#) read '[How to join a Zoom Meeting](#)'.

You want to turn your microphone off.



You can turn your microphone off so people in a [Zoom meeting](#) cannot hear you.

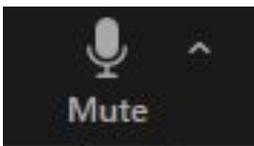
When your microphone is off it is called Mute.



To turn your **microphone off** click the microphone button.



When your microphone is off it will look like this.



To turn your **microphone on** click the microphone button again.



Ask a friend, family member or support worker if you cannot find the microphone button.

You want to turn your video off.



You can turn your video off so people in a [Zoom meeting](#) cannot see you.



To turn your **video off** click the stop video button.



When your video is off it will look like this.



To turn your **video on** click the microphone button again.



Ask a friend, family member or support worker if you cannot find the video button.

You want to switch view.



You can switch views in a [Zoom meeting](#) to see people in different ways on your screen.

You can switch views as many times as you like in a [Zoom meeting](#).

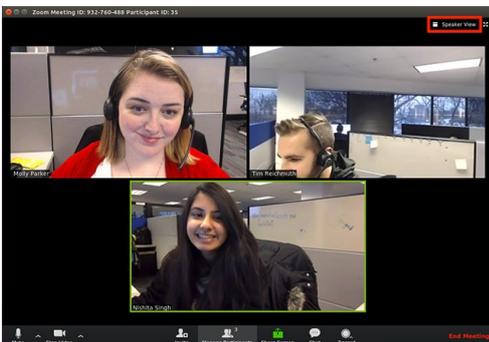
- Switch to **Active Speaker** to only see the person talking.

Active Speaker is great in a class because you can focus on the teacher.



- Switch to **Gallery View** to see everyone.

Gallery View is great in a group because you can see everyone talking.





To switch to **Active Speaker** click the Speaker View button.



To switch to **Gallery View** click the Gallery View button.



Ask a friend, family member or support worker if you cannot switch views.