

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 phone.



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.

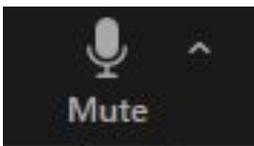
When your microphone is off it is called Mute.



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



When your microphone is off it will look like this.



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

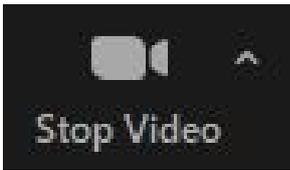


Ask a friend, family member or support worker if you cannot find the microphone button.

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** press the stop video button.



When your video is off it will look like this.



To turn your **video** press the microphone button again.



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

You want to switch view.



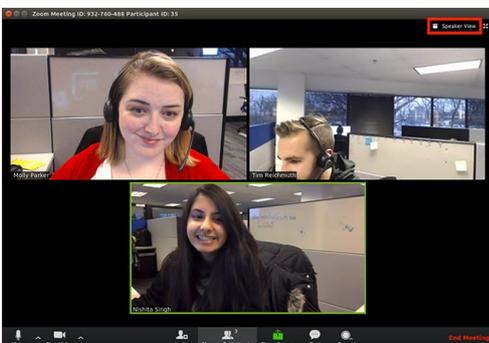
You can switch views in a [Zoom meeting](#) to see people in different ways on your screen.

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



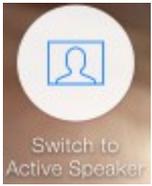
- Switch to **Active Speaker** to only see the person talking.

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

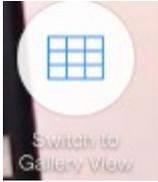


- Switch to **Gallery View** to see everyone.

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



To switch to **Active Speaker** press the Active Speaker button.



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

Or



You can **swipe** the screen to switch views.

Swipe is when you touch the screen with your finger and move it to the left or right.



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