zoomrooms

Getting started with meeting controls

Start Meeting

9:41 AM — Monday, Jun 3

Design Review
10:00 AM – 11:00 AM
Host: Ada Smith
Start

Customer Prep
11:30 AM – 11:45 AM

New Project Sync
11:50 AM – 1:30 PM ·

Team Weekly
2:00 PM – 3:00 PM

Marketing Team Weekly
3:00 PM – 3:30 PM

Presentation Prep
3:30 PM – 4:00 PM

All Hands
4:00 PM – 5:00 PM

Home · Phone · Contacts · Room Controls · Settings

New Meeting · Join · Share Screen

Start a scheduled meeting

Make a phone call

Call a contact
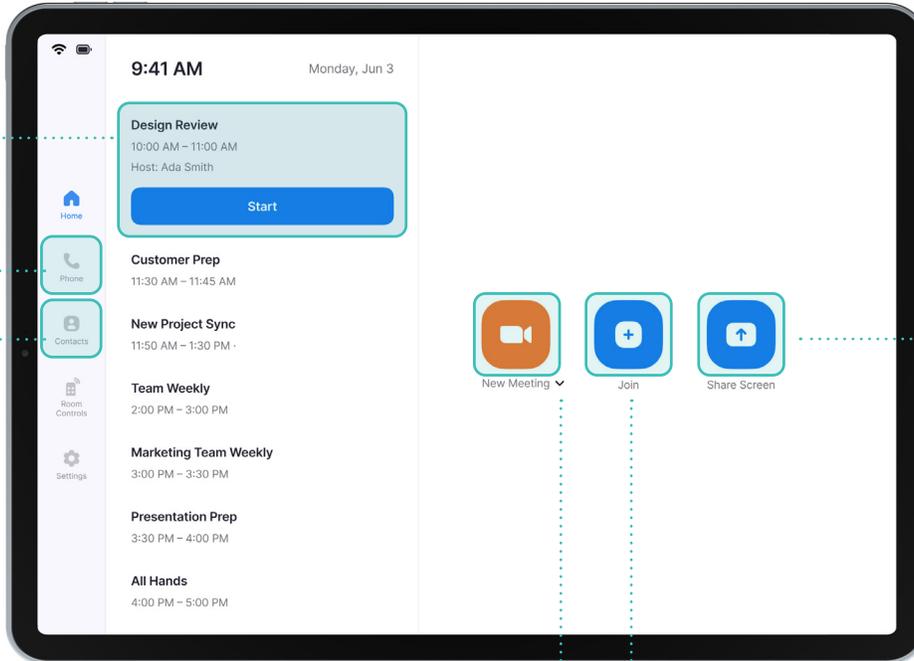
Share content from your laptop or mobile device

Start an instant meeting

Join a Zoom meeting by entering a meeting ID

Control Meeting

🔒 Q2 Board Meeting ⓘ
End-to-end Encrypted

Mute · Stop Video · Share Content

Security · Change View · Camera Control · Participants (2) · Record · Chat

Leave

Steamer Lane

Mute/unmute room microphone

Lock meeting, enable waiting room and allow participants to share screen, chat, rename, unmute themselves.

Change video display layout

Speaker view: displays active speaker

Gallery view: shows all attendees in grid

Share content from your laptop or mobile device

View meeting chat messages. You can even enable chat messages for the room display

Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)

End or leave the meeting

View and manage meeting participants

Zoom Rooms Controller Guide