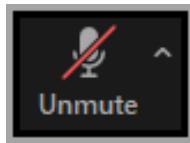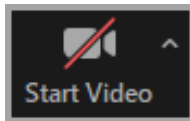# Zoom Meeting Features

When you open a Zoom meeting there are different icons located on the bottom of your Zoom window. These icons are listed below with a brief description of their function.
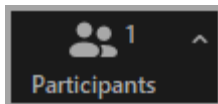
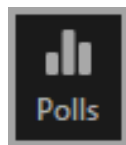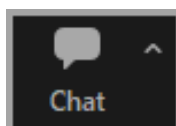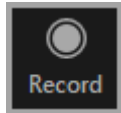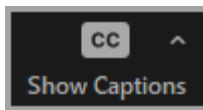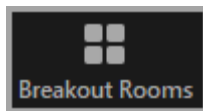|	
Unmute	This icon allows you to mute your microphone when you click on it so meeting participants will not hear you speak.
Start Video	This feature allows you to turn your video camera on or off when you click on it so that participants can see you when you host a meeting.
Security	When you click this icon different security features will be available for you to select, including what privileges you wish to grant participants such as screen sharing, typing in the chat, etc.
Participants 1	The number next to this icon represents the number of people who have joined the meeting. You can click on this icon to view participant names as well as muting them or turning their video on/off.
Polls	This icon allows you to share any polling questions you created when setting up your Zoom meeting with participants.
Chat	The chat feature allows you to type information that participants can see or share links, documents, and other resources. You can also see what participants type in the chat during your meeting.

[1]

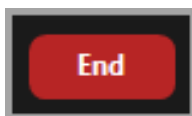|	
Share Screen	This icon allows you to share your screen when presenting information to participants.
Record	Click the recording icon if you wish to record the meeting and save it for future purposes.
CC Show Captions	This icon allows you to view the text of what is being said while the meeting is in progress.
Breakout Rooms	This icon allows you to move participants into different virtual "rooms" if you they need to be divided into different groups.
Reactions	This icon allows you to select an emoji that represents different types of reactions. You can select a reaction at any time during the meeting that will be visible to participants.
End	When you click the "End" button you will have the option to "End Meeting For All," which will immediately end the meeting for everyone who has joined. You can also select the "Leave" option which will allow you to leave the meeting without ending it. Be sure to assign another user as "host" before leaving a meeting.
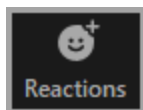
Additional information and resources are available through Zoom's Learning

Center: https://learn-zoom.us/show-me