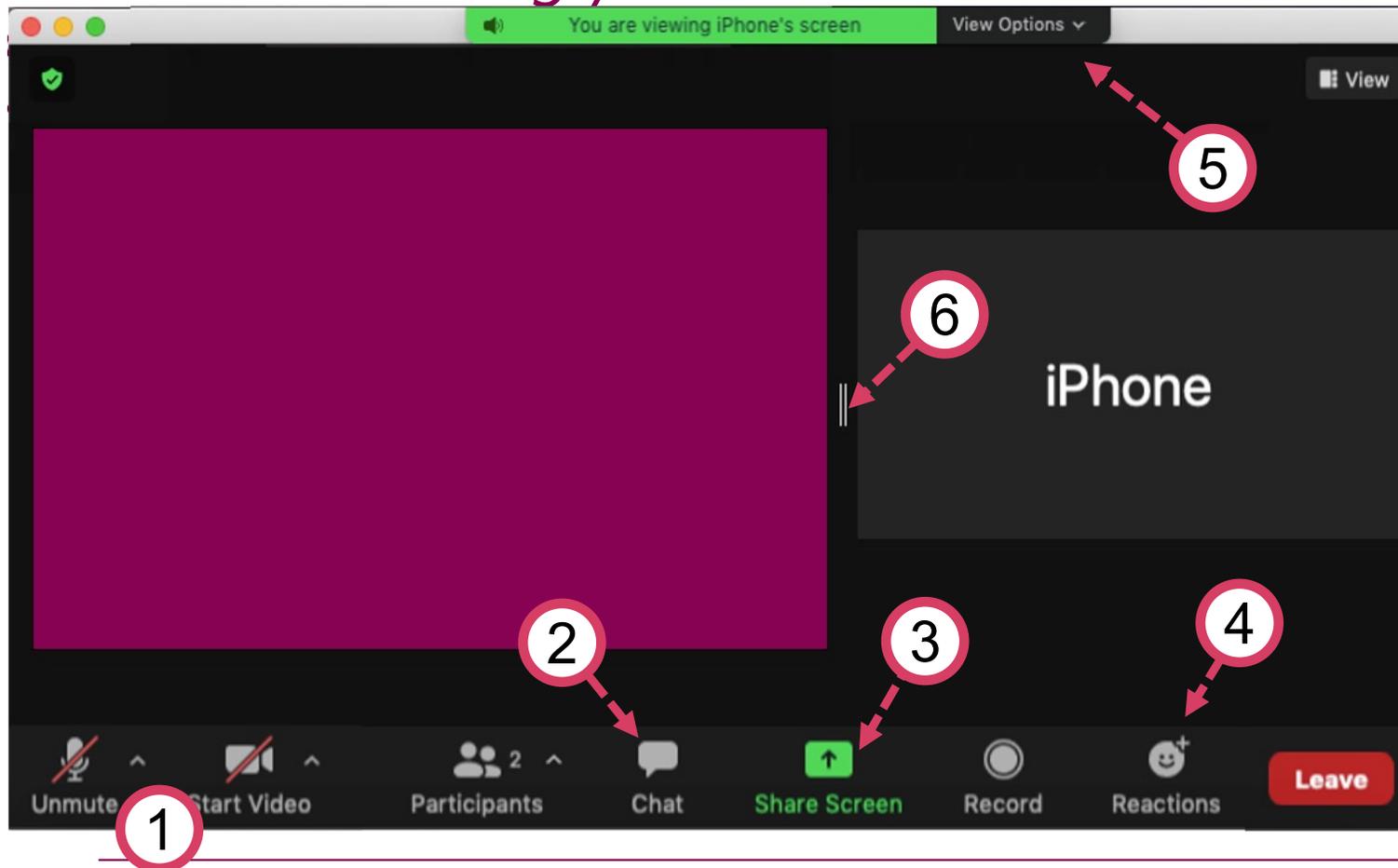


# How-to Zoom meeting functions



1. Toggle video and microphone on/off. The **^-button** opens the A/V settings menu
2. Opens the chat menu. The button appears orange when there is an unread message
3. Share your screen with all participants
4. Here you can find a menu with silent visual reactions, such as applause 🙌
5. Here you can change the view. We recommend **Side-by-side**.
6. You can drag this element to change the respective size of the speaker and the presentation.