Controls for Audio

Step 1

Click on "Manage Participants"

A					U	
-		Talking:				
	Meeting Topic:	Rabia Mirza's Zoom Meeting				
	Host:	Rabia Mirza				
	Password:	381671				
	Invitation URL:	https://zoom.us/j/560712380?pwd=	MUN3Y2tydnE2T2ZFbn			
		Copy URL				
	Participant ID:	18				
			-			
	Join Audio Computer Audio Connected	Share Screen	Invite Others			
~ 🕅	Jin Autio Computer Audio Connected	Share Screen	Invite Others	Activate Windows Go to Settings to activate	Windows. End M	eeting

Click on "**Mute All**" to ensure that your students will be muted during the lecture to avoid any interruption. You can unmute them after the delivery of lecture.

Zoom		-	o ×
	Talking:	 Participants (1) 	- 1
		Rabia Mirza (Host, me)	₽ 🗖
Meeting Topic:	Rabia Mirza's Zoom Meeting		
Host:	Rabia Mirza		
Password:	098565		
Invitation URL:	https://zoom.us/j/265234601?pwd=dUFuMjd0UWNXOXRp		
	Copy URL		
Participant ID:	46		
Join Audio Computer Audio Connected	Share Screen Livite Others	Mute All Ur sute All	More ~

Do not click on "**allow participants to Unmute Themselves**". After that, click on "**Yes**". Now, your students will not be able to Unmute themselves after you mute them.

	Talking:	 Participants (1) Rabia Mirza (Host, me)
Meeting Topic:	Rabia Mirza's Zoom Meeting	
Host:	Rabia Mirza	
Password:	098565	
Invitation URL:	https://zoom.us/j/265234601?pwd=dUFuMjd0UWNXOXRp Copy URL Mute All X	
Participant ID:	46 Current and new participants will be muted Allow Participants to Unmute Themselves Yes No	
Join Audio	Share Screen tite Others	
Computer Audio Connected	-	

Click on "More"

	Talking:	 Participants (1)
		Rabia Mirza (Host, me) 🛛 🎍 🌠
Meeting Topic:	Rabia Mirza's Zoom Meeting	
Host:	Rabia Mirza	
Password:	098565	
Invitation URL:	https://zoom.us/j/265234601?pwd=dUFuMjd0UWNXOXRp	
Participant ID:	46 Current and new participants will be muted	
	Allow Participants to Unmute Themselves	
	Yes No	
Join Audio	Share Screen Invite Others	-
Computer Audio Connected		
		•
		Mute All Unmute All More ~

Click only on "**Mute Participants on Entry**". All other options should be deselected to ensure that your students do not Unmute or Rename themselves or Lock the meeting.

If you want to hear a sound each time your student join or leave the meeting, then Click on "**Play Enter/Exit Chime**" in the tool bar as highlighted in the figure below.

2001	Talking: Rabia Mirza	− Ø × ~ Participants (1)
		Rabia Mirza (Host, me) 🛛 🎍 💋
Meeting Topic:	Rabia Mirza's Zoom Meeting	
Host:	Rabia Mirza	
Password:	098565	
Invitation URL:	https://zoom.us/j/265234601?pwd=dUFuMjd0UWNXOXRp Copy URL	
Participant ID:	46	
Join Audio Computer Audio Connected	Share Screen	✓ Mute Participants on Enty Allow Participants to Unmute Themselves Allow Participants to Rename Themselves Play Enter/Exit Chime Lock Meeting

Controls for Chat

Step 1





Click on the "dots" as highlighted in the figure below.

		 Participants (1) 	u x
	laiking:	Rabia Mirza (Host, me)	₽ 🗖
		-	
Meeting Topic:	Rabia Mirza's Zoom Meeting		
Host:	Rabia Mirza		
Password:	098565		
Invitation URL:	https://zoom.us/j/265234601?pwd=dUFuMjd0UWNXOXRp		
	Copy URL		
Participant ID:	46	Mute All Unmute All	More 🗸
Join Audio Computer Audio Connected	Share Screen	 Zoom Group Chat 	
		To: Everyone 🗸	۱۰ س
	Meeting Topic: Host: Password: Invitation URL: Participant ID: ioin Audio Computer Audio Connected	Telting: Meeting Topic: Rabia Mirza's Zoom Meeting. Hos: Rabia Mirza Password: 098565 Invitation URL: https://zoom.us/j/265234601?pwd=dUFuMjdUUVNXOXRp Copy URL Copy URL Participant ID: 46 Image: Sin Audio Sin Audio Jon Audio Sin Audio Corputer Audio Connected Sin Sin Audio	Interpretent function Interpretent funct

Click on "Everyone Publicly" to make sure that your students interact with each other publicly instead of communicating in private.

		Talking:		 Participants (1)
				Rabia Mirza (Host, me) 🔒 💋
	Meeting Topic:	Rabia Mirza's Zoom Meeting		
	Host:	Rabia Mirza		
	Password:	098565		
	Invitation URL:	https://zoom.us/j/265234601?pw	d=dUFuMjd0UWNXOXRp	
		Copy URL		
	Participant ID:	46		Mute All Unmute All More ~
				 Zoom Group Chat
	••• •••		-	From Me to Everyone: zsczcszd
	Join Audio	Share Screen	Invite Others	\checkmark
	Computer Audio Connected			
				Save Chat
				The Every Participant Can Chat With: The mess No One Not Only Voltage Rublicky
O Type h	ere to search	o 🗄 🗖 🛱 👩 🗖	1 🐔 🤞 PS 🧰 🔊	Everyone Publicly and Privately

Controls for Screen Share

Step 1

Click on the little arrow present at the right of Share Screen as the arrow depicts.



Click on "**One participant can share at a time**" to ensure that your students do not share their screen during the lecture delivery.

-		Talking: Rabia Mirza		~	Participants (1)	
				i di mi t	Rabia Mirza (Host, me)	Ŷ
N	Neeting Topic:	Rabia Mirza's Zoom Meeting				
H	lost:	Rabia Mirza				
P	assword:	098565				
h	nvitation URL:	https://zoom.us/j/265234601	?pwd=dUFuMjd0UWNXOXRp			
		Copy URL				
P	articipant ID:	46			Mute All Unmute All	More 🗸
[Ŷ		-	Fror ZSC2	Zoom Group Chat n Me to Everyone: icszd	
	Join Audio	Share Screen	Invite Others			
Comp	uter Audio Connected					
			 One participant can share at a time Multiple participants can share simultaneously 		1	
			Advanced Sharing Options	To:	Everyone 🛩) File
	•.	•• 1		Туре	message here	

Controls for Whiteboard

Step 1

Click on "Share Screen"



Click on "Whiteboard"

Select a window or an application that you	want to share		>	<
	Basic Advar	nced Files) (Host, me, participant ID: 3
	Whiteboard	iPhone//Pad		
	A second se			Unmute All More ~
Can't connect securely to this pa	Launch Meeting - Zoom - Googl	Screenshot (2).png - Photos	Screenshots	
Screenshot (7) Jona - Photos	STALRS(I) - PowerPoint	Zoom Cloud Meetings		
Share computer sound Optimiz	e Screen Sharing for Video Clip		Share Activate	Mindows 🗅 File

Click on the "More" as shown by the arrow.



Click on "Disable participant's annotation" to make sure that your students do not write on the whiteboard while you are using it.



If you want any student to write on the whiteboard, then click on "**Show Names of Annotators**". This will allow you to identify the specific student who have written on the whiteboard.

