Simple Host Screen

When you start your meeting, this is what your screen will look like after you open the ‘Participant Panel. Highly recommended for the host of the meeting, this panel shows all the participants and gives meeting activity control to the host. The participants will see a “Raise Hand” icon at the bottom of their Participant Panel; this is how participants “raise their hand” during a meeting.
Participant Panel
The Participant Panel allows the host and co-host to control the meeting and add other co-hosts during the meeting. Co-hosts can act as a moderator and mute participants that are noisy and move participants that are unruly to a waiting room. Moving a participant to a waiting room takes them out of the live meeting and allows the hosts to bring them back into the meeting or remove the participant from the meeting entirely.
Running a Test When Joining a Meeting

Participants can run a quick test when they join the meeting to make sure their camera, microphone, and speakers are set up correctly.

This is how you make sure that your Mic, Speakers are working for the meeting.
Recording Options

In Zoom Standard accounts (not HIPAA) you can record Zoom meetings from this menu. The “Record to the Cloud” option is recommended as the recording is saved to your Zoom account for 12 months.

Screen Sharing

You can share the contents of your screen during a meeting for participants to see.
Chat Feature
If you turn the chat option on you will see these options for chat:

![Chat Feature Image]

Controlling Participant Capabilities
The ellipsis menu at the bottom of the Participant Panel allows more control over muting participants during your meeting:

![Controlling Participant Capabilities Image]
Remote Control

If the options for remote control is on in the host's account settings the “View Options” menu will allow you to request remote control from any participant in the meeting: