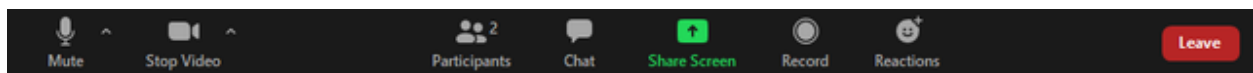


Overview

When you join a Zoom meeting hosted by another user, you are considered a participant, unless the original host [adds you as a co-host](#) or transfers host controls to you. The user who scheduled the meeting or was selected to be the [alternative host](#) (if the host is unable to join) will have [host controls](#). Learn more about [roles in a meeting](#).

Prerequisites

The participant controls appear at the bottom of your screen if you're not currently screen sharing.



Participants have access to these features:

Join Audio  or **Unmute**  / **Mute**  : Mute and unmute your microphone.


Audio Controls (click the ^ arrow next to **Mute** / **Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

- Windows: **Alt + A**
- Mac: **Shift + Command + A**

Start Video  / **Stop Video** : Turns your camera on or off.


Video Controls (click the ^ arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

Participants  : See who's currently in the meeting and [invite others](#). You can also access these options by hovering over your display name and clicking **More**:



- **Rename:** Change your screen name displayed to other participants.
- **Share My Pronouns/Unshare My Pronouns:** If you have [entered your pronouns in your profile](#), you can choose to [share or unshare your pronouns](#) in the current meeting. This feature requires Zoom version 5.7.0 or higher.


Chat  : Access the chat window to [chat with other participants](#).

Share Screen : Start a [screen share](#) (if the host allows). You will be able to select the desktop or application you want to share.

Record : Start or stop a [local recording](#). Participants do not have access to start a cloud recording.

Note: The host will need to [allow local recordings in their account settings, then give you permission to record](#). If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

Closed Caption  or **Live Transcript** : When enabled by the host, click to start viewing either [closed captions](#) or [the live transcript](#).

Reactions : [Meeting reactions](#), [nonverbal feedback](#), and [Raise Hand](#) allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participants panel.

Leave: Leave the meeting while it continues for the other participants. Only the host can [end the meeting](#).

Reference: <https://support.zoom.us/hc/en-us/articles/200941109-What-Are-the-Attendee-Controls->