

# Meeting Controls

Mute/unmute room microphone

Secure your meeting by restricting access to certain features

Change video display layout to:

**Speaker view:** displays active speaker

**Gallery view:** shows all attendees in grid

**Content view:** displays just the content being shared

Choose which classroom camera is used.

Pan and zoom the classroom cameras.

Leave the meeting (end the meeting if host)

Invite others (manage individual participants if host)

Bring up menu to use laptop, PC, or Doc Cam

Share content from your laptop or mobile device

View meeting chat messages.

Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)

Manage classroom volume.

