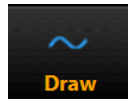


# Zoom Meeting Features

The tools that are available to you for your class sessions.



Draw



Clear

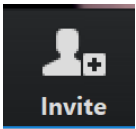


Text

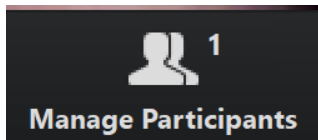
**Annotations**- you or your participants can annotate on any screen, not just the white board. **Tip: you can disable this. Also, if you have a touch screen try using a stylist instead of your finger, it will make it easier to write and it leaves less streaks on your computer. You can quickly clear any annotations by clicking Clear.**

Under annotations you also have the option to type text on the screen.

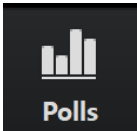
## Toolbar Options Available When Sharing Screen



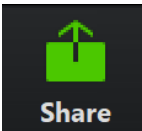
Invite



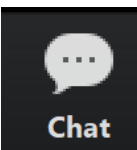
Manage Participants



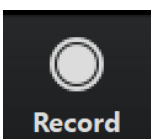
Polls



Share



Chat



Record

**Invite**- Click here to email a specific user or send an email blast to your entire class to remind them of the zoom meeting.

**Manage Participants**- Click this to view a list of attendees.

**Tip: those unmuted will be at the top. This way you can mute them if they do not mute themselves.**

**Polls**- Allows you to create, edit, and launch your polls. The options to create or launch polls will pop up in another window.

**Share**- Unless you turn this off, all participants will have access to share their screen, webcam, or whiteboard. ([Remove Share Screen for Participants](#))

**Chat**- In chat you can talk to your entire class. If you want to link an outside source you can do so here. If a student has a specific question and doesn't want to address the entire class they can also privately chat with you here.

**Record**- Click here to start, stop, or pause a recording.

Recordings can be linked in your canvas classes for later viewing.

If you have any questions or would like one-on-one training, please reach out to DE Support.

Click [here](#) for contact information