Usability Study

Usability study of the communication app ZOOM

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English 317
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Introduction

Zoom is a popular video conferencing app that allows people to communicate online through video and audio. It is widely used for virtual meetings, online classes, and remote work. Businesses use Zoom for team discussions, while schools use it for teaching students. Families and friends also use Zoom to stay connected across distances.

The most common users of Zoom are office workers, teachers, students, and business owners. Doctors use it for online consultations, and event organizers host virtual events on Zoom. It is also used for webinars, workshops, and training sessions. With features like screen sharing, chat, and breakout rooms, Zoom makes online communication easy and effective. It helps people stay connected no matter where they are in the world.

Methodology

Test environment & equipment
The test was conducted in a Lenovo Ideapad flex 5i laptop with windows 11. The latest version of the Zoom app was used to test the usability with the help of Google Chrome browser.

Tasks

    Task 1: Sign in to Zoom using your account.

    Task 2: Schedule a meeting for a future date and time.

    Task 3: Start an instant meeting and invite a participant.

    Task 4: Join a meeting using a meeting ID and passcode.

    Task 5: Find and change your profile picture in Zoom settings.

    Task 6: Turn your video on and off during a meeting.

    Task 7: Mute and unmute your microphone during a meeting.

Task 8: Change your virtual background while in a meeting.

Task 9: Share your screen and switch between different windows.

Task 10: Use the chat feature to send a private and group message.

Task 11: Use the breakout rooms feature to split participants into groups.

Task 12: Record a meeting and find the recorded file afterward.

Task 13: Use the whiteboard feature to collaborate with others.

Task 14: Enable and use live transcription (captions) in a meeting.

Task 15: React with emojis or raise hand during a meeting.

Task 16: Lock a meeting to prevent new participants from joining.

Task 17: Remove a participant from a meeting.

Task 18: Change your display name during a meeting.

Task 19: Set up a waiting room for your scheduled meeting.

Task 20: Customize Zoom settings (e.g., audio, video, notifications).

Evaluating Criteria

The tasks will be carried out from an account with no prior meeting or anything scheduled. These five metrics will be used to determine the usability.

Effective : The task was completed properly.

Efficient : The time it took to complete the task.

Engaging : How easy was it to use the user interface when completing the task.

Error tolerant : Errors were very easy to understand and fix.

Easy to learn : There were enough instructions available to follow and complete the task.

For each metric a 5 point rating will be given to identify the usability of the task, where 1 is poor and 5 is excellent. Each task can get a maximum of 25 points.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Results
Task 1 : Sign in to Zoom using a personal account.

The first page when you open the Zoom app is the sign in page. It has a very simple user interface. You have to type in your email and password and click sign in. You can also sign in using your Google, Apple, Facebook account. There is a SSO option where you can log in through your organization, all of them once clicked opens the website and you put in your credentials and login which will also log you into ZOOM. The sign in page can be seen in Figure 1.

Figure 1

Task 1 - Chart 1 : Usability test

Total points : 24
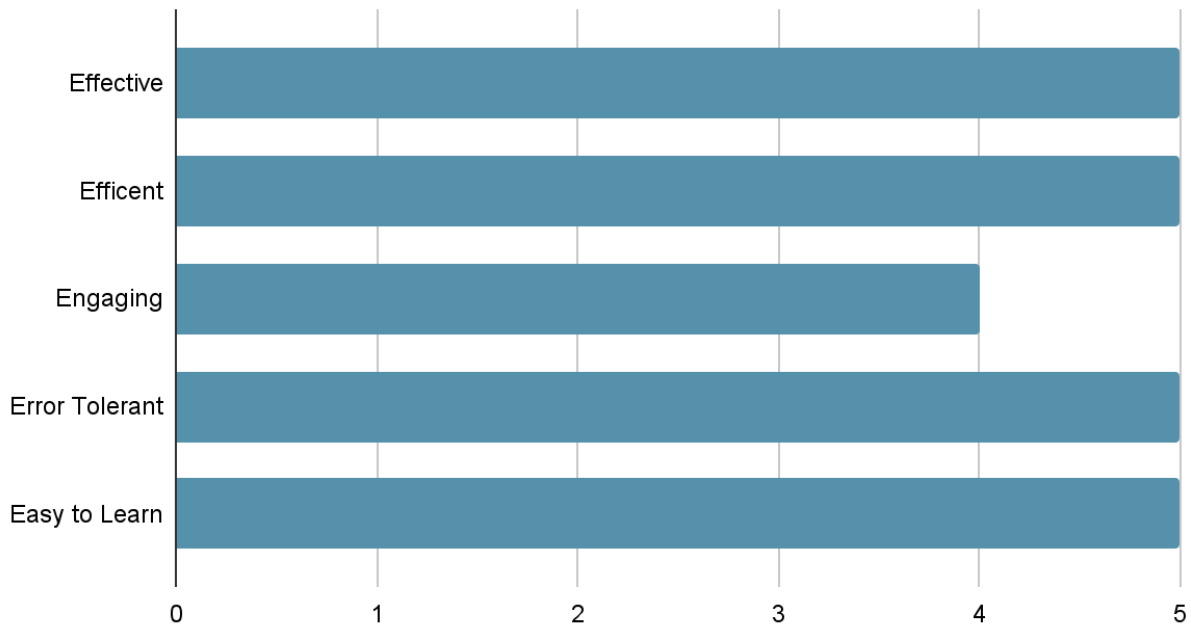
Chart 1

Task 2 : Schedule a meeting for a future date and time.

Scheduling a meeting is very straightforward in the Zoom apps. After signing in the main page of the app, if we go to schedule a meeting, Figure 2, it will open another window where we can put all the details of our meeting including date and time and set up all the other small details and click save. This will schedule a meeting for our chosen time and date.
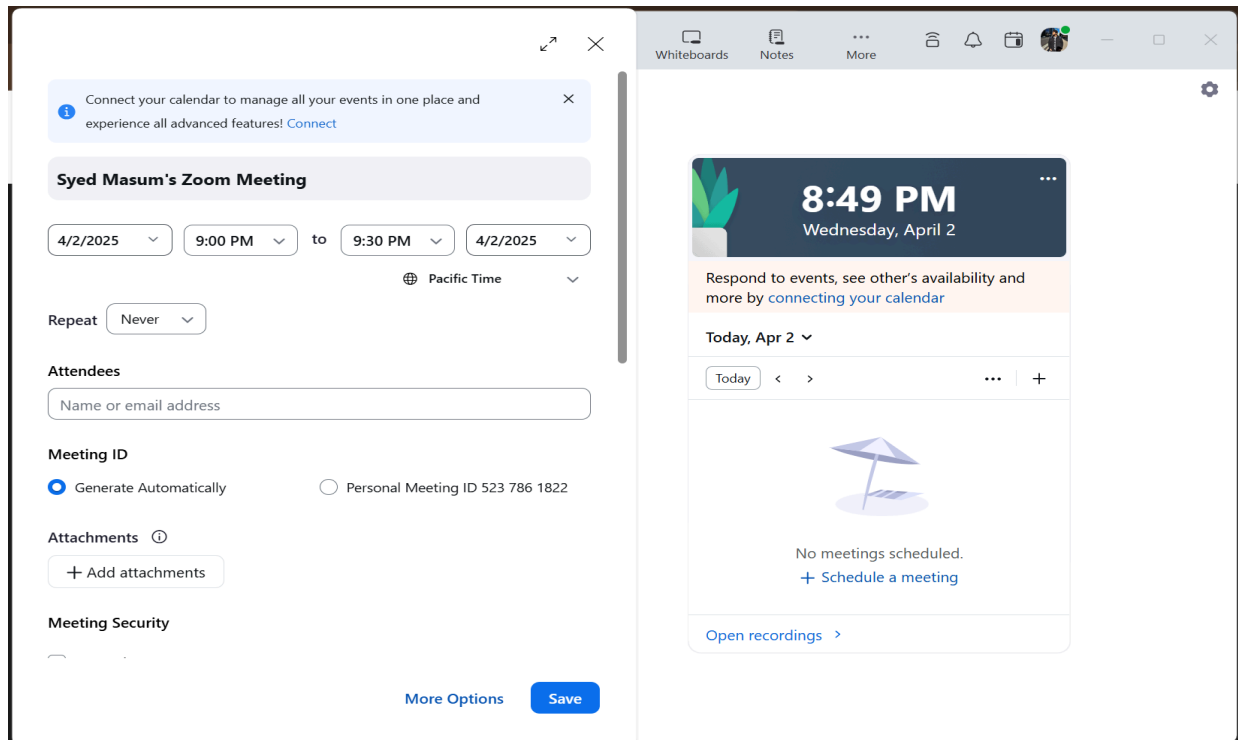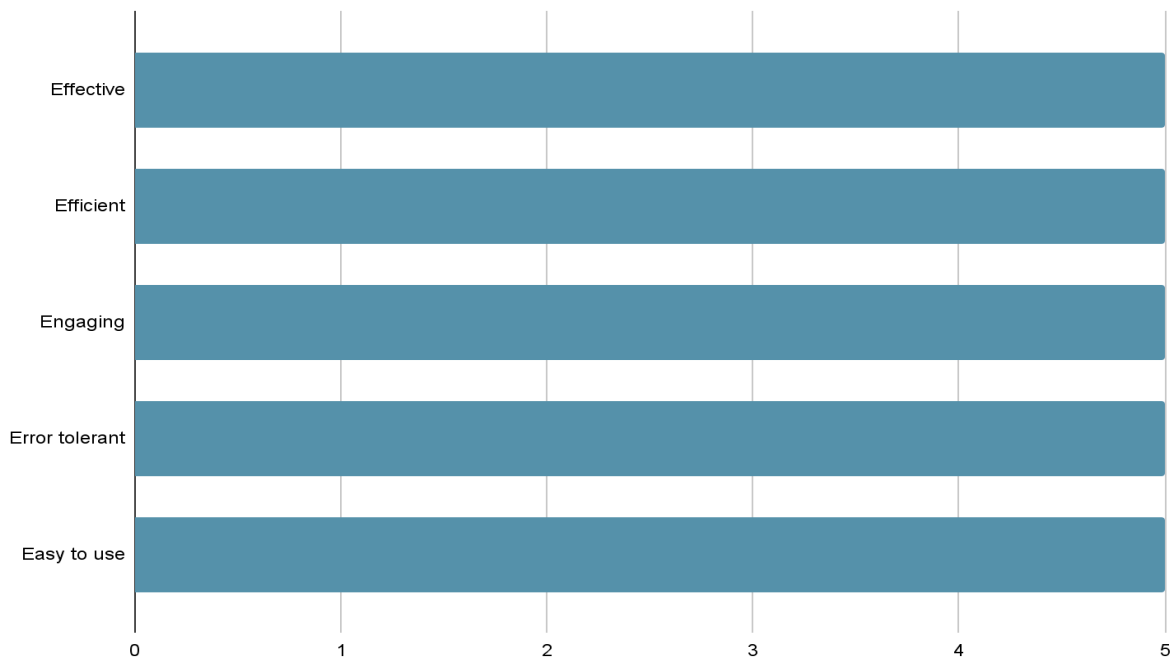
Figure 2

Task 2 - Chart 2 : Usability test :

Total points 25

Task 3 : Start an instant meeting and invite a participant.

To start an instant meeting we need to click on new meeting on the homepage of the app shown in Figure 3. Then after clicking start it will start a meeting and only I will be in the meeting. Now to invite people, we have to click on the participants tab on the bottom part of the meeting page and it will open a small side window on the right and it will show all the participants in the meeting where in the bottom there is an invite option, if we click there it will start a new window where we can invite people from our Zoom contacts or we can copy the invite link and send to other people who can join the meeting through the link.
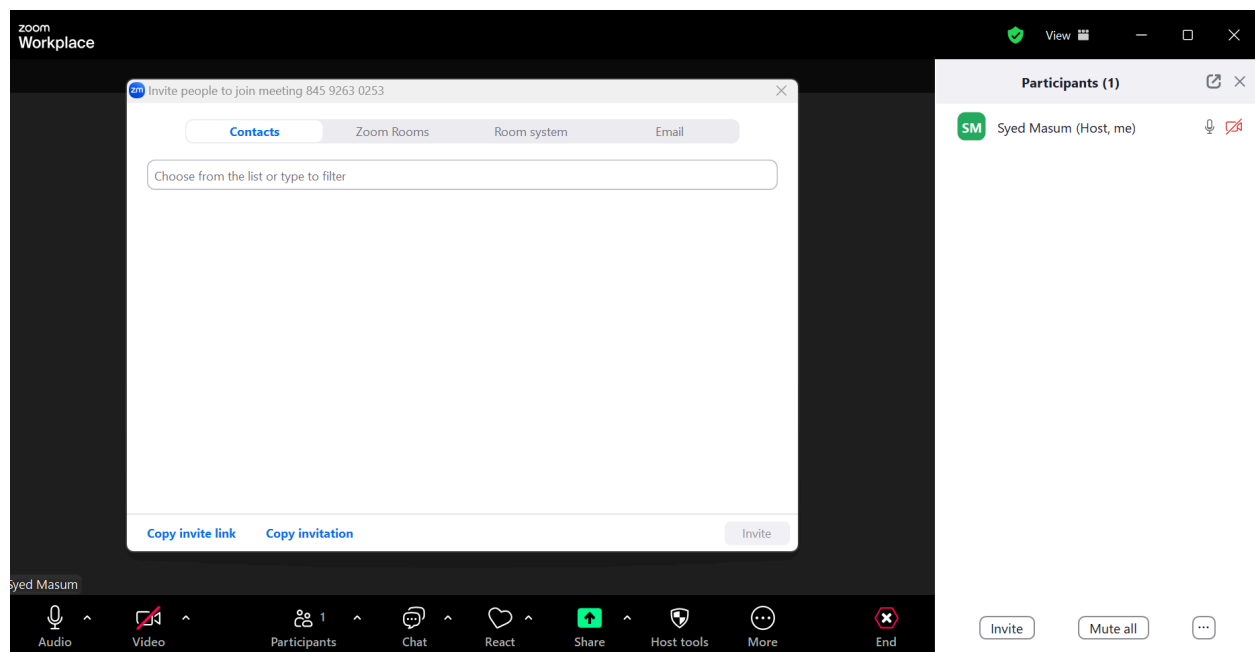
Figure 3

Task 3 - chart 3 : Usability test :
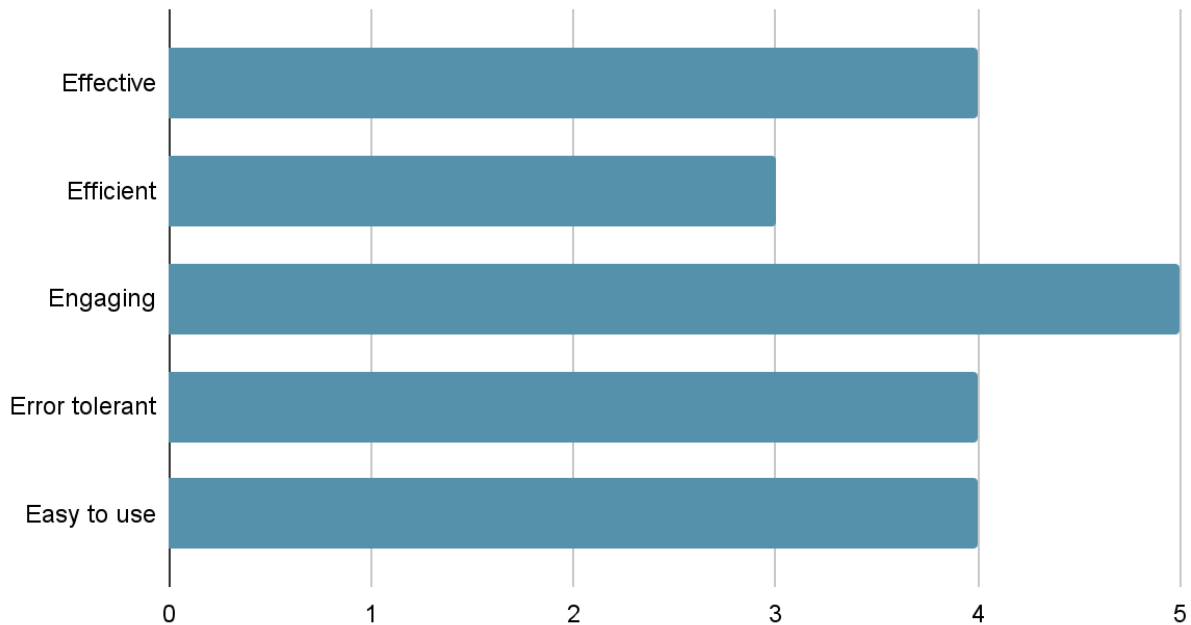
Task 4 : Join a meeting using a meeting ID and passcode

In the home page of the app we have to click on the join tab with the huge plus icon. After clicking it will open a small window where we can put in the meeting ID and click join if the meeting has a passcode another window will open and ask us for the passcode, if the meeting does not have a passcode it will join the meeting directly.
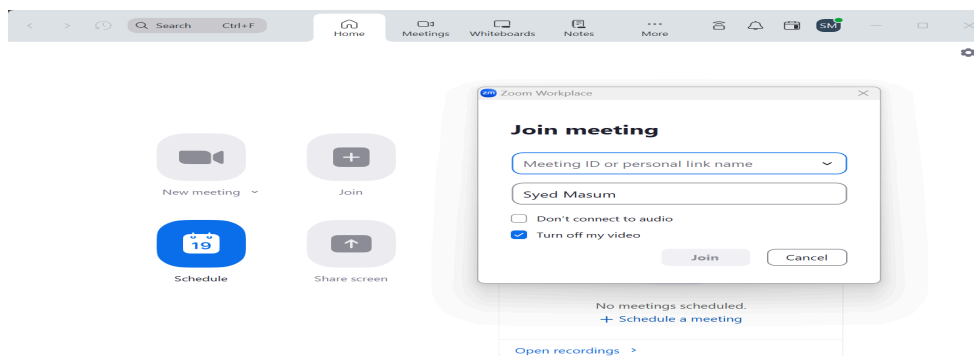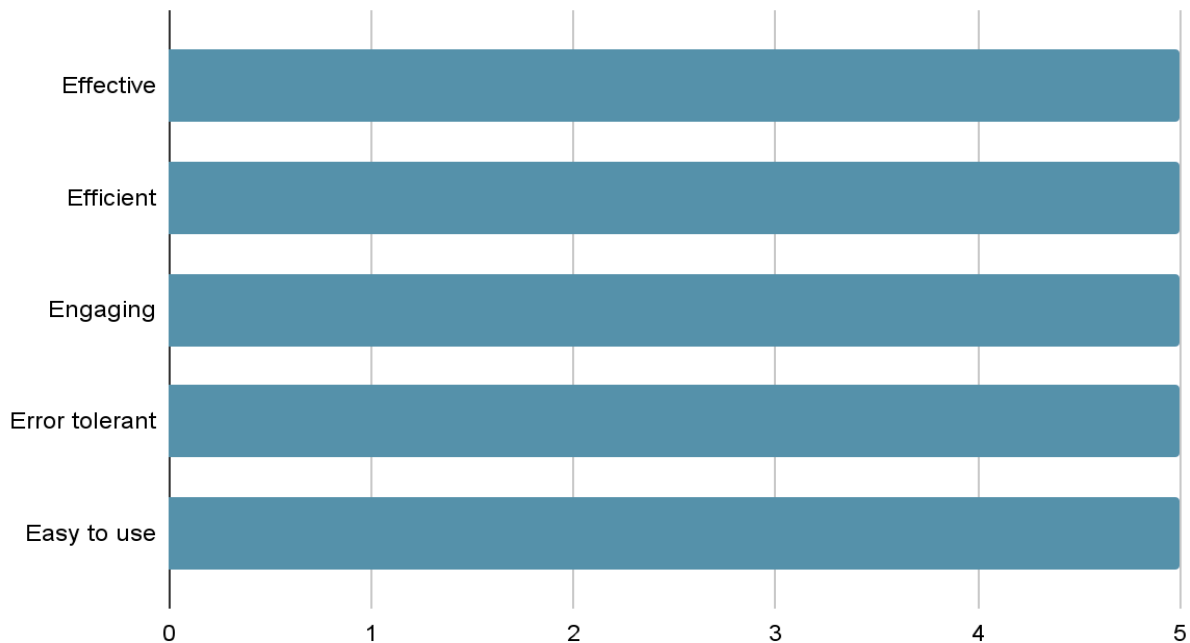

Figure 4

Task 4 : Usability test 4 :

Task 5 : Find and change your profile picture in Zoom settings.

Changing the profile picture from the zoom app is a bit more complicated than most tasks. First we have to click on our name initials, SM, in my case as shown in Figure 5. This will open a short window on the right with the option my profile, clicking it will open a tab in your web browser with my Zoom profile where I have to click on the profile picture icon next to my name, Figure 6. Then we can select the picture from our device and upload it and it will change the profile picture. While this does not take a lot of effort, it can be a bit challenging to find for new users.
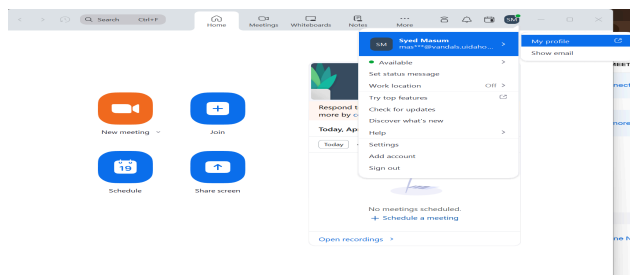
Figure 5
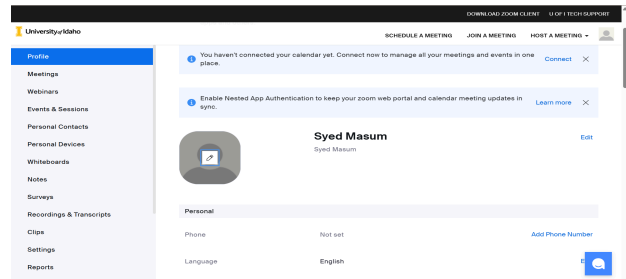
FIgure 6

Test 5 - Chart 5 : Usability test :

Total points : 20
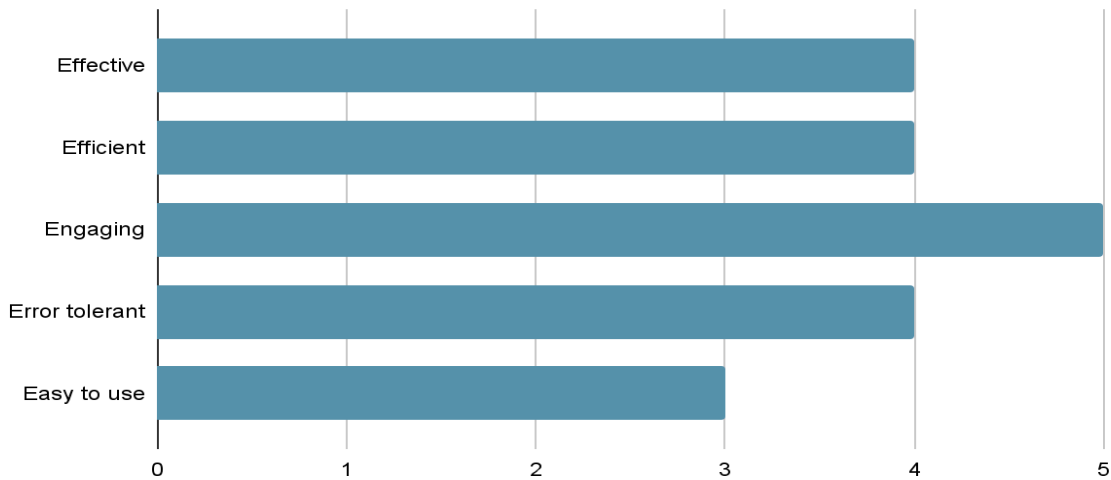
Task 6 : Turn your video on and off during a meeting.

This is very easy and straightforward. While in your meeting you can see a camera icon in the bottom left corner of the meeting screen. You can click on it to turn on your camera and you can toggle it on and off to turn your camera on when needed and turn it off when needed.
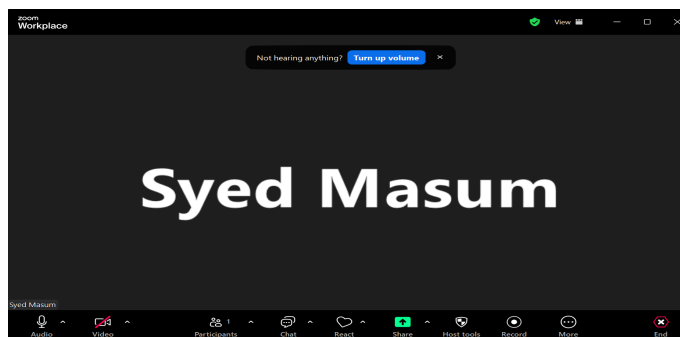
Figure 7
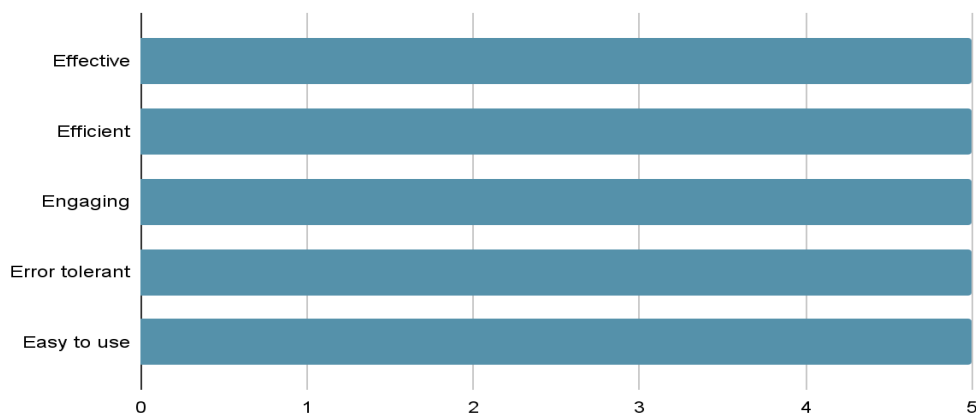
Task 6 - Chart 6 : Usability test :

Total points : 25
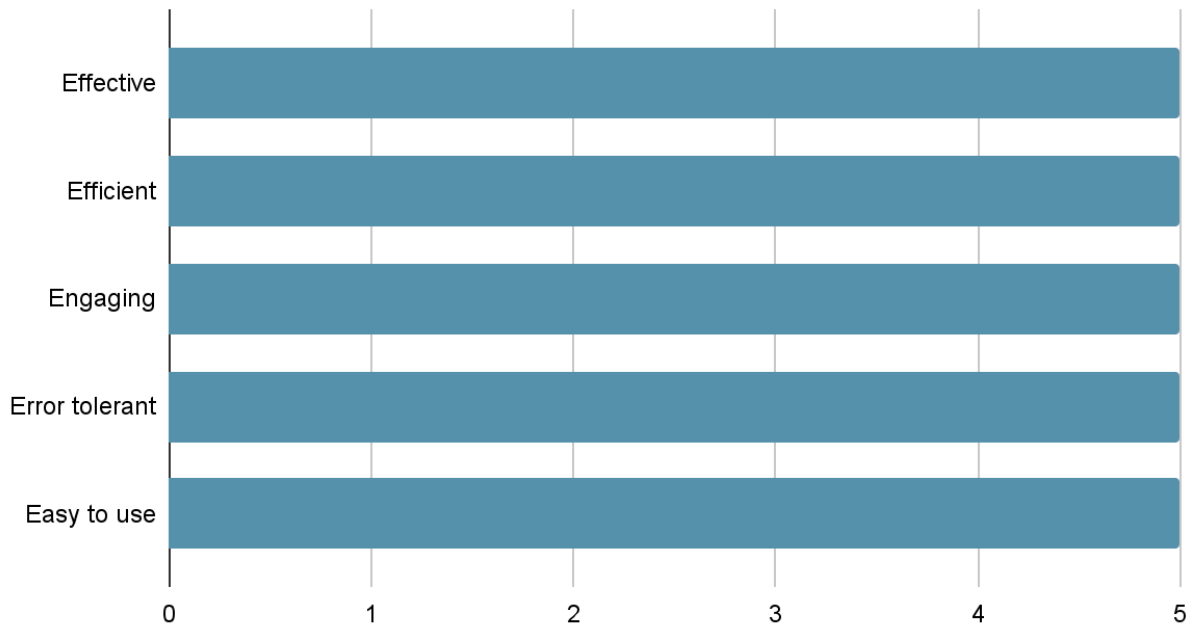
Chart 6

Task 7 : Mute and unmute your microphone during a meeting.

This is also very easy to do during a meeting. In the meeting screen, Figure 7, on the left side of the video icon there is a microphone icon which can be used to toggle on and off the microphone during a meeting.

Task 7 - Chart 7 : Usability test :

Total points : 25

Task 8 : Change your virtual background while in a meeting.

We can add virtual backgrounds to our camera feed during a meeting if we think our background is inappropriate. To do this we have to click the small arrow on the right side of the camera icon, Figure 7. This opens a window from where we have to go to background and effects and then virtual background. This will give us many options from which we can choose and add it to our background.
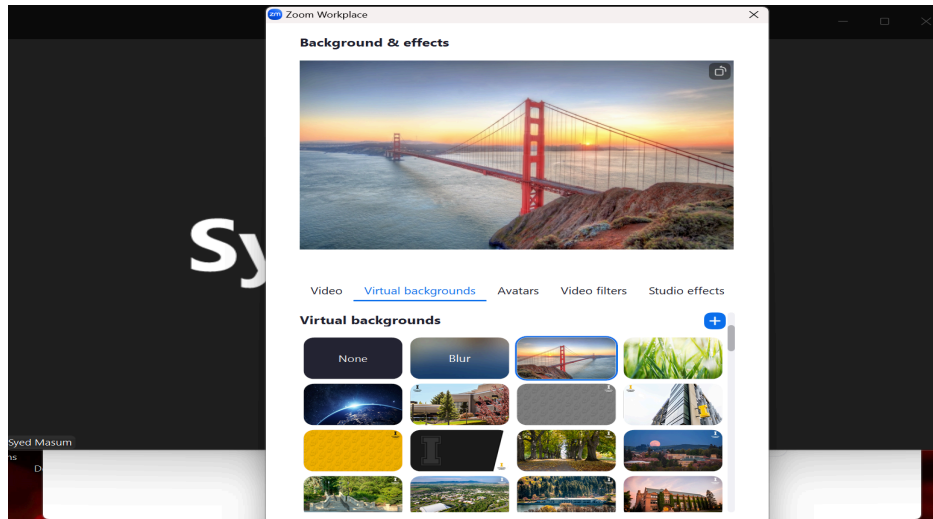
Figure 8

Task 8 - Chart 8 : Usability test :
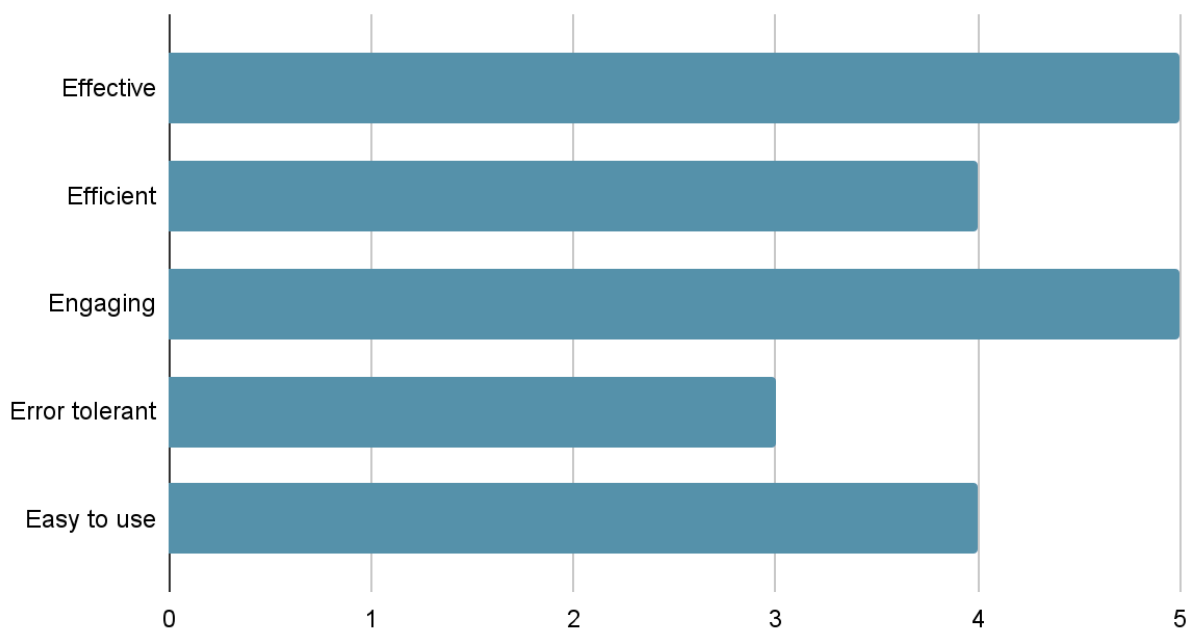
Task 9 : Share your screen and switch between different windows.

Zoom has a very important feature where it lets users share their screen during meetings where other users can see what that person is trying to show or teach. We can do this from our meeting screen, Figure 7. There is a share tab in the bottom middle part of the screen which is green. If we go there we can see what windows we have open, we have to select which one we want to share and the hit share. This will share that screen to all the other participants in the meeting.
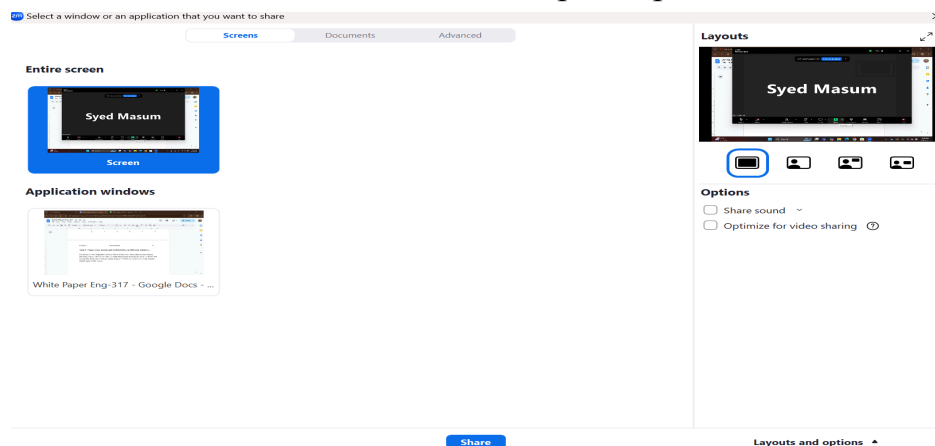
FIgure 9

Task 9 - Chart 9 : Usability test :

Total points : 24
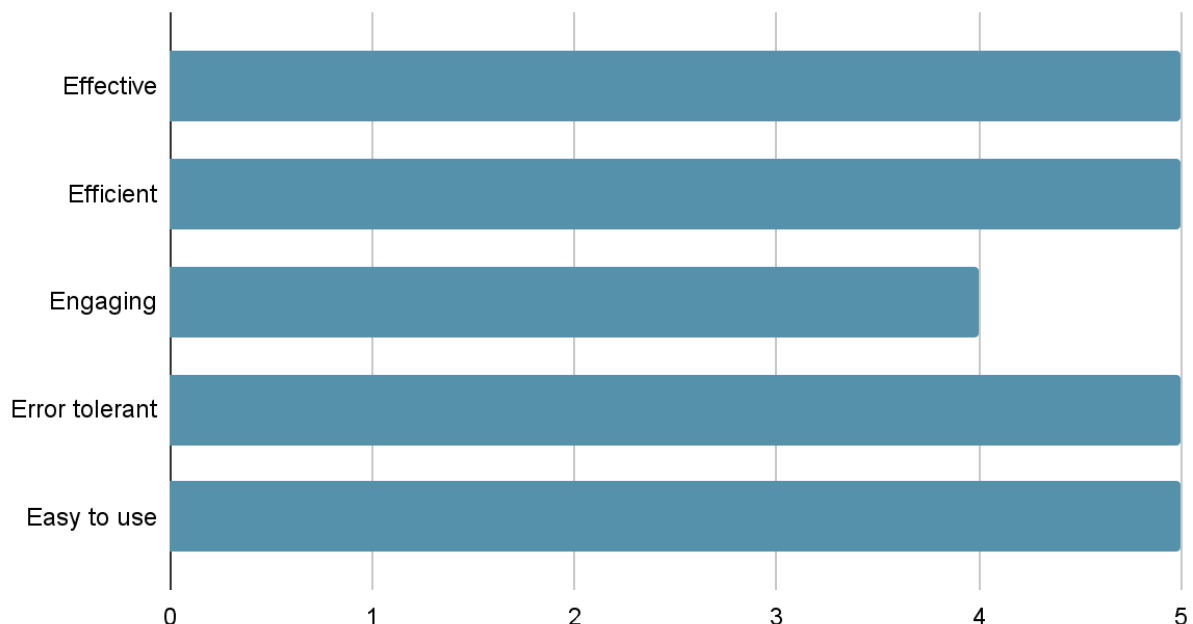
Task 10 : Use the chat feature to send a private and group message.

During meetings we can also send messages in the meeting chat. We can send text to everyone in the meeting or we can DM a specific person in the meeting. To do this we have to click the chat icon in the bottom of our meeting screen, this will open a chat box on the right side of the screen where we can choose to message everyone or choose a specific participant in the meeting and write a message for them and send.
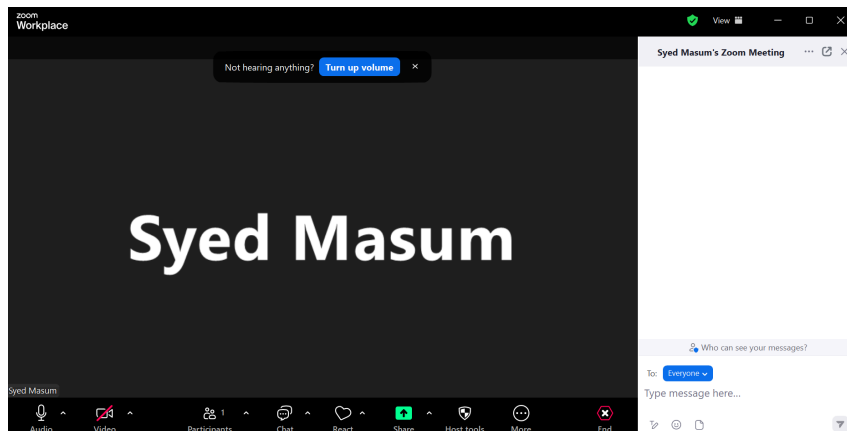
Task 10 - Chart 10 : Usability test :

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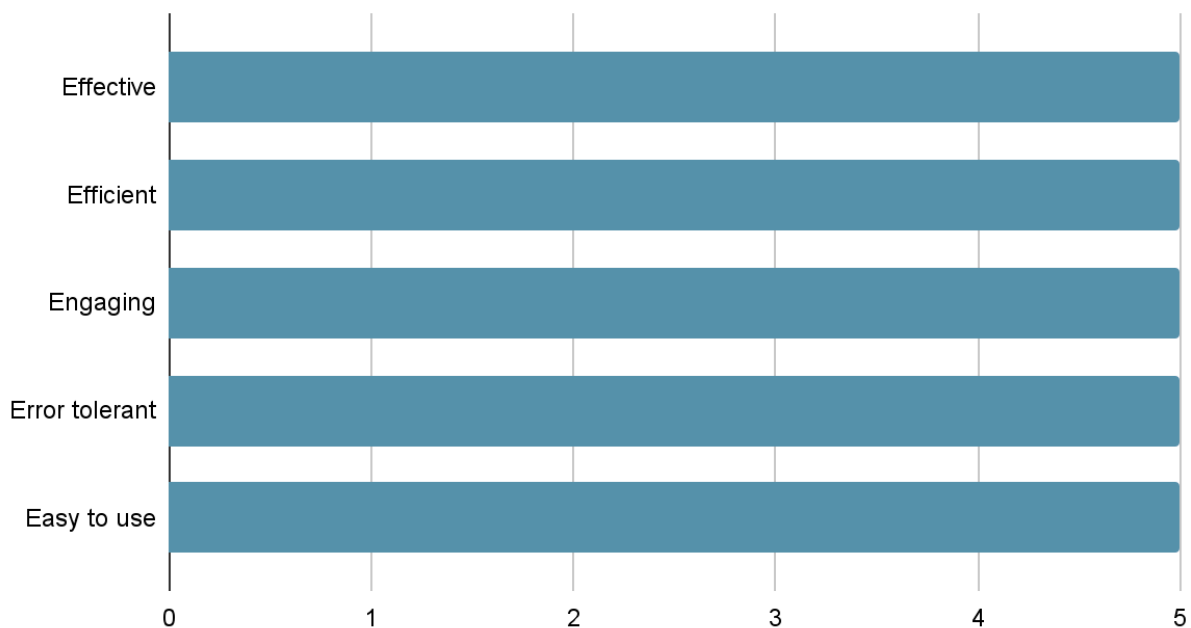
Task 11: Use the breakout rooms feature to split participants into groups.

To do this we have to click the more icon which has 3 horizontal dots, located on the bottom right side of the meeting screen. It will open a small prompt window where we have to click breakout rooms. This will open another window where we can choose how many rooms we want, who we want to put in which room. After selecting everything we have to click create and it will create the breakout rooms.
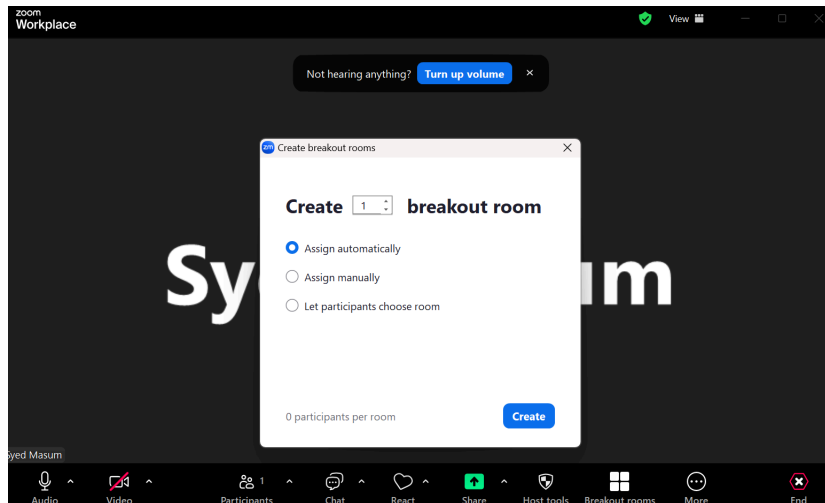
Figure 11

Task 11 - Chart 11 : Usability test :
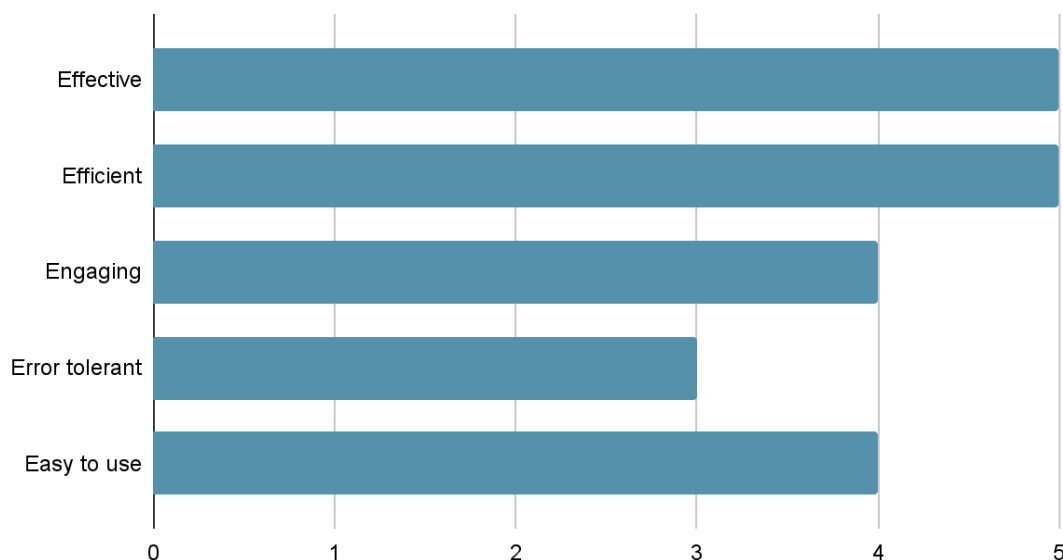
Task 12: Record a meeting and find the recorded file afterward.

Recording meetings is one of the most used special features in Zoom. Using this we can record and save our lecture or meeting to review later. In our meeting screen in Figure 7, there is a record button in the bottom right corner of our screen. By pressing this we can easily start recording our meeting. After starting to record there will be a pause/stop recording icon in the same place. The recording will be saved and converted to mp4 after the meeting ends and we can find the file in the documents folder on our PC if a location was not set beforehand.

Total points : 25
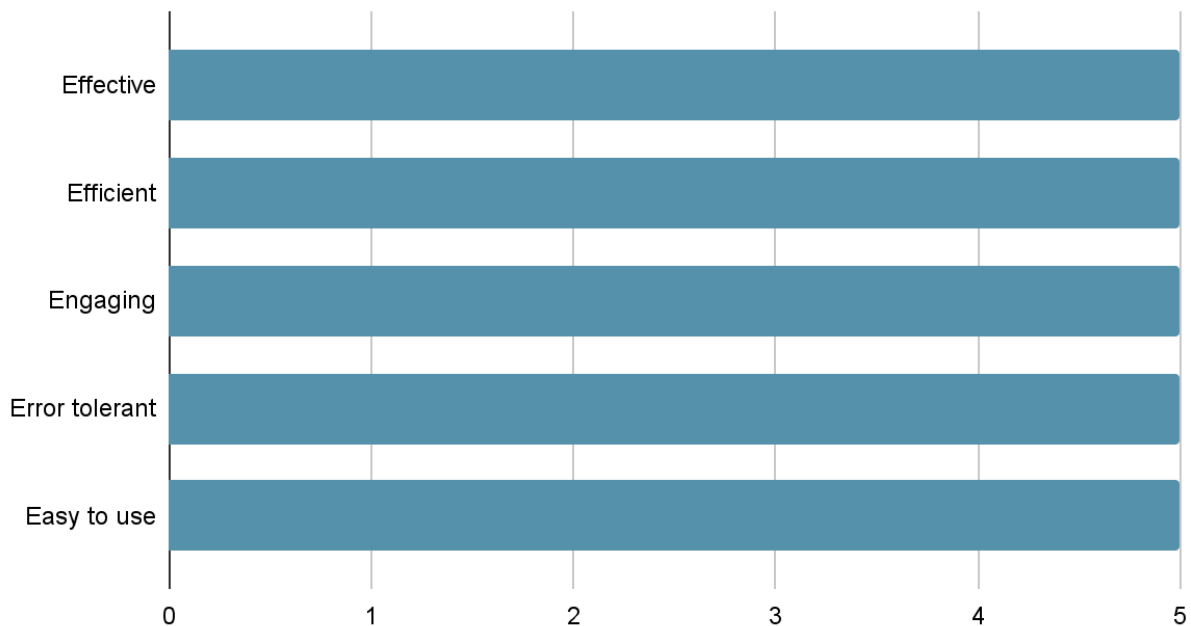
Task 13: Use the whiteboard feature to collaborate with others.

Whiteboards are a feature that comes in handy during lectures. Teachers can use this as a typical white board that they use in class and also collaborate with other students and teachers. To do this we have to click the more icon on our meeting screen , Figure 7 and click on the whiteboard option. This will open a new big window with a white background where we can write and draw stuff.
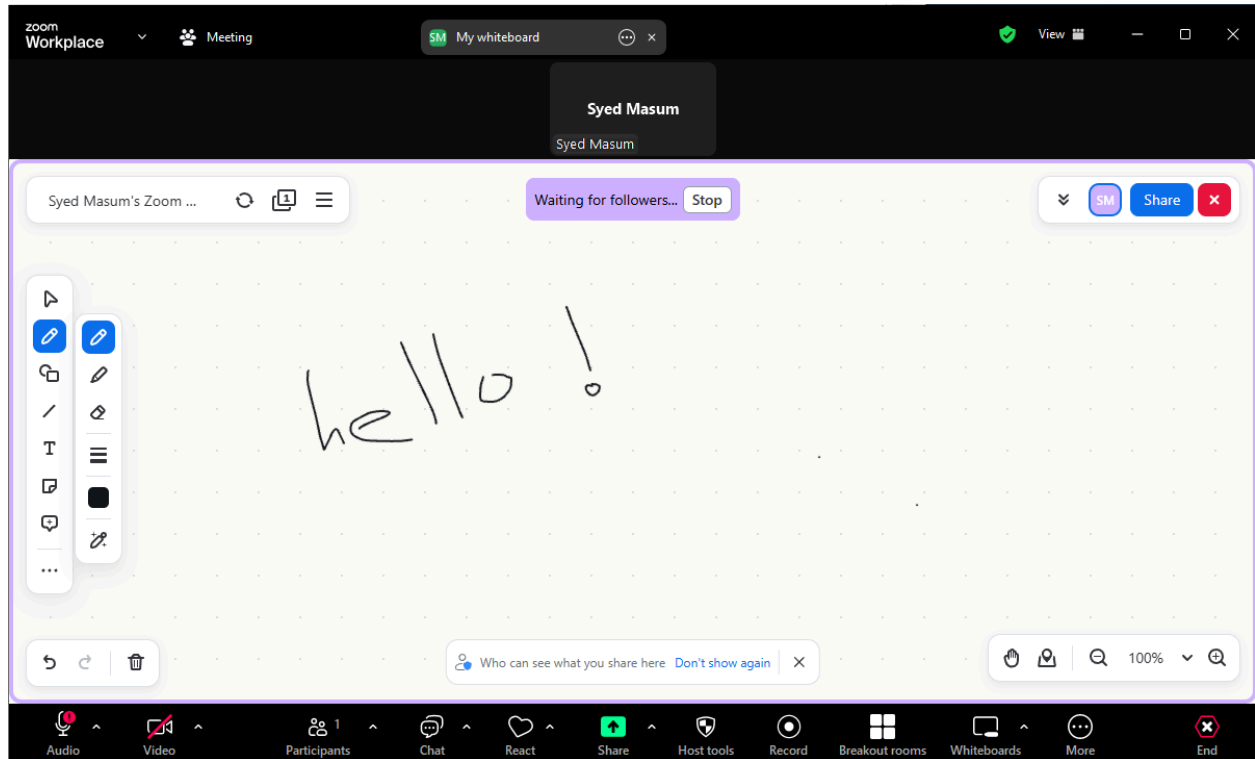
Figure 12

Task 13 - Chart 13 : Usability test :

Total points : 20
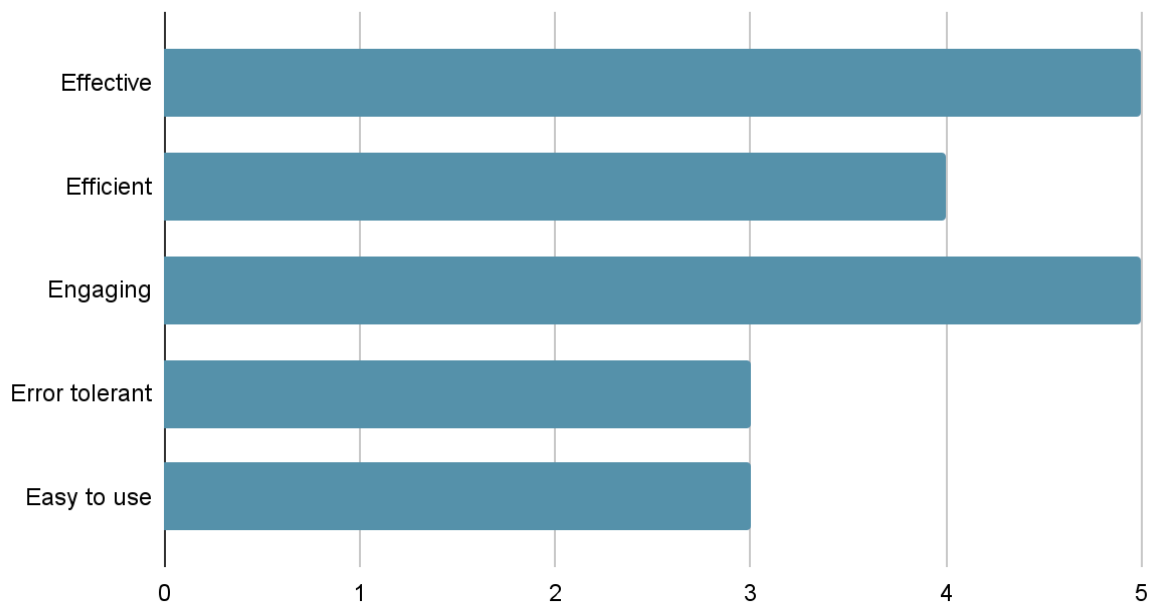
Task 14: Enable and use live transcription (captions) in a meeting.

This is a good tool to use for those who like taking notes during lectures and meetings but success of this feature depends on good audio quality of the speaker and proper pronunciation of words. To enable this we again have to click the more icon in the meeting screen and this time choose transcript. This opens another window and asks to choose the language and then after hitting save it will start to transcribe the meeting in a window.
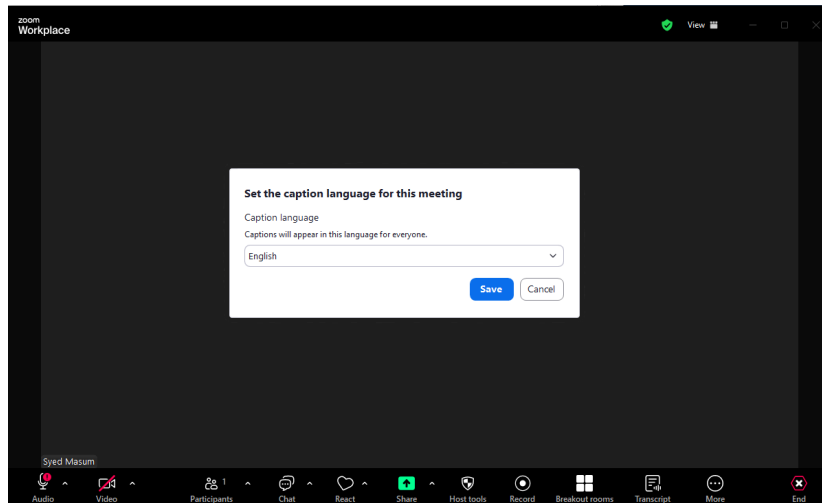
Figure 13

Task 14 - Chart 14 : Usability test :

Total points : 17
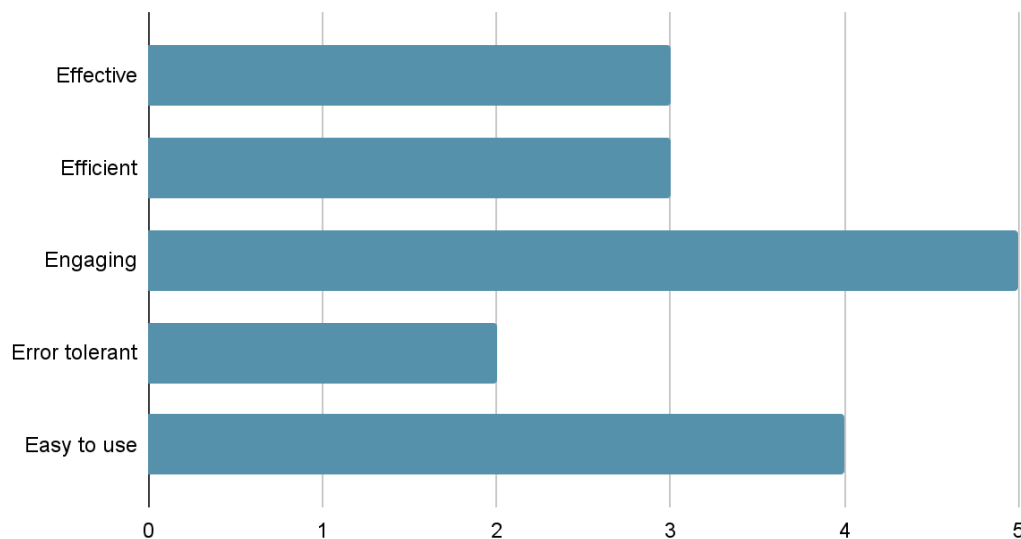
Task 15: React with emojis or raise hand during a meeting.

To do this we have to click on the react icon which has a heart, located in the bottom of the meeting screen, Figure 7. This will open a small window from where we can choose different emojis or use the raise hand emoji to raise our hand.
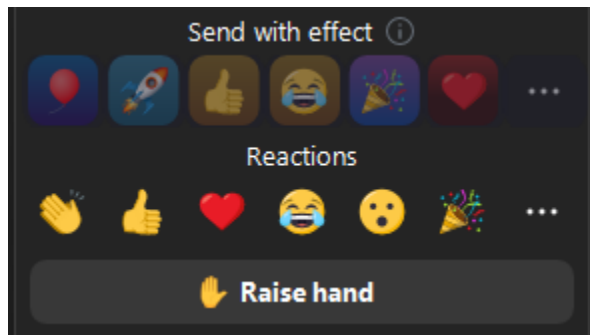
Figure 14

Task 15 - Chart 15 : Usability test :
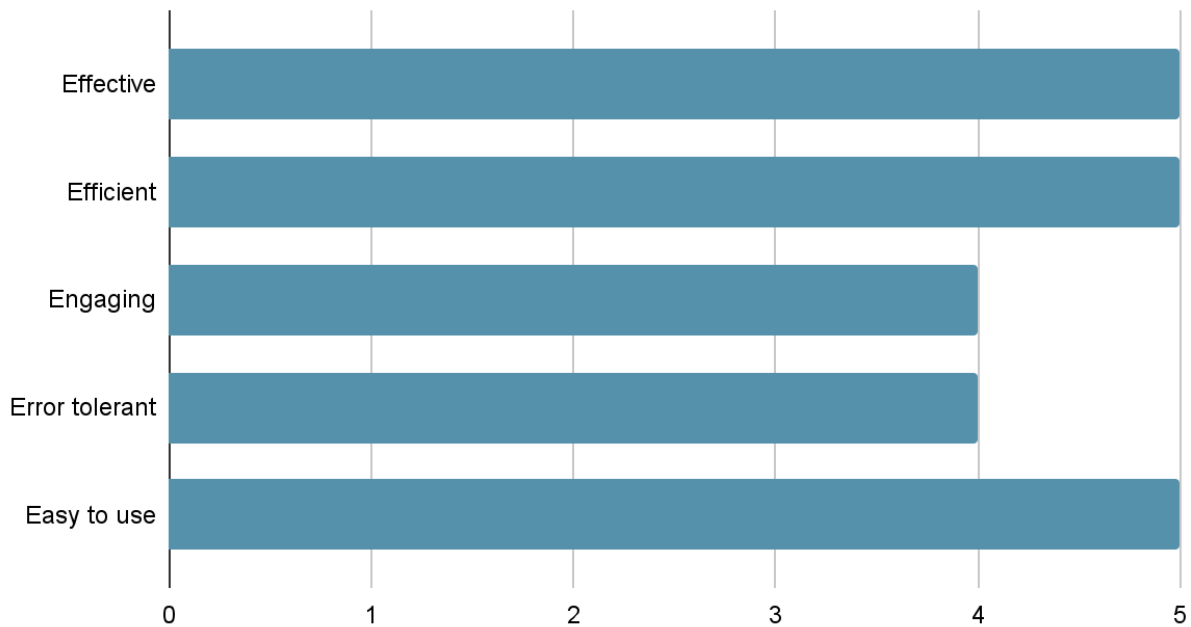
Task 16: Lock a meeting to prevent new participants from joining.

We can use this feature when we do not want any more people to join our meeting, usually used for public meetings. To do this we have to click the host tools icon located in the bottom of the meeting screen and click lock meeting which should be on the top of the list of actions. This will lock the meeting but only the host of the meeting can do this.
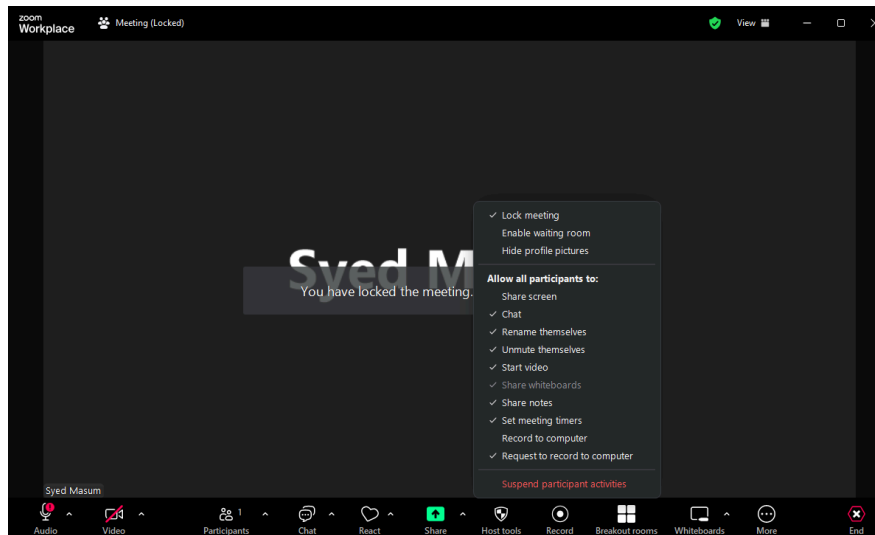
Figure 15

Task 16 - Chart 16 : Usability test :

Total points : 24
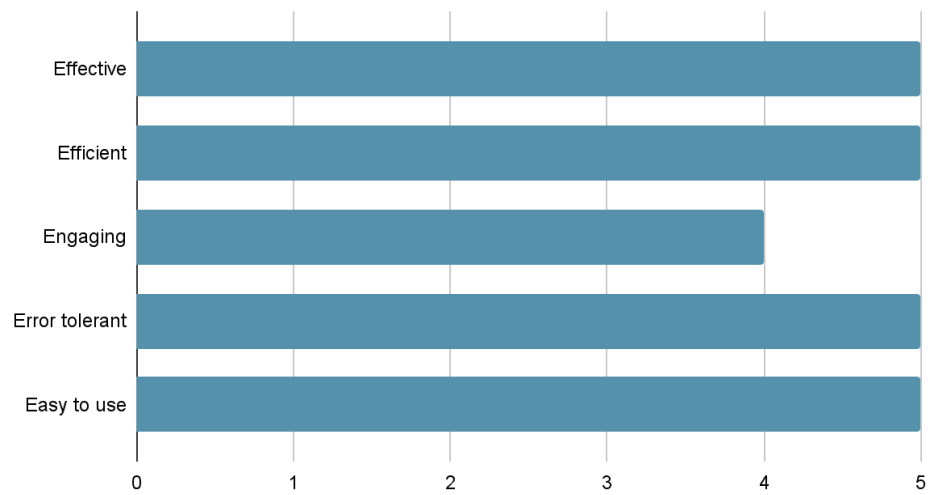
Task 17: Remove a participant from a meeting.

This is necessary when we have an unwanted person in our meeting or lecture. To do this we have to click on the participants icon located on the bottom of the meeting screen which will open a window with the list of people in the meeting. There we click on the three dots beside the name of the person we want to remove and then click on remove. This will remove that person from the meeting.
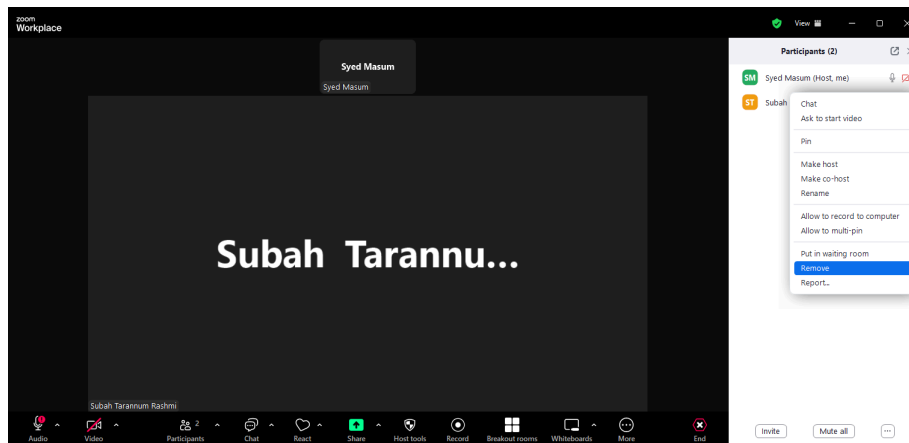
Figure 16

Task 17 - Chart 17 : Usability test :

Total points : 24
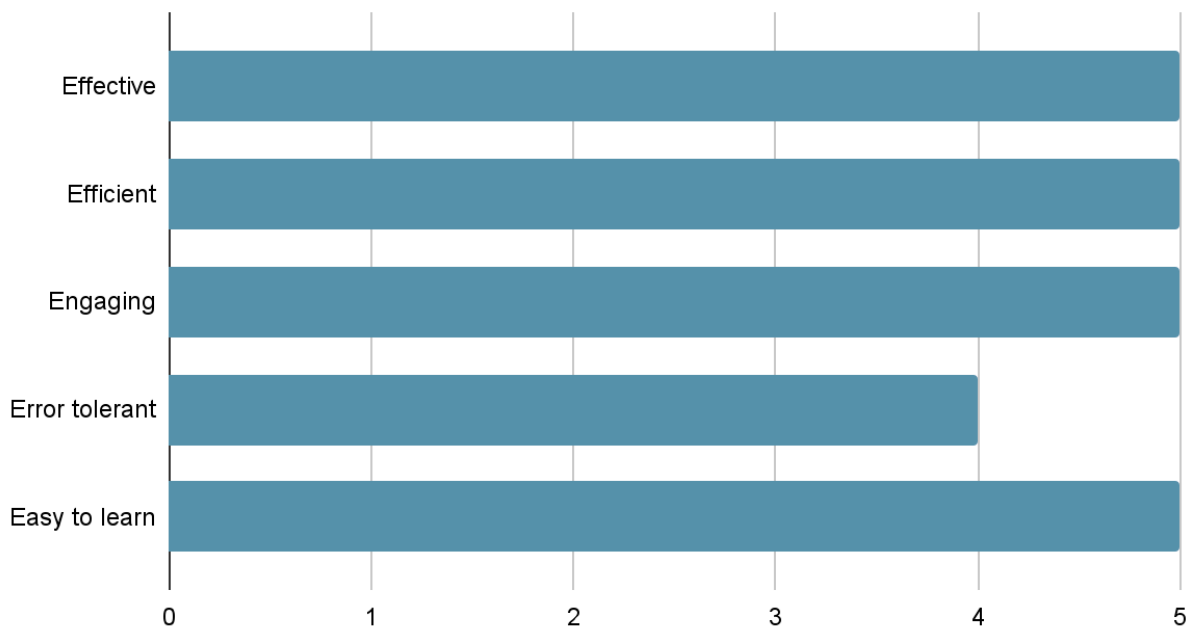
Task 18: Change your display name during a meeting.

To do this we again have to go to the participants tab and this time click on the three dots beside our name then click rename this way we will be asked to edit our name and we can change it easily.
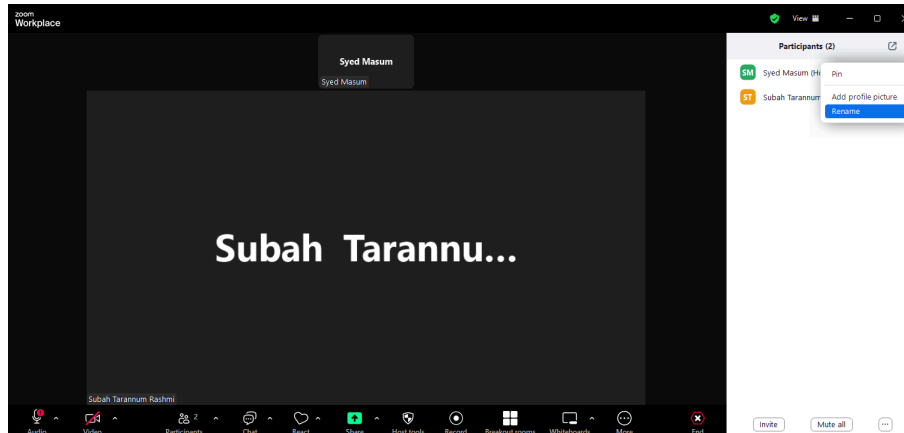
Figure 17

Task 18 - Chart 18 : Usability test :

Total points : 24
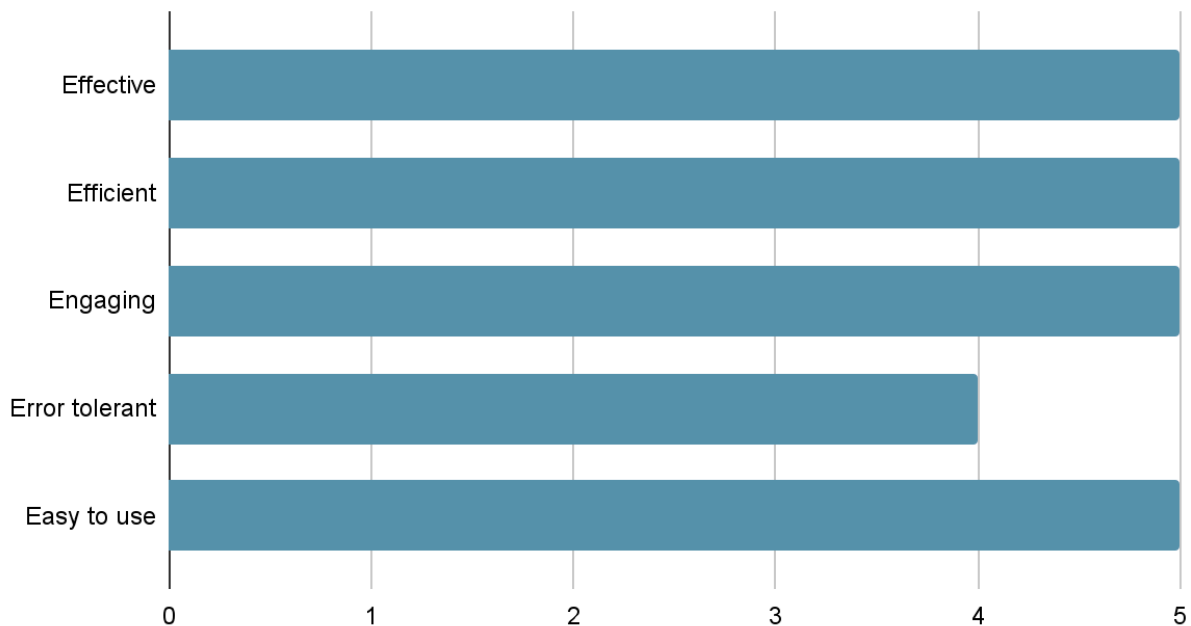
Task 19: Set up a waiting room for your scheduled meeting.

This feature can be really useful during online interviews. If the waiting room is enabled when a user joins a meeting they are sent into a waiting room and the host of the meeting is notified, they can only join the meeting when the host allows them to and they will be in the waiting room until then. To do this we have to check the waiting room option when scheduling a meeting shown in Figure 2. Then the host can go to the participants tab and see who is in the waiting room and they can add them to the meeting if they want.

Figure 18

Task 19 - Chart 19 : Usability test :
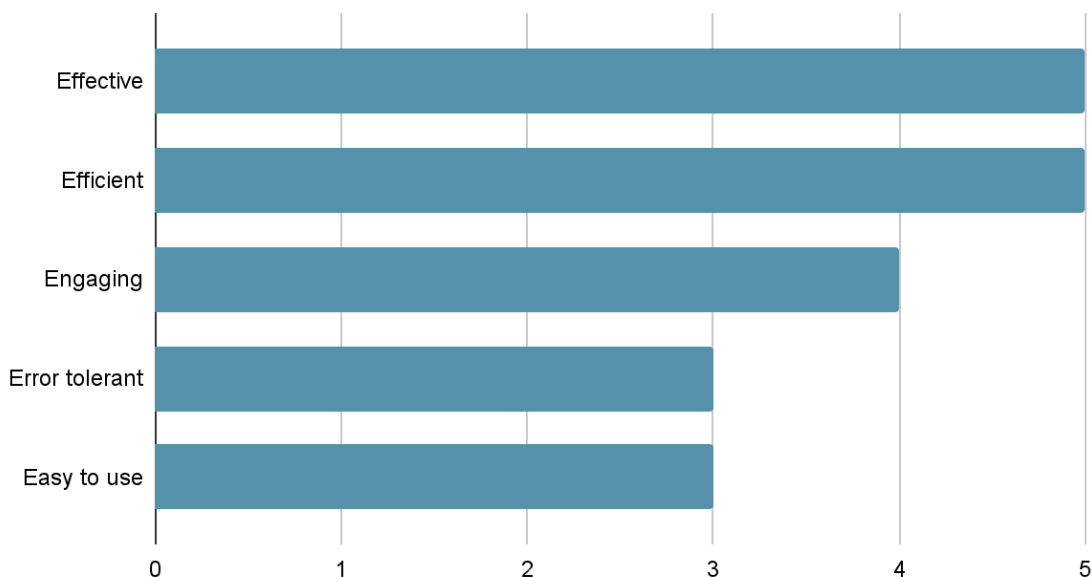
Task 20: Customize Zoom settings (e.g., audio, video, notifications).

We can customize all the settings of our meeting before we schedule it this way it will have the same settings everytime we schedule or start one. To do this we have to click on the settings icon located on the top right corner of our Zoom dashboard. This will open the settings window with all the options that are necessary for the meeting and we can customize everything to our preference.
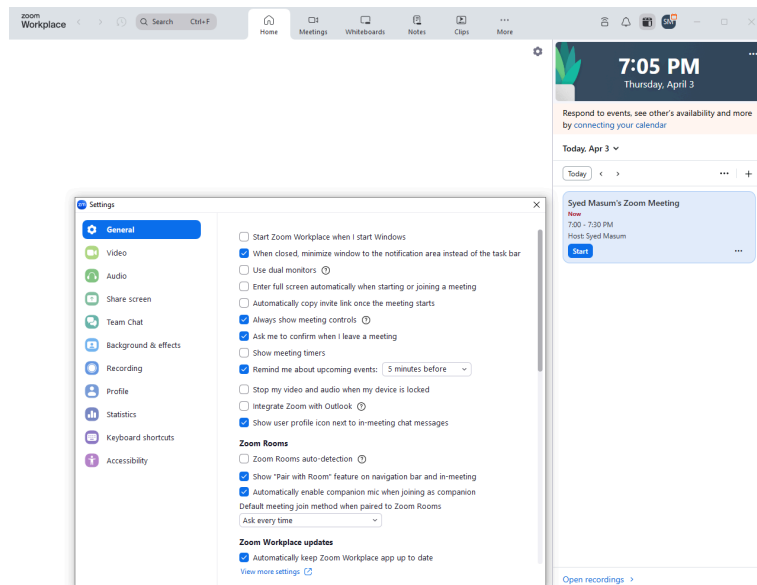
Figure 19

Task 20 - Chart 20 : Usability test :

Total points : 15
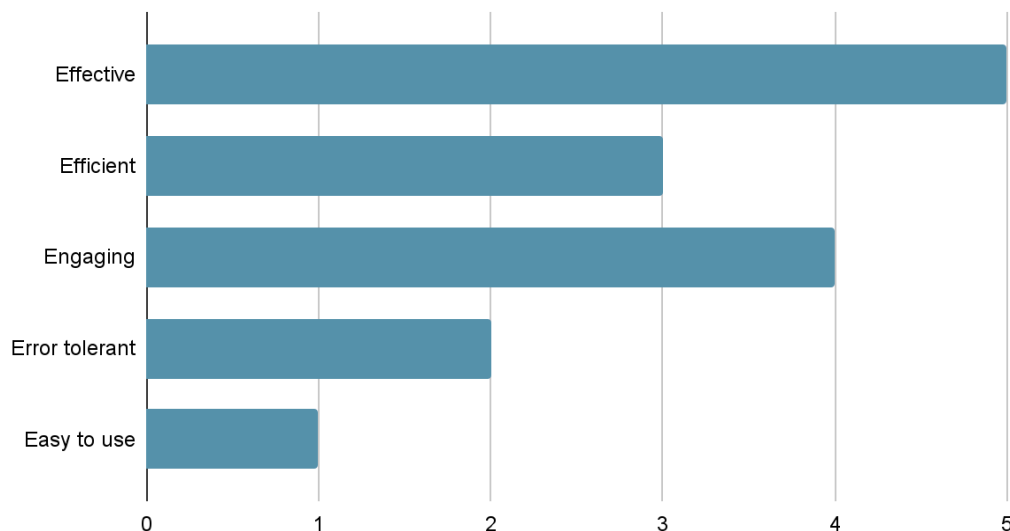
Conclusion

Zoom is right now the top app for meetings and online teaching. Millions of people around the world use it everyday. The app is evolving with its demand rising day by day. Through this usability test we get a brief overview of how the Zoom app is in terms of the five metrics of usability.

Total Usability Points
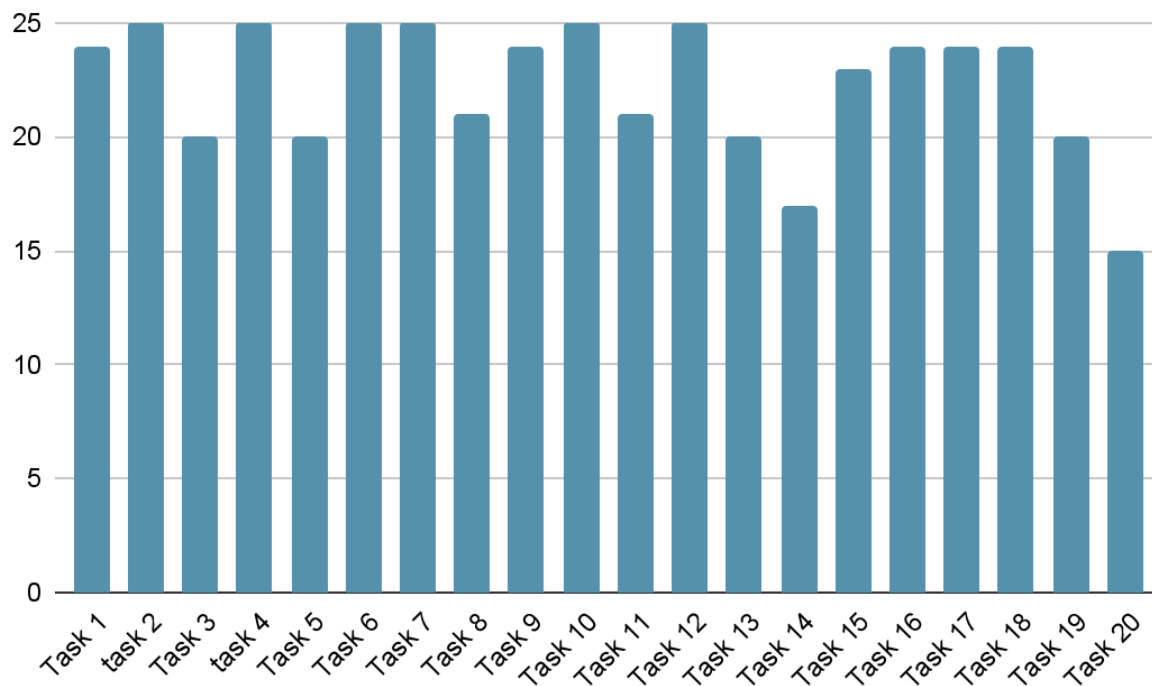
This chart shows how many points each task got in the usability test and we can see the numbers are pretty high which shows how good the Zoom app is for the users. The lowest was task 20 and task 2,4,67,10,12 all got 25.

Bibliography

Zoom Workplace (2025)

Appendix

Tasks	Zoom Workspace App
Task 1	Sign in to Zoom
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	The task was completed with almost perfect satisfaction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed without any mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was learnt very easily

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Put in credentials > click sign in

Tasks	Zoom Workspace App
Task 2	Schedule a meeting for a future date and time.
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	The task was completed with perfect satisfaction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed without any mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was learnt very easily

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Go to schedule > put in date and time > Click save

Tasks	Zoom Workspace App
Task 3	Start an instant meeting and invite a participant.
Effective	Task was mostly easy to complete

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task took some effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with perfect satisfaction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with almost no mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was mostly very easy to use.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click new meeting > Start

Tasks	Zoom Workspace App
Task 4	Join a meeting using a meeting ID and passcode.
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with perfect satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with no mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was very easy to use.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Join > Meeting ID > Password > Click join

Tasks	Zoom Workspace App
Task 5	Find and change your profile picture in Zoom settings.
Effective	The task is mostly easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was completed with mostly no effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was done with perfect satisfaction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was finished with almost no mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was a little hard to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click initials > profile > click picture icon > select & upload

Tasks	Zoom Workspace App
Task 6	Turn your video on and off during a meeting.
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with perfect satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with no mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was very easy to use.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Toggle video camera icon

Tasks	Zoom Workspace App				
Task 7	Mute and unmute your microphone during a meeting.				
Effective	Task was easy to complete.				
	Poor	Bad	Good	Great	Excellent
	1	2	3	4	5
Efficient	Task was done with very little effort.				
	Poor	Bad	Good	Great	Excellent
	1	2	3	4	5
Engaging	Task was completed with perfect satisfiction.				
	Poor	Bad	Good	Great	Excellent
	1	2	3	4	5
Error tolerant	Task was completed with no mistakes.				
	Poor	Bad	Good	Great	Excellent
	1	2	3	4	5
Easy to use	Task was very easy to use.				
	Poor	Bad	Good	Great	Excellent
	1	2	3	4	5
Additional notes	Toggle mic icon.				

Tasks	Zoom Workspace App
Task 8	Change virtual background while in a meeting
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with perfect satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task done with little mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was easy.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click arrow beside camera icon > select background

Tasks	Zoom Workspace App
Task 9	Share your screen and switch between different windows.
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with good satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with no mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was very easy.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click share in meeting screen > select screen > click share

Tasks	Zoom Workspace App
Task 10	Use the chat feature to send a private and a group message.
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with perfect satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with no mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was very easy.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click chat icon > select recipient > type message > send

Tasks	Zoom Workspace App
Task 11	Use the breakout room feature to split participants into groups.
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with good satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was mostly easy.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click more > breakout room > select number > create

Tasks	Zoom Workspace App
Task 12	Record a meeting and find the recorded file afterwards.
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with perfect satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with no mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was very easy.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click record > click pause / stop

Tasks	Zoom Workspace App
Task 13	Use the white bord feature to collaborate with others
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with perfect satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was a little hard. .

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click more > whiteboard

Tasks	Zoom Workspace App
Task 14	Enable and use live transcription in a meeting.
Effective	Task was not easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task needed some effort to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with perfect satisfaction

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was mostly easy.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click more > transcription

Tasks	Zoom Workspace App
Task 15	React with emojis or raise hands during a meeting.
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with good satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with almost no mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was very easy.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click reach > choose emoji > send

Tasks	Zoom Workspace App
Task 16	Lock a meeting to prevent new participants from joining.
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with good satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with no mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was very easy.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click more > lock meeting

Tasks	Zoom Workspace App
Task 17	Remove a participant from a meeting
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with perfect satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with almost no mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was very easy.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click dots beside name > select remove

Tasks	Zoom Workspace App
Task 18	Change your display name during a meeting.
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with perfect satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with almost no mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was very easy.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Click dots beside own name > rename

Tasks	Zoom Workspace App
Task 19	Set up a waiting room for your scheduled meeting.
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with very little effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with good satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was a little hard.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Go to schedule a meeting > select number of waiting rooms > create a meeting.

Tasks	Zoom Workspace App
Task 20	Customize Zoom settings.
Effective	Task was easy to complete.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Efficient	Task was done with some effort.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Engaging	Task was completed with good satisfiction.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Error tolerant	Task was completed with a few mistakes.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Easy to use	Task was very hard.

Poor	Bad	Good	Great	Excellent
1	2	3	4	5

Additional notes	Open zoom > click settings icon