

# ISO Quick Help to Zoom meetings – Controls

From the **Meeting Toolbar**, you have an easy access to the main Zoom functionalities.

**Best practice**  
Mute yourself while waiting that the meeting starts and if you are not speaking

**Switch to Phone audio**

**Change Audio settings**

**Change Video settings**

**Share your Screen/Application**

**Display/hide Participants**

**Display/hide Chat**

**Leave Meeting**

**Meeting Toolbar**

**List of Participants**

Mouse over your name to:

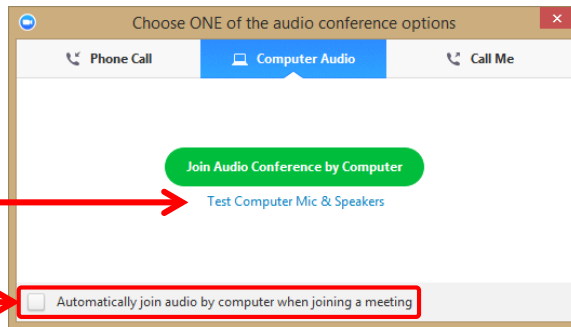
- Toggle **Mute On/Off**
- **Rename** your display name

**Nonverbal feedback icons to communicate with the host**

# ISO Quick Help to Zoom meetings – Join Audio

You can connect to a Zoom meeting by **Computer Audio**, **Phone callback** or **Phone dial-in** (toll & toll-free numbers)

## Join audio by **Computer Audio**

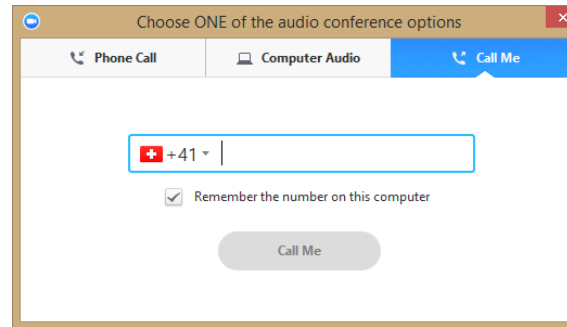


Test audio

Default audio  
connection type

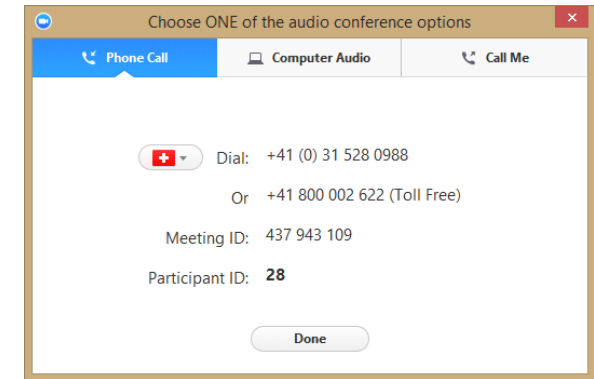
- 1) Select **Computer Audio**
- 2) You can **test** your Computer Microphone and speakers before you join
- 3) Click on **Join Audio Conference by Computer**
- 4) You can select Computer Audio as your **default audio connection type**

## Join audio by **Phone Callback**



- 1) Select **Call Me**
- 2) Select **your country**
- 3) Enter **your phone number**
- 4) Click on **Call Me**

## Join audio by **Phone Dial-in Call**



- 1) Select **Phone Call**
- 2) Select **your country**
- 3) Dial the displayed number on your phone
- 4) Enter the **Meeting ID** followed by #
- 5) Enter the **Participant ID** followed by #

# ISO Quick Help to Zoom meetings – Switch Audio

## Switch to **Phone Audio**

If you joined by computer audio automatically, you can leave the computer audio and join by phone.

- 1) Click the arrow next to **Mute/Unmute**
- 2) Click **Leave Computer Audio**
- 3) Click **Call me** or **Phone Call** and follow the according procedure

