



General



Video



Audio



Share Screen



Chat



Zoom Apps



Background & Filters



Recording



Profile



Statistics



Keyboard Shortcuts



Accessibility

- ☐ Start Zoom when I start Windows
- ☒ When closed, minimize window to the notification area instead of the task bar
- ☐ Use dual monitors ?
- ☐ Enter full screen automatically when starting or joining a meeting
- ☐ Automatically copy invite link once the meeting starts
- ☐ Always show meeting controls ?
- ☐ Ask me to confirm when I leave a meeting
- ☐ Show my connected time
- ☐ Remind me minutes before my upcoming meetings
- ☐ Stop my video and audio when my device is locked
- ☐ Integrate Zoom with Outlook ?

Reaction Skin Tone





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☐ Use separate audio device to play

Remove Watermark



Wondershare
PDFelement

Microphone

Test Mic

Microphone (USB Audio Device) ▼

Input Level:

Volume:



☐ Automatically adjust microphone volume

Suppress background noise [Learn more](#)

- ☐ Auto
- ☐ Low (faint background noises)
- ☐ Medium (computer fan, pen taps)
- ☒ High (typing, dog barks)

Music and Professional Audio

☐ Show in-meeting option to enable "Original Sound" ⓘ

Ringtones Default ⓘ

- ☒ Automatically join audio by computer when joining a meeting
- ☒ Mute my microphone when joining a meeting
- ☒ Press and hold SPACE key to temporarily unmute yourself
- ☒ Sync buttons on headset



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Accessibility

Description

Pause/Resume Recording

Alt+P



Switch Camera

Alt+N



Enter/Exit Full Screen Mode

Alt+F



Show/Hide In-meeting Chat Panel

Alt+H



Show/Hide Participants Panel

Alt+U



Open the invite window

Alt+I



Raise/Lower Hand

Alt+Y



End Meeting

W



Begin Remote Control

Alt+Shift+R

Revoke/Give up Remote Control
Permission

Alt+Shift+G



Read active speaker name

Ctrl+2



Restore Defaults