

## How to Move Between Applications in a Zoom Meeting Transcript

Goal/Learning Objective (state at the beginning of the multimedia resource, i.e. a recorded lecture, screencast, assignment):

Hello! This video will demonstrate how to move between multiple applications while in a Zoom meeting call. I'm going to first go over the steps verbally and then demonstrate the steps visually.

When you enter a Zoom meeting as a guest, you will either be in a waiting room or be able to automatically join the meeting.

The meeting menu options available to guests may either be along the bottom or top of your zoom meeting screen.

To access the participants list, the meeting chat, or other zoom guest features, click on those icons on your menu bar.

You can also adjust your screen view by clicking on view and selecting your preferred viewing option gallery mode allows you to see all the participants in the meeting or speaker mode for just seeing who is speaking, these options are available by clicking on the icon in the top right of your Zoom video screen.

When a host begins to share their screen, your own screen will automatically enter full screen mode. To get out of full screen mode, hit your escape button on your computer, double-click your mouse, or click on the menu option view, exit full screen.

Once you have exited full screen, you can move between applications, such as a web browser, email client, or text editor, to take notes or work during the Zoom meeting. Click outside of the zoom meeting app, or reduce the zoom window by clicking on the yellow minimize window button in the top left corner of your Zoom screen. Do not close or leave the zoom meeting.

Return to the Zoom meeting by clicking on the application in the lower right corner of your desktop dock or menu.