Zoom Tips (v1.0)
Information Services

Purpose

The purpose of this document is to help UF | Research users operate and use Zoom for meetings and collaborative work.

Tips

Keyboard Shortcuts

Alt + V	Toggle **V**ideo (camera on/off)
Alt + A	Toggle **A**udio (mic on/off)
Alt + S	Toggle **S**creen share (when meeting control toolbar has focus)
Alt + T	Pause/Resume screen share (when meeting control toolbar has focus)
Alt + I	Open **I**nvite window to add people to the current meeting
Space bar	While you're in a meeting 'muted', *press down and hold* the "space bar" to talk. Release to return your mic to mute.

For the Meeting Host

Alt + M	Toggle **M**ass Mute for everyone in meeting except host