

## Participating in a Zoom Meeting on a Tablet or Phone

To use meeting controls on a mobile device, such as a phone or a tablet, tap the screen and the controls should appear. If the controls have disappeared, tap the screen. They'll show up again.

### Controls for Viewing Participants

You can view participants in two ways:

 Switch to Gallery View	Gallery View shows you a grid of as many people as your screen fit. To see more people than your screen can show, you swipe to the right or left.
 Switch to Active Speaker	Active Speaker View shows you only the person who is currently speaking, plus a small display of you in the lower right corner of your screen.
NOTE: When you are in Gallery View, you'll see the Active Speaker View icon, and when you are in the Active Speaker View, you'll see the Gallery View icon.	

Besides these two views, the people who are running the meeting can choose to spotlight certain speakers or to show you other displays. To do this, they will override the choice you've made regarding Gallery View or Active Speaker View.

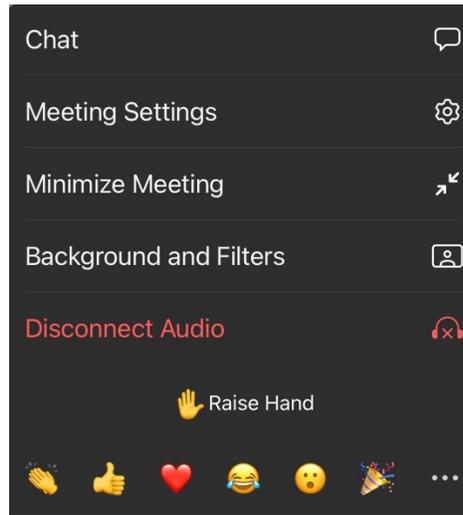
### More Controls

You can control whether or not people can see you or hear you, and you can see a list of people who are participating in the meeting with you. Further there's even more to choose from than that.

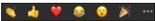
When you tap your screen, look for the following four icons, which will usually appear in the upper-right corner of your screen or the bottom of your screen:

 Mute	Mute/Unmute Turns your system's microphone on or off.
 Stop Video	Stop Video/Start Video turns your system's camera on or off.
 Participants	Participants opens a small window that lists the people who are also participating in the meeting.
 More	More opens a menu of other options, including Chat, Raise Hand, and a variety of reaction icons.

When you tap the More icon, you open a menu that looks like this:



For most of our meetings, such as the Annual Meeting, you will only need to use Chat (at the top of the list), Raise Hand (near the bottom), and, perhaps, the reaction icons (at the bottom of the list).

	<p><b>Chat</b> icon opens a window where you can read comments that are typed rather than spoken. Sometimes these are instructions from the meeting hosts; sometimes these are thoughts that other participants want to share; sometimes these are greetings that folks want to share. You can participate this way too.</p>
	<p>When you have something to say, you can click the <b>Raise Hand</b> icon to let the meeting hosts know you want to speak. This icon switches to a <b>Lower Hand</b> icon, which you can click when you're done speaking.</p>
	<p><b>Reaction</b> icons let you respond with thumbs up, clapping hands, and other images. You won't need to use them, but you might like to try them out. There are six of these icons displayed, but those three dots, open a selection of several hundred . . . they can be distracting!</p>

### Leaving the Zoom Meeting

When the meeting ends, the host will likely close the room; but if you need to leave before that, you can click the red **Leave** icon



in the corner of your screen. Sometimes you'll see it in the upper left; sometimes it's in the upper right.