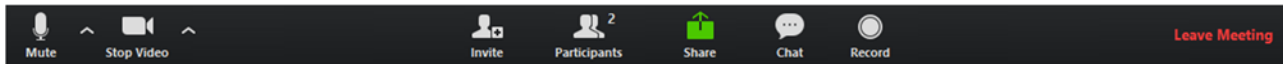The attendee controls appear at the bottom of your screen if you're not currently screen sharing.

Attendees have access to these features:

Mute / **Unmute:** Mute and unmute your microphone.
Audio Controls (click the ^ arrow next to **Mute** / **Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

- Windows: **Alt + A**
- Mac: **Shift** + **Command** + **A**

Start Video / **Stop Video**: Turns your camera on or off.
Video Controls (click the ^ arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

Participants: See who's currently in the meeting. The Participants list also gives you access to these options:

- **Rename**: Hover over your name and click **Rename** to change your screen name displayed to other participants.
- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.
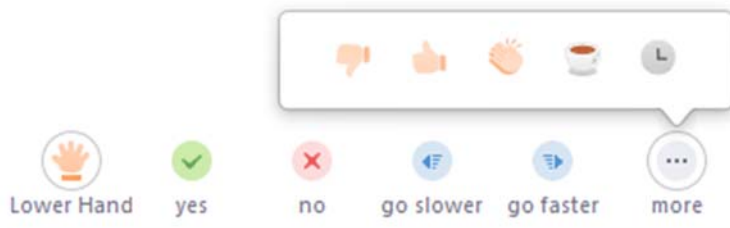
Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.

Chat: Access the chat window to chat with the participants.

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording.

Note: The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.