Always show the Zoom meeting control bar

The underlying instructions assume that you have already (a) activated your UM Zoom Account; (b) downloaded the Zoom client (desktop application) on your device; and (c) signed in to the Zoom client.

UM staff and students are required to sign in to Zoom with their UM IT Account <u>BEFORE</u> starting/joining Zoom lectures in the VLE or clicking Zoom meeting links.

Signing in to Zoom with your UM IT Account enables you to automatically bypass the waiting room of the lecture/meeting. You may not be allowed to join a Zoom lecture/meeting unless you are signed in to Zoom with your UM IT Account.

The guide also assumes that you are using the latest version of the Zoom client.

When you are in a Zoom meeting, the Zoom control bar at the bottom of the screen is automatically hidden.

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wute	Stop video	Security	Participants	POIIS	Chat	Share Screen	Record	Reactions	Apps	whiteboards	wore	

Whilst delivering your lecture or participating in a meeting, you may wish to have the Zoom control bar immediately available so that you can click the required option easily. There is a setting in Zoom that will permanently show the Zoom meeting control bar.

You may wish to disable the auto-hiding of the Zoom meeting control bar as indicated below:

- 1. Open the Zoom client. **Note:** PC users should look for Zoom in their *Start* menu or applications; Mac users should look for Zoom in their applications folder.
- 2. In the *Home* tab, click the **Settings** (cog wheel) icon.



3. Tick **Always show meeting controls**, which is available under the **General** section for *Windows* users or under the **Accessibility** section in the case of *Mac* users.

Z Settings								
\$	General	Start Zoom when I start Windows						
0	Video	✓ When closed, minimize window to the notification area instead of the task bar	11					
	Audio	Use dual monitors ③	11					
		Enter full screen automatically when starting or joining a meeting	11					
Ú	Share Screen	 Automatically copy invite link once the meeting starts 						
0	Team Chat	Always show meeting controls (?)	11					
ទោ	Zoom Apps	Ask me to confirm when I leave a meeting	11					
		Show meeting timers	11					
ڪ	Background & Effects	Remind me 5 minutes before my upcoming meetings	11					
\bigcirc	Recording	Stop my video and audio when my device is locked	11					
8	Profile	Show user profile icon next to in-meeting chat messages						
6	Chatilation .	Show "Pair with Room" feature on home screen navigation bar						
	Statistics	Zoom Updates						
	Keyboard Shortcuts	Automatically keep Zoom desktop client up to date						
î	Accessibility	Update Channel Fast 🕜 🕐						
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4. Close the *Settings* dialog box.

Note: When sharing your screen, the Zoom meeting control bar will move to the top of the screen to ٠ make screen sharing easier. The meeting control bar will remain visible at the top of the screen during screen sharing. Ð **••** 1 11 Ì دى .11 1 Start Video Chat Pause Share Participants Apps Unmute Security New Share Annotate Stop Share You are screen sharing X ۲ L