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 BEFORE 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.**

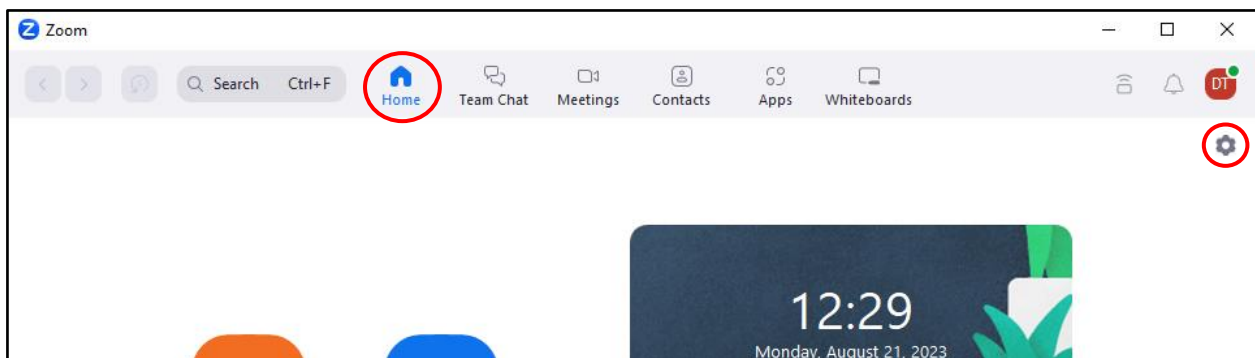The guide also assumes that you are using the latest version of the Zoom client.

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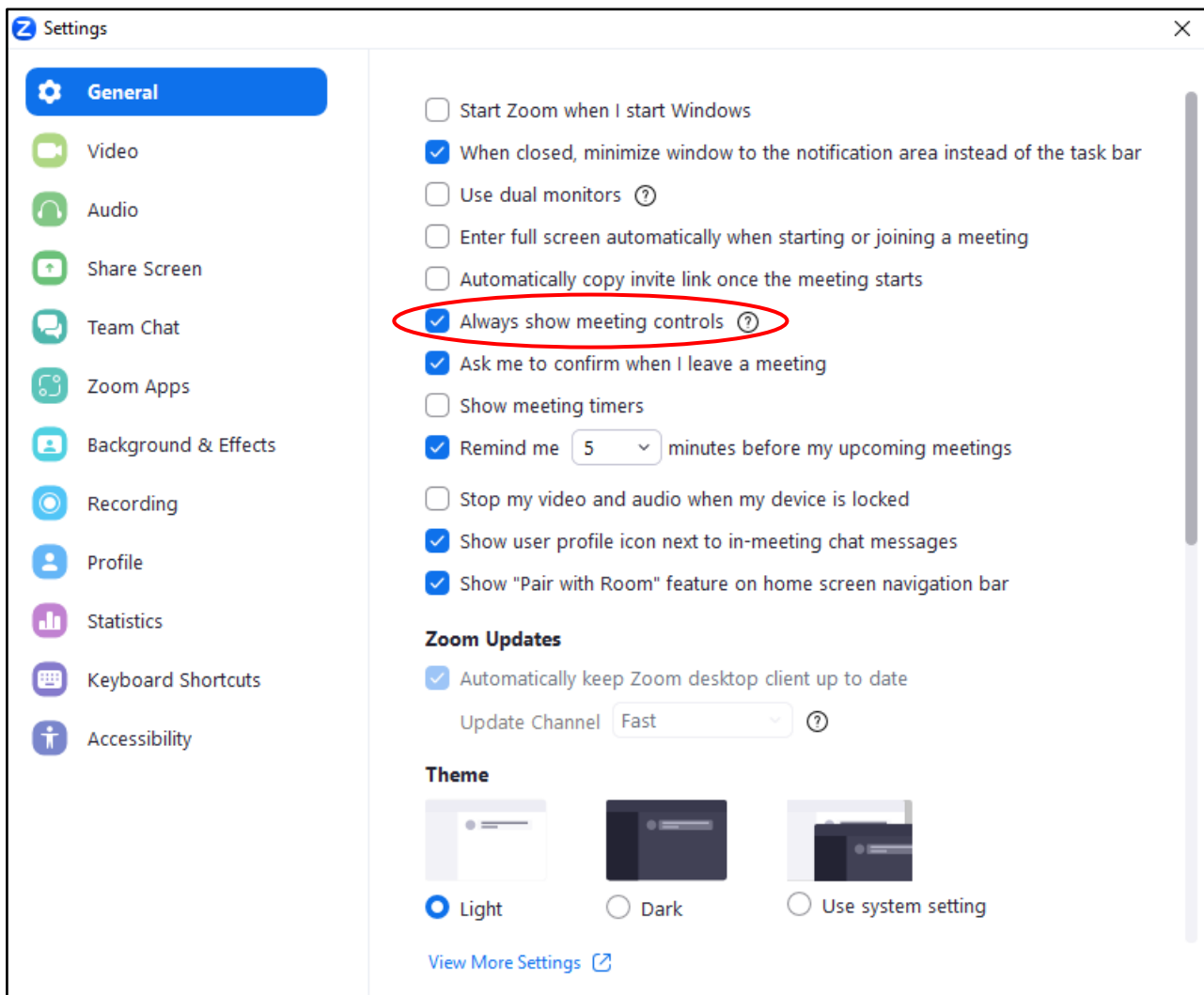

Whilst delivering your lecture or participating in a meeting, you may wish to have the Zoom control bar immediately available so that you can click the required option easily. There is a setting in Zoom that will permanently show the Zoom meeting control bar.

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.

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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.

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 make screen sharing easier. The meeting control bar will remain visible at the top of the screen during screen sharing.