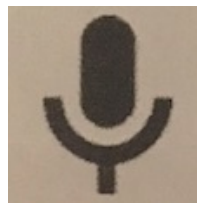


### 'Zoom' Meeting Control Buttons (shown above left)

You will have these controls, though the look and position may differ on your device. Click on the symbol to switch it on or off (it's called a toggle switch).

#### Microphone / Sound Symbol

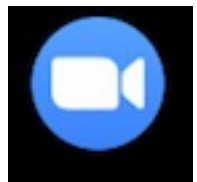


ON



OFF

#### Video / Picture Symbol



ON



OFF

#### 'More Options'



Next to these on each side you may find this symbol above which offers a range of options, including 'pretend' Virtual Backgrounds.