

ZOOM - How to “Always show the Meeting Controls”

This article assumes that you have already downloaded Zoom to your device.

Finding the Meeting Controls every time you use Zoom is a nuisance.

Setting the option to “Always show the Meeting Controls” means that you do not need to move the mouse (PC or Apple Mac) or touch the screen (iPad) to reveal the Zoom controls.

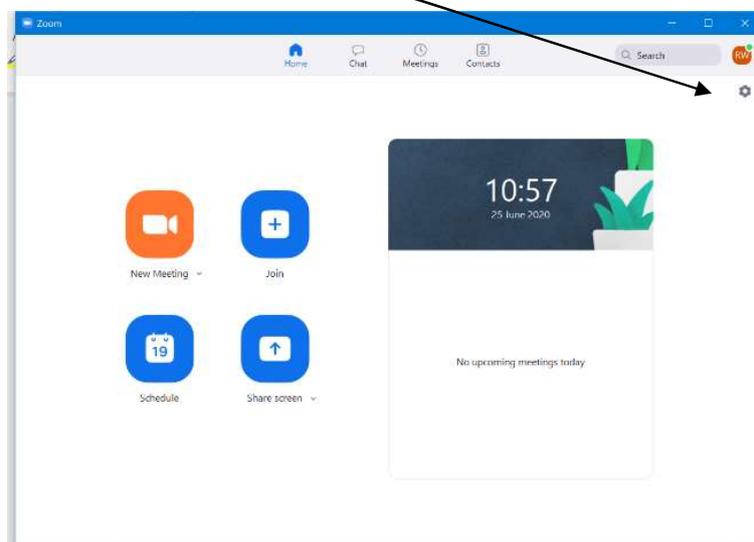
N.B.

Unfortunately, the **Android** apps do not offer the facility to “Always show the Meeting Controls”

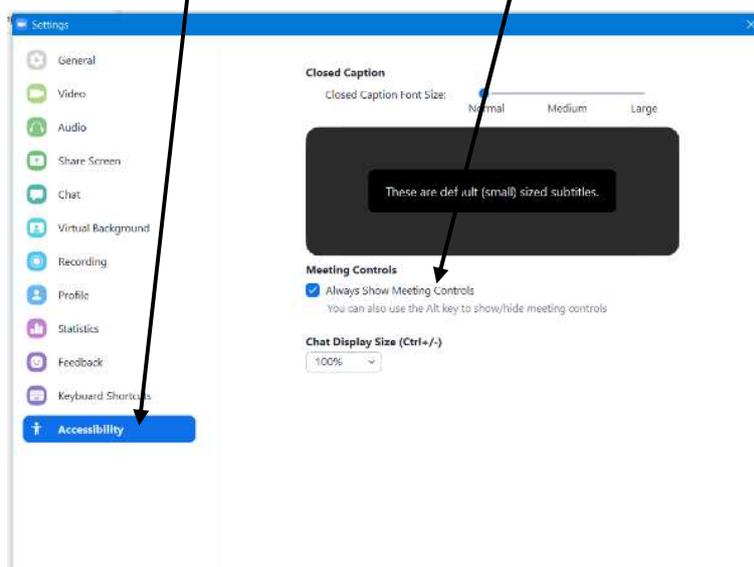
How to do it

PC / Mac

Click the ZOOM icon on the Desktop / Task Bar. When you are signed in to Zoom, you get the screen below. Look for and click the “gearwheel” icon . It is usually on the top RHS.



You get the menu as below, click **Accessibility** and then tick **Always Show Meeting Controls**

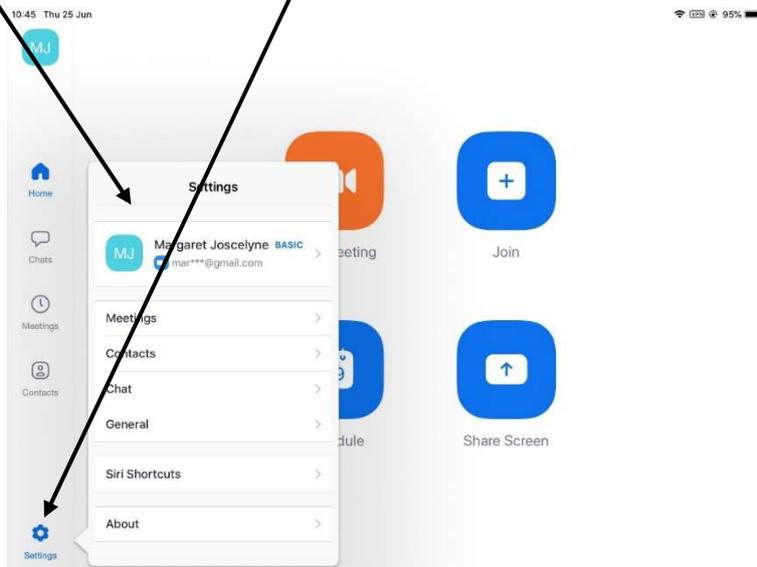


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iPad / iPhone

Touch the ZOOM icon on the Desktop / Task Bar. When you are signed into Zoom you get the screen below. (*less the Settings menu*). Look for and touch the  Settings "gearwheel" icon. On the iPad it is usually as shown.

On an **iPhone** it can be found at the bottom of the screen on the Right.



You will get the **Settings** menu as above. Touch **Meetings** and you will get the menu below. Swipe up or down until you get **Always Show Meeting Controls**. If not already **green**, swipe the button to the **Right** – the on / off box turns to green. Touch the arrow at the top LHS of the Meetings Settings menu. Then touch the desktop to close the Settings menu.

