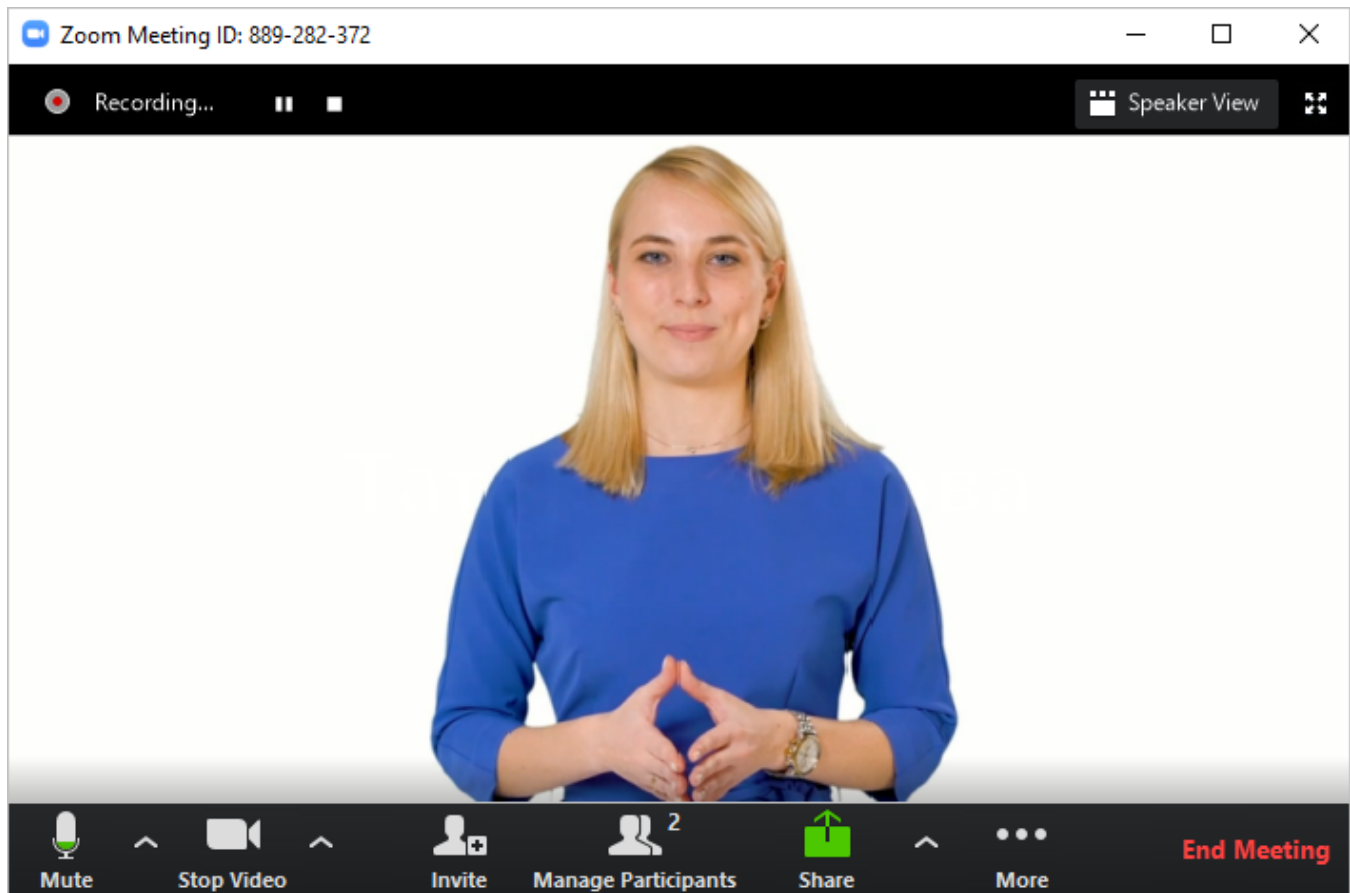


Hosting a Zoom Meeting

Zoom offers lots of convenient and useful options and settings to host a meeting. On the [Zoom website](#), you will find instructions on how to run a Zoom meeting and, on their [YouTube channel](#), there are lots of clips explaining how to work with the application.



In our article, we will go with the most important functions of the Zoom application.

- While running a Zoom meeting, switch between different modes: **Gallery View** and **Speaker View**.
- Enable and disable video and audio with the **Mute/Unmute** and **Start/Stop Video** buttons.
- The Zoom meeting recording will start automatically. At any moment you can pause the recording and restart it, and also stop it completely. The recording will be converted into the MP4 format and downloaded to your computer after the meeting is over.
- While running a meeting in the Zoom application, you can share your screen, a blackboard, any active application, a screen of your iPhone or iPad, a part of a screen, content from the second web camera, audio saved on your device with participants. To do this, click **Share** on the application console.
- To get a meeting live-streamed to Facebook and/or YouTube, hit the **More** button and click the needed option.
- To start managing participants, click **More** button and then select **Manage Participants**.
- If you want to start communicating with participants in the chat, click **More** button and then select **Chat**.
- A meeting might be ended in iSpring Learn or in the Zoom application itself. To do this, click **End Meeting**.