


Zoom “Cheat Sheet”

HOW DO I:	Keyboard Shortcut - PC	Keyboard Shortcut - Mac
Mute All Students’ Microphones	ALT+M	Command⌘+Control+M
Unmute All Students’ Microphones	ALT+M	Command⌘+Control+U
Mute Instructor’s Microphone	ALT+A	Command⌘+Shift⇧+A
Push to Talk When Muted	Spacebar	Spacebar
Pause or Resume Recording	ALT+P	Command⌘+Shift⇧+P
Begin Screen Sharing	ALT+Shift+S	Command⌘+Shift⇧+S
Pause or Resume Screen Sharing	ALT+T	Command⌘+Shift⇧+T
Toggle Instructor’s Video On/Off	ALT+V	Command⌘+Shift⇧+V
Switch to Gallery View	ALT+F2	Command⌘+Shift⇧+W
Previous/Next Group in Gallery View	PageUp/PageDown	Control+P/Control+N
End or Leave a Zoom Meeting	ALT+Q	Command⌘+W
Switch Between Open Applications*	ALT+Tab	Command⌘+Tab

*Switching between open applications with the last shortcut (above) is a quick way to get your bearings. For a complete list of shortcuts, click your profile picture in Zoom, then Settings>Keyboard Shortcuts. NOTE: Zoom Shortcuts work when a Zoom screen is in focus. To enable a shortcut to work globally (from any application screen), check the box “Enable Global Shortcut” alongside that shortcut in Keyboard Shortcuts.

To Begin Screen Sharing: Click the green “Share” button on the meeting menu bar or type **Alt+Shift+S** (PC) or **Command⌘+Shift⇧+S** (Mac). When the Share window appears, select the source you wish to share. You can choose from among any screen (monitor), any running application, a whiteboard or your iPhone/iPad.

If you want to share a PowerPoint presentation:

1. Launch the PowerPoint slide show presentation
2. ALT+Tab (PC) or Command⌘+Tab (Mac) to the Zoom meeting window (with the menu bar at the bottom) and click “Share.” 
3. Check “Share Computer Sound” at the bottom left of the Share window if you want students to hear sound in your PowerPoint presentation.
4. Select “PowerPoint Slide Show,” then click the blue “Share” button.
5. To stop sharing, return to Zoom meeting window and click “Stop Share” or type ALT-S (PC) or Command⌘+Shift⇧+T (Mac).

If you want to share an iPhone or iPad screen:

1. On your iPhone or iPad, connect to the *same Wi-Fi network as the computer running Zoom*.
2. In Zoom, select **Share>iPhone/iPad>Share**
3. On your iPhone or iPad, select **AirPlay** (swipe down from top right corner for iOS 12 or newer or up from bottom for iOS 11 or older). Select **Screen Mirroring>Zoom**.

HINT: Share your iPhone or iPad camera screen when you need an impromptu document camera or to show a place or object or conduct an interview.