



How to mute/unmute and chat in Zoom

How to mute/unmute in Zoom

<p>Unmute  / Mute </p> <p>Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.</p>	<ul style="list-style-type: none">• Windows: Alt + A• Mac: Shift + Command + A
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How to chat in Zoom

How to chat in Zoom (desktop client)

1. If you haven't already, [Download the Zoom desktop client](#) for Mac or Windows.
2. **Open the client and start or join a meeting.**
3. **Click Chat** in the meeting controls bar at the bottom of the client. The chat window will open on the right.
4. **Type a message into the chat box or click on the drop down next to "To:" if you want to message a specific person.**
5. When new chat messages are sent, a preview of the message will appear and the Chat button will flash orange. Click the button to view the chat window.



How to chat in Zoom (mobile app)

1. **Download the Zoom app for [iOS](#) or [Android](#).**
2. **Open the app and start or join a meeting.**
3. **Tap the screen to make the controls bar appear.**
4. **Tap on Participants.**
5. **At the bottom of the list, tap Chat.**
6. **Type your message and tap Send.** If you want to send to a specific person, tap the arrow next to "Send to:" and choose from the list.
7. When new chat messages are sent, they will be displayed at the bottom of the screen. Tap Participants, then Chat to view them.

