



Zoom Terminology

Here is a short glossary of terms that will help you navigate and use Zoom. Note: These terms are relevant to Zoom video conferencing platforms. Other terms may be used for other video conferencing services.

- **Host:** The person that schedules the Zoom meeting and has access to various Zoom features such as admitting people into the meeting, muting others, and sharing their screen. There can only be one primary host of a meeting.
- **Cohost:** Someone who has host privileges, such as managing participants, and can help the host run the meeting. The host will need to designate the cohost and can also remove these privileges at any time.
- **Invitation:** Meeting information that is sent out to participants. This invitation should include the date, time, meeting link and/or meeting ID.
- **Participant:** A person who will join or attend the Zoom meeting.
- **Participant ID:** If you are joining a Zoom meeting by calling in with a phone, a participant ID may be required. The host of the Zoom meeting should provide you with the participant ID if it is needed. If not, press the pound (#) key to skip this process after you have called in to the meeting.
- **Meeting ID:** The meeting ID is a set of numbers used to join a Zoom meeting. This is usually an 11-digit number.
- **Meeting Link:** The meeting link can be used to join a meeting instead of inputting the meeting ID.
- **Polls:** A poll question may be used during a Zoom meeting. These questions can be single or multiple choice and allow participants an opportunity for greater interaction and engagement in the meeting. The host administers the poll.
- **Gallery View:** This is a viewing option in Zoom to allow you to view multiple attendees at once.
- **Speaker View:** This is a viewing option in Zoom to allow you to view only the person who is speaking.
- **Reactions:** Participants can react to the meeting or presentation using emojis on Zoom. The reaction or emoji lasts for five seconds and can be found using the smiley face button displayed with “Reactions” typed below it.
- **Shared Screen:** This feature allows participants to share their own screen to others, from sharing videos, to presentations, and more.