

Zoom Cheat Sheet



	Application	Desktop macOS	Desktop Windows	Desktop Linux	Mobile iOS	Mobile Android	Browser	Must first be activated
	Function name							in the settings
Attendees	File transfer (in chat)	Deactivated	Deactivated	Deactivated	Deactivated	Deactivated	Deactivated	Deactivated
	Reactions	Yes	Yes	Yes	Yes	Yes	Yes	No
	Feedback without words	Yes	Yes	Yes	Yes	Yes	Yes	Yes (by host)
	Participate in surveys	Yes	Yes	Yes	Yes	Yes	Yes	Yes (by host)
	Whiteboard/annotations	Yes	Yes	Yes	Yes	Yes	Yes	Yes (by host)
	Virtual background	Yes (if processor is suficient)	Yes (if processor is sufficient)	Yes (if processor is sufficient)	Yes (if processor is sufficient)	Yes (if processor is sufficient)	Yes (if processor is sufficient)	No
	Private chat	Yes	Yes	Yes	Yes	Yes	Yes	Yes (by host)
Host / co-host	Record	Yes	Yes	Yes	No	No	No	No
	Start survey	Yes (scheduled meeting or personal meeting room)	Yes (scheduled meeting or personal meeting room)	Yes (scheduled meeting or personal meeting room)	Yes (scheduled meeting or personal meeting room)	Yes (scheduled meeting or personal meeting room)	Yes (scheduled meeting or personal meeting room)	Yes (by host)
	Feedback without words	Yes	Yes	Yes	No	No	Yes	Yes (by host)
Host only	Create host	Yes	Yes	Yes	Yes	Yes	Yes	Yes (by host)
	Assign co-host	Yes	Yes	Yes	Yes	Yes	Yes	Yes (by host)
	Breakout rooms	Yes	Yes	Yes	No	No	Yes	Yes (by host)

Meeting roles

Host / moderator Co-host / co-moderator Participants

How long are meeting lds retained?

Immediate meetings24-48 hoursScheduled meetings30 daysRecurring meetings365 days

This overview shows the most important functionalities in comparison. If you discover any discrepancies please send a short message to schulungszentrum@fau.de.

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