

## GENERAL TIPS

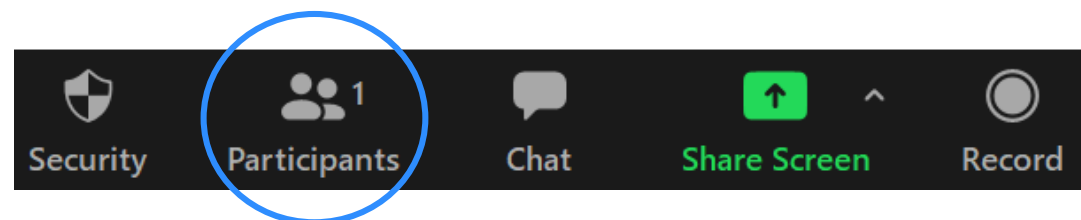
### CONSIDER YOUR ENVIRONMENT

Aim to join your meeting in a quiet space. If using video, ensure your background is simple and clutter-free.

### NAME YOURSELF APPROPRIATELY

When joining a meeting, please use your first and last name, and state. For example, **John Doe (DC)**.

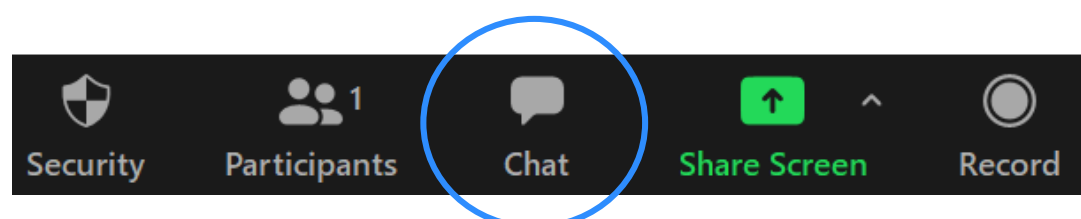
*Tip: To change your name, click ‘participants’ located in the middle of the control bar at the bottom of the Zoom window to open the Participants pane. Hover over your name in the Participants pane, click “More”, then “Rename.”*



### JOIN THE CONVERSATION

Use the “Chat” button, located in the middle of the control bar at the bottom of the Zoom window, to share your thoughts with the group or send a private message.

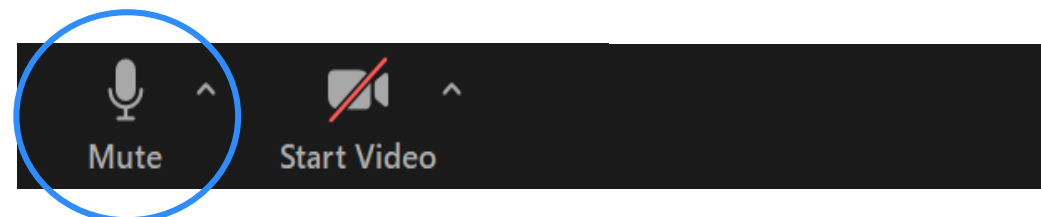
*Tip: Select “Everyone” when sending your chat so the full group can see it.*



## AUDIO

### HOW TO MUTE/UNMUTE

Click the microphone icon, located on the left side of the control bar at the bottom of the Zoom window.



If joining the meeting by phone, press \*6 to mute/unmute.

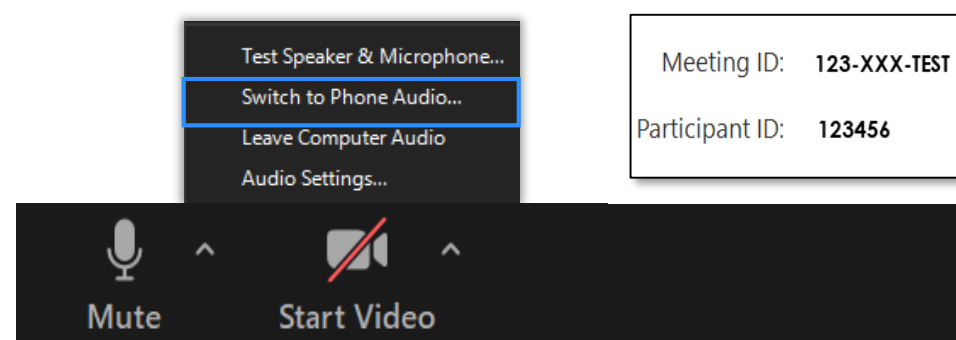
*Tip: Please remain muted while listening to other speakers to eliminate background noise.*

### TROUBLESHOOTING AUDIO

If joining a meeting from your computer, **first** make sure you are connected to computer audio.

**Next**, [try testing your speaker and microphone](#). Follow the prompts on the pop-up windows to select the proper speaker and microphone options.

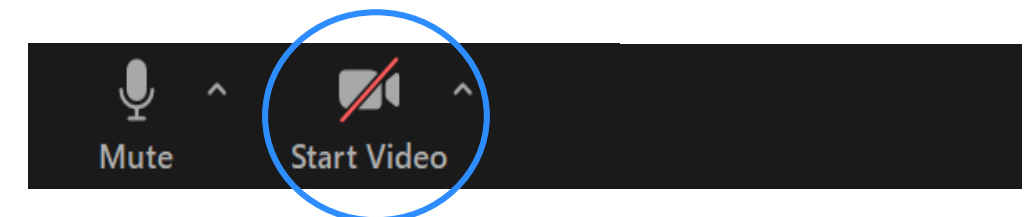
*Tip: If your computer audio still isn’t working, try “Switch to Phone Audio.” Be sure to make note of your Meeting ID and Participant ID.*



## VIDEO

### HOW TO CONTROL VIDEO

Click the “Start Video” camera icon, located on the left side of the control bar at the bottom of the Zoom window.



*Tip: To “jazz-up” your background, try using Zoom’s [virtual background feature](#)!*

### HOW TO CHANGE THE MEETING VIEW

Click the “Speaker View” located at the top right corner of the Zoom window to highlight the speaker. Click “Gallery View” to see a grid of multiple participants.

*Tip: In large meetings, there may be multiple pages of the Gallery View. A navigation arrow will appear on each side of the Gallery to navigate between pages.*



## | Tips for Presenters

*Pro tips to help you master online meetings and presentations.*

# Looking your best

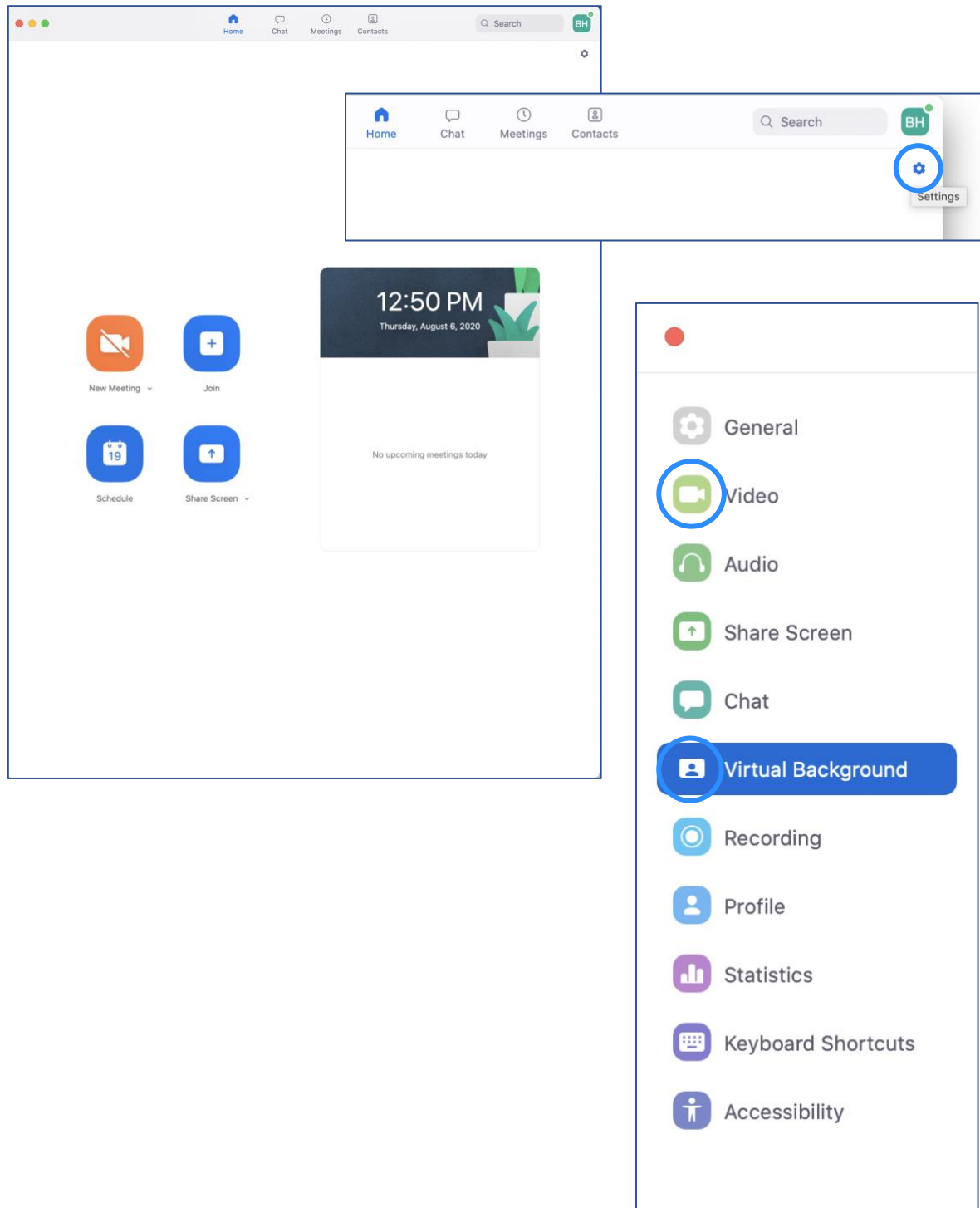
### **Before your session:**

- Make sure you are in a well-lit area with light overhead and/or in front of you. Avoid areas with window light directly behind you.
- Put your camera at or slightly above eye level (use a stand, or stack of books if you are using a laptop camera). Make sure the camera is relatively close to you so your head and shoulders are fully visible. Example:



- Explore Zoom setup options in the Zoom Client. Select “Settings” and consider adding a virtual background, or “Touch up my appearance” under “Video.”

## Zoom Client



## During your session:

- Look directly at your camera while speaking so your attendees feel more included in the conversation. Position the “active speaker” window on your screen directly under the webcam lens to create more natural “eye contact.”

## Sounding your best

As long as your internet connection is strong and stable, you will get the best quality audio experience by selecting “use my computer” for audio:

- Choose a quiet area to present, taking account possible indoor and outdoor noise.
- Use ear buds or headphones to avoid audio feedback. If you can’t be in a quiet area, consider using a headset with microphone.
- Reserve using the dial-in number for times when you don’t have easy access to a computer or you have low quality Internet access.

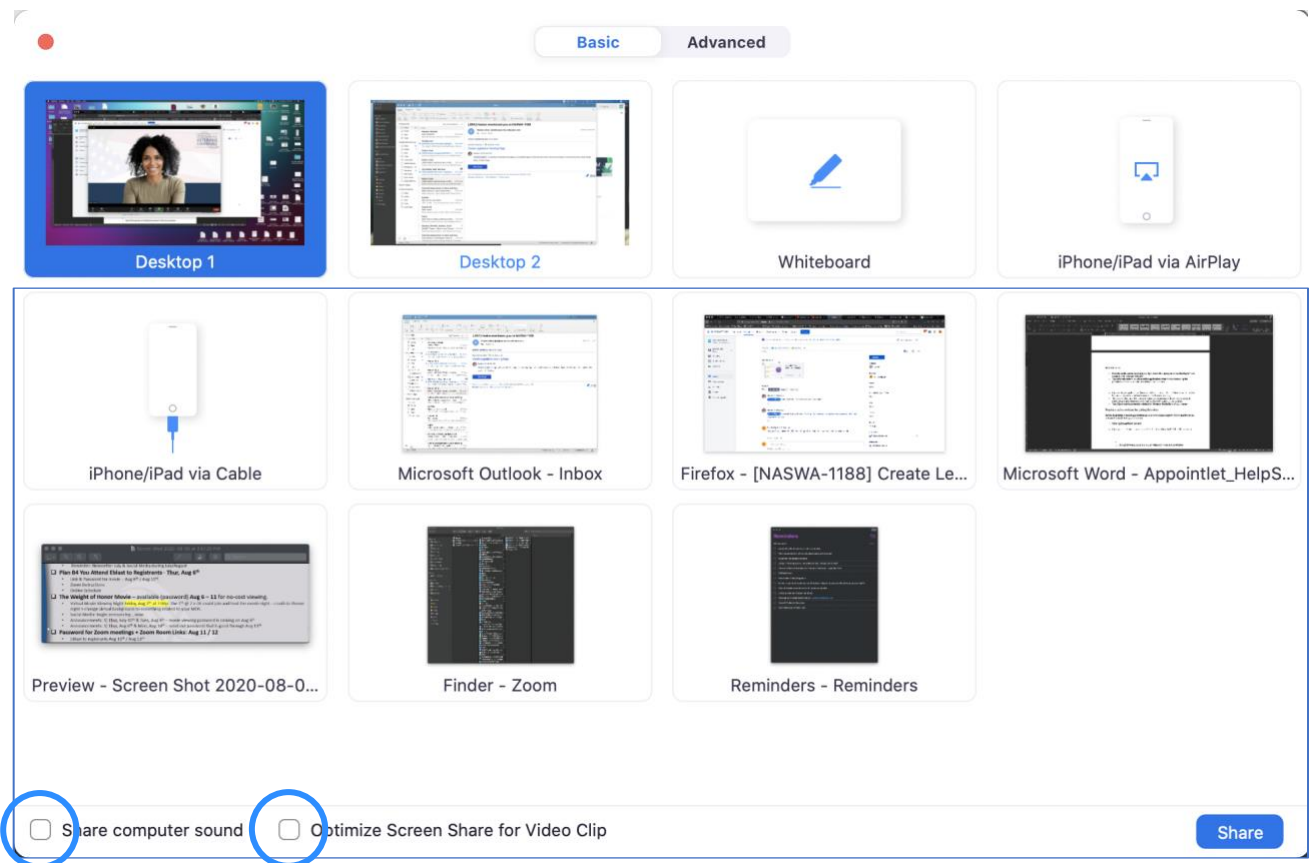
## Present and moderate your session like a Pro

It can be overwhelming to present, manage your participants, and monitor chat, all while continuing to have a dynamic conversation with your participants. This can be particularly hard if you are using full screen options for presenting or sharing videos. There are a number of options to customize your layout that will help, the one below has been optimized for use on a laptop where you need to present and manage your attendees at the same time.



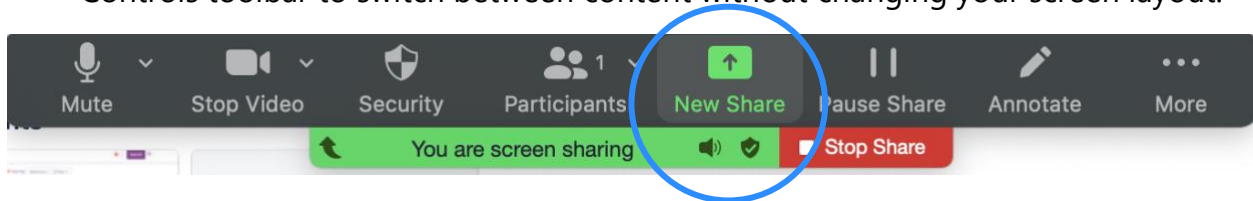
## With this view:

- Remote participants are displayed right below the laptop camera, allowing for “eye contact” with your participants. The Participants window and Chat window are floating to the right, always viewable while you present.
- To maintain this view while sharing content, choose only the application you wish to share. This allows the participant and chat windows to remain on the screen without accidentally sharing incorrect content or screens. For example, instead of sharing Desktop 2 from the options below, you might choose the *Microsoft Outlook – Inbox* tile so that viewers only see the Outlook application instead of your full desktop .



NOTE: If you are sharing sound or a video clip, make sure to check the "Share computer sound" and/or "Optimize Screen Share for Video Clip" **before** you click the Share button.

- If you need to share new content, you can choose "New Share" from the Zoom Controls toolbar to switch between content without changing your screen layout.



- The "Zoom Chat" and "Participants" window remain open, allowing you to easily mute people and monitor nonverbal feedback throughout the session.
- Your Zoom controls remain visible at all times on the bottom of your screen.

## Step by step instructions for getting this view:

Before beginning, close all applications on your computer except Zoom and those you need to share during your session.

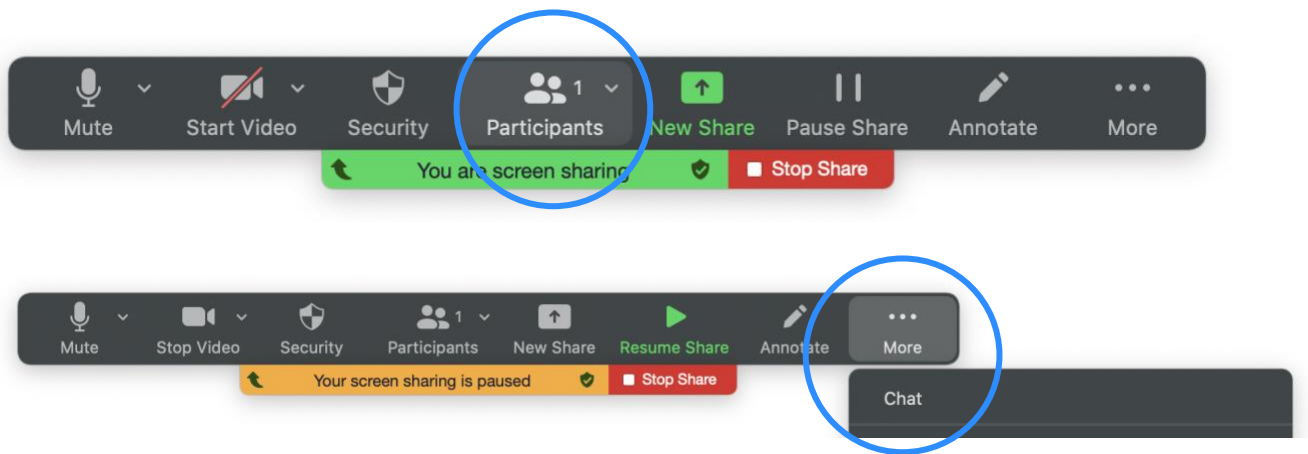
### 1. Sharing PowerPoint content

- Open your presentation and select "Set Up Slide Show" in the "Slide Show" menu
  - Select "Browsed by an individual (window)" in the set up window
  - Put your presentation into presentation mode by selecting the icon on the bottom right of PowerPoint.

NOTE: In this view, you will be unable to view Presenter notes. Print these before your session for reference. If this will not work for you, consider sharing only a portion of your screen (available through "Advanced" sharing). But be careful, it is easy to change your screen and accidentally share incorrect content.

### 2. When you are ready to present, launch your Zoom meeting.

- Exit Full screen mode by selecting the option in the top right corner
- Select "Share" in the Zoom controls and share the application with your content, remember to NOT choose the "Share Desktop" option.
- From the Zoom control bar, select "Participant" and "More," then "Chat" to open those windows



**3. Now layout your screen by dragging your components to the locations you prefer.**

- You can “dock” Zoom video and controls by dragging them to the edge of the screen
- Resize your content, chat, and participant windows to make them fit your display

NOTE: If you like these settings, customize your Zoom client to remember them. When not in a meeting, open your Zoom client and select the gear icon to customize your settings. From there, uncheck all options related to automatically resizing to full screen.