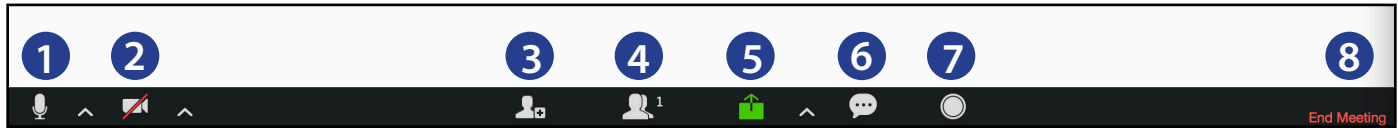


Zoom Interface

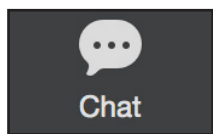
These are all of the tools in the bottom menu bar of Zoom:



- 1 Mute/Unmute your microphone
- 2 Start and stop your video
- 3 Invite people to the meeting
- 4 Opens Participant Window so you can see who is attending the webinar
- 5 Start a screen share. You will be able to select the desktop or application you want to share.
- 6 Access the chat window to chat with the host, the other panelists, or all attendees.
- 7 Records your Zoom session as a local video file. Also includes an audio-only file.
- 8 Ends the Zoom meeting for all participants

Set up and manage chat and participation tools:

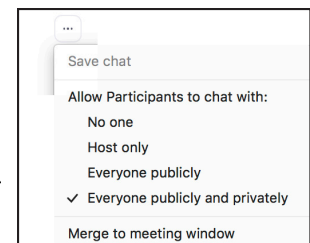
Chat:



1. Select Chat



2. Select the 3 dots in the chat window

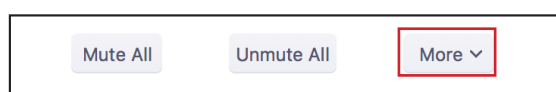


3. Choose chat settings

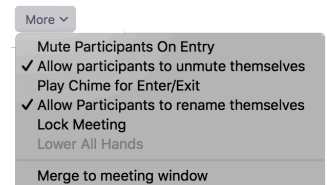
Participation:



1. Select Manage Participants



2. Select More at the bottom of the window



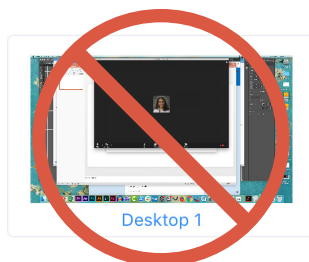
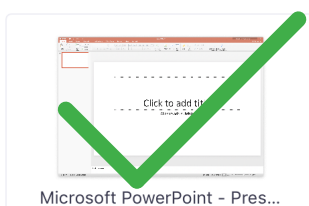
3. Choose settings

Screen Sharing

To share your screen, click the Share icon in the main window or in the control panel.

► If prompted, choose "basic" screen sharing

If you have a PowerPoint presentation you want to share during screen sharing, select the thumbnail with your presentation, and NOT the thumbnail titled "Desktop". This ensures participants can only see your PowerPoint slides, and nothing else that may be open on with your computer during the presentation.



When you are screen sharing, the controls will appear in a moveable bar. It is typically at the top of your screen, but you can drag it around as needed.

Zoom Meeting Timeline

Before Connecting to the Zoom Meeting

1. Have your PowerPoint presentation open on your desktop, but NOT in presenter mode.
2. Close all other windows/apps, especially mail programs

Before You Start Recording

30 Minutes Before Meeting Start Time

3. To start the meeting, use the link that was sent to you in the meeting invitation. This is a link just for you as a presenter. You can get this link from your host calendar appointment.
4. Set up and manage chat and participation tools

15 Minutes Before Meeting Start Time

5. Run a final audio, webcam video, and content sharing test.

5 Minutes Before Meeting Start Time

6. Mute presenter mics until the start of the presentation.
7. Attendees will join muted and cannot share but will be able to hear and see presenters
8. Moderator periodically welcome the attendees and let them know you'll be starting soon

Session Start Time

9. Start Recording
10. Moderator unmutes and starts video
11. Moderator begins the presentation with welcome and housekeeping
12. Confirm other presenters are ready to be unmuted and video is on
13. Monitor chat for any technical concerns for attendees
 - ▶ Send people to <https://support.zoom.us> for 24/7 assistance

After Your Session

14. Send a follow up emails to registrants and attendees – be sure to include the meeting recording and a call to action (what you want them to do next)
15. Upload the webinar recording to YouTube, Vimeo, or your website

Zoom Best Practices

Start Early and Start Interacting

- Add interaction early in the session to motivate attendees to join early
- Turn on your audio and video and encourage participants to do the same so that everyone gets acquainted
- Ask attendees questions or request they ask you questions
- If attendees receive exclusive interaction with you, word will spread that there is valuable time being shared before the event starts

Provide Housekeeping

- Provide a brief housekeeping at the start of your event to show attendees what tools you will use and set expectations
- Refer to the housekeeping slides that Zoom has made
- Reiterate that attendees should use both video and audio to deepen the level of conversation

Always Record

Benefits to Recording Your Sessions:

- Reach parties that could not attend live
- Provide a chance for attendees to review the content or share it with others

Notes On Recording:

- Decide whether to record from beginning to end or only certain portions of the event
- Zoom will provide a separate file for each portion of the event that you record if you opt to start and stop recording, so be aware that you may need to stitch those files together with a basic video editing software
- Start recording after delivering housekeeping as that instruction is not useful to those watching a recording