# Zoom - Best Practices for Presenters

## **Equipment checks**

To adjust your audio settings click on the arrow next to the microphone icon in the bottom left



From this menu you can see which devices are currently used for audio and change them. You can also select "Test Speaker & Microphone" to make sure your audio is working properly before the meeting starts.

To adjust your video settings

#### Changing your name

1. Click on "Manage Participants" at the bottom



2. Click on "More" next to your name in the Participants window on the right.

|                                       | Zoom                                     | - • ×                                     |
|---------------------------------------|--|---|
|                                       | Talking:                                 | <ul> <li>Participants (1)</li> </ul>      |
|                                       |  | Watts, Matthew K (Host, me) Unmute More > |
|                                       |  |   |
| Meeting Topic:                        | Watts, Matthew K's Personal Meeting Room |   |
| Host:                                 | Watts, Matthew K                         |   |
| Invitation URL:                       | https://vccs.zoom.us/j/5077608555        |   |
|                                       | Copy URL                                 |   |
| Participant ID:                       | 307370                                   |   |
| Lon Audio<br>Computer Audio Connected | Share Screen                             | <b>2</b> 0 0 0 •                          |
|                                       |  | yes no go slower go faster more clear all |
|                                       |  | Invite Mute All Unmute All                |

3. Click on "Rename"

### 4. Type in your new name and click on "OK"

s.zoom.us/j/5077608555

|              | 3           | Rename         | ×     |
|--------------|-------------|----------------|-------|
|              | Enter a new | v screen name: |       |
|              | Your New    | Name           |       |
|              |             |                |       |
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|              | ]           |                |       |
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| Share Screen |             | Invite Othe    |       |

### Dealing with background noise

1. Click on "Manage Participants" at the bottom



2. Participants that are making noise will have movement in the microphone icon next to their name



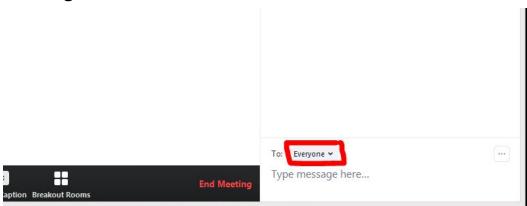
3. Click on "Mute" to the right of their name

#### Using chat

1. Click on "Chat" at the bottom to open the chat window



2. To send a private message to a participant select their name from the dropdown menu at the bottom right.



Note: When using breakout rooms, participants and the host will only see chat from people in the same room as them.

### Sharing your screen

1. Click on the green "Share Screen" button at the bottom



2. If you want to share everything you see on your computer monitor then select "Screen

| •                                | Select a window or an applic | cation that you want to share | ×     |
|----------------------------------|------------------------------|-------------------------------|-------|
|                                  | Basic                        | Advanced                      |       |
|                                  |                              |                               |       |
|                                  | 2                            | <b>₽</b><br>₀                 |       |
| Screen                           | Whiteboard                   | iPhone/iPad                   |       |
|                                  |                              |                               |       |
| Zoom Best Practices for Beginner | Snipping Tool                | Downloads                     |       |
| Share computer sound Optimize Sc | reen Sharing for Video Clip  |                               | Share |

3. If you just want to share a specific window then select it from the second row.

|  | Basic         | Advanced   |  |
|--|---------------|--|--|
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|  |               | 0  |  |
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| om Best Practices for Beginner 🧿   | Snipping Tool | Downloads  |  |

4. When sharing you can move the toolbar by putting the cursor over the green button with the meeting ID on it and dragging it to a new location.



 You can also make this toolbar disappear by selecting "Hide floating meeting controls" from the "More" option in the toolbar

|  |                                       |          | 1000 - 1000   | 10000       |          |     |
|--|---------------------------------------|----------|---|-------------|----------|-----|
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| mute Start Video Security<br>m/document/d/10MkjpcsSh8YqmA1 | Manage Pa                             |          | New Share Stop Share  | Pause Share | Annotate | Mo  |
|  |                                       |          |   |             |          |     |
| Chat   |                                       | Alt+H    |   |             |          |     |
| Breakout Rooms   |                                       |          |   |             |          |     |
| Record on this Computer                                    |                                       | Alt + R  |   |             |          |     |
| Record to the Cloud  |                                       | Alt+C    |   |             |          |     |
| Closed Caption   |                                       |          |   |             |          |     |
| Disable participants annotation                            |                                       |          |   |             |          |     |
| Show Names of Annotators                                   |                                       |          |   |             |          |     |
| Hide Floating Meeting Controls                             | (rl+Alt+                              | -Shift+H |   |             |          |     |
| Share computer sound                                       |                                       |          |   |             |          |     |
| Optimize Share for Full-screen Vi                          | deo Clip                              |          |   |             |          |     |
| End Meeting  |                                       | Alt+Q    |   |             |          |     |

 If you were sharing a specific window and need to switch to another window, use the green "New Share" button.



7. To stop sharing use the red "Stop Share" button

| y<br>Unmute | V Start Video | ~       | Security | Anage Participants | Polic | A New Share | Pause Share | Annotate | •••<br>More |
|-------------|---------------|---------|----------|--------------------|-------|-------------|-------------|----------|-------------|
| e.com/docur | ment/d/10Mkjp | csSh8Yo | ımA1 🎸   | ID: 507-760-8555   | 28    | Stop Share  |             |          |             |