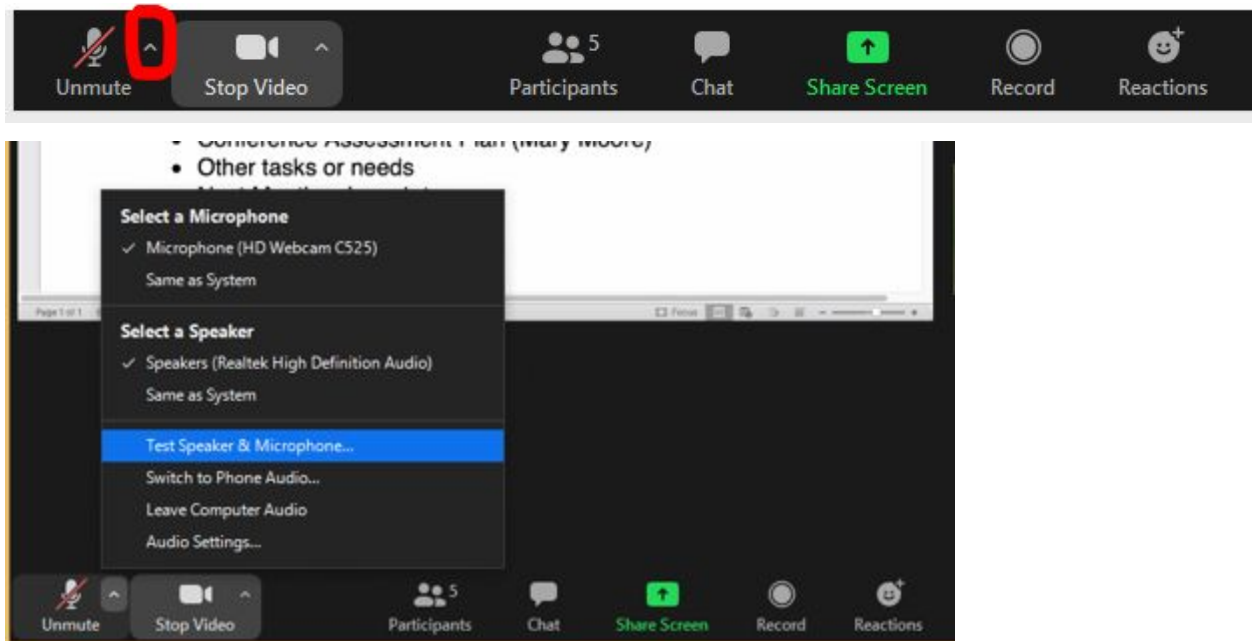# Zoom - Best Practices for Presenters

Equipment checks

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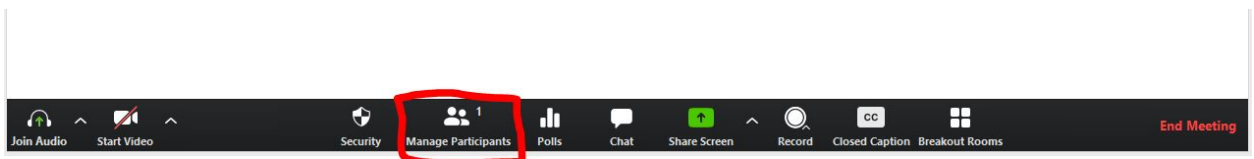

From this menu you can see which devices are currently used for audio and change them. You can also select "Test Speaker & Microphone" to make sure your audio is working properly before the meeting starts.
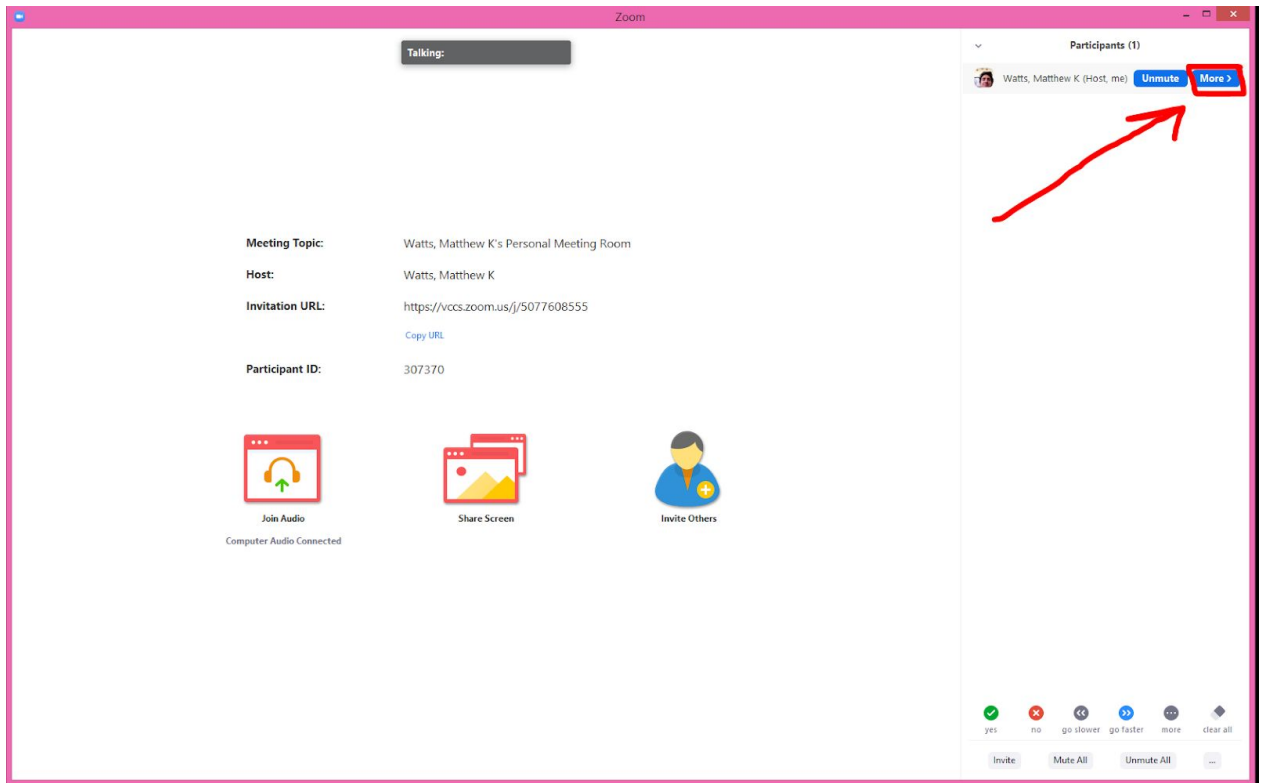To adjust your video settings

Changing your name
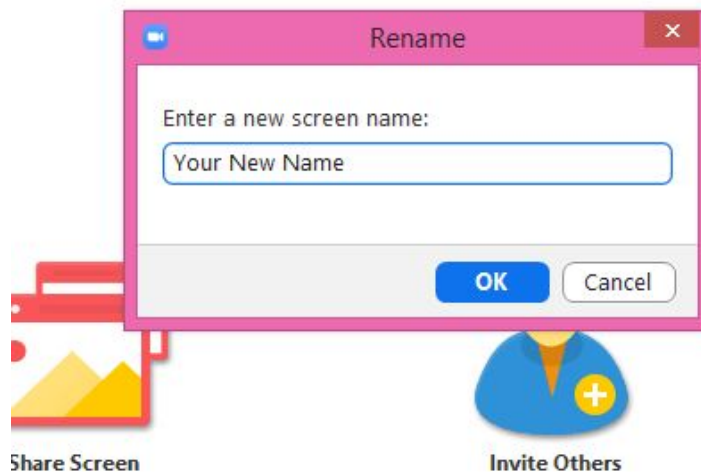
1. Click on "Manage Participants" at the bottom

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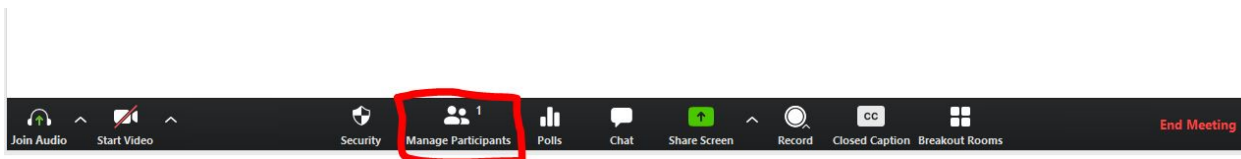

3. Click on "Rename"
4. Type in your new name and click on "OK"

Dealing with background noise

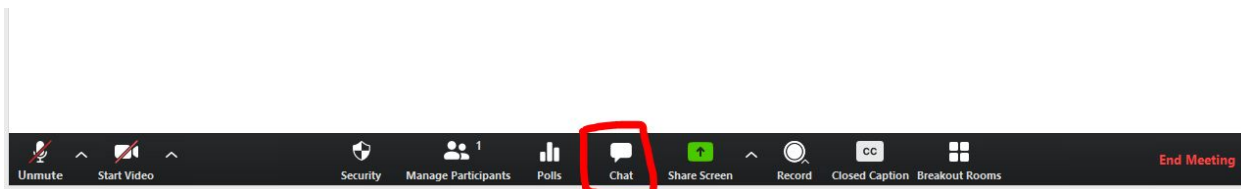1. Click on "Manage Participants" at the bottom

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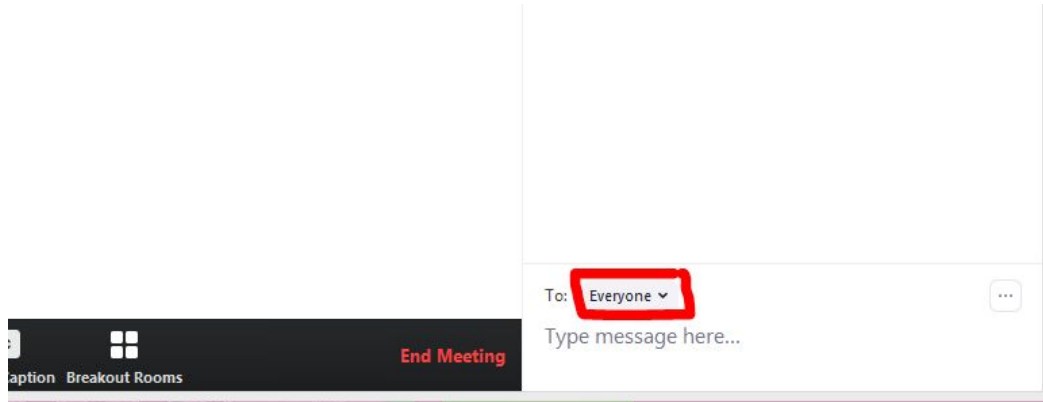

3. Click on "Mute" to the right of their name

Using chat

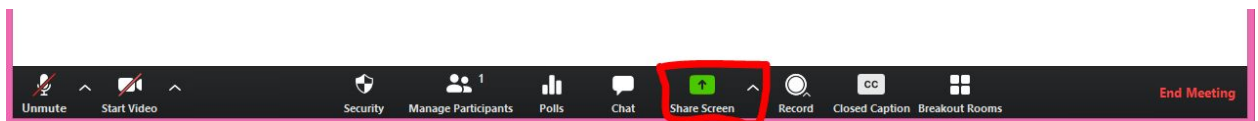1. Click on "Chat" at the bottom to open the chat window

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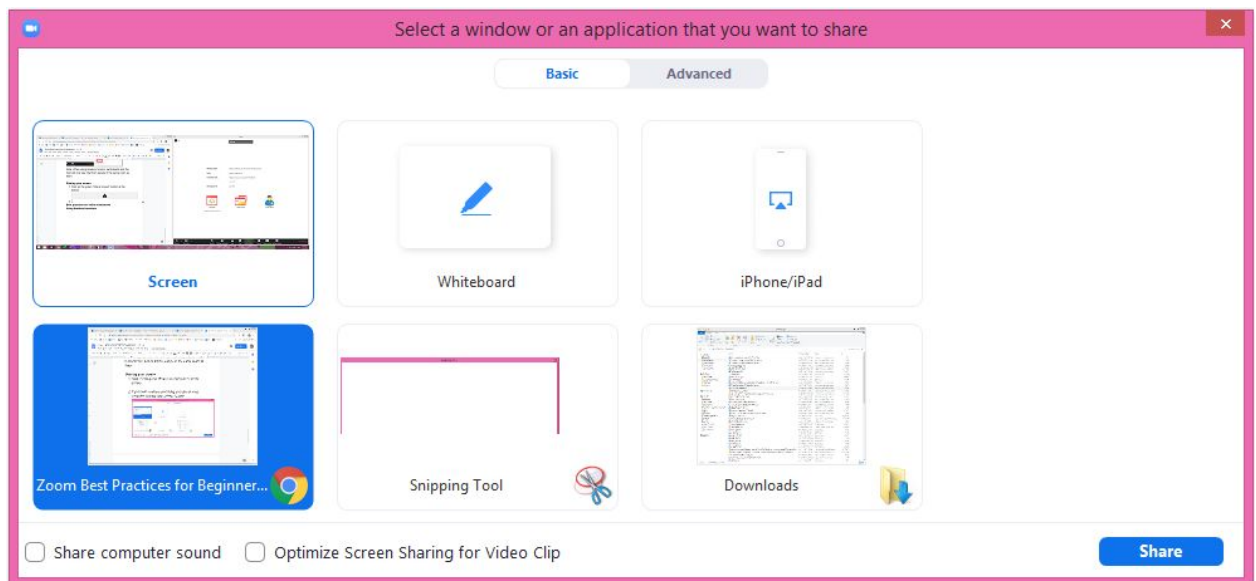
Sharing your screen
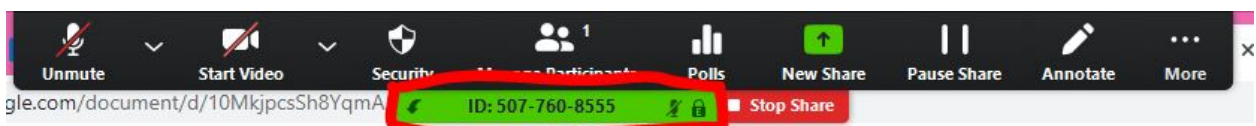1. Click on the green "Share Screen" button at the bottom

2. If you want to share everything you see on your computer monitor then select "Screen
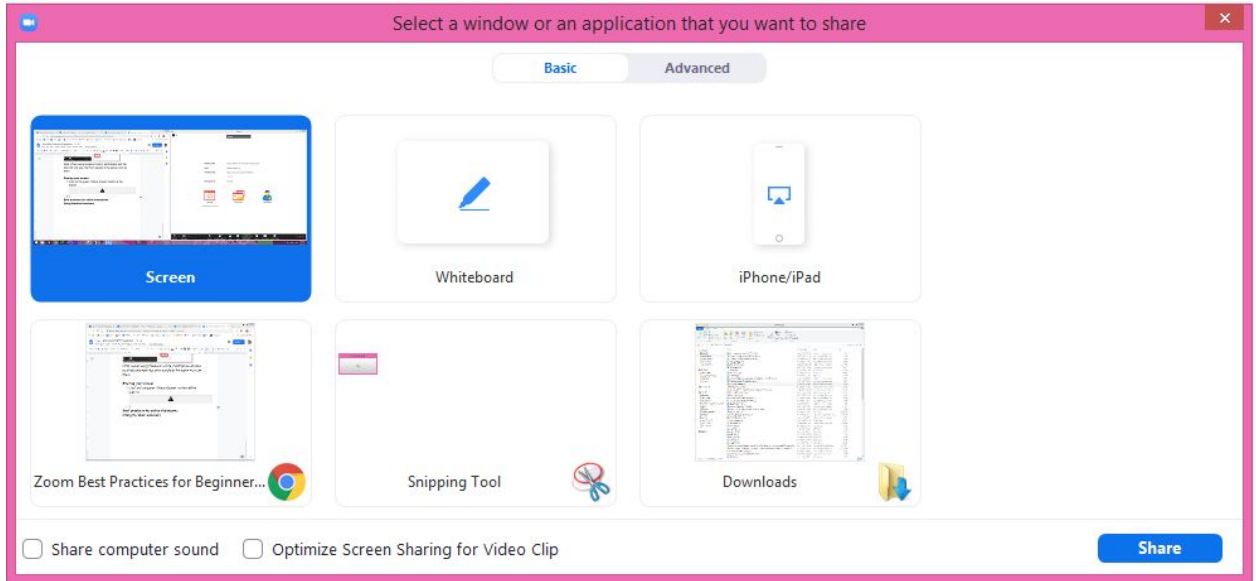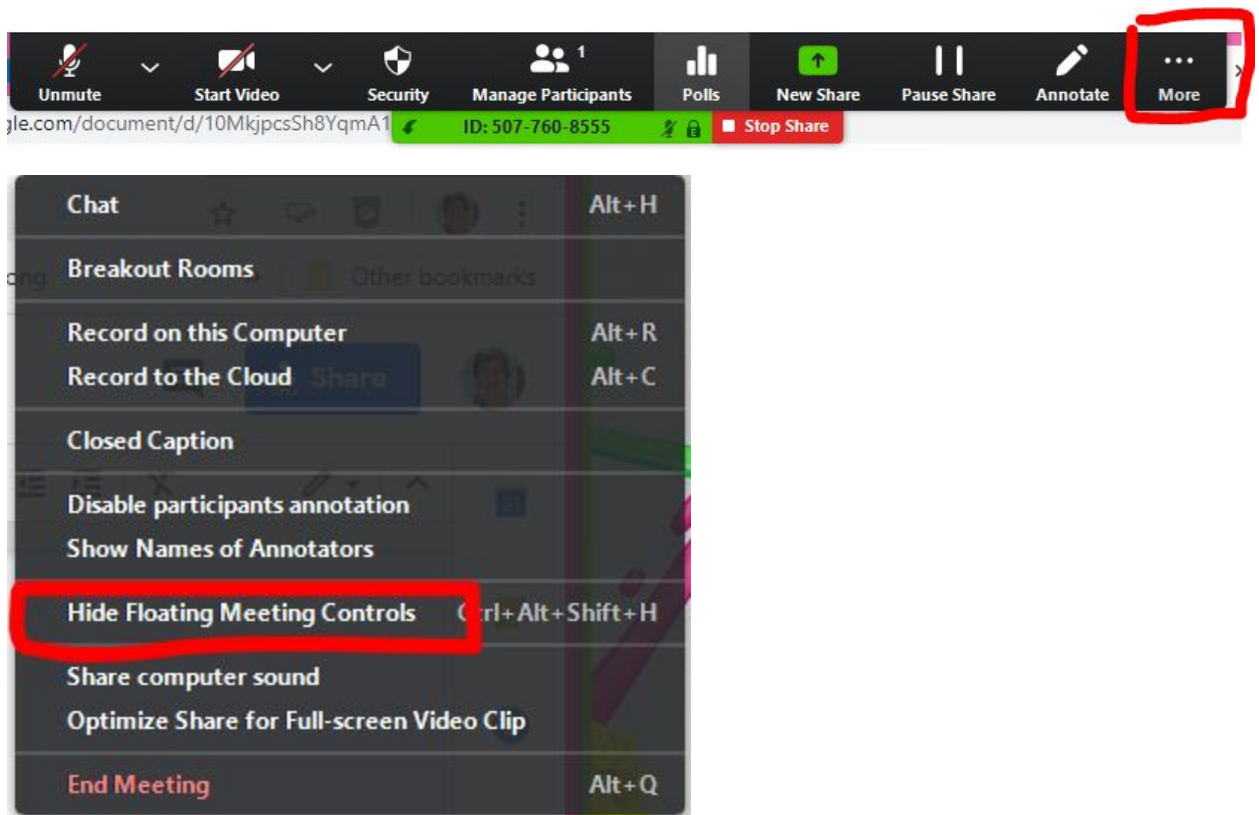
3. If you just want to share a specific window then select it from the second row.


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.

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

6. If you were sharing a specific window and need to switch to another window, use the green "New Share" button.
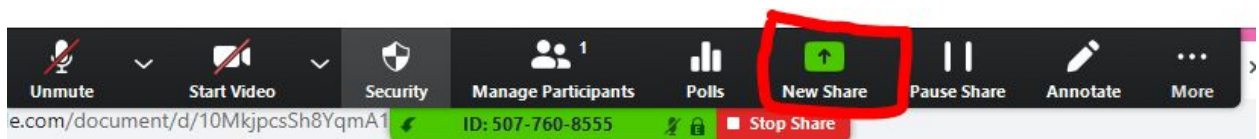
7. To stop sharing use the red "Stop Share" button

Unmute | Start Video | Security | Manage Participants **1** | Polls | New Share | Pause Share | Annotate | More

e.com/document/d/10MkjpcsSh8YqmA1 | ID: 507-760-8555 | **Stop Share**