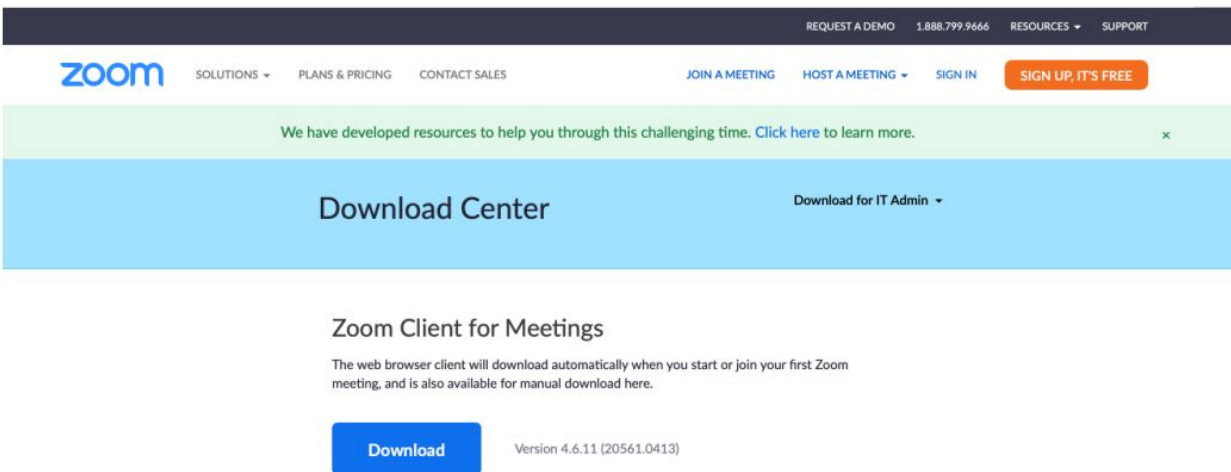


Presenter Instructions for Zoom Meetings and Webinars

What You Need to Get Started

- A high-speed internet connection to your computer (a hard line is ideal, but not necessary).
 - An external webcam or built-in camera on your computer. • The built-in microphone on your computer will work or for better sound an external USB microphone or a headset can be used.
 - You do not need to have a Zoom account to join a Zoom meeting or webinar but for the best user experience (moderators must do this to utilize co-hosting controls) we do recommend you at least download and install the Zoom desktop application prior to your meeting.
 - Although Zoom can be downloaded on Android and iOS devices we strongly encourage you to use a laptop or desktop over a smartphone or tablet. This will give you a better viewing experience with more functionality.
- ### 3 Downloading and Installing Zoom
- You can download Zoom by clicking here: <https://zoom.us/download>




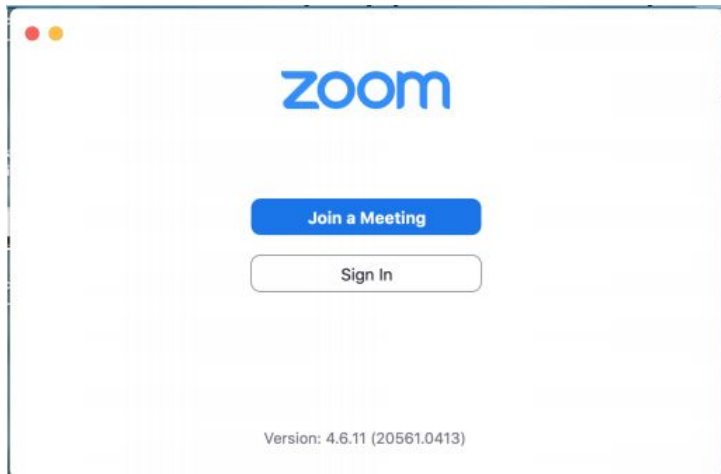
The screenshot shows the Zoom website's Download Center. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a white navigation bar with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent orange 'SIGN UP, IT'S FREE' button. A green banner below the navigation bar contains the text: 'We have developed resources to help you through this challenging time. Click here to learn more.' The main content area has a light blue header with 'Download Center' and a 'Download for IT Admin' link. Underneath, the 'Zoom Client for Meetings' section is displayed, including a 'Download' button and the version number 'Version 4.6.11 (20561.0413)'. A small 'x' icon is visible in the top right corner of the green banner.

In the Download Center click on the Download button under Zoom Client for Meetings. Then locate and run the Zoom installer (default location is the downloads folder).

Zoom Desktop Application



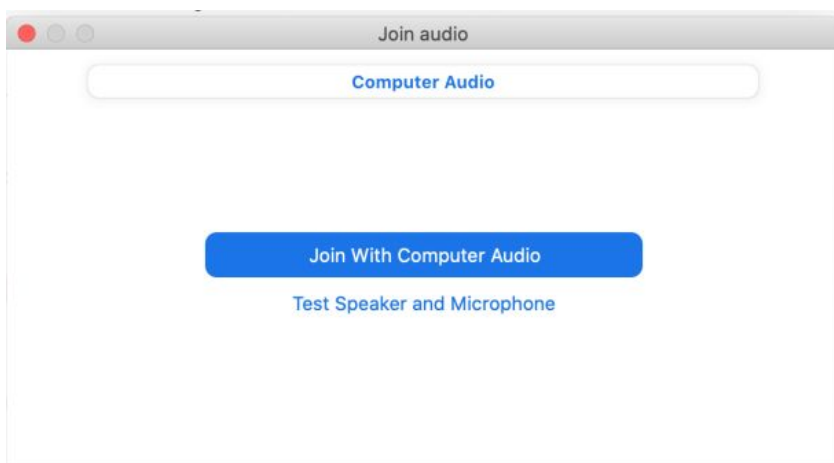
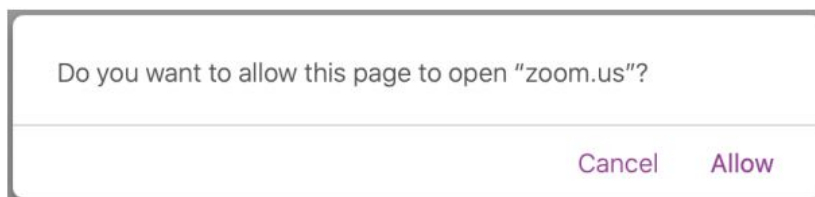
- The Zoom Desktop icon will look like this:  and will be found in the Docking Station on your Mac or on the Desktop of your PC.
- Once you click on the icon the desktop application will prompt you with the following:



You can join a meeting from here by entering the Meeting ID and password. If you create a free or a paid account with Zoom you can sign in here.

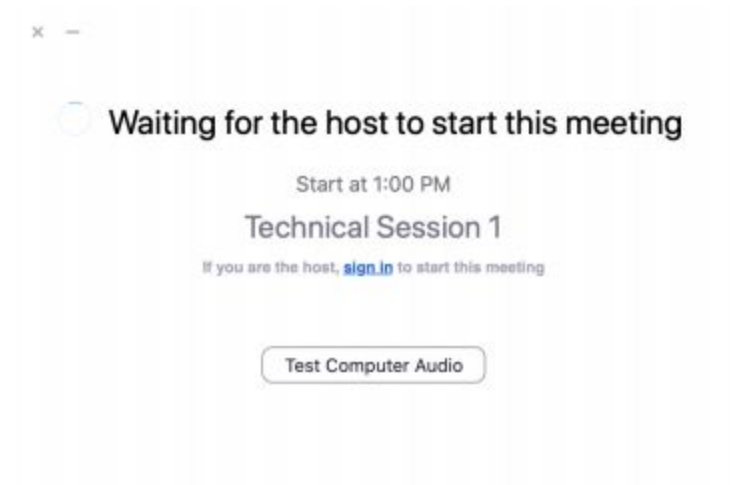
Joining The Meeting

- Find your session in the meeting app or on the updated brochure. Click on the link to join the live conference. You can click on the link or enter the Meeting ID and password in the Desktop application or in the Zoom website in the top right corner where it says, Join a Meeting. You will then be prompted with the following window, click Allow.
- A window will appear with the following choices. Choose Test Speaker and Microphone and follow the prompts to test your audio



Arriving to the Meeting

If you arrive before the host you will see this message:



Please take this time to test your audio. Click on the “Test....” button and follow the prompts to ensure your speaker and microphone are working correctly.

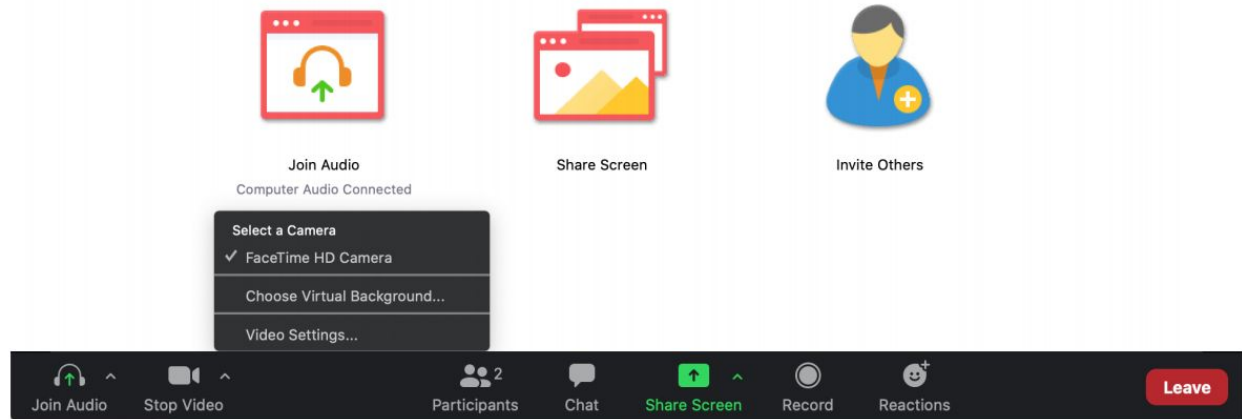
Join with Computer Audio or by Phone

Once you are admitted into the meeting (automatically or by the host) you will be presented with this pop-up window to Join With Computer Audio. Alternatively, you can dial in with your phone by choosing Phone Call (top left of the pop-up window). If you are experiencing audio issues with your computer this is your work around. Stay logged into the meeting on your computer while using your phone to speak and listen.



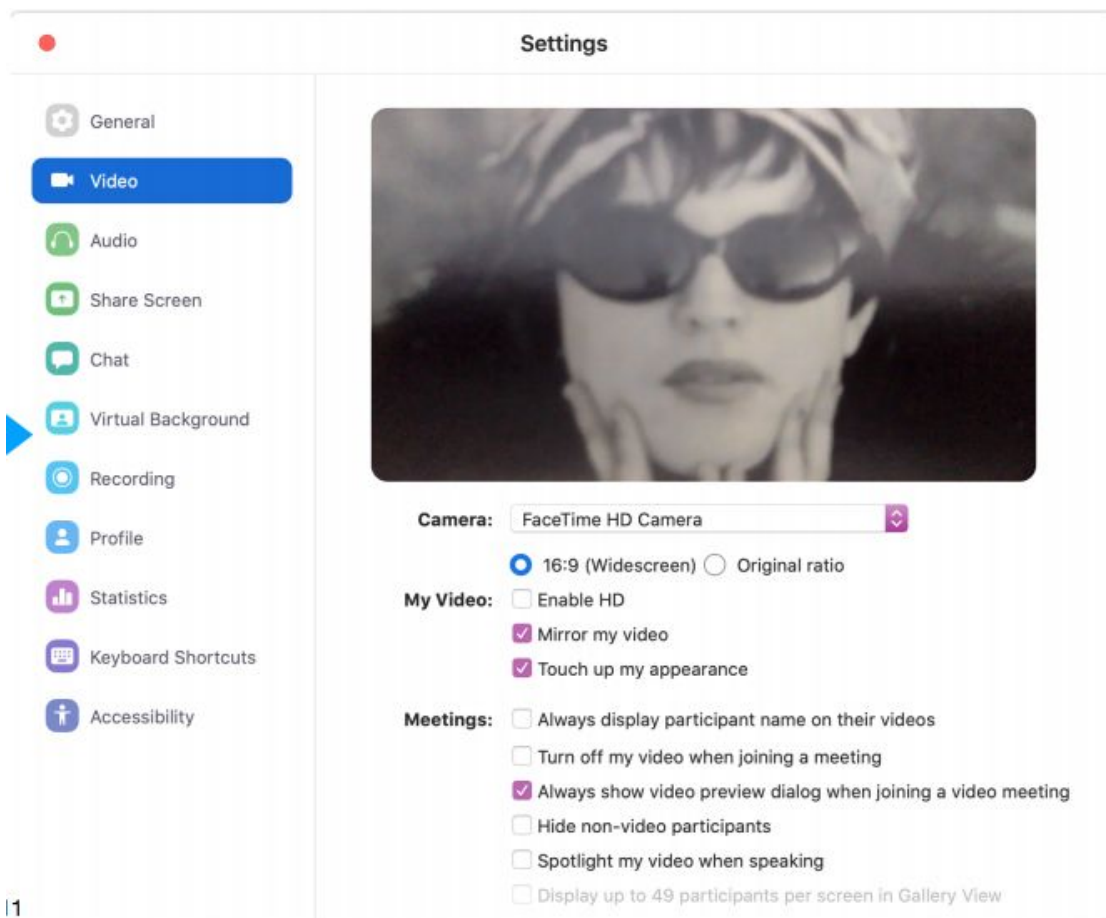
Testing Video

- Before turning on your camera (Start Video) you may want to preview your appearance and check your video settings. Do this by clicking on the up arrow located next to the symbol Start Video and choose Video Settings.



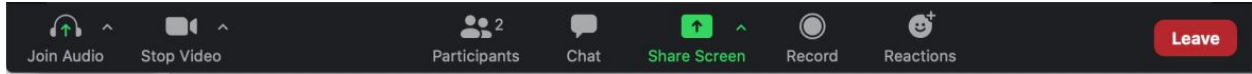
Video Settings in the Desktop Application

- Here you have the opportunity to see exactly how you will look before you join the meeting. You can also use the Touch up my appearance setting. If you're having trouble finding an aesthetically pleasing environment for your meeting, you can choose a virtual background.

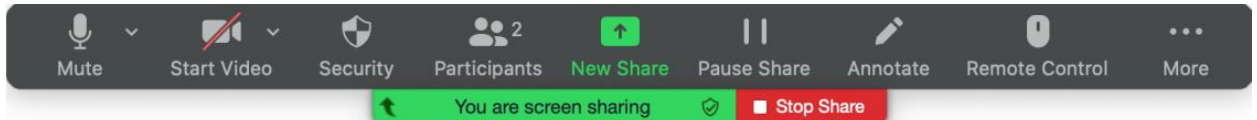


Share Screen

- Be sure your presentation is open and ready to be shared before you begin screen share. Nothing else should be open on your desktop. Click on Share Screen. This will bring up a window giving you several options of screens/applications to share.



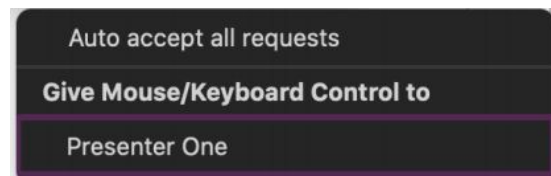
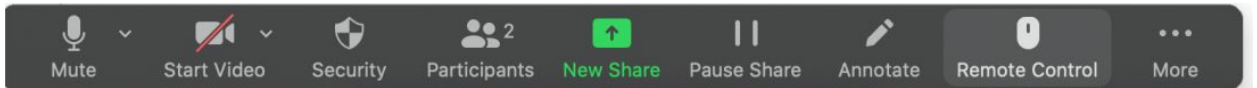
- Once you've made your choice click Share and then bring your presentation to full screen.
- If you need to share more than one application, have all applications open and use New Share for a seamless transition from one to the next.



Requesting or Giving Remote Control of Your Screen

It is possible to share control of your screen with another participant. This is useful when more than one speaker is presenting a co-authored presentation.

- When the first speaker is ready to give control to the second speaker click Remote Control and choose which participant you are giving control. In the example below, Presenter One is listed. Please be patient, there is a brief delay before you can take control.



- To return control, click View Options at the top of your screen and choose Stop Remote Control. Alternatively, the first presenter can also retrieve control by clicking Remote Control and then choosing Abort Control.

Q&A

- If you choose to take questions following your presentation, to ensure a smooth Q&A session, we strongly recommend to use the Chat function in order to take questions. You will receive a notification when asked a question. Simply click on the Chat icon and answer accordingly.

