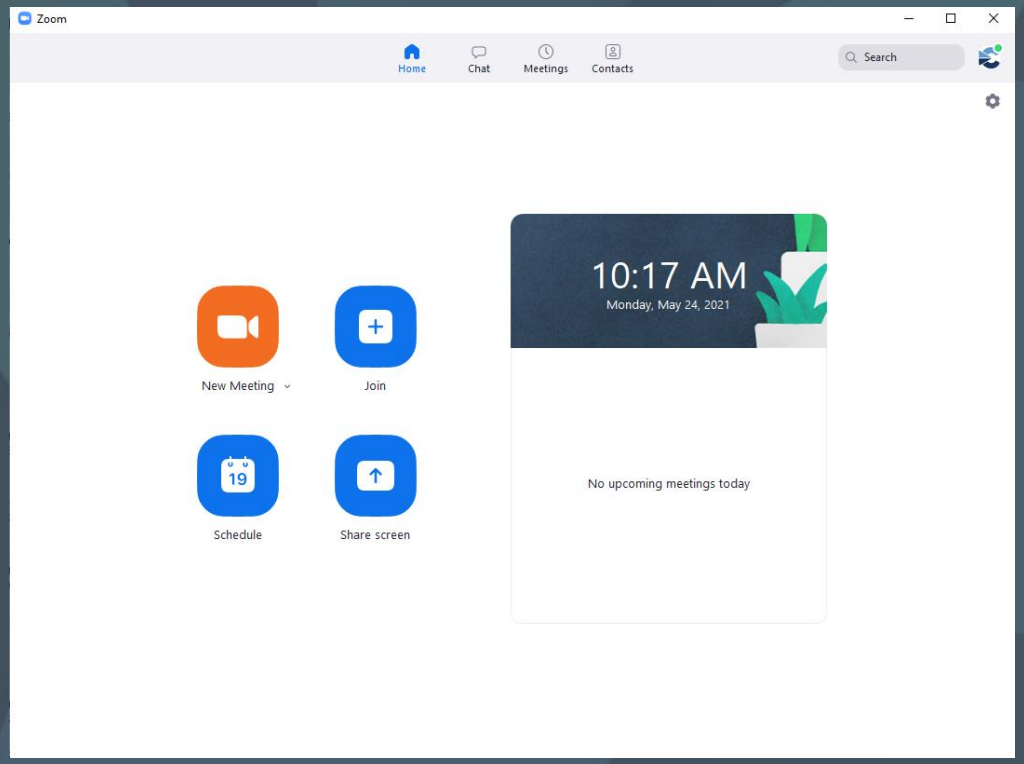
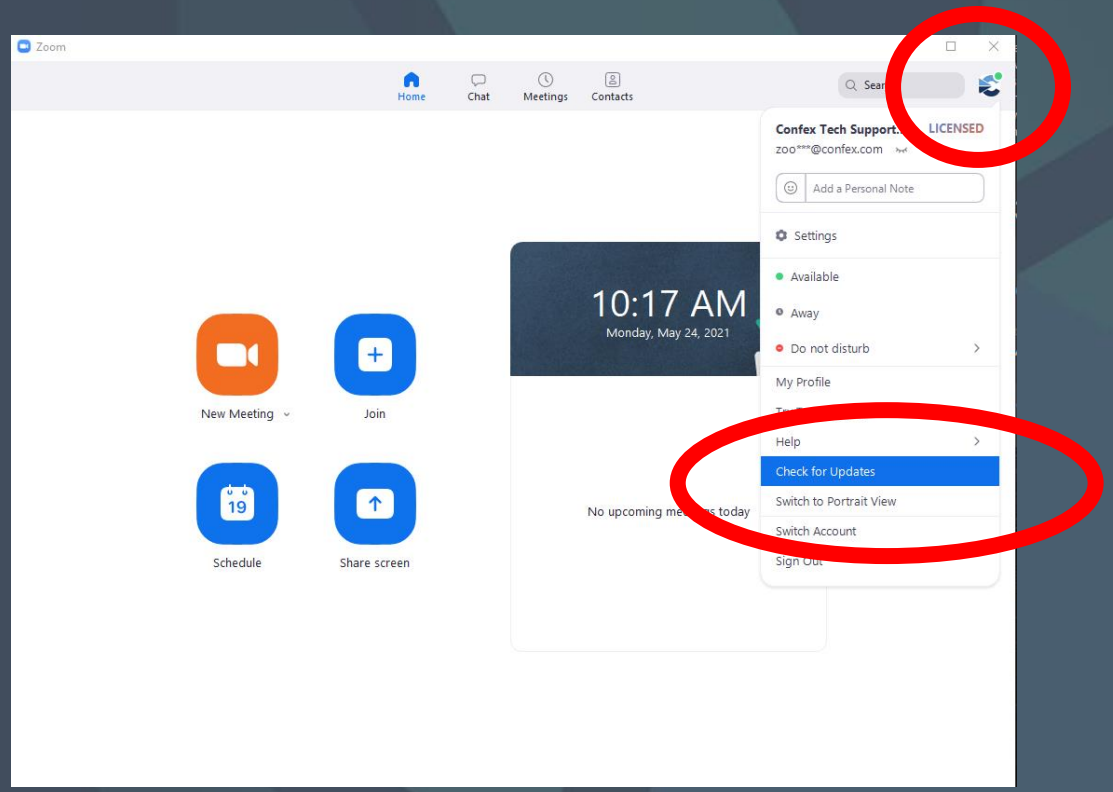
# Zoom Desktop App



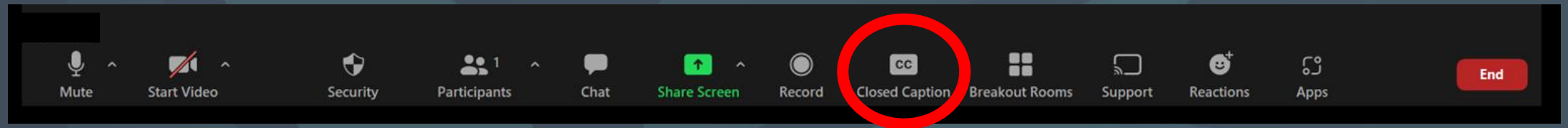
# Update Zoom



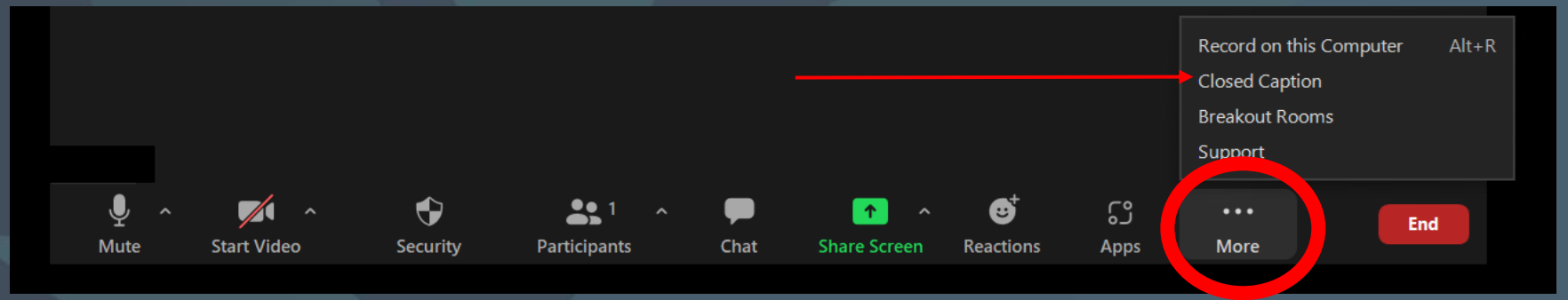

Select your profile picture or initials in the top right

Select *Check for Updates*

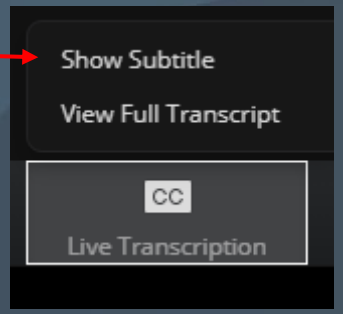
# Live Transcripts



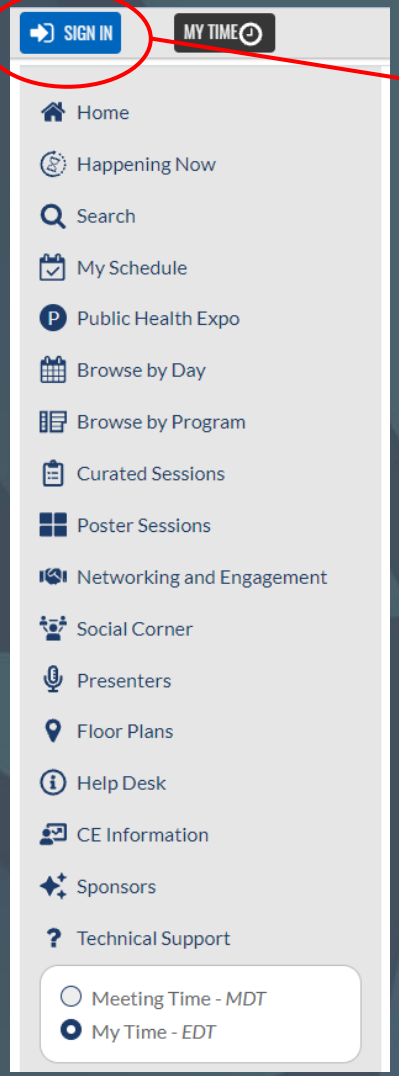

Click on the CC box (or *More…*) on your Zoom toolbar.

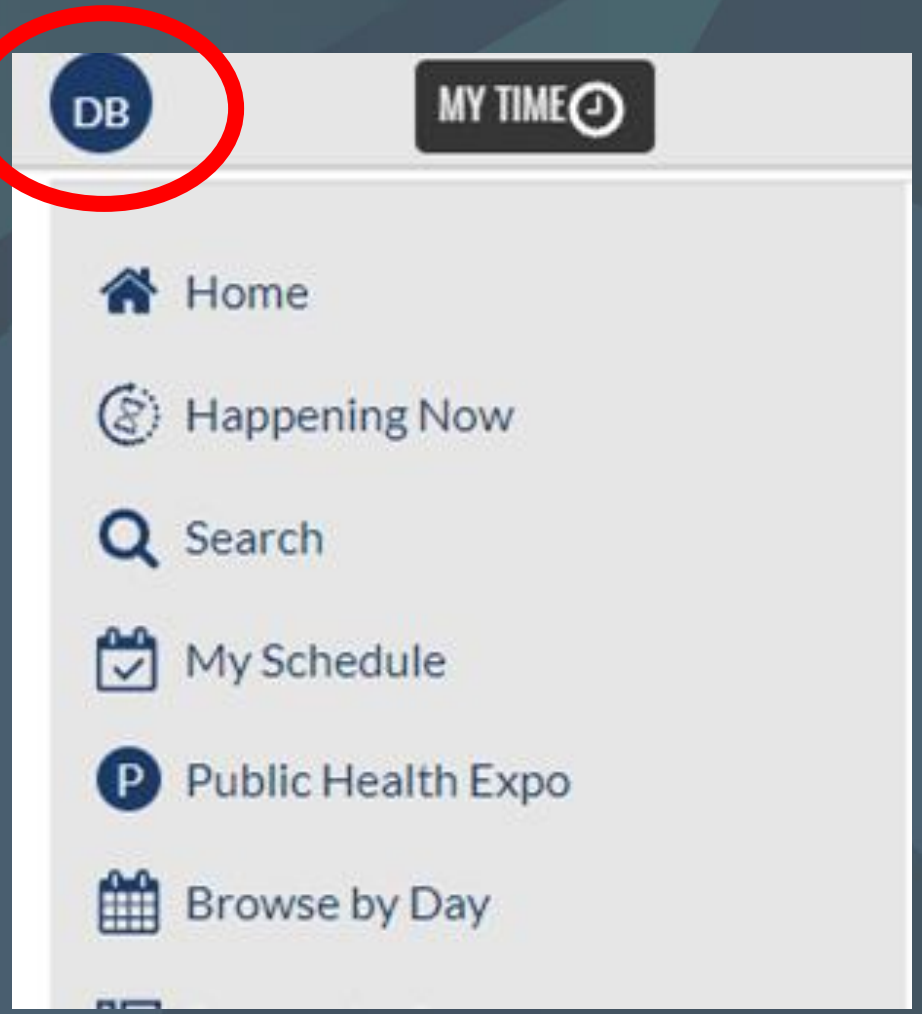



Select *Show/Hide Subtitles*.

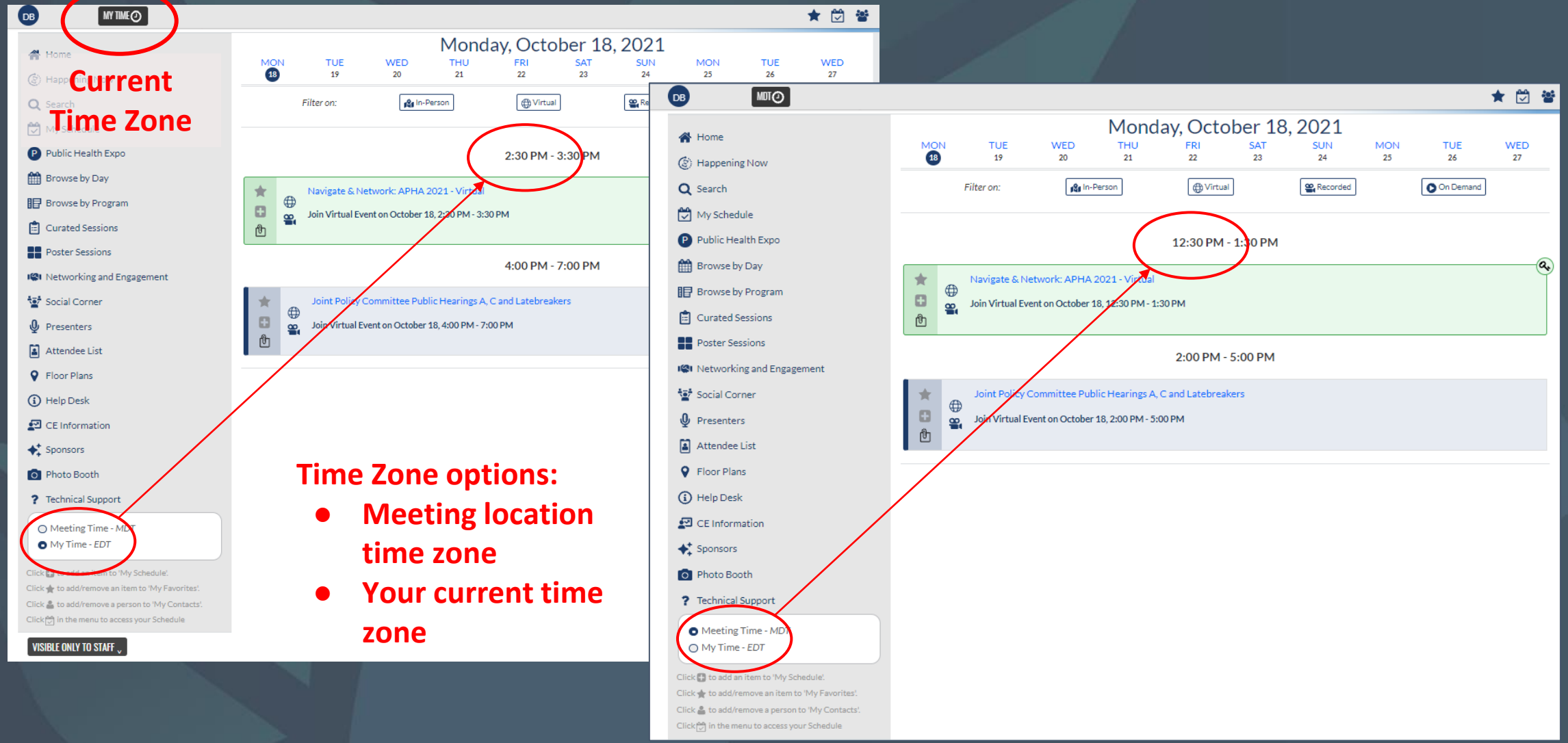


# MeetingApp - Signing in



# MeetingApp - Time Zone

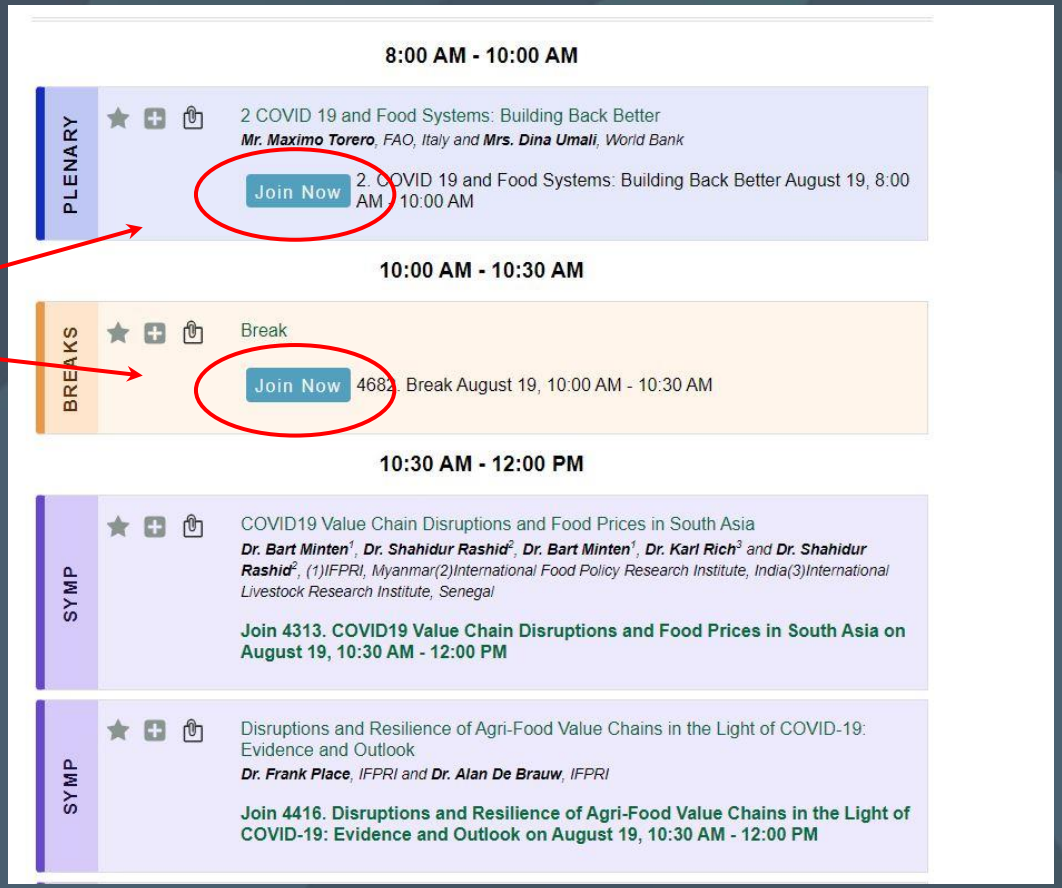



**Time Zone options:**

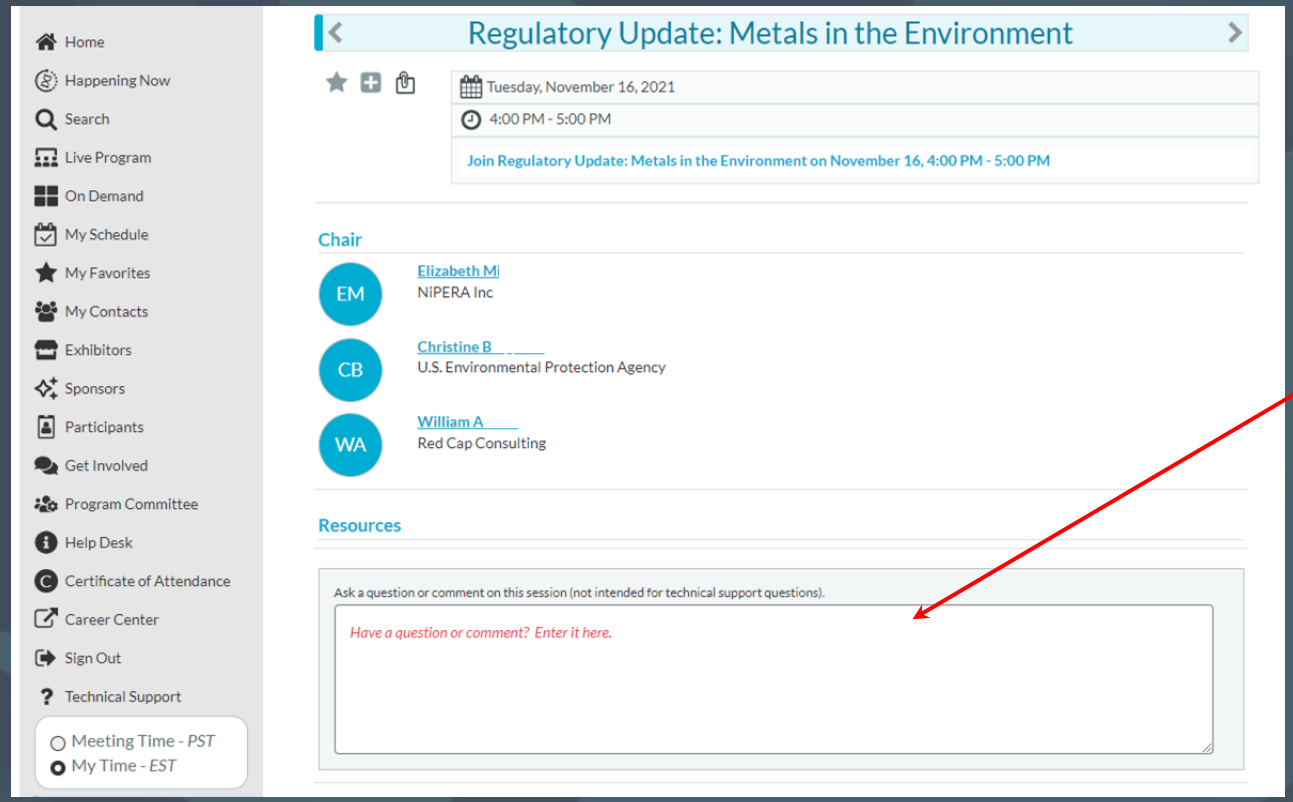
- **Meeting location time zone**
- **Your current time zone**

# MeetingApp - Join Now

Examples of *Join Now*



# MeetingApp - Asynchronous Q&A




Attendees can ask questions, about a paper or the session, on the session page and authors can respond.

Authors will be notified automatically (via email) when a question has been asked.

Check your session page to see if there are questions posted if you need some for discussion.

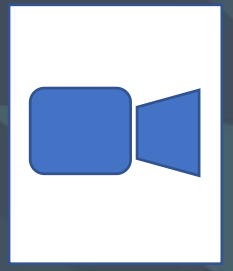
# Before your session starts:



Arrive 20 minutes early



Test presenter’s mic



Test presenter’s camera

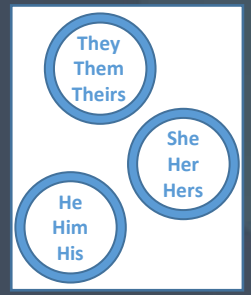


Practice sharing screen

# Ask your Presenters:




How to pronounce their name?




What are their pronouns?

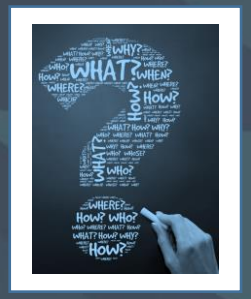


How will you keep the session on time?

# Overview of session:

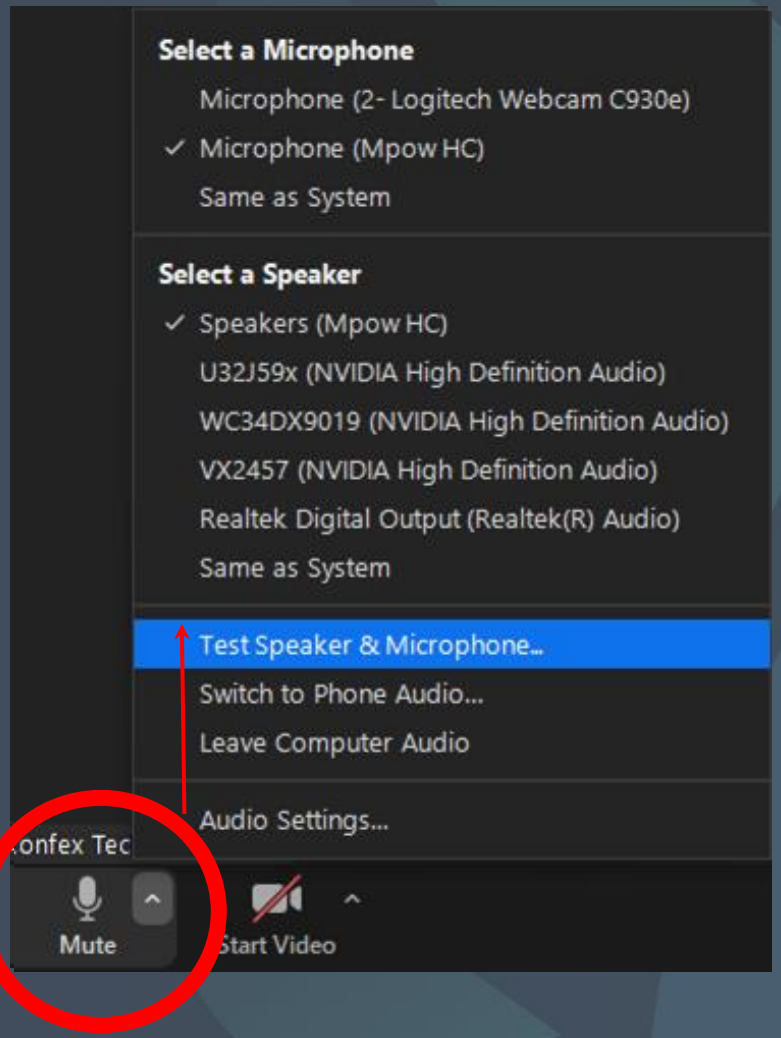


**What are the sequence of events?**

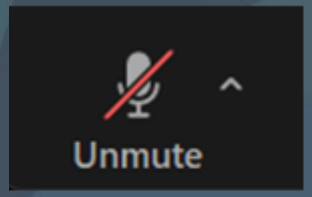



**How and when do you want to take questions?**

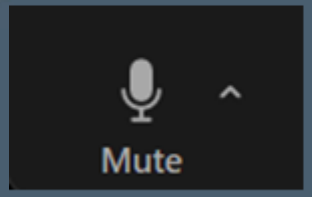
# Useful Tools




Testing your Speaker and Microphone




- Muted



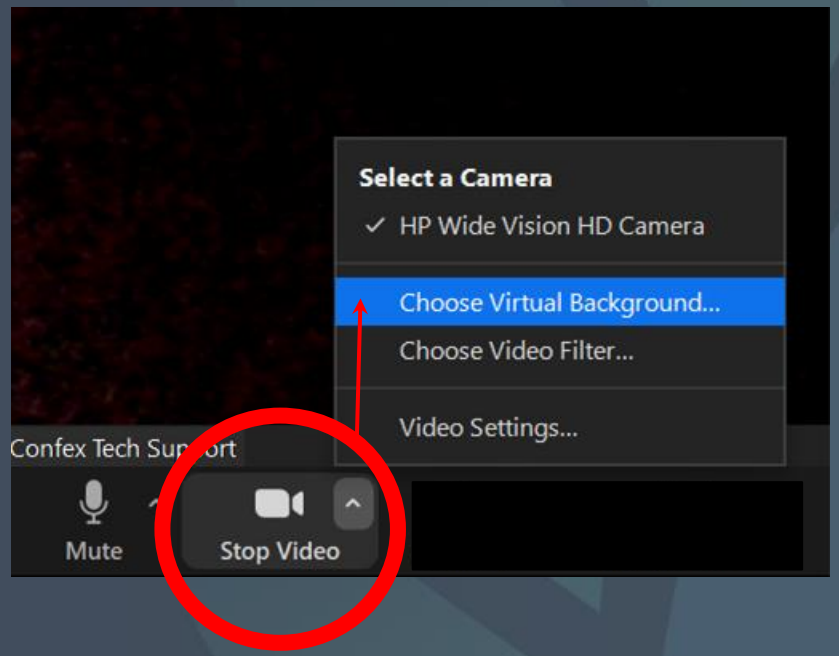

- Unmuted

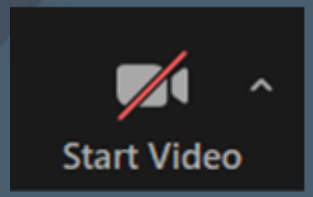
# Useful Tools

Stop or Start Video

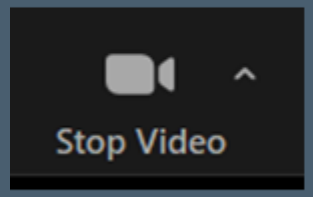
Preview your appearance

✓ Check your video settings



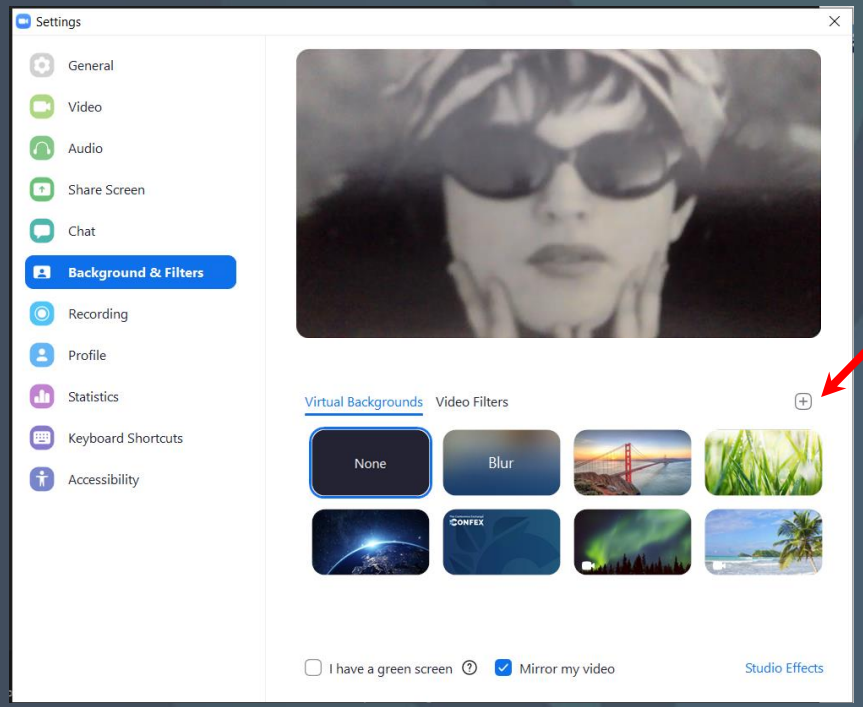

- Camera is OFF




- Camera is ON

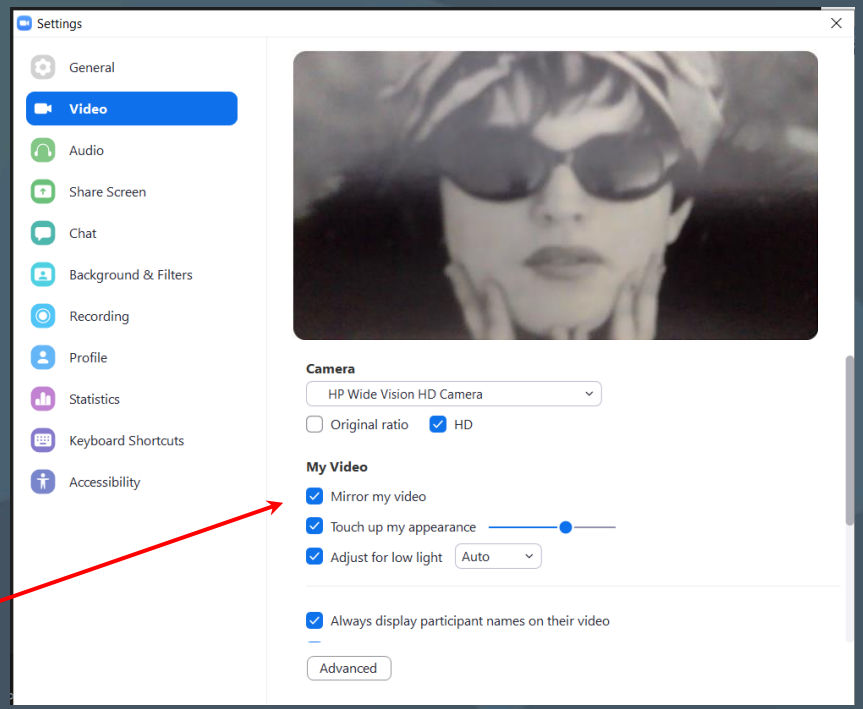
# Useful Tools

## Adjust Virtual Background and Video Settings



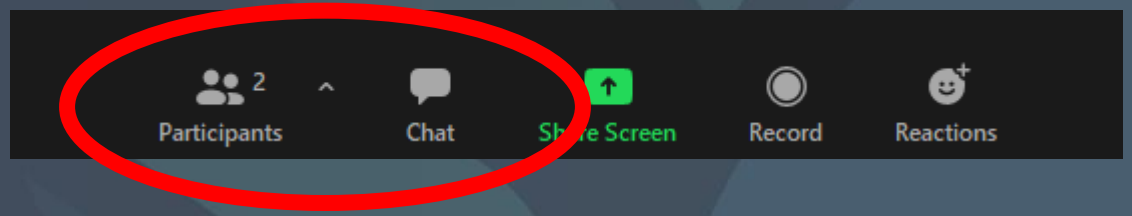

Use the "⊕" to add virtual backgrounds images.

Adjust other video settings.

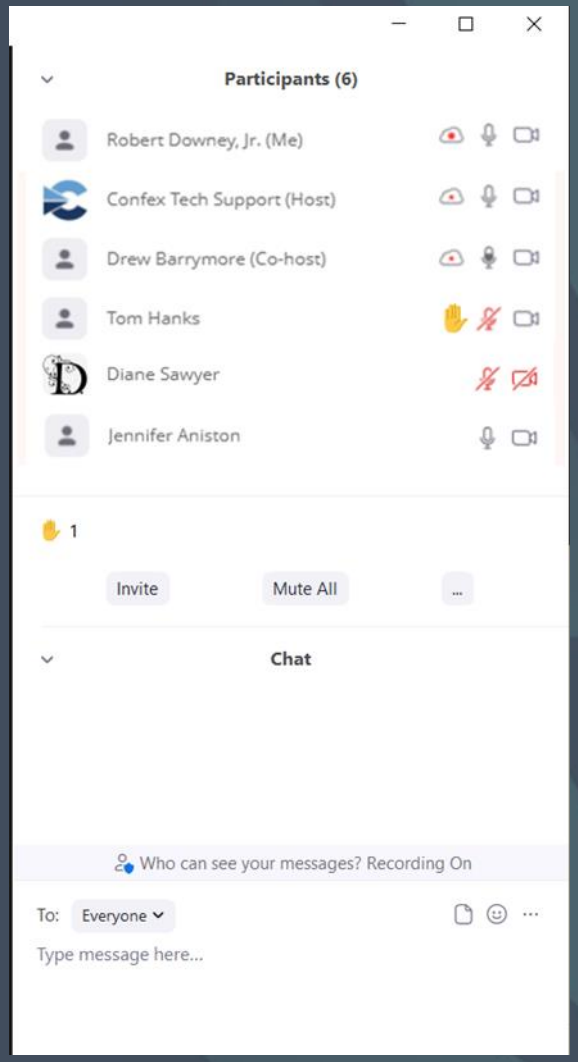


# Useful Tools

Open Participants Panel and Chat Panel from the Zoom Toolbar.



# Useful Tools




## Participants Panel

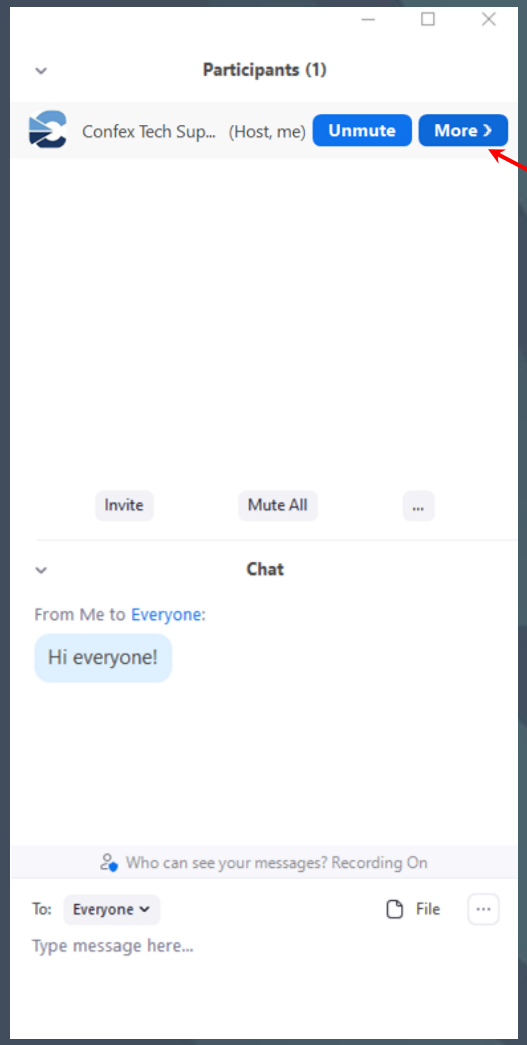
Order:  Me > Host > Co-host(s) > Raised Hand > Alphabetical by first letter

All Guests can share screens, unmute and turn on their camera.

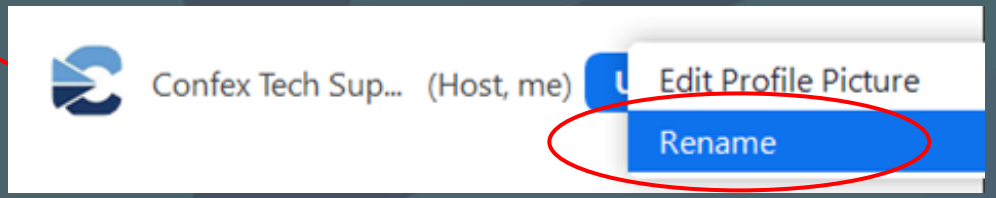
Co-hosts can mute participants, spotlight others, run breakout rooms and polls, as well as share screens, unmute and turn on their cameras.
Co-hosts are usually:

- Chairs and Moderators
- Speakers and Presenters
- Staff Members

# Useful Tools

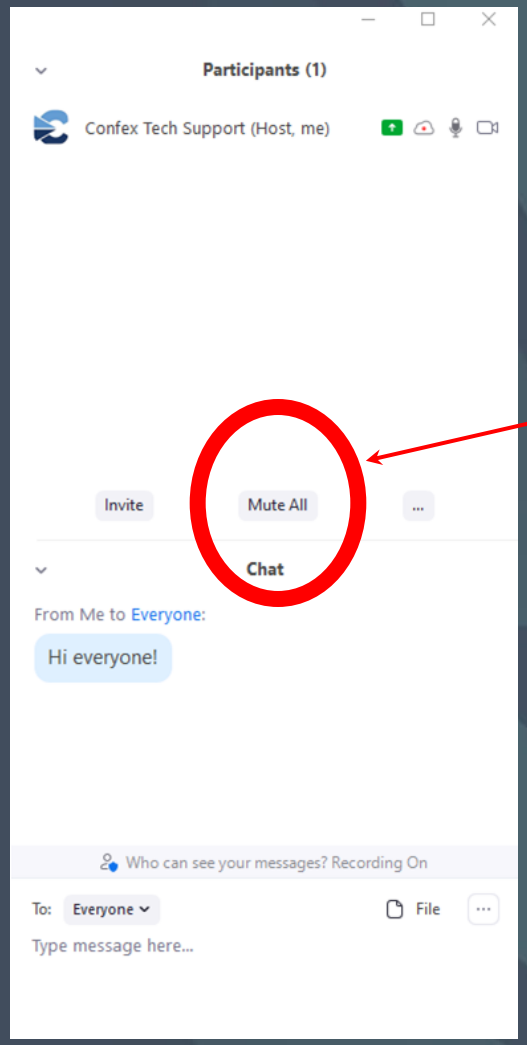



## Participants Panel




- Rename yourself

# Useful Tools

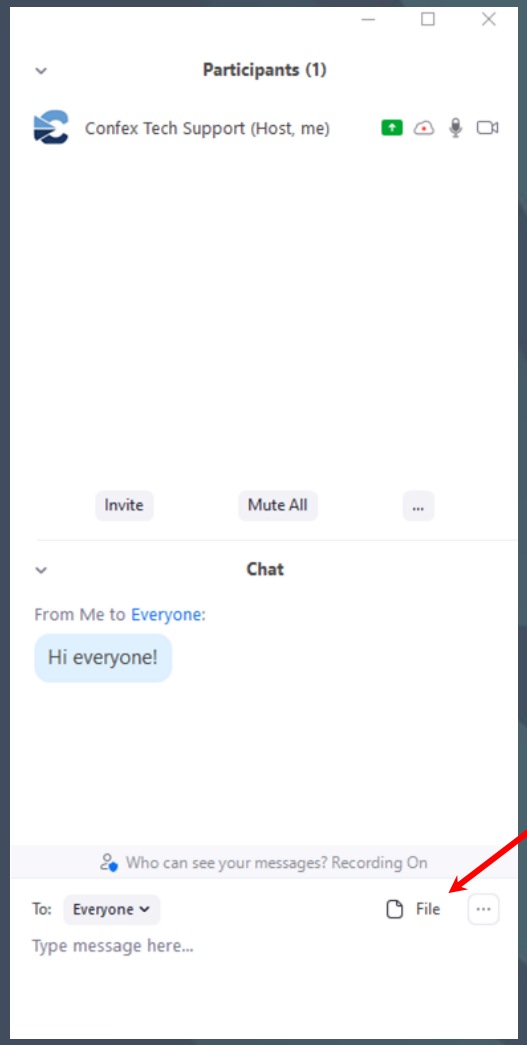



## Participants Panel

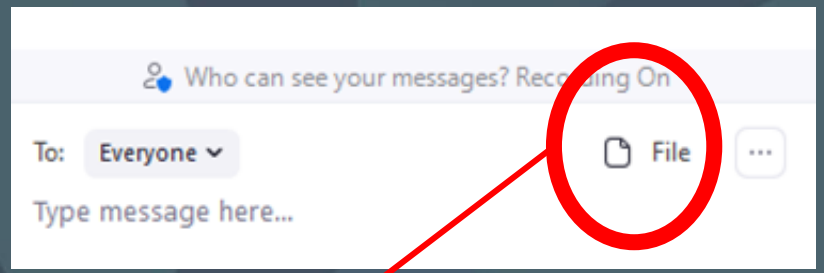



- Avoid using the *Mute all* button

# Useful Tools

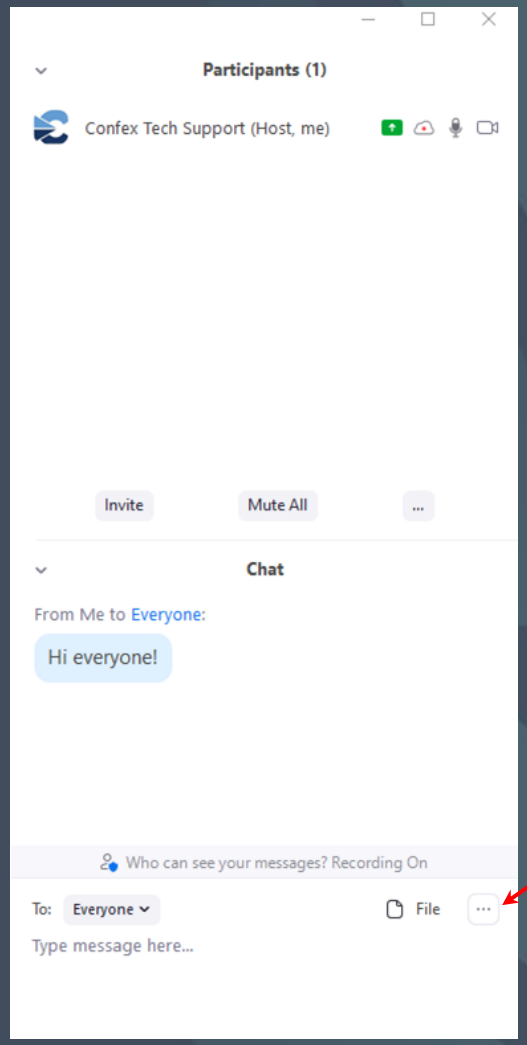



## Chat Panel

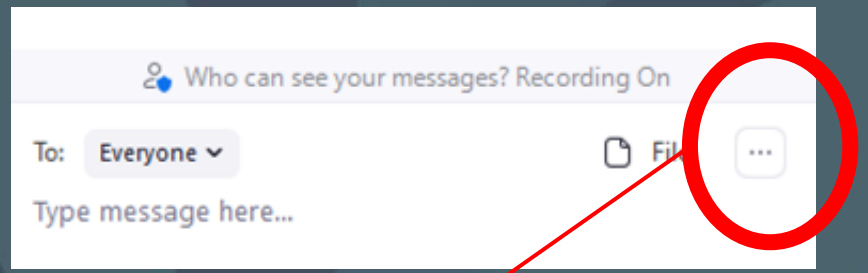



- Share files in the chat

# Useful Tools

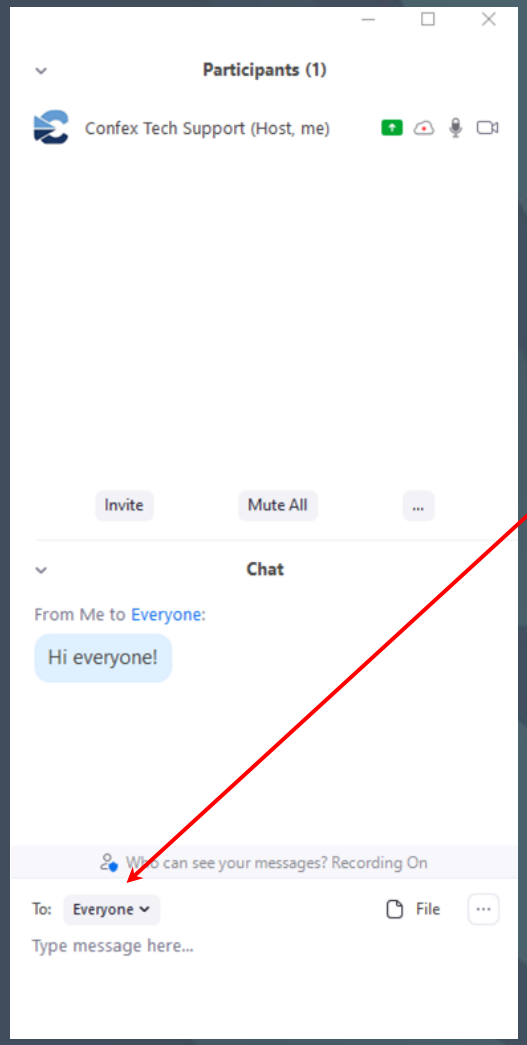



## Chat Panel

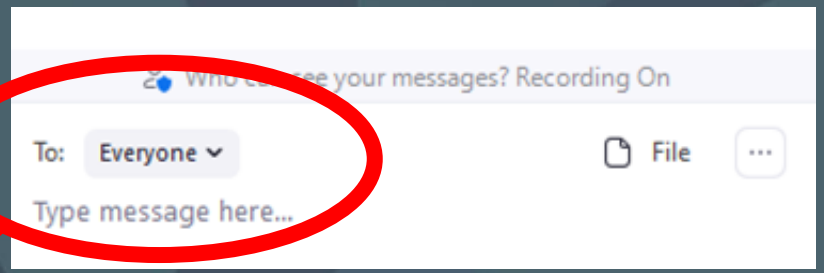



- Save the chat

# Useful Tools



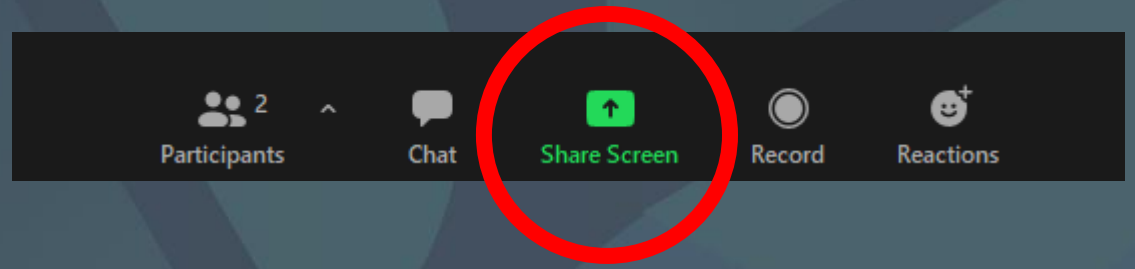

## Chat Panel




- Be mindful of who you are chatting
- Chat defaults to the last person in contact

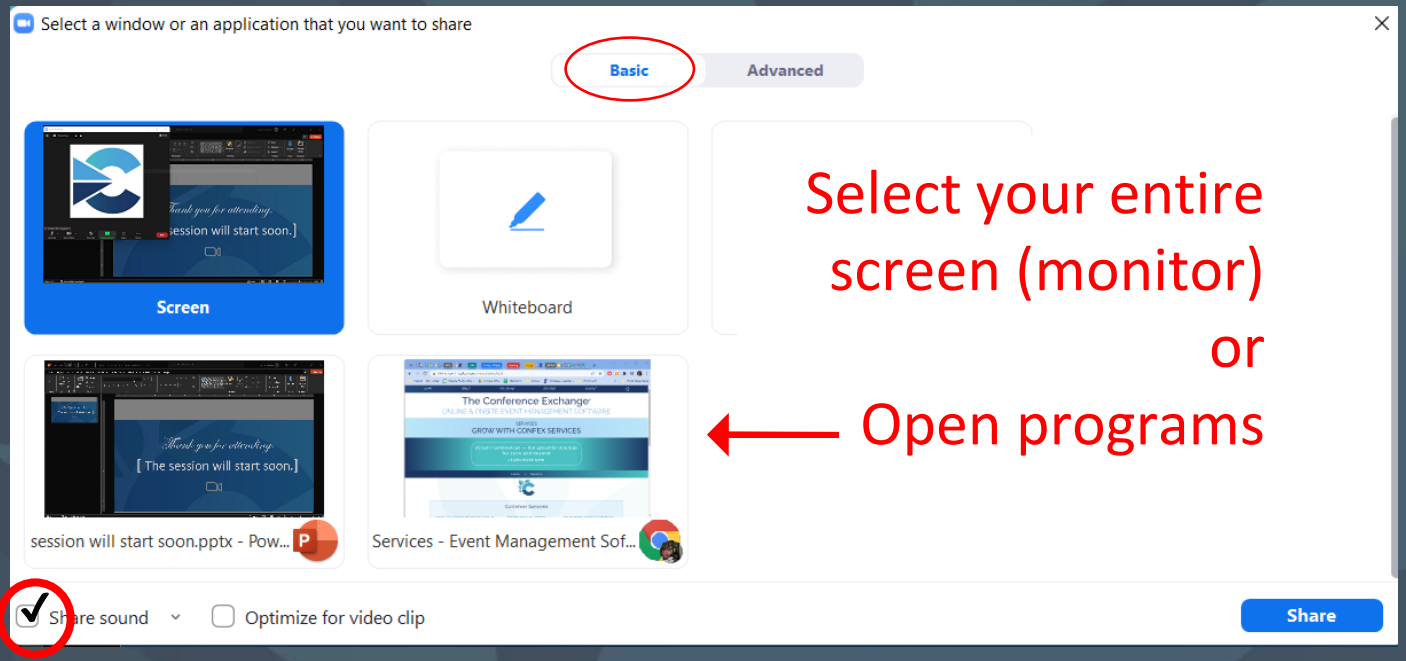
# Useful Tools

## Share Screen



# Useful Tools

## Share Screen – Basic Tab



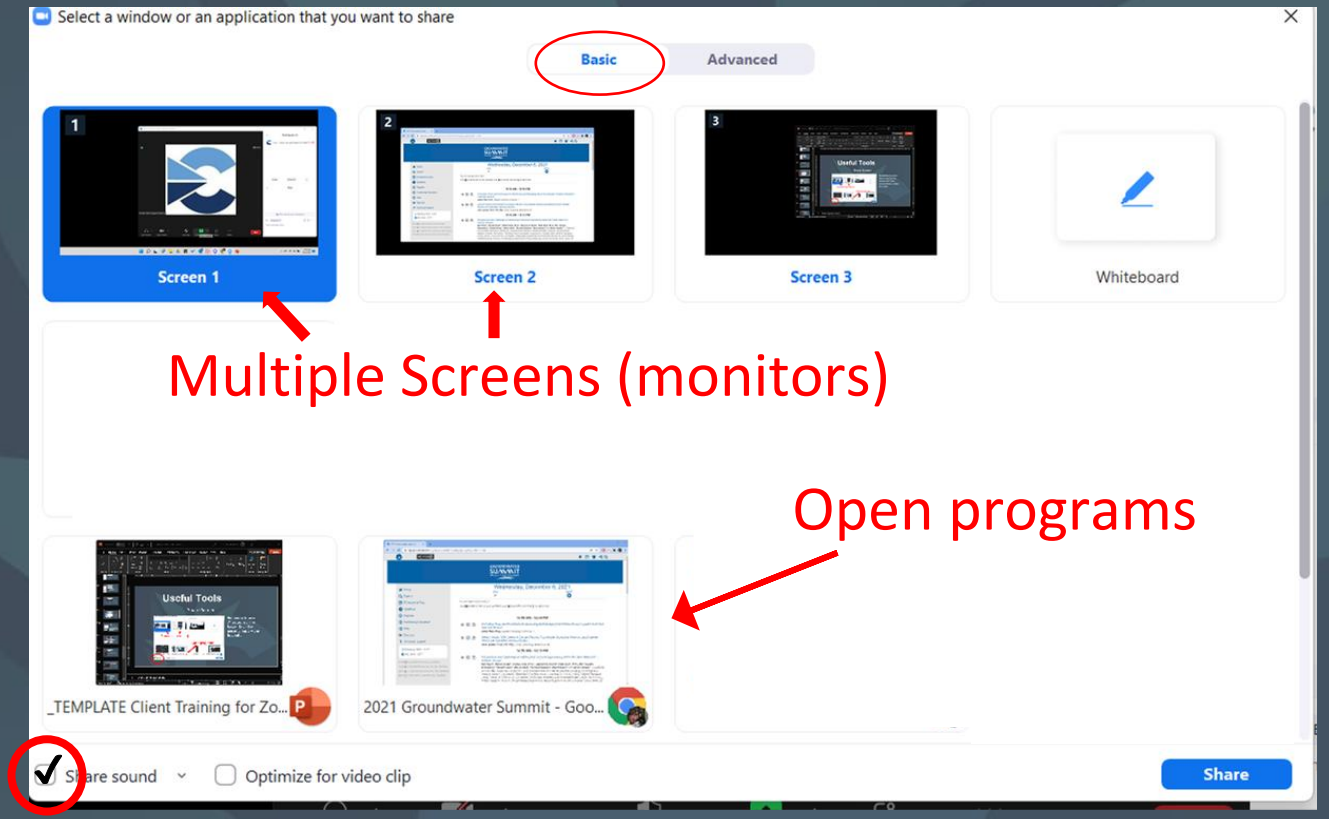

Select your entire screen (monitor) or Open programs

Remember to select *Share sound* at the bottom left if the presentation or video has audio.

*Note: this example shows a setup with one monitor. Screen = Monitors*

# Useful Tools

## Share Screen – Basic Tab

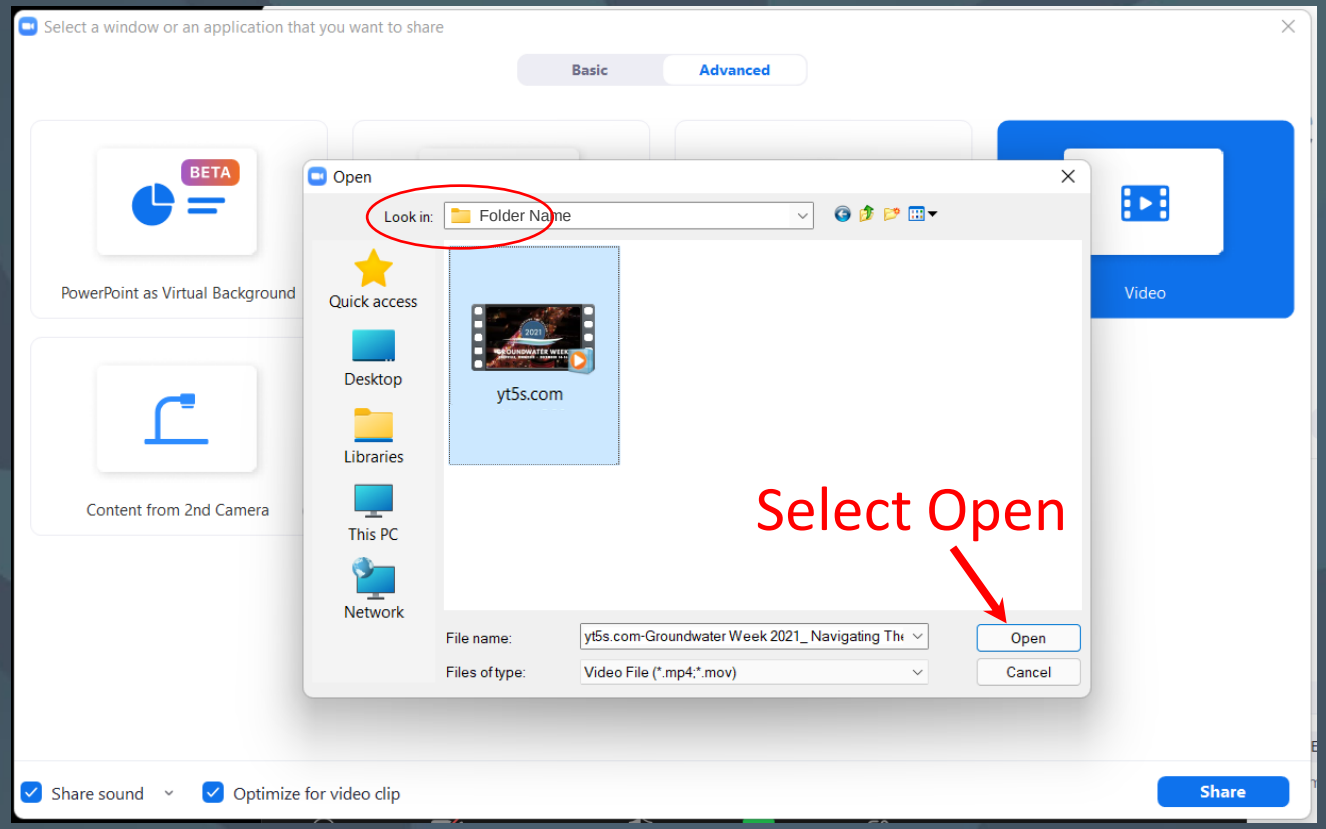



Remember to select *Share sound* at the bottom left if the presentation or video has audio.

*Note: this example shows a setup with three monitors. Screen = Monitors*

# Useful Tools

## Share Screen – Share Video




Locate the video you want to share and select *Open*.

# Useful Tools

## Share Screen – Play Video

Play and pause here

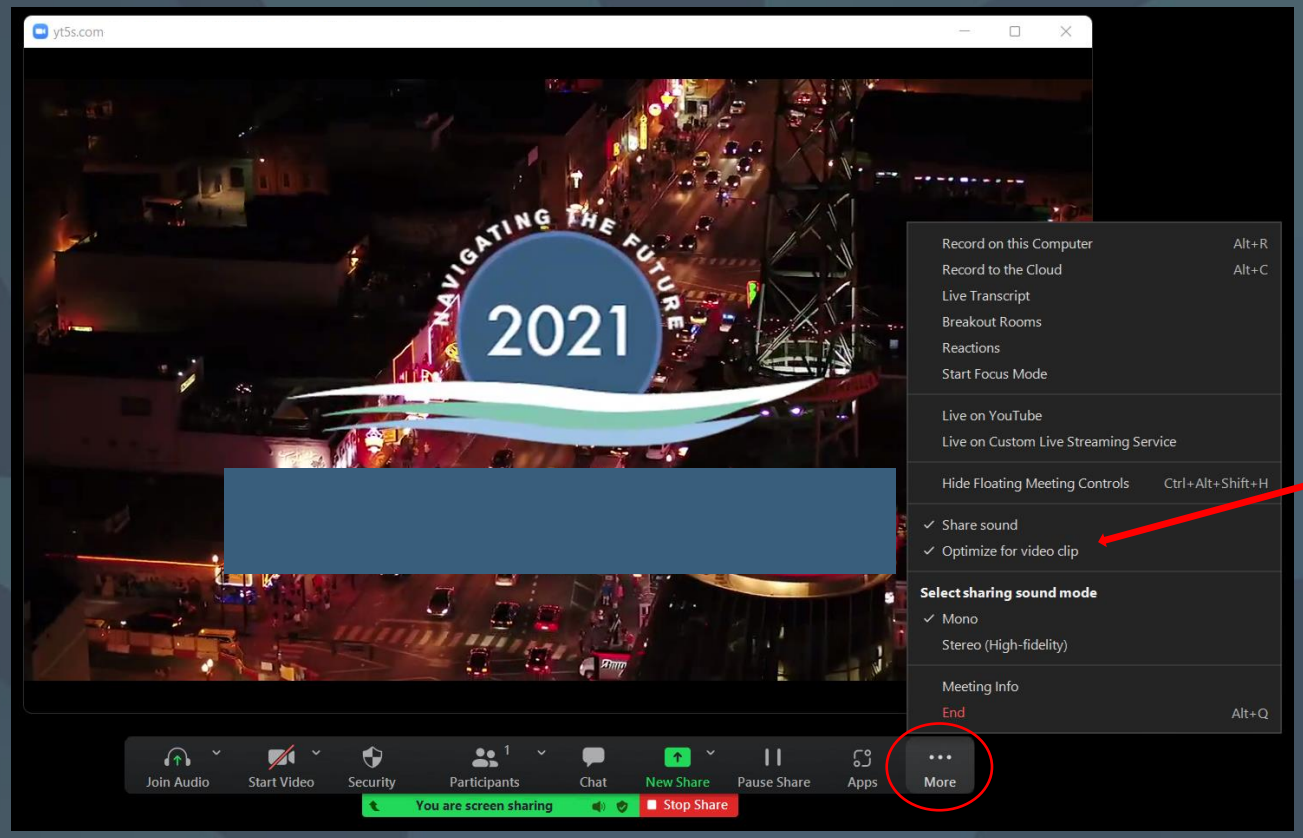



Your Zoom screen will be replaced with the video.

Only you see these controls. You can hover your mouse over the video at any time to bring up the controls (for example, to play/pause, or see the time remaining) and no other Zoom attendee will see your mouse.

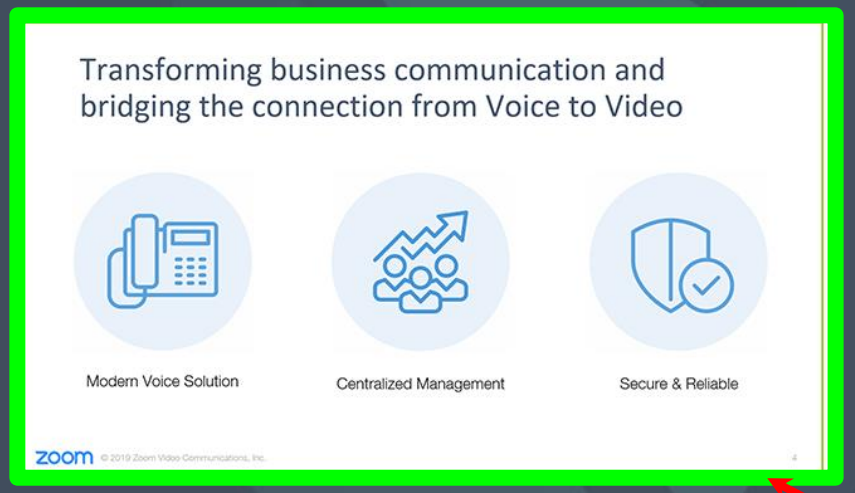
# Useful Tools

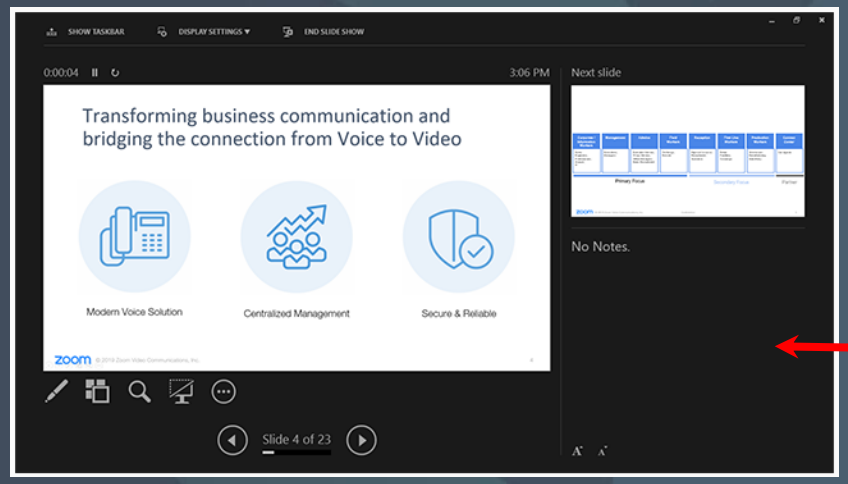
## Share Screen – Optimize for video clip




If attendees tell you that your video looks choppy or grainy, select the *More…* to see the *Optimize for video clip* options. You can toggle this on or off to adjust the quality.

# PowerPoint Display Options




## Dual monitors with slideshow and presenter's views

Select your primary monitor then click *Share*. If you are not sure which monitor is your primary, select the one that PowerPoint opens in.

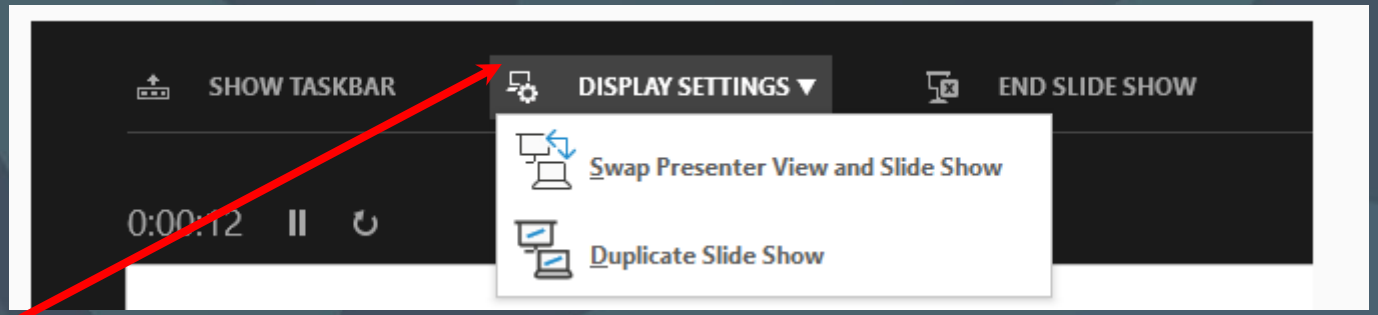
If you correctly shared your primary monitor, participants will see the PowerPoint in slideshow view.

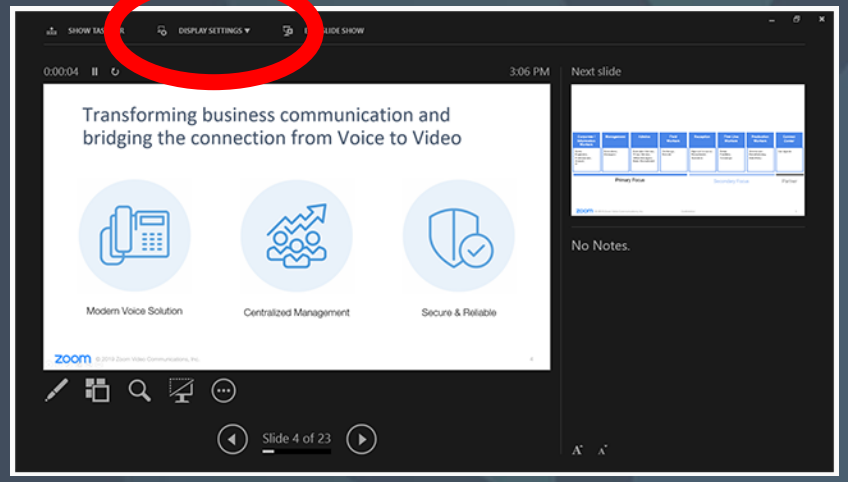
The green border indicates the monitor you are currently sharing.

The presenter's view will appear on your secondary monitor.

Use this to view your slide notes and control the presentation.

# PowerPoint Display Options



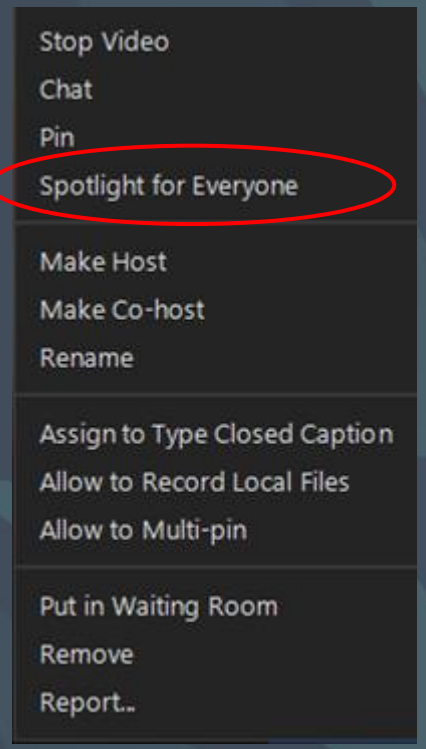




If you are not sharing the correct monitor, click *Display Settings* then *Swap Presenter View and Slide Show.*

PowerPoint will switch the monitor that is used for slide show view.

# Useful Tools

## Spotlight




- Zoom Co-hosts can spotlight participants who have on their video.
- Spotlight forces the view on all attendees. You can curate which speakers the attendees see at once.
- Ideal for a Panelist discussion with multiple presenters.

"Pin" is just for *your* screen.

# Pro-tips

- Eye contact
- Lighting
- Background

# Pro-tips

Saving Bandwidth (poor internet connection)

- Turn off your camera
- Call in for audio using a mobile phone
- Have someone else share your slides
- Zoom view option
  “Stop Incoming Video”

