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

- Meeting location time zone
- Your current time zone
Examples of Join Now

MeetingApp - Join Now
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 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

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

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.
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”