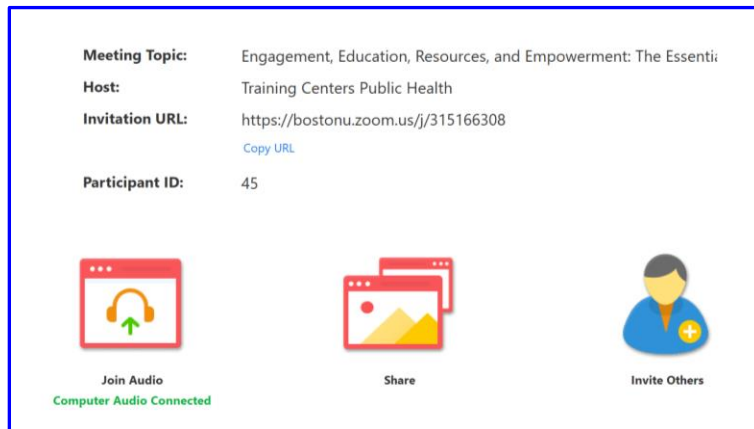


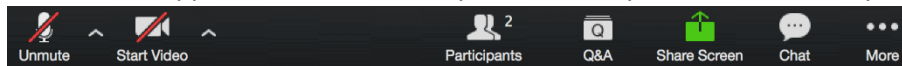
Zoom Webinar Best Practices for Presenters

- Before you connect to the Zoom webinar, have the PowerPoint presentation open on your desktop, NOT in presenter mode.
- Close all other windows/apps, especially mail programs
- Make sure you are in a space where you can control noise and interruptions. You can connect to the audio by phone or using a headset connected to your computer. We do not recommend using the microphone on a laptop, as this is not high enough quality for the recording.
- Use the link that was sent to you in the meeting invitation – this is a link just for you as a presenter.
- If connecting by phone, follow the prompts on screen after joining the webinar.

When you first connect to the webinar, you will see a screen similar to this:



The panelist controls will appear at the bottom of your screen if you are not currently screen sharing.



Mute/Unmute: This allows you to mute and unmute your microphone.

Start/Stop Video: This allows you to start and stop your own video.

Participants: This opens up the Participants window so you can see who is on the webinar

Q&A: This opens up the Question and Answer window..

Share Screen: Click on this to start a screen share. You will be able to select the desktop or application you want to share.

Chat: Access the chat window to chat with the host, the other panelists or all attendees.

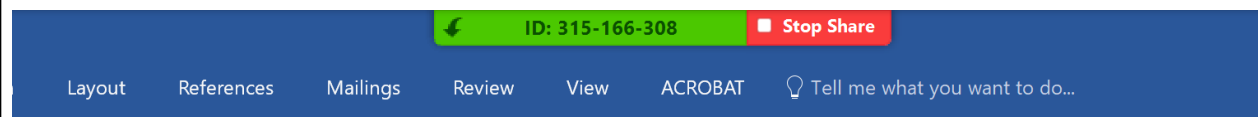
NOTE: the controls will auto-hide, so you may have to 'mouse-over' the bottom of your screen to get them to show



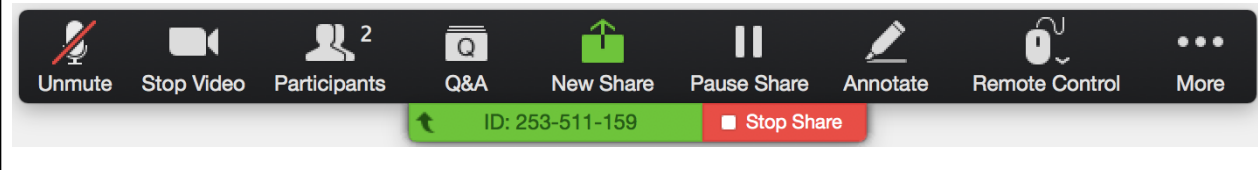
Zoom Webinar Best Practices for Presenters

- Screen Sharing: Click on the Share icon, either in the main window or in the control panel.
- If asked, choose “basic” screen sharing,
- Select the PowerPoint presentation you wish to display (NOT the “screen” option), this makes sure participants can only see your presentation, nothing else that may be going on with your computer during the presentation. Your slide deck will then come up as your main screen.

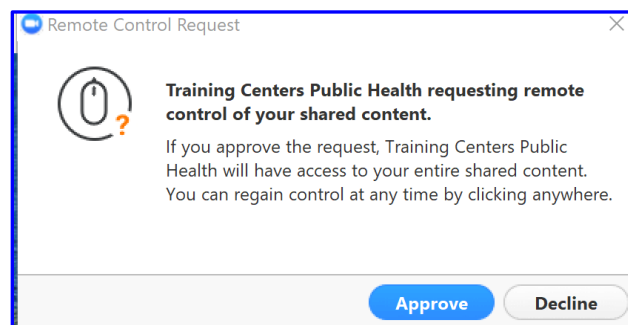
When you are screen sharing, the controls will appear in a moveable bar. It is typically at the top of your screen, but you can drag it around as needed.



You may have to “mouse over/hover” over the lower green and red section to have the other options show up for you – the controls auto-hide when you are not using them.



- Click on “more” and choose ‘Chat”, you can also use Ctrl+H. The chat window will show up to the right of your presentation
- If you want to see the participants, click on that icon, it will also open to the right. This allows you to see participants and know if any are raising their hand.
- After you have sghared your screen, you will receive a request through the Zoom app to allow for remote control – This is so the facilitator can advance through the first few slides without having to say ‘next’. – **Click on “approve”**



Then sit back and get ready to teach, the facilitators here at the Activist Lab will handle the technology, and you just need to present.