

## ZOOM – PRESENTING IN A VIRUTAL MEETING ROOM

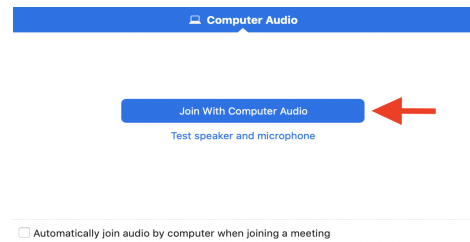
Presenter will connect to a Zoom meeting and share their screen OR take control of a Freeman graphics computer.

### CONNECTING TO ZOOM

Click this link and follow directions to download and test Zoom:  
<https://zoom.us/test>

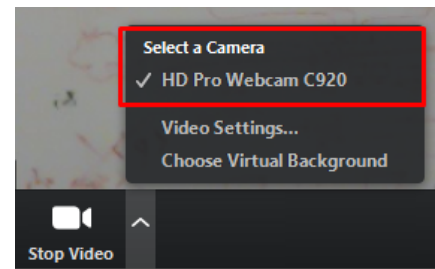
### CONNECTING TO THE MEETING

Join the meeting with the Zoom link provided. You have a chance to test your audio and microphone. When you are ready to connect to the meeting, choose **join with computer audio**

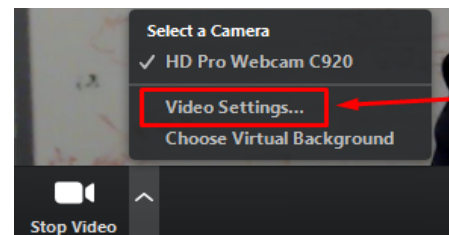


### CHOOSING YOUR CAMERA

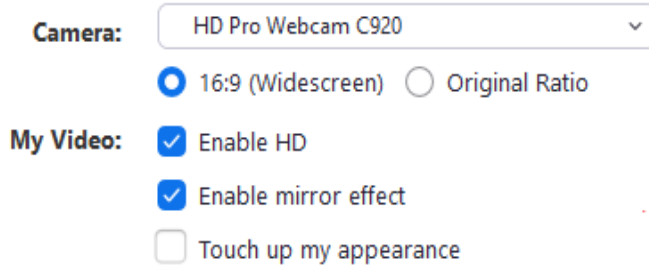
To select your webcam, **click the up arrow** on the right side of the Start/Stop Video button. Select your camera from the list.



Set your camera’s video settings by clicking “Video Settings...”

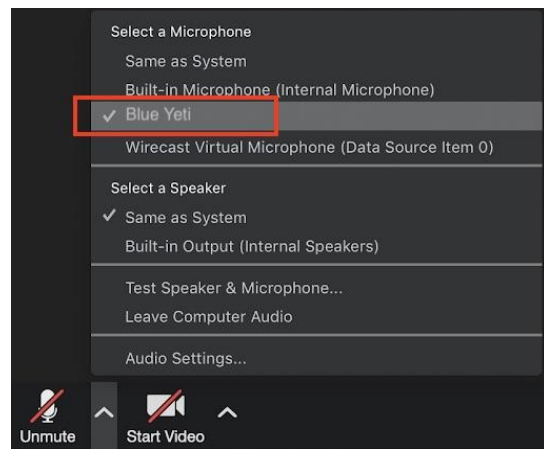


Make sure “Enable HD” is chosen as well as “Enable mirror effect.”



## CHOOSING YOUR MICROPHONE

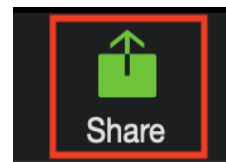
To select your microphone, click the up arrow on the right side of the Mute/Unmute button. Select your microphone from the list.



*Pay attention to your Mute setting. Make sure you know if you are or are not muted.*

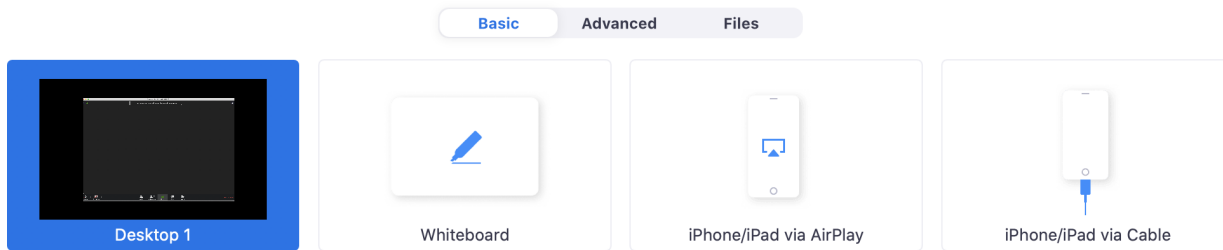
## PRESENT FROM YOUR COMPUTER - SCREEN SHARING

Open the Zoom window. Look at the bottom toolbar when you move your mouse over the window. You’ll see a green **share button** in the center of the toolbar. If you cannot see the toolbar, it may be hidden off your screen. Maximize the Zoom window to see the toolbar.



Choose the window you want to share. Choose your desktop, PowerPoint, or Keynote in this window. Share computer sound should be **un-checked**. Click the share button in the bottom right corner.

*OPTIONAL: If your presentation has audio or video, enable the option in the bottom left corner to share computer audio. Refer to the next example photo.*



**Screen Sharing Troubleshooting**

Sharing your screen

<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

Screen Sharing Support for PowerPoint

<https://support.zoom.us/hc/en-us/articles/203395347-Screen-Sharing-a-PowerPoint-Presentation>

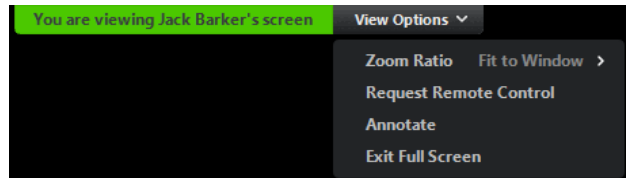
Screen Sharing Support for Keynote

<https://support.zoom.us/hc/en-us/articles/201362963-Screen-Share-A-Keynote-Presentation>

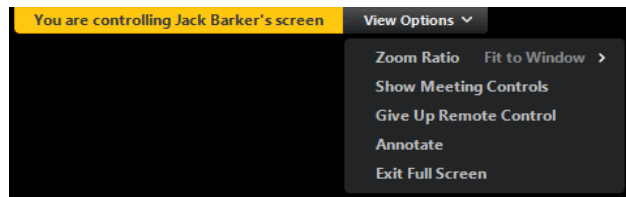
**PRESENT FROM FREEMAN'S COMPUTER - SCREEN SHARING**

You can request remote control from the host or participant who is sharing their screen.

While viewing another participant's screen share, click the **View Options** dropdown menu located at the top of your in-meeting window.



Select **Request Remote Control**, then click **Request** to confirm. Click inside the screen share to start controlling the participant's screen. To stop remote control, click the **View Options** dropdown and select **Give Up Remote Control**.



**Remote Control Troubleshooting**

Request or Give Remote Control

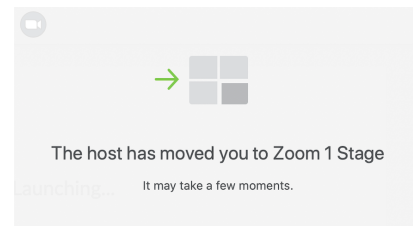
<https://support.zoom.us/hc/en-us/articles/201362673-Request-or-Give-Remote-Control>

## WAITING ROOM

On the day of your presentation or test, you will be placed into the virtual “waiting room.” You won’t be placed onto the virtual “stage” until it’s time for you to give your presentation. This will allow you to have a chance to interact with the moderators and test screen sharing, camera, and microphone with a Freeman technician.

### It’s time to present

When it’s time for you to present, you will see a message saying the host has moved you. Remember you will need to share your screen again when you are placed on the stage.



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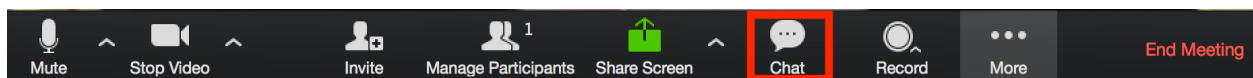
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## WHEN YOUR SESSION HAS ENDED

Once you’ve completed your session, you can leave the meeting or we can remove you from the meeting.

## ZOOM CHAT - HOW TO GET HELP



You can use the Zoom chat features to contact a technician during the meeting or waiting time. Use the chat button in the Zoom toolbar.

### Chat Troubleshooting

In Meeting Chat

<https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>