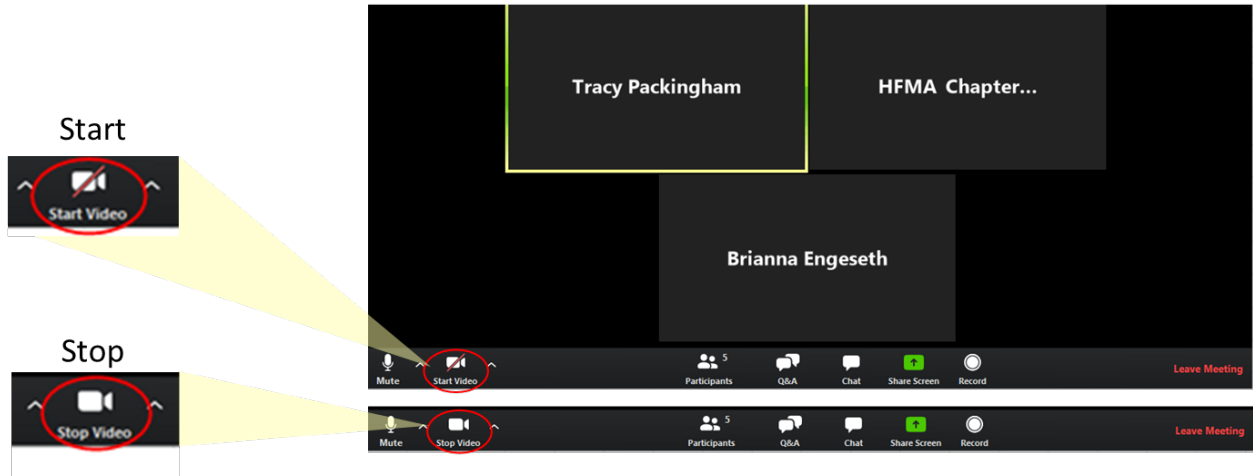


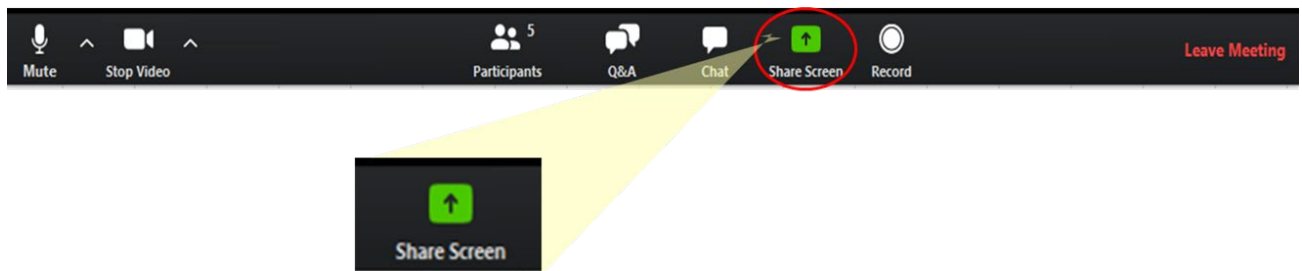
PRESENTER TIPS DURING ZOOM

1. Start/ Stop Video

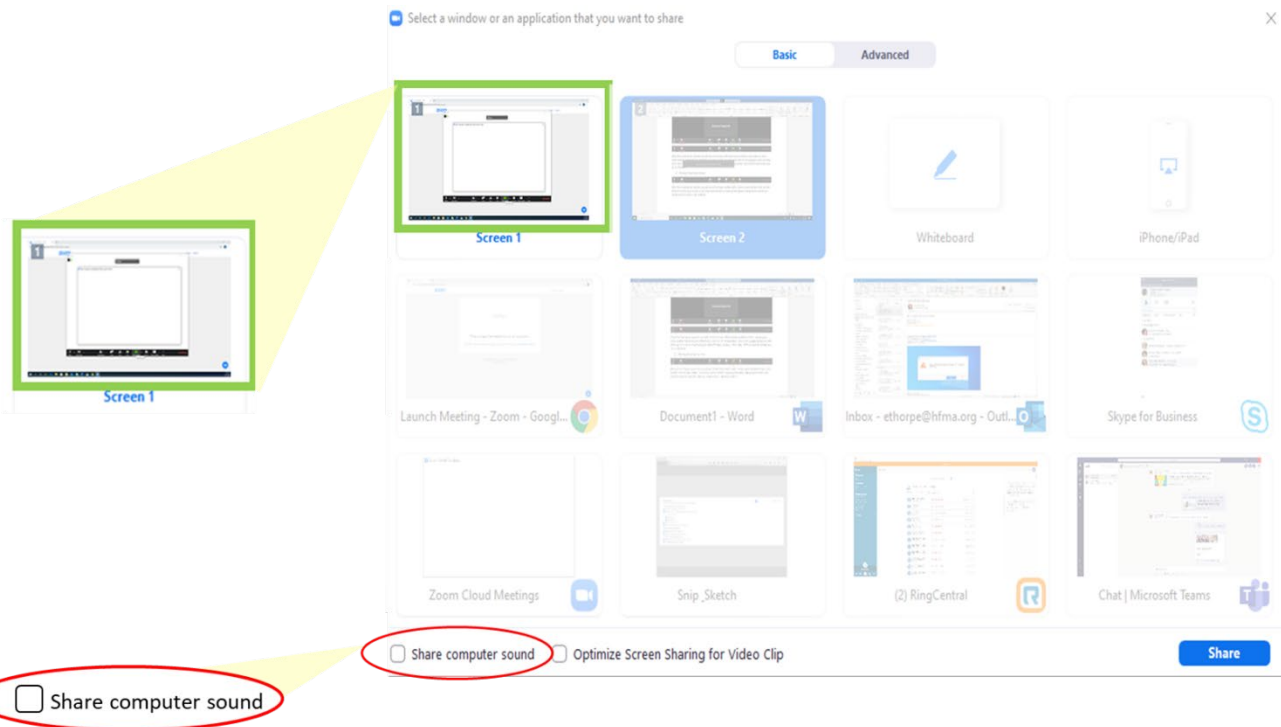


Once the meeting has started, you will see in the lower left-hand corner either a start video or stop video button. Depending on whether you want to start or stop video click on this button, so you can be seen via video. Video is only available for host, co-hosts, and panelists. This feature cannot be used as an attendee.

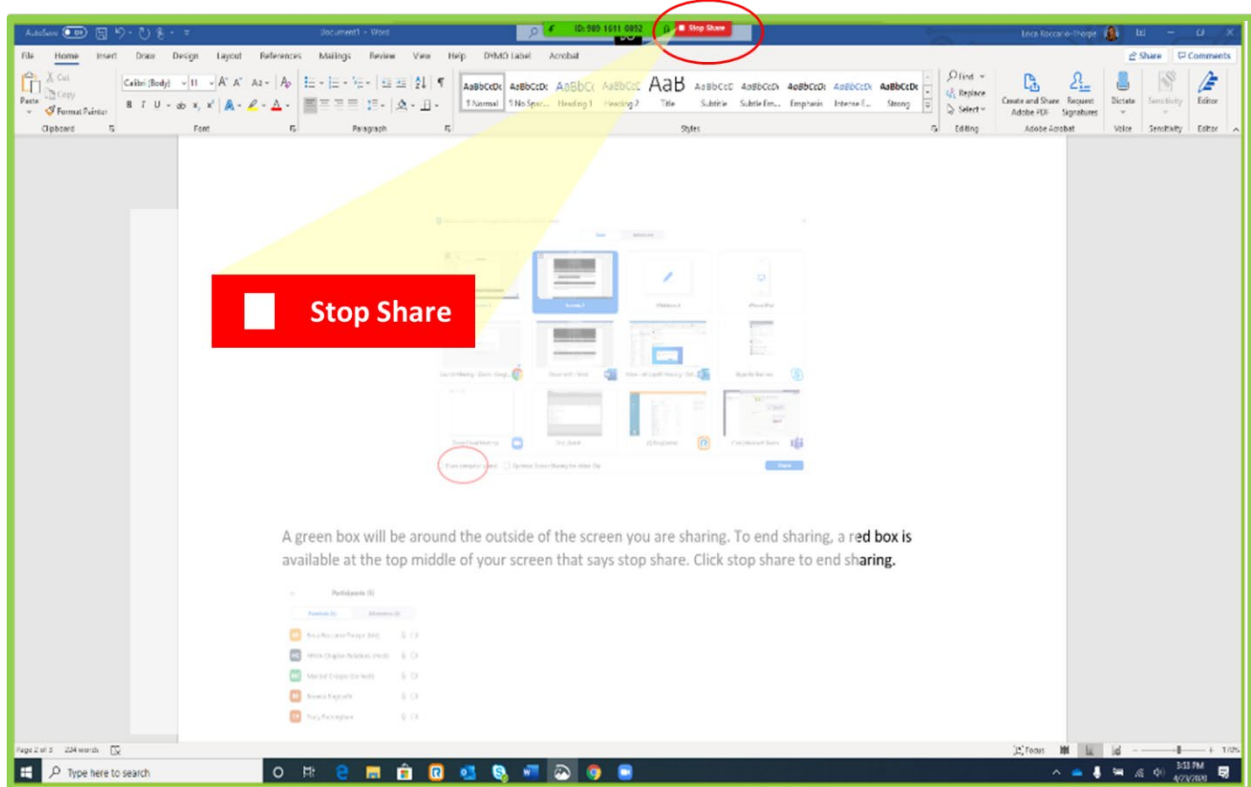
2. Sharing/ Stop Share Screen



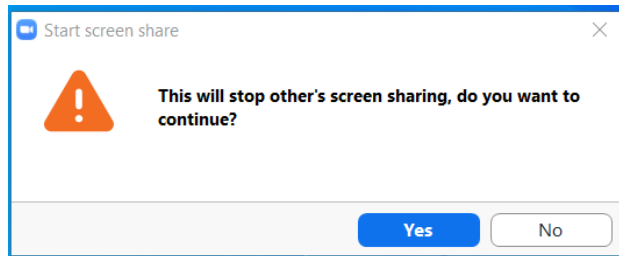
After the meeting has started, you will see in the lower middle right a share screen button. Click on this button to share your screen. If you have dual monitors, a pop up will appear asking which screen you would want to share in the webinar. Choose the screen and hit share. If there is sound that you would like to have shared click share computer sound as well. If you do not choose it here, after you have shared your screen, go to the top of your screen a black banner will pull down and a more button will be available. Choose the more button and click share computer sound.



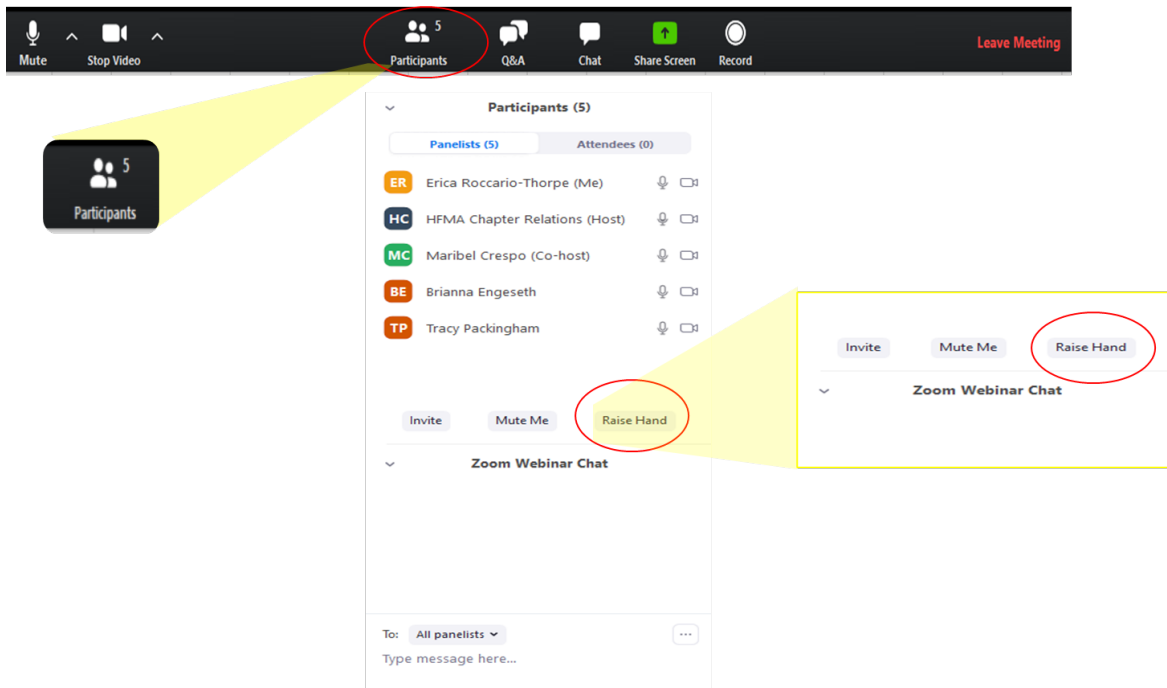
A green box will be around the outside of the screen you are sharing. To end sharing, a red box is available at the top middle of your screen that says stop share. Click stop share to end sharing.



In our webinars we have the availability to share your screen when someone else is already sharing. Both shared screens will not be viewed at the same time. But if you would like to start sharing your screen when someone else is already sharing, click the share screen button as described above. A box will pop up that states “This will stop other’s screen sharing, do you want to continue?”, hit yes to continue. Your screen will now be available to share.



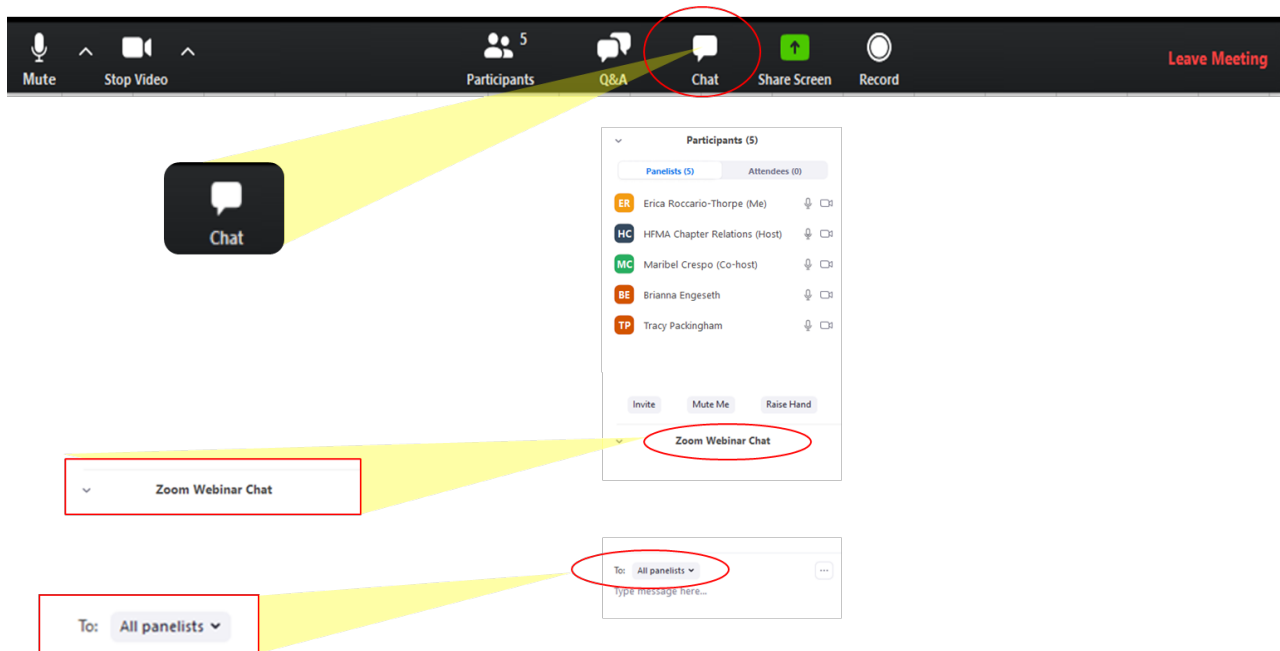
1. Raise/ Lower Hand



If you want to raise your hand during a presentation to ask/answer a question, go into participants located in the lower middle left of your screen. Participants of the webinar will show up in a panel on the right-hand side of your screen. Underneath the participants names you will see in the right hand corner of the panel a button that says Raise Hand. After you raise your hand and your question has been answered, remember to lower your hand. The raise hand button will turn to lower hand, this allows you to raise and lower your hand.

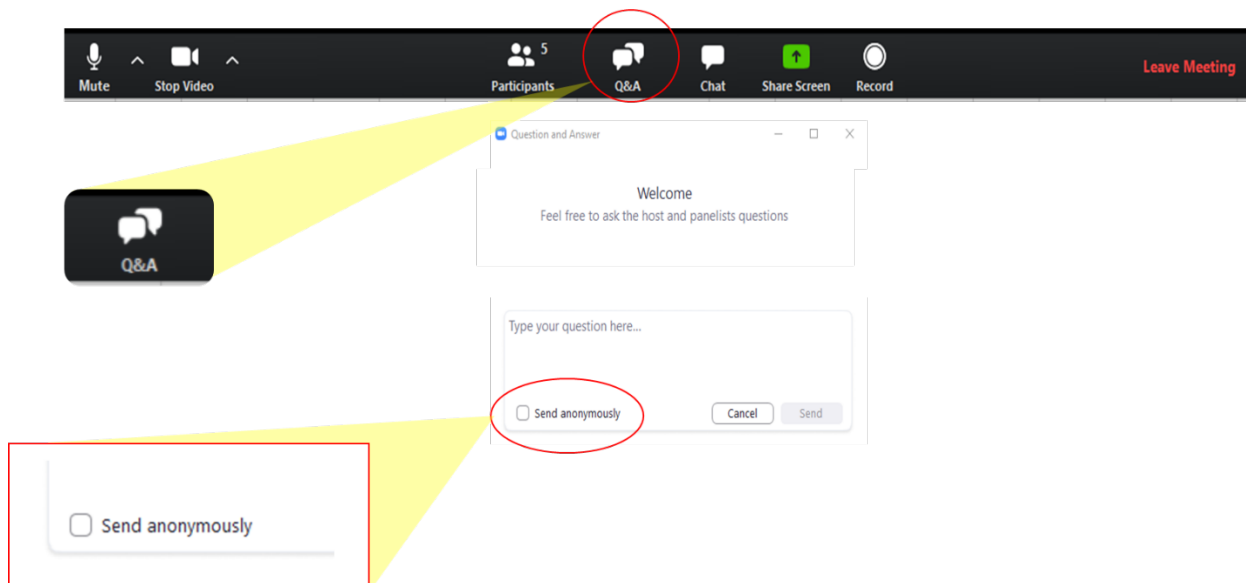
This button will also be available in the black banner on the bottom of your screen where the chat and Q&A buttons are located.

2. Chat



If you would like to write a message to panelists, panelists and attendees, or individual panelists you are able to do this in the chat section of the webinar. The chat button can be found on the bottom middle of your screen. The chat will show up in the same panel as your participants. To change who the message goes to, there is a “To” button right above where a message would be written. Change the “To” button to who you want the message to be sent to.

3. Q&A



If you would like to ask a question to just the panelists and host, you are able to do this through the Q&A section of the webinar. The Q&A button can be found on the bottom middle of your screen. A screen will pop up where you can ask your question. If you would like the question to be sent anonymously, you have the ability to do this by checking “send anonymously” underneath the text box where your question will be typed.

4. Screen View

If you are viewing a webinar where a screen is being shared and the presenter’s video is simultaneously running, you have the ability to change the size of the shared screen and the presenter’s video. In the space between the shared screen and the presenter’s video, hover over the border of the shared screen, your cursor will change to a double-sided arrow allowing to enlarge or reduce the size of your shared screen. This will then also change the size of the presenter’s screen.