Zoom Meetings

Tips for Presenters

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ABOUT THIS DOCUMENT:

This document has been created to help Zoom meeting presenters prepare for and present content from their screens to all meeting participants.

HELPFUL HINTS:

- To test drive Zoom anytime, or test your speaker and microphone, visit http://zoom.us/test
- Ideally, a presenter should have two monitors – one monitor can be dedicated to share content (PowerPoint, software app, website, etc.) with meeting attendees and the other monitor can be used to access other meeting features such as chat, attendee video feeds, etc. A second monitor is also handy if the presenter needs to retrieve a document from their folder structure or email during their presentation.
- However, dual monitors are not a must-have – this document provides instructions for presenters with one monitor or two
- If you have dual monitors, please ensure that the desktop settings are set to 'extend' and not duplicate the view from the primary screen

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DUAL MONITOR SET UP: SHARE ONE SCREEN

1. As shown below, confirm that you can see the 'Share Screen' icon in the black horizontal bar at the bottom of the Zoom window.
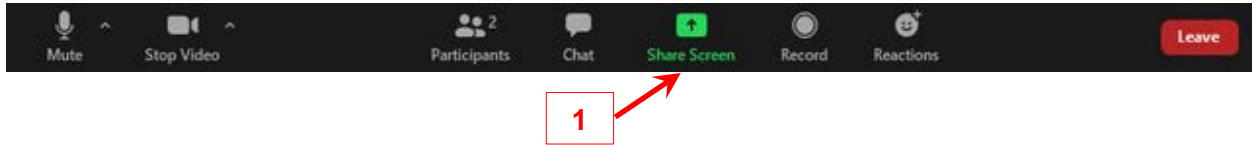

2. **Identify the monitor** that you plan to share with meeting attendees; move your PowerPoint/document, or browser, or software application you plan to show meeting attendees in that window.
   NOTE: When you share an entire screen, attendees will see everything on that screen. As a best practice, minimize/close applications & documents you don't want to share and turnoff any notification that may appear on that screen

3. Move the PowerPoint/document/browser/software application onto this monitor, and maximize it

4. When you're ready to present, click '**Share Screen**' button

5. In the subsequent dialog box, **select appropriate screen**
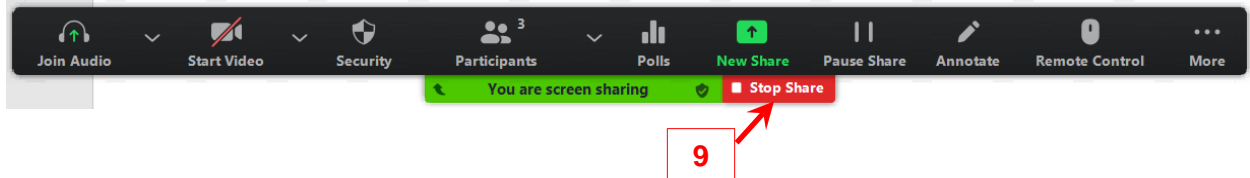
6. Then '**Share**'
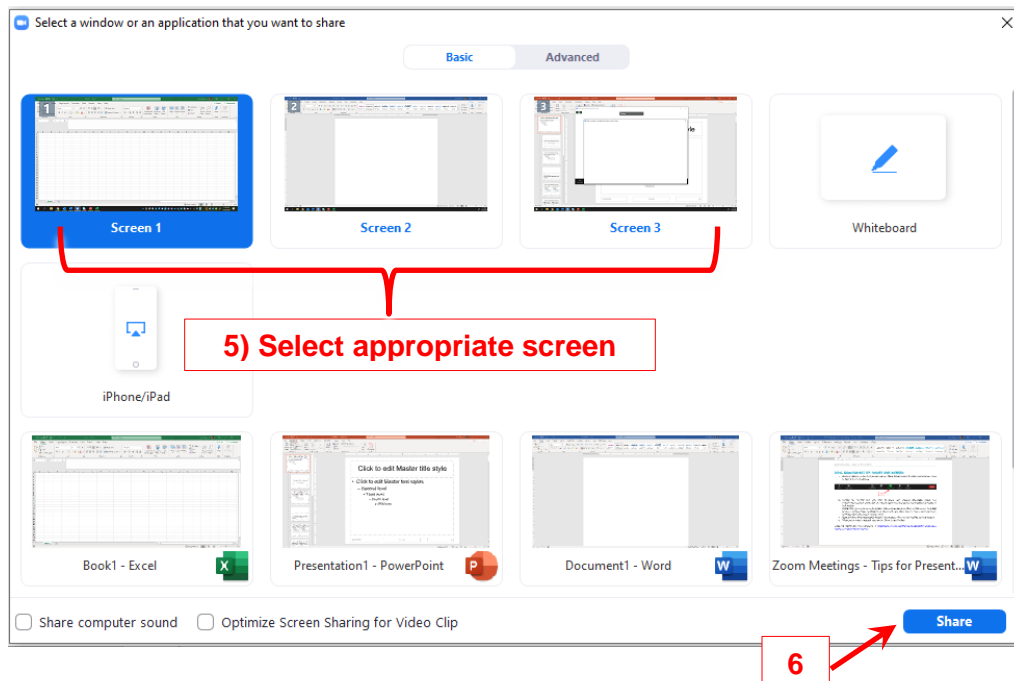
NOTE: if your presentation includes an audio or video clip, please refer to the 'Niche Screen Share Use Cases' section of this document to stream audio from your computer to meeting attendees

7. You will also notice a green border near the edge of the monitor being shared. Everything within this green border is visible to meeting attendees

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8. To pause your screen share (especially useful if you need to retrieve a document from your folders or an email from your inbox!), click '**Pause Share**'
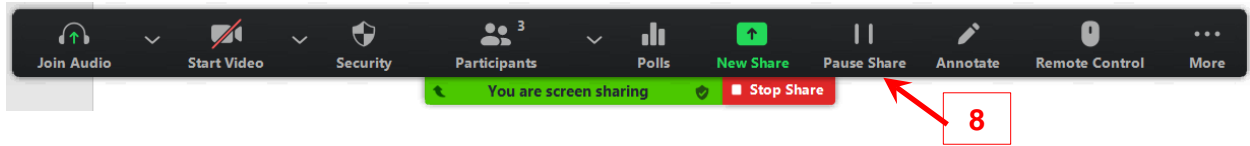
9. To end your screen share, click '**Stop Share**'

Additional details and video available at https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation

SINGLE MONITOR SET UP

You can also present during a Zoom meeting using a single monitor. As a best practice, close or minimize all other applications and notifications so that they don't interrupt your presentation or display content that you may not want to share with your attendees.

(Preferred option) Sharing a document or application only

1. As shown below, confirm that you can see the 'Share Screen' icon in the black horizontal bar at the bottom of the Zoom window.
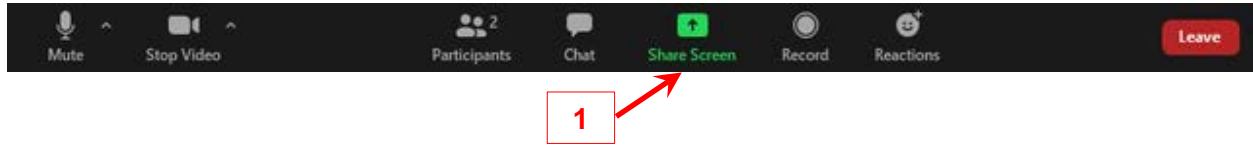

2. **Open the document or application** you plan to share with meeting attendees

3. When you're ready to present, click '**Share Screen**' button

4. In the subsequent dialog box, select the document or application you want to share
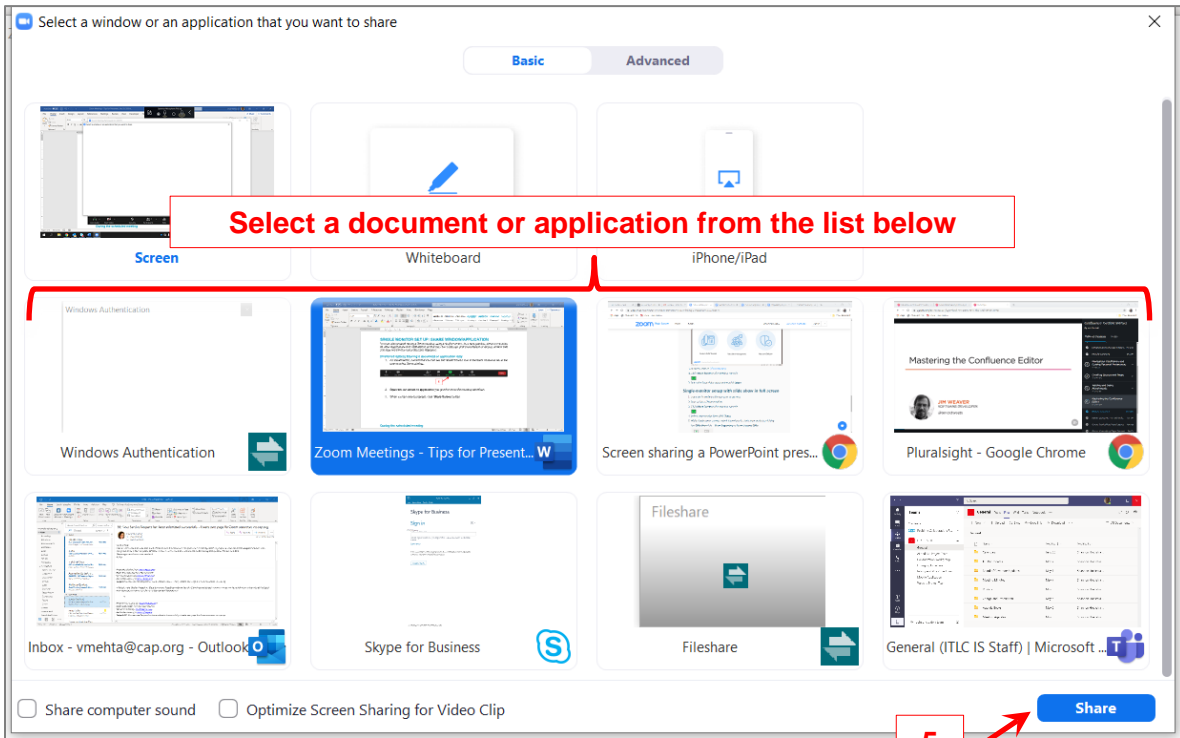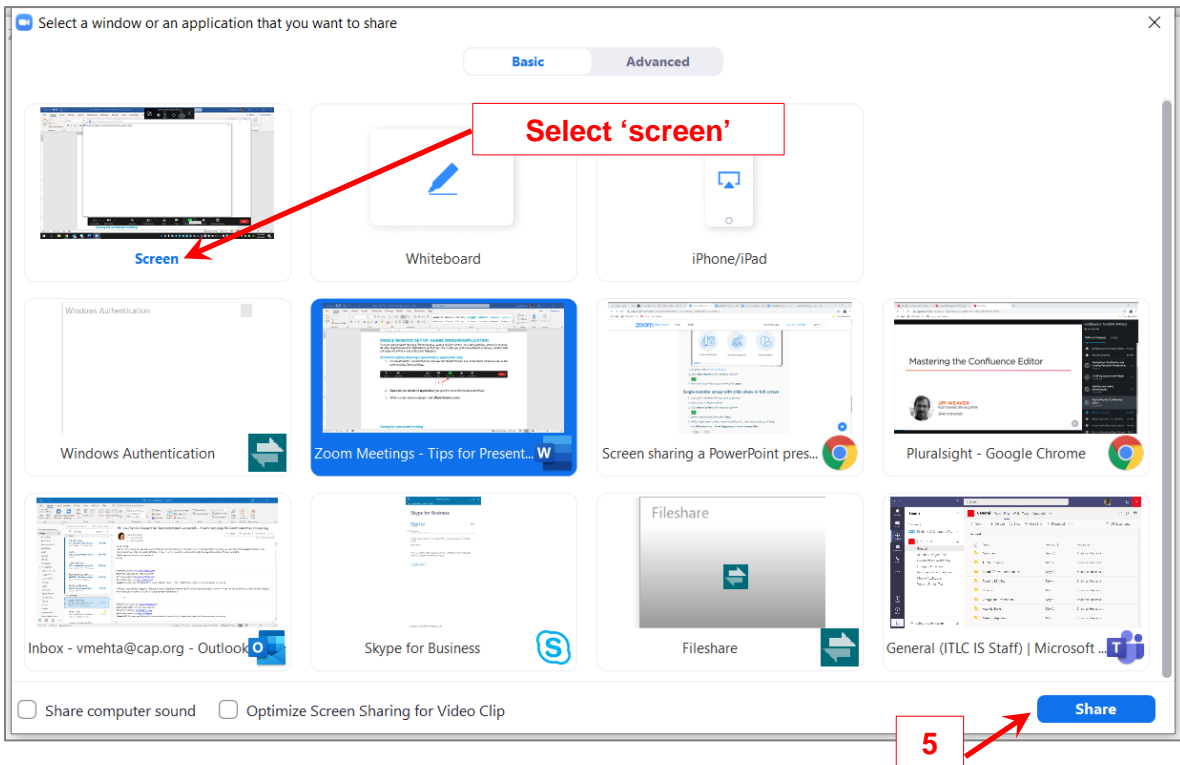

5. Then '**Share**'

6. You will now notice a green border around the chosen document/application. This confirms that the meeting attendees will see only the document/application within the green border and nothing else from your screen.

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Sharing your entire screen

1. As shown below, confirm that you can see the 'Share Screen' icon in the black horizontal bar at the bottom of the Zoom window.

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2. **Open the document or application** you plan to share with meeting attendees

3. When you're ready to present, click '**Share Screen**' button

4. In the subsequent dialog box, select **'Screen'** as shown below

Select 'screen'

5

5. Then '**Share**'

6. You will now notice a green border around your screen. Meeting attendees will now see the entire contents of your screen contained within the green border.

Additional details and video available at https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation

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NICHE SCREEN SHARE USE CASES

Zoom offers many custom options and settings during screen share. Two of the most popular settings are:

1. Sharing Computer Sound during Screen Share

Sometimes you may want include an audio or video clip as part of your screenshare.

To make sure that attendees hear the audio being played on your computer:

1. Click '**Share Screen**' button

2. In the subsequent dialog box, select either or the specific document / application as shown below
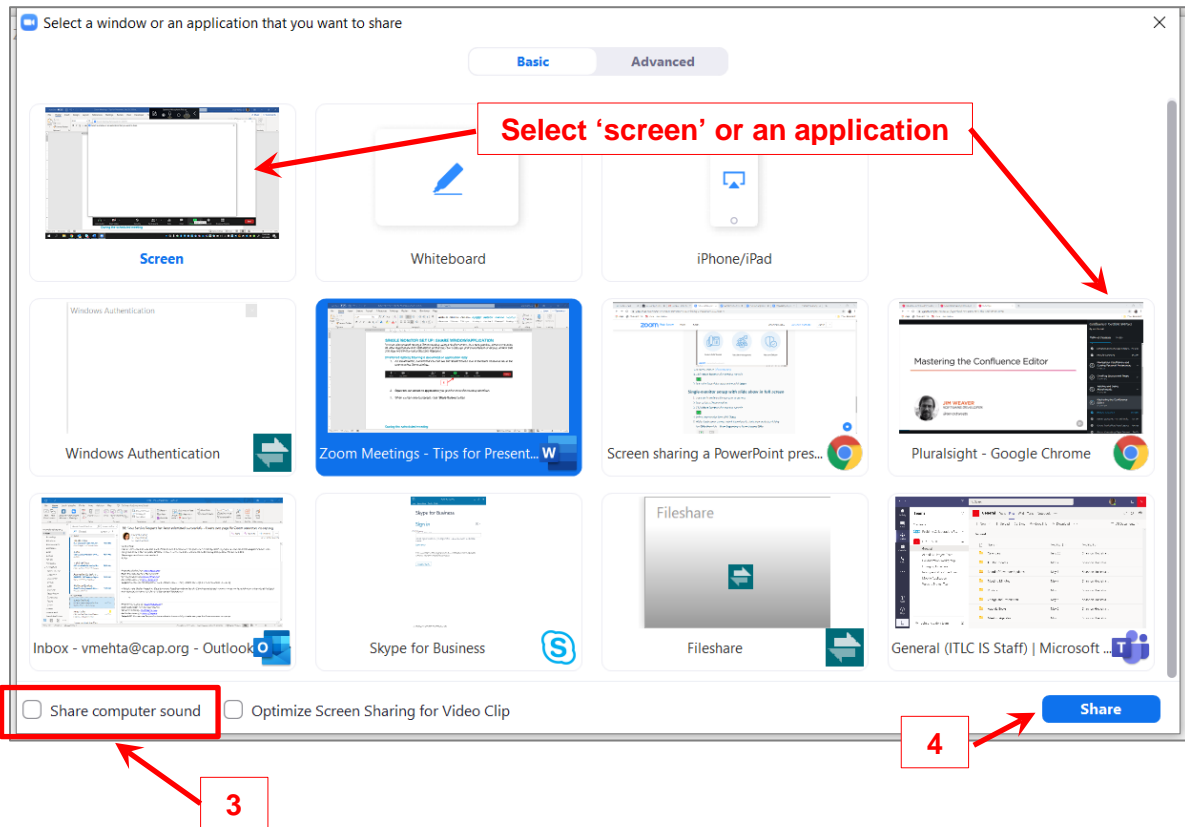
3. Check the '**Share computer sound**' box as shown above

4. Then '**Share**'

Sound being played on your computer will now be audible to all meeting attendees.

Additional details and video available at https://support.zoom.us/hc/en-us/articles/201362643-Sharing-Computer-Sound-During-Screen-Sharing

2. Sharing Computer Sound during Screen Share

As part of your presentation you may want to share a video clip. Enlarging this video to full screen will improve viewability for attendees but a full screen video feed does not always scale uniformly across the screens of all attendees.

To make sure that your attendees have the best viewing experience:

1. Click '**Share Screen**' button

2. In the subsequent dialog box, select the video clip
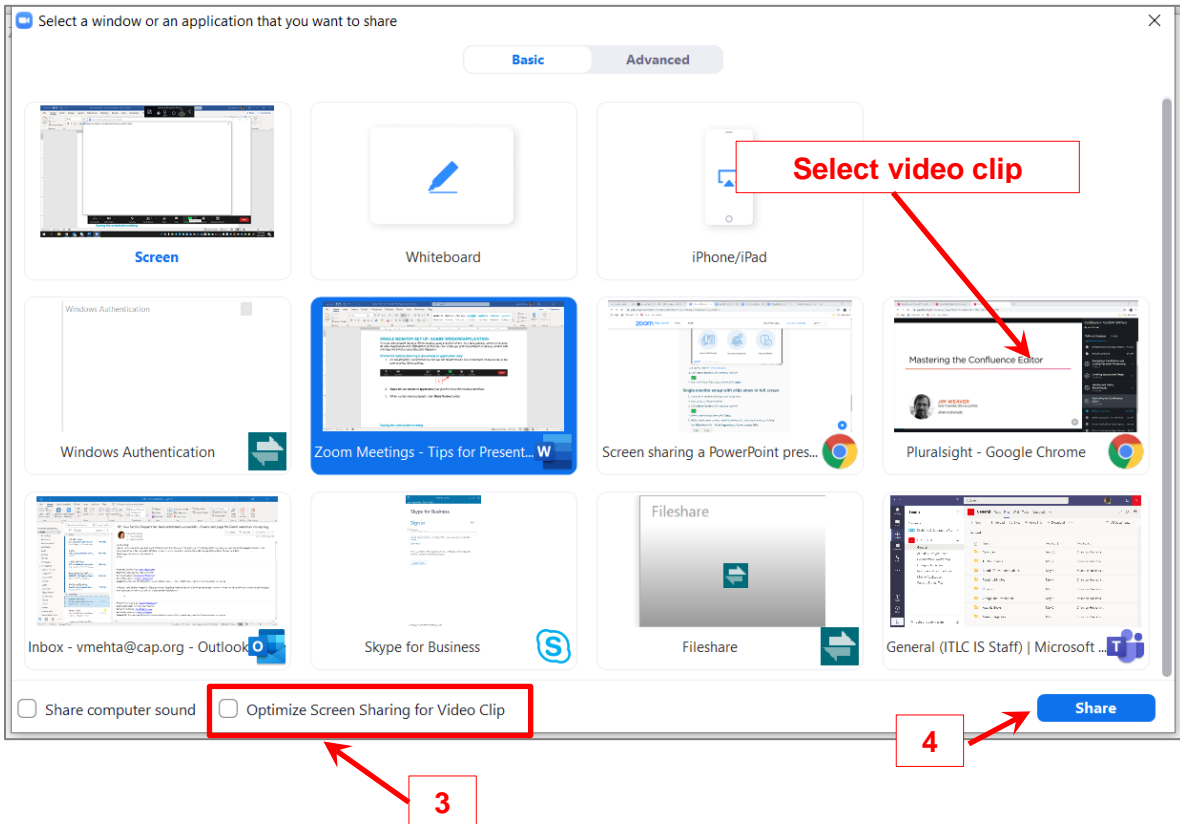
3. Check the '**Optimize Screen Sharing for Video Clip**' box as shown above

4. Then '**Share**'

IMPORTANT: Once the video clip has finished playing, click on the '**Share Screen**' button and UNCHECK the 'Optimize Screen Sharing for Video Clip'. This option should only be checked when sharing a video.

Additional details and video available at https://support.zoom.us/hc/en-us/articles/202954249-Optimizing-a-shared-video-clip-in-full-screen