



Presenter Guide

SYSTEM REQUIREMENTS

- ❖ An internet connection – broadband wired or wireless (3G or 4G/LTE)
- ❖ Landline or Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- ❖ A webcam or HD webcam - built-in or USB plug-in
- ❖ Or, a HD cam or HD camcorder with video capture card

SUPPORTED BROWSERS

- ❖ Windows: IE 11+, EDGE 12+, Firefox 27+, CHROME 30+
- ❖ Mac: Safari 7+, Firefox 27+, CHROME 30+
- ❖ Linux: Firefox 27+, CHROME 30+

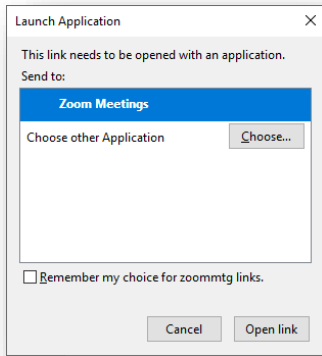
SIGNING INTO A MEETING FROM A WEB BROWSER:

The screenshot shows the Zoom 'Join a Meeting' web interface. It features a text input field labeled 'Meeting ID or Personal Link Name' with a placeholder text 'Your meeting ID is a 9, 10, or 11-digit number'. Below the input field is a blue 'Join' button. At the bottom of the interface, there is a link that says 'Join a meeting from an H.323/SIP room system'.

CLICK JOIN.

- If this is your first time joining from Google Chrome, you will be asked to open the Zoom client to join the meeting.
- You can check **Always open these types of links in the associated app** to skip this step in the future.
- Click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac).

The screenshot shows a dialog box titled 'Open Zoom?'. The text inside the dialog box reads 'https://zoom.us wants to open this application.' At the bottom of the dialog box, there are two buttons: 'Open Zoom' and 'Cancel'.



PLEASE NOTE: If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package. To skip this step in the future, check “Remember my choice for zoommtg links.”

CLICK OPEN LINK.

SIGNING INTO A MEETING FROM AN EMAIL:

Hi there,

is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android <https://.zoom.us/j/>

Or iPhone one-tap :

US: +16468769923, or +16699006833,

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

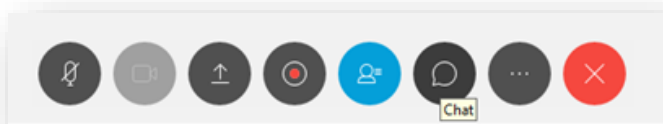
HOW SHOULD I CONNECT FOR AUDIO? Although Zoom provides you with the opportunity to connect via your computer, as a presenter we recommend to join zoom with both your computer and a landline phone for maximized video & audio capability. If you go this route, make sure your computer speakers are turned off and that your mic is muted at all time. You will use the audio and mic functionality of your phone.

HOW DO I MUTE/UNMUTE MY LINE? Hover your mouse over your name, and then select **Mute**  or **Unmute** .

CAN I UTILIZE MY CELL PHONE TO PARTICIPATE AS A PRESENTER? Although you can utilize a cell phone or tablet to watch the session, it is not suitable to present your session. Please utilize a desktop or laptop computer to present.

HOW WILL I KNOW IF I AM A PRESENTER? You will receive a notification that you are now the presenter once the host assigns you as a presenter in the system.

HOW CAN I CHAT WITH THE HOST OR MODERATOR? Tap the chat icon on your screen to view. From the list, you can choose an individual or individuals to chat with. Select who you want to chat with and then enter your message in the dialogue box and select Send.

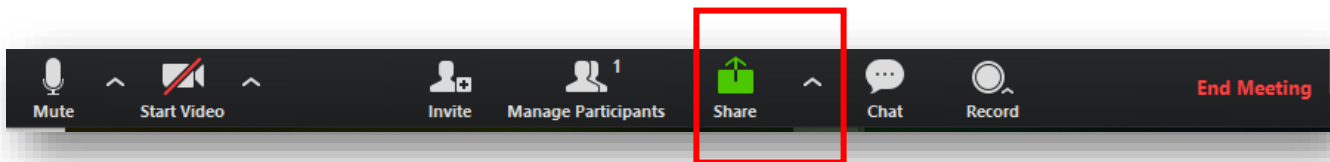


Sharing and Controlling Your Presentation:

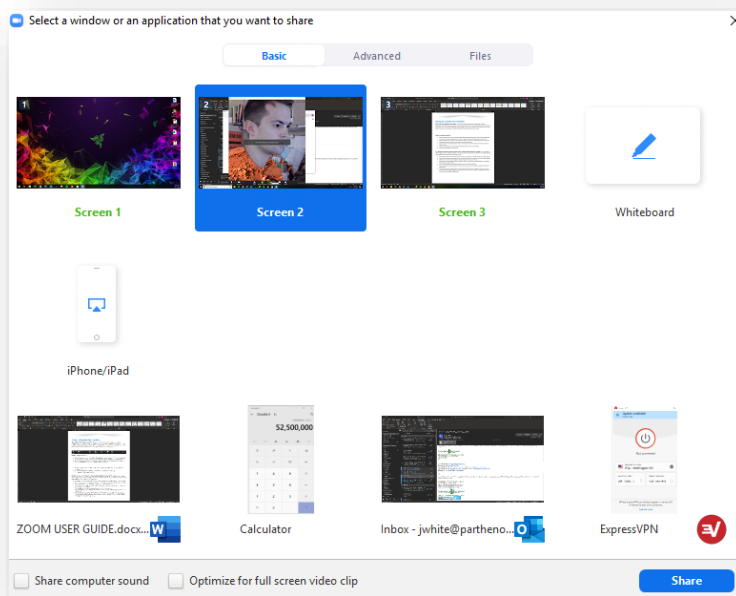
WHAT TYPES OF DOCUMENTS CAN I SHARE? You can share virtually any document or application. However, applications with streaming content may not work well, because such content is not streaming directly from the source to attendees. If you want to share a Web page with streaming content, you can use Web content sharing, which opens a browser window on each attendee's computer and streams the content directly from its source.

HOW DO I SHARE MY DESKTOP?

1. Click on the drop-down arrow on the right of **Share** (noted in the red box) to select the options. This shows any applications or documents you have available and you may share. Select the appropriate application and click Share.



2. Choose the **Share menu > Desktop** to share the entire desktop. This is the most flexible approach however the participants will see whatever is on your desktop, including confidential windows.



3. Click the red **Stop Share** button to stop sharing.



■ Stop Share

AS A PRESENTER, HOW DO I NAVIGATE SLIDES, PAGES, OR WHITEBOARDS USING THE TOOLBAR? You can navigate to different pages or slides in the **content viewer**. Each document or presentation being shared appears on a tab at the top of the content viewer.

- In the Meeting window, select the tab for the document or presentation that you want to display.
- If there are more tabs than can appear at one time, select the down arrow button to see a list of remaining tabs.
- Select the arrow options on the toolbar to change the page or slide you are viewing.
- Alternatively, you can navigate to different pages or slides in a shared document, presentation, or whiteboard by opening the thumbnail viewer.
- You can advance pages or slides automatically at a time interval that you specify.
- If your presentation includes animations or slide transitions, you can use the toolbar or keyboard shortcuts to perform them.
- For Windows, when viewing files that are shared using the File Share option, navigate to the next or previous slide by pressing the PgUp or PgDn key. Press the Up Arrow, Down Arrow, Left Arrow, and Right Arrow keys to scroll around the slide that is being shared.