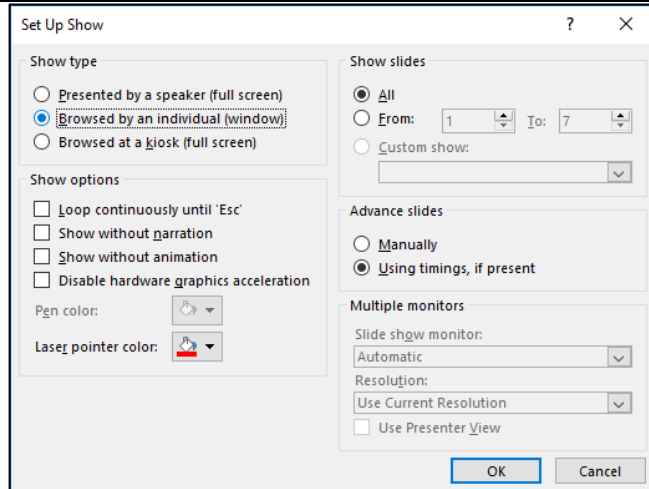


Zoom | Presenter Protocols

This is a short guide to setting up your PowerPoint and Zoom interfaces for presenting.

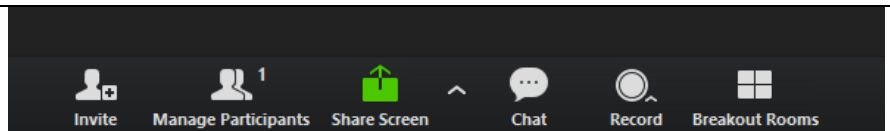
Step 1: Set up PowerPoint to give a presentation in window on the Mac and PC

- In MS PowerPoint, open up your presentation.
- Go to the 'Slide Show' tab and select 'Set up Slide Show'.
- A pop-up window should appear.
- Ensure the 'Show Type' option is set to 'Browsed by an individual (window)'.
- [Ok].

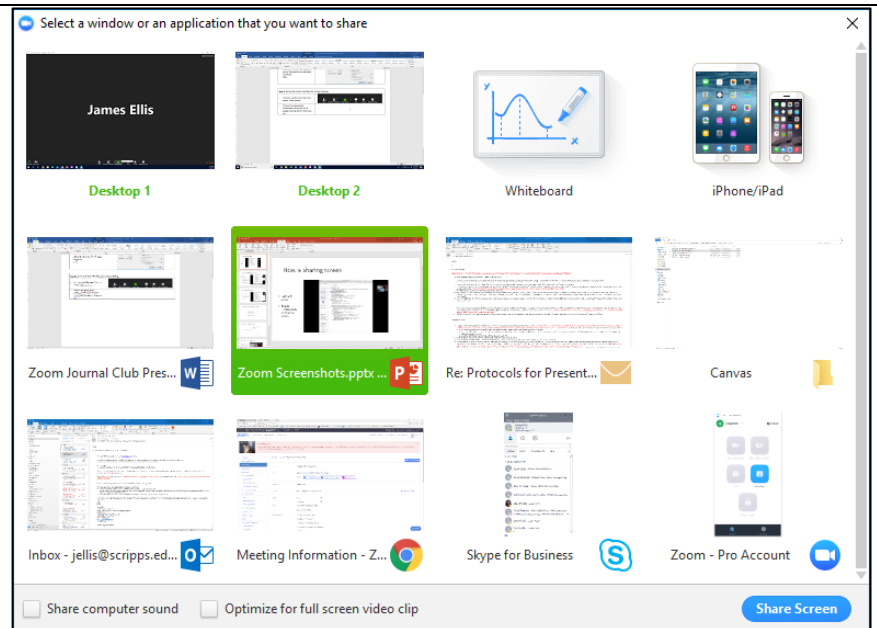


Step 2: Set up the Zoom interface for screen sharing

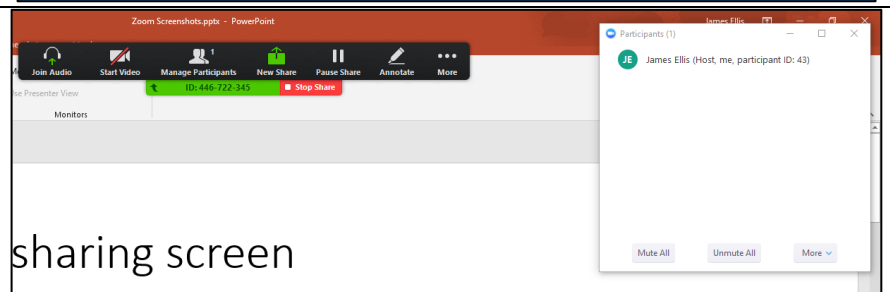
- In Zoom, use the menu bar and select 'Share Screen'.



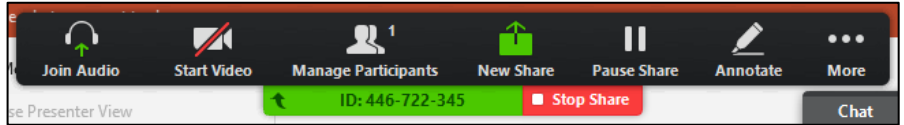
- Click on the PowerPoint presentation from the list of screen-sharing options that pop up.
- [Share Screen].



- You will now see your presentation.
- To get the participants list back, use the menu bar once again and select 'Participants'.
- The participants list will pop up. This can be moved and expanded.

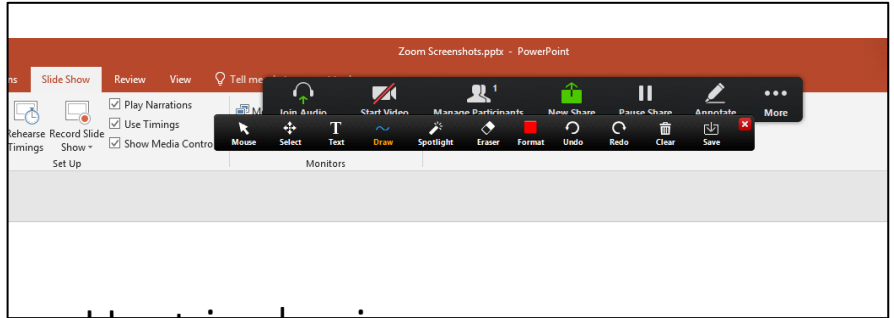


- Use the menu bar to show the Chat window as well.
- Select the 'More' option, and then select 'Chat' from the drop-down list.
- The chat window will pop up.



Optional: Using Annotations and Whiteboard

- To activate annotations, select Annotate on the Zoom menu bar.
- Select the desired tool on the Tool Bar that pops up.
- Close the annotations toolbar by using the red 'X'.



To use the Whiteboard feature:

- Select 'New Share' from the menu bar.
- Select the Whiteboard.
- The Whiteboard has the annotations tools as well.

Some notes on annotations:

- Erase annotations before changing slides as the annotation will persist.
 - o This can be done with the Clear button or selectively with the Eraser tool.
- Viewer annotation can be turned on and off by the host under 'More' on the Zoom menu bar.

When screen sharing is discontinued:

The Participants and Chat windows are automatically pinned to the gallery of participants.

The pinned windows can be unpinned from the Gallery by selecting the small downward pointing arrow at the top left of each window and selecting Pop Out.

The windows can also be individually toggled on and off by selecting the Participants or Chat options on the Zoom menu bar.

When screen sharing begins again:

Re-enable the participants list and chat pop-up windows as these will not automatically reappear.

Zoom Menu Bar Appearance:

The Zoom menu bar may minimize itself during a meeting. Move your mouse to make it reappear.