

ArchivesSpace

Zoom cheatsheet for presenters

Before the event

- **Please download the Zoom client in advance of the meeting to avoid any delay in connecting.** You can download the Zoom client at <https://zoom.us/download>
- **Please be sure to check system requirements in advance of the event to avoid any connection issues.** If you are planning to use your computer audio, a headset is best for quality. You may use this Zoom Test instance: <https://zoom.us/test>
- Please ensure you have also received a Zoom meeting link from the organizer. This URL will be different from the Zoom Test link.

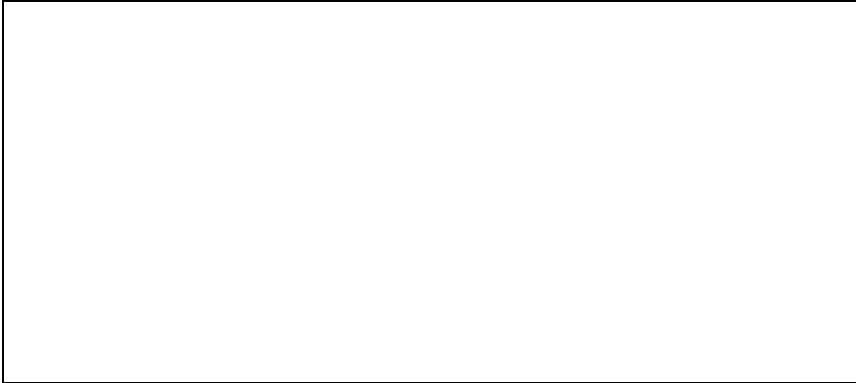
Day of the event

30 minutes prior to starting

- Join the event by clicking on the link in the invitation sent to you by the organizer.
- **Please note:** You may be entering during an active session -- Please be sure to **mute** your audio, otherwise attendees will be able to hear you during the session. (By default, all attendees will be muted when they enter during the Online Forum)
- **Select either the computer audio or phone call option.** If you select computer audio, you can perform a sound check by clicking on the ^ button beside the Microphone (mute/unmute) button, and select **Test Speaker & Microphone**.



- If computer audio fails, select **Switch to Phone Audio** to pull up your dial-in instructions.




- **If you phone in**, please enter both the **Meeting ID** and your unique **Participant ID** so the organizer can identify you.

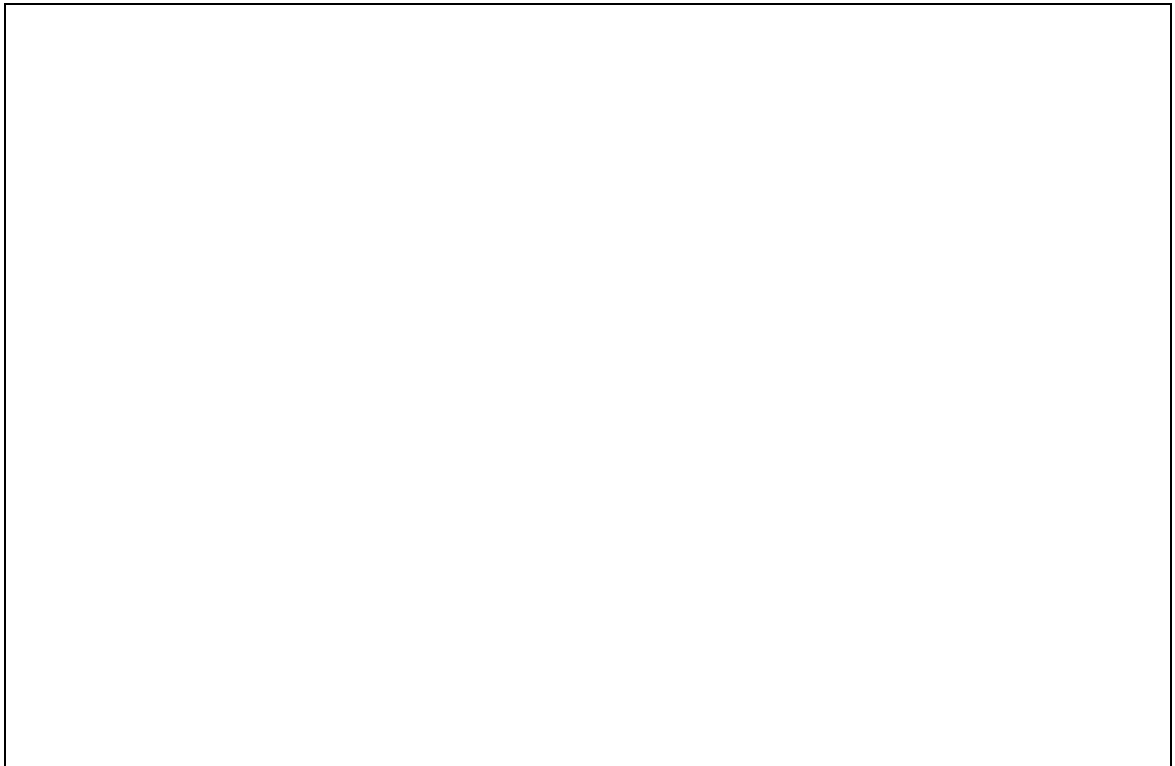


At the time of the event

- **Close out everything** (or minimize) on your desktop and quit any applications; **fire up presentation materials** (e.g., PowerPoint, Google Slides, PDF, or web browser) if you have them.
- Use the option to mute your line when not speaking, and unmute when presenting/talking. The **mute/unmute** button is the microphone on the bottom-left of the control pane.



- Once the Host or the chair of your session is done with the introduction, you will be able to unmute and share your screen (if you have a presentation to share). When ready, select the green **Share** button in the center of the control pane.
- The screen sharing pane will appear, and a selection of any windows that are **not** minimized will appear. Select the specific window you would like to share -- this will share only the window you have opted to share, and nothing else on your desktop will surface through to participants.
 - Alternatively, if you are presenting a live demonstration, you may choose to share your desktop instead, which will show other windows as well as any icons on the selected desktop.)



Click the **Share** button to confirm your selection.

- **Please note:** When you are sharing your screen, the control pane will now appear at the top of your screen.
- Please make sure to share your slides in **full screen**.

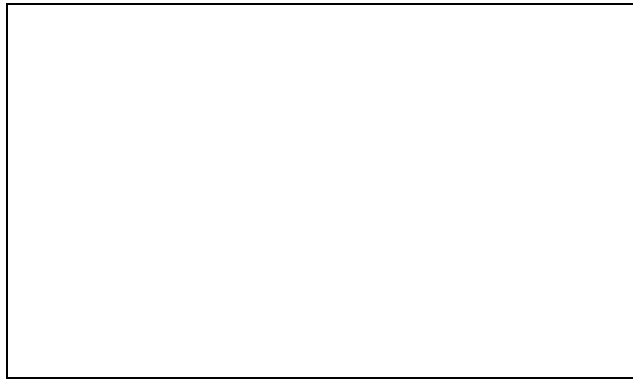
- **PowerPoint:** Select the **Slide Show** tab > Click **“Play from Start”**



- **Google Slides:** Select the **View** tab > Click **“Present”**



- **PDF:** Select the **View** tab > Click **“Full Screen Mode”**



- To stop your screen share, mouse to the control pane at the top, and select the red **Stop Share** button.



- Please **Mute** yourself when you are done presenting. The Host or the chair of your session will assist with the transition to the next presenter.
- Remember to **Unmute** yourself for the Question and Answer session.