

Using Zoom for online meetings

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Part Three - Presenting, Share Screen

For the basics of **setting up** the software on your computer, and terminology used, see **Quick Start** in Part One of the user guide. That guide's section 'Getting more from Zoom' may also be of interest, **covering Chat and other features, settings/preferences** etc.

Part Two covers **Hosting** - setting up meetings, managing participants etc.

Presenting via Zoom

See Share Screen section for the starting points on using PowerPoint or other tools to present material to a meeting.

Prepare

Just as in an ordinary meeting, do you need notes to hand, or be ready to take notes? Do you need to adapt your usual style of presentation to come across online? In case you dry up, have some water to hand, but not to spill on the computer!

Try to have a comfortable set-up, in a good position for the camera/microphone. Will the background be distracting to viewers (if so, perhaps use a virtual background)? Can you block out possible interruptions, or could external noise be a problem?

Tips

When **presenting slides**, you probably don't want to use PowerPoint's 'Presenter View' option which displays Notes on screen (along with next slide preview). So have your notes available somewhere else, such as via a copy of the presentation on a tablet.

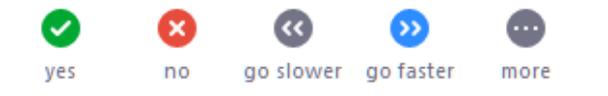
As there can a **delay of a second or two** before changes on your screen are seen by others, don't rush your commentary.

Screen share will add to the **demand on computer resources** on top of the video and other use by Zoom. Further programs, such as a family history database manager, may consume excessive resources while opening which could create slow running or even a crash. Things are likely to work more smoothly if such programs are opened up beforehand, if you intend using them (as a reference or as a screen share). Exiting unneeded programs is good prep.

A '**Breakout Rooms**' feature can be switched on by the meeting host via web portal settings. Breakouts are smaller sessions split off from the main meeting which can be used for collaboration and discussion. See <https://support.zoom.us/hc/en-us/articles/115005769646>.



Using the web portal, meeting hosts can also enable non-verbal **'Feedback'**. Feedback buttons appear in the Participants List window (*image right*). Under '...more': thumbs up/ down, clap, need a break (cup), taking a break (clock) - these overlap with 'Reactions' available via the main toolbar.



There are at least two ways of **starting a PowerPoint (or other) presentation** on Zoom.

- Probably the most straightforward is to have the slideshow open (edit mode), then open Zoom and start/join the meeting. Go to Share Screen and select PowerPoint ('Basic' tab), press Share. Now use your preferred method of starting the slideshow - usually F5 key on Windows.
- Alternatively, assuming auto-run timings aren't set, start the slideshow first and then navigate to the Zoom program on your computer - on Windows use Alt + Tab keys together. Start/join the meeting, go to Share Screen and make sure you select the slideshow itself, not the edit view, and Share.

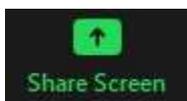
You may not be going to host the meeting that you are to present at, but you can still **try things out in advance** if you have signed up for a Zoom account. Start a 'personal meeting' and have a go at getting the presentation set up plus a quick run through. You don't need to invite anyone to join the meeting (via Participants button) to do the trial, but perhaps invite a friend to see whether it works for them.

Share/Share Screen

All participants can share various things from their device - photos, documents, open programs e.g. PowerPoint (on PC), a whiteboard to doodle on, etc. There is a lot to take in below, but you can ignore most of it when getting started.

Prepare beforehand by making what you want to share easy to find - on PCs you could have the item already open, and close other programs/docs.

On handhelds, tap the green 'Share' button to get an options list like that in *image right*. Select your choice, then locate the item/take action as appropriate.



On PCs, having selected 'Share Screen', the 'Basic' tab allows you to share anything open on your computer, while 'Files' works with cloud storage options. Make your selection then click the blue Share button (*image right*) - the toolbar *shown below* should appear briefly and then minimise to the green/red strip.

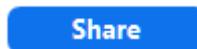


Image below (Windows): auto-hidden Share toolbar when sharing is active. Mouse-over minimised green/red bar to display. It defaults to top of screen - switch using the curved arrow (the strip can also be dragged to new place).

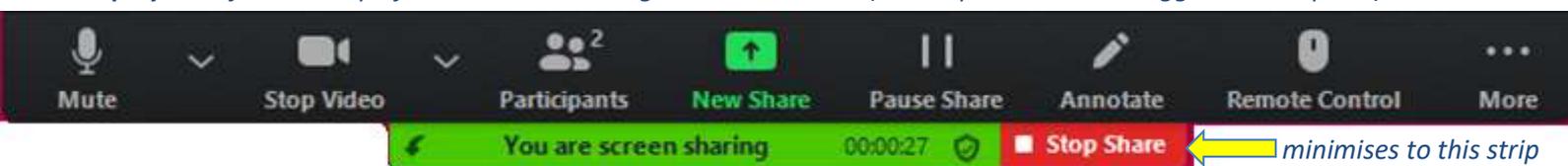
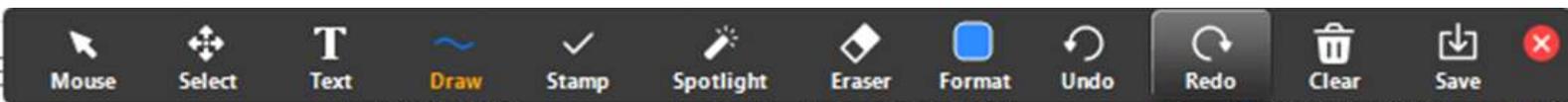
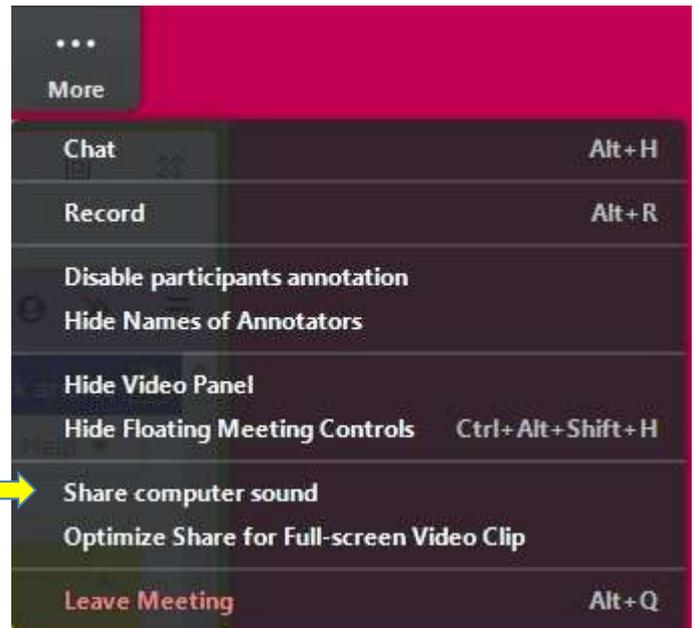


Image right: Screen share '... More' options, Windows

If you want to **play audio** on a PC as part of a presentation (music, an interview perhaps), you need to 'Share computer sound'. Select this when starting the Share (to the left of the blue Share button) or once the Share has begun via '... More' options. This will include any computer system noises (e.g. notification beeps), so don't leave on unnecessarily. If you **only** want to play audio, and not share any visuals, on a PC find 'Music or Computer Sound Only' under the 'Advanced' tab when selecting your Share choice.

The other '... More' options are fairly self-explanatory or covered elsewhere.

You can '**Annotate**' in various ways - a toolbar pops up if you click on this (*image below*). Most icon buttons have drop-downs - just clicking the icon may not start/stop anything. It is worth exploring what is on offer here. Some options are a little basic - perhaps use PowerPoint's own tools instead?



Above: toolbar when **Annotate** is selected (Windows).

The '**Remote Control**' feature enables such things as letting others manage/present part of a slide show, which avoids them having to get to grips with Screen Share and should be less disruptive to the meeting flow. This button won't show for some types of Shares, but note that when it does there may be an arrow beside it for various hand-over options to choose from.



If controlling a PC via tablet or smartphone, first select white/grey 'remote' icon as in *image left*. Once control is active: single tap = mouse click, tap and hold = right-click, swipe with 2 fingers = scroll; mouse icon tracks the remote pointer; tap keyboard icon (when available) to enter text.

On PCs, the main **Zoom Settings** (access via cog on Home screen, or in drop-down menu from Profile icon) has a 'Share Screen' section which is worth checking (*image right*). For example, 'Silence system notifications when sharing desktop' is probably a good one to have selected.

