

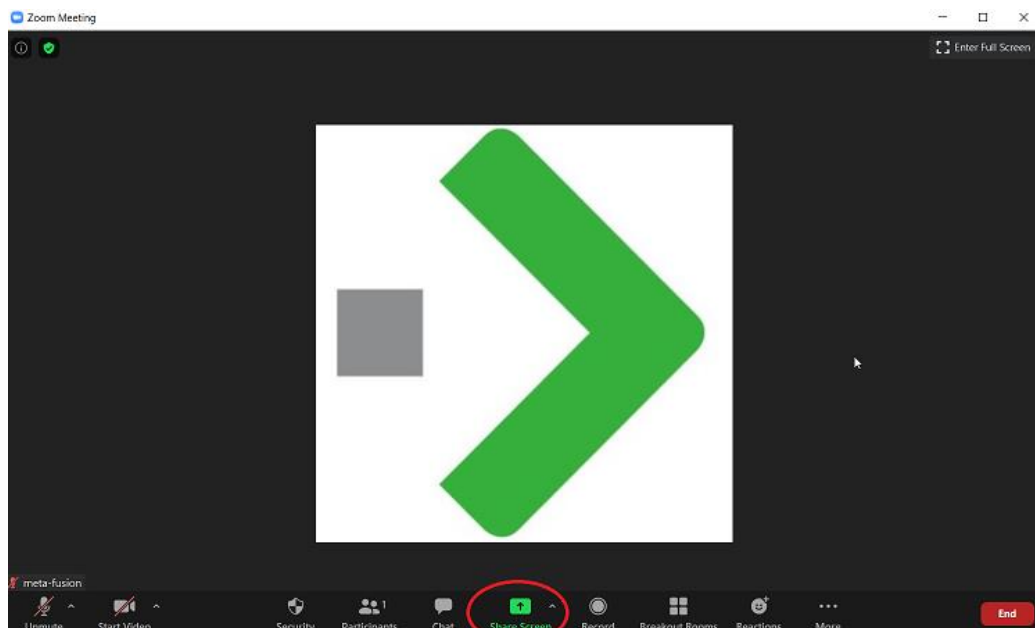
Zoom Basics

1. Start screen sharing [1]
 - a. Clean up your desktop, close unnecessary windows/tabs/programs and make sure that private or sensitive information is hidden.
 - b. Do not start your presentation until the start slide is open in full-screen/presentation mode.
(For a nice clear start especially regarding the on-demand video)
 - c. If the „next slide“ button does not work, use the mouse.
2. Set up the virtual background [2]
3. Window arrangement
Gallery/Speaker view (fix speaker) [3]

More detailed explanations off he Zoom Basics

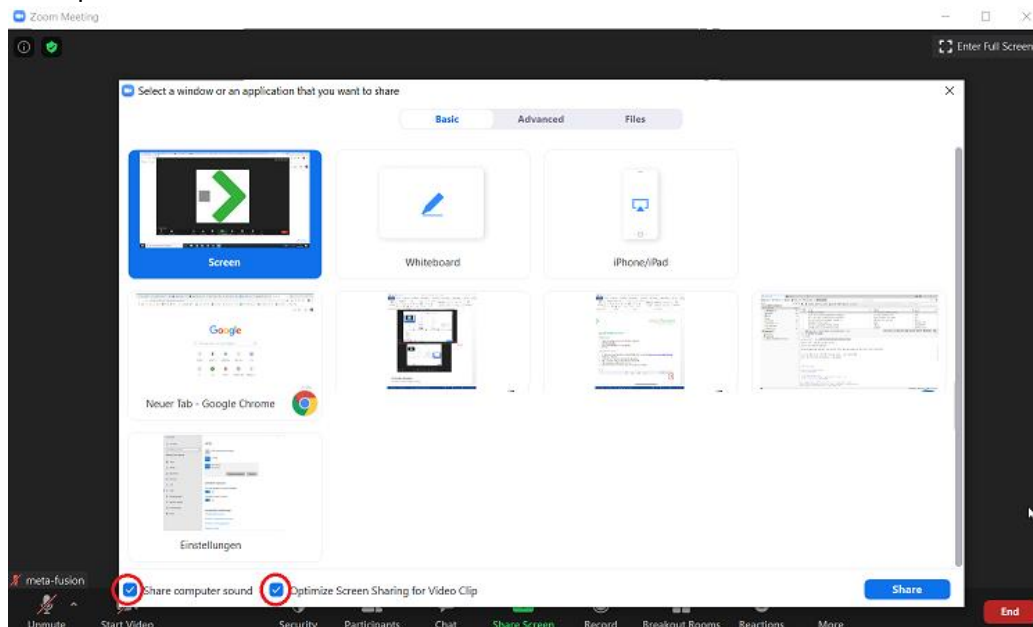
[1] Start screen sharing

- Share screen



- Check the boxes "Share computer sound" and "Optimize Screen sharing for video clips"

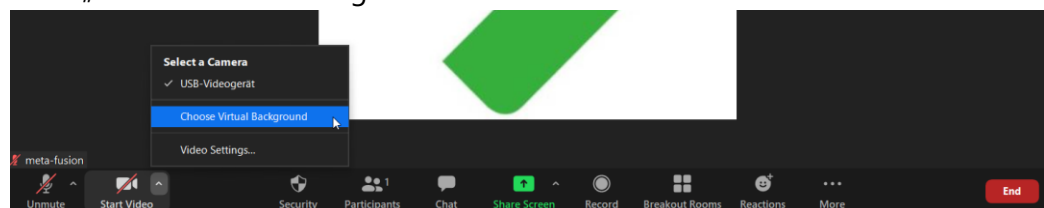
- Either select "Screen" to share your whole screen (in case you want to switch between applications) or select Powerpoint directly (or similar presentation programs)
- Share
- Start presentation when slides are shown in fullscreen



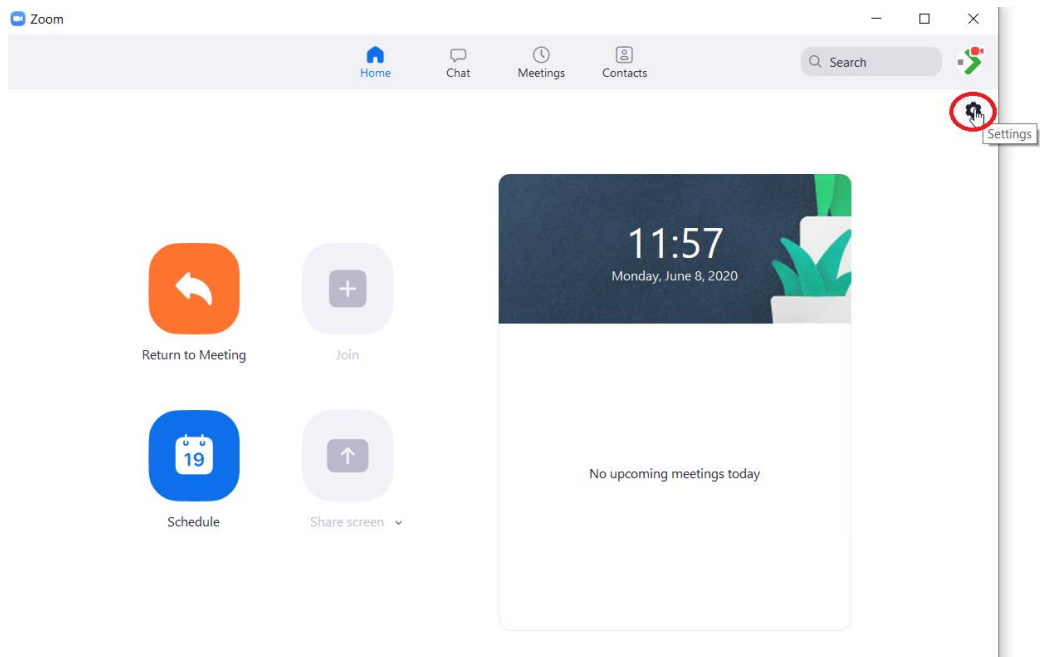
[2] Virtual background

How to access the settings:

1. During a meeting
 - a. Click on the arrow next to „Start video“
 - b. Then „Choose Virtual Background“

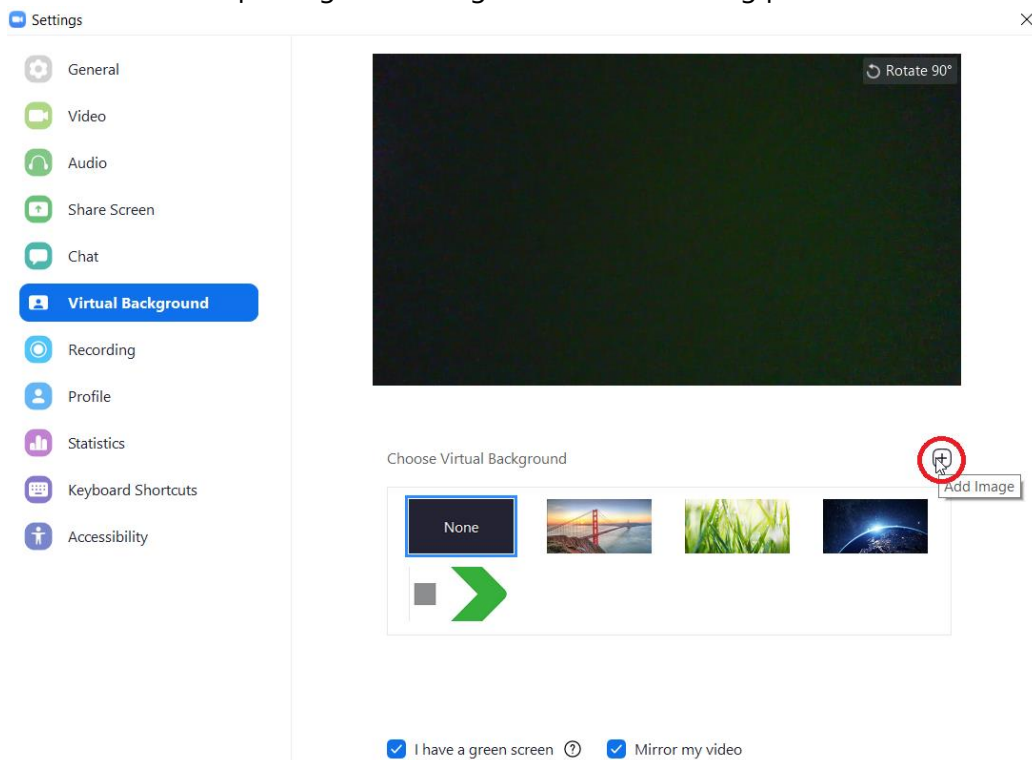


2. before a meeting in the start interface of Zoom
 - a. Click on the Settings wheel in the upper right corner

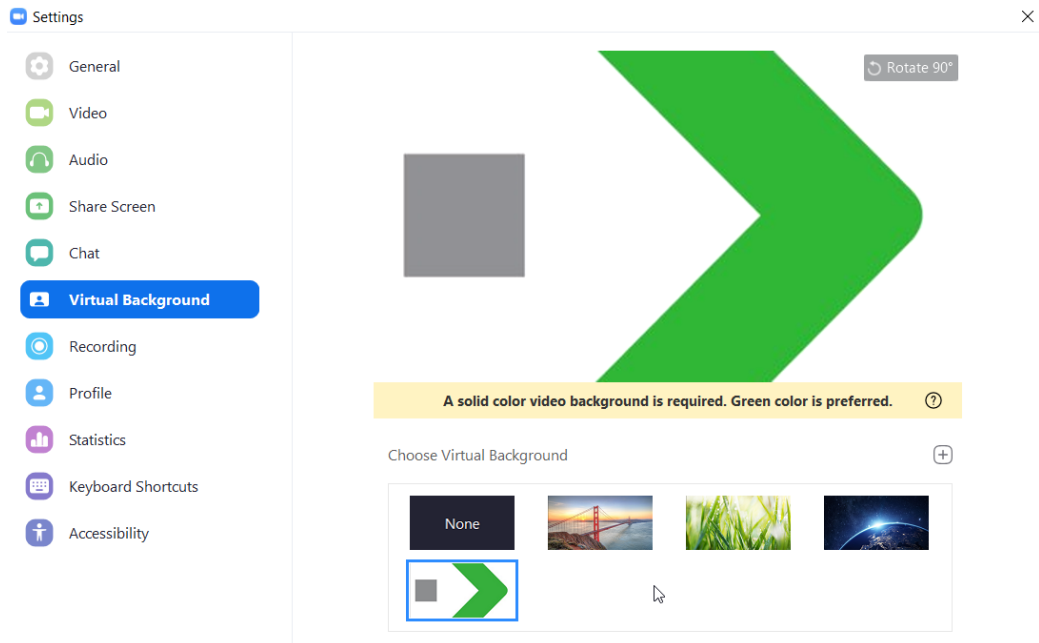


In the settings:

1. select "virtual background" on the left
2. click on the small plus sign on the right above the existing pictures

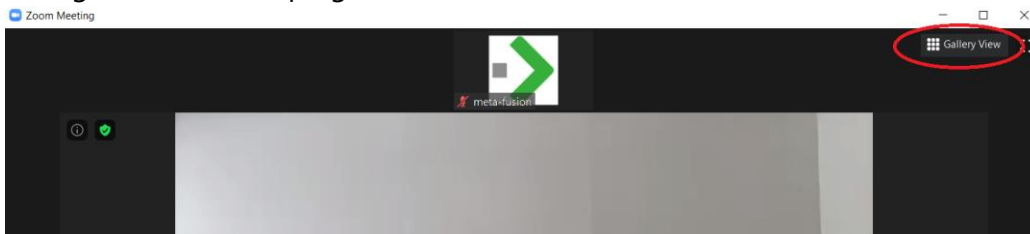


3. search and add your own picture

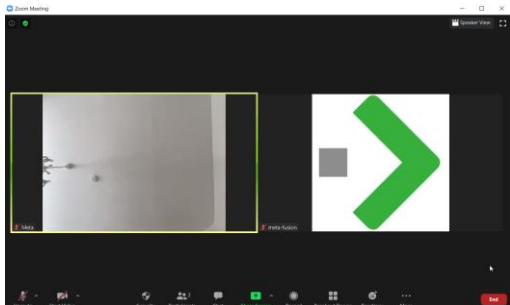


[3] Window arrangement

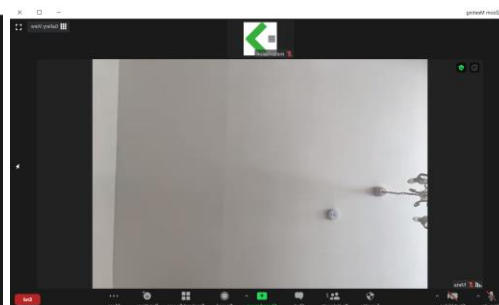
Change view at the top right



1. Gallery view



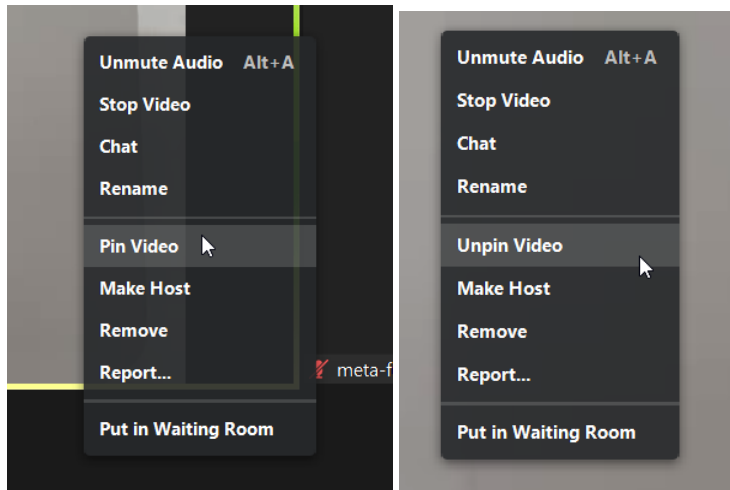
2. Speaker view



Pin the speaker video

Only this video will be shown in full size. No matter who is talking.

1. Right click on the video → Then „pin video“
2. To unpin: right click and „unpin video“



Hide participants that do not have a video

During the webinar there will be some participants without video or sound. They are needed for capturing the meeting. You can hide them by right clicking on their window and select "Hide Non-Video Participants"

