

## Some Presentation Tips

- Set your camera at eye level: Often, this means propping up a laptop.
- Position your self-preview window near your webcam: Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.
- Check your light: The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. If you have a window behind you, close the shade so you don't get silhouetted.
- Charge your headset: Ensure that your computer and audio equipment are fully charged.
- If you are presenting live, make sure you have a strong internet connection. If you have the ability to plug your computer directly into the modem, that would be best. Also, it's best to close all other programs while streaming.
- Silence the interruptions, especially your phone.

## Basic Zoom Controls



- **Mute:** allows you to silence yourself. Use this while someone else is talking and during the playback of any recordings.
- The up-arrow next to **Mute** can be used to select your audio input (e.g., switch from your computer's microphone to a headset).
- **Start Video:** This allows you to turn on your webcam. The up-arrow next to **Start Video** will also give you access to the virtual background feature.
- **Participants:** Allows you to see the names of the people watching. You can also use this to allow individual participants to be heard.
- The technician will control participants' microphones.
- **Share Screen:** Allows you to share what is displayed on your monitor with viewers. If you have dual monitors, you can select which monitor to display and which to reserve for your reference and notes.