Zoom information for presenters

Signing in

Your first step is to create a Zoom account, or sign in to your existing Zoom account.
- To create a new account, go here: https://zoom.us/freesignup/.
- If you already have a Zoom account, sign in here: https://zoom.us/signin.

Ensure your profile name is your full name and not a nickname, so that we can identify and grant you access to your presentation's Zoom room.

Adding your pronouns after your profile name is encouraged if you feel comfortable doing so, but is not required. For more information on gender pronouns, here are some resources:
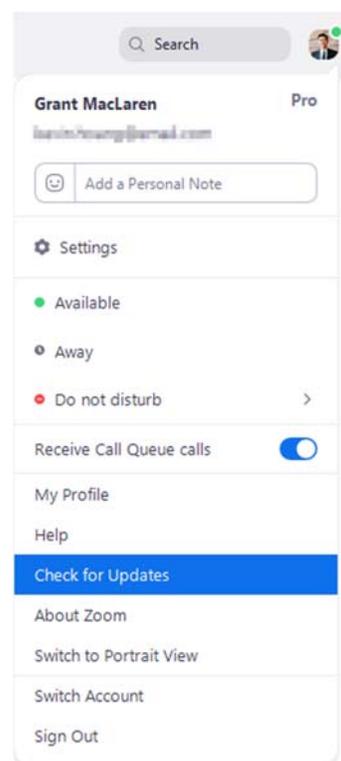- www.mypronouns.org.
- egale.ca/awareness/know-your-gender-pronouns.

Updates

To avoid technical difficulties, ensure you have the most up-to-date version of Zoom. You can check for Zoom updates by clicking on your profile picture in the Zoom desktop app and selecting "**Check for Updates**" in the dropdown menu.

Name change

You can only change your profile name once you are in a meeting/webinar. Hover over your name, select "**More>**" then "**Rename**".

Meeting functions

Zoom meeting functions are diverse. Your main navigation bar will look something like the one below.

| Mute | Stop Video | Participants 1 | Chat | Share Screen | Record | Closed Caption | Breakout Rooms | Reactions |

Icon	Function	Description
	Mute	Mute your microphone when you are not speaking so attendees don not hear echoes or other noises.
	Unmute	Unmute yourself so the audience can hear you talk.
	Stop video	Temporality stop your video camera.
	Start video	Turn on your camera on.
	Share screen	This function shares your slideshow with the audience. **Important**: share the application screen itself and not your computer desktop. Content will display in full screen and your speaker view will appear in a separate, small window. You can change the video layout while screen sharing by selecting **Active speaker view**, **Gallery strip/grid view**, or by **hiding the video panel**.
	Change view	**Speaker view:** Displays a large view of the speaker, with smaller thumbnails above of non-speaking participants. **Gallery view:** Displays up to 49 participants per screen. The active speaker's square is highlighted in green in **Gallery view**. An arrow is displayed if the screen exceeds 49 participants. Tap the right arrow to display the next group of participants on the screen, and tap the left arrow to go back.
	Participants	View all the participants.

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💬	**Chat**	Access the meeting chat by clicking on this icon. You can send a *private* message to another participant or a *visible* message to everyone.
⬛⬛⬛⬛	**Breakout Rooms**	Depending on your type of presentation, you may have pre-established breakout rooms. If you want particular attendees to go to certain breakout rooms, we recommend assigning attendees to specific breakout room(s) prior to the presentation. Please communicate this request to your association.
⚫	**Record**	You will be able to see the record icon, but you will **not** have permission to start recording.
Leave	**Leave the Zoom room**	Once your session is over, click to leave the Zoom room.

Webinar functions

Webinar functions are more limited than a meeting. Your main navigation bar will look something like the one below.

Audio Settings ^: Change your audio input source, volume level, and audio settings.

Chat 💬 : Send a *private* message to the host or another attendee, or a *visible* message to everyone using the chat. Chat may be disabled for certain webinars during Congress 2021.

Raise Hand ✋ : Participants will be able to raise their hand during the webinar to indicate that they have a question for you or the moderator.

Question & Answer 💬: This is specifically for participant questions. The chair or moderator will monitor the flow of questions that come through, and will provide answers or select questions for your live Q&A session.

Source

Zoom Help Support. (n.d.) Zoom. Retrieved March 29, 2021. https://support.zoom.us/hc/en-us.

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