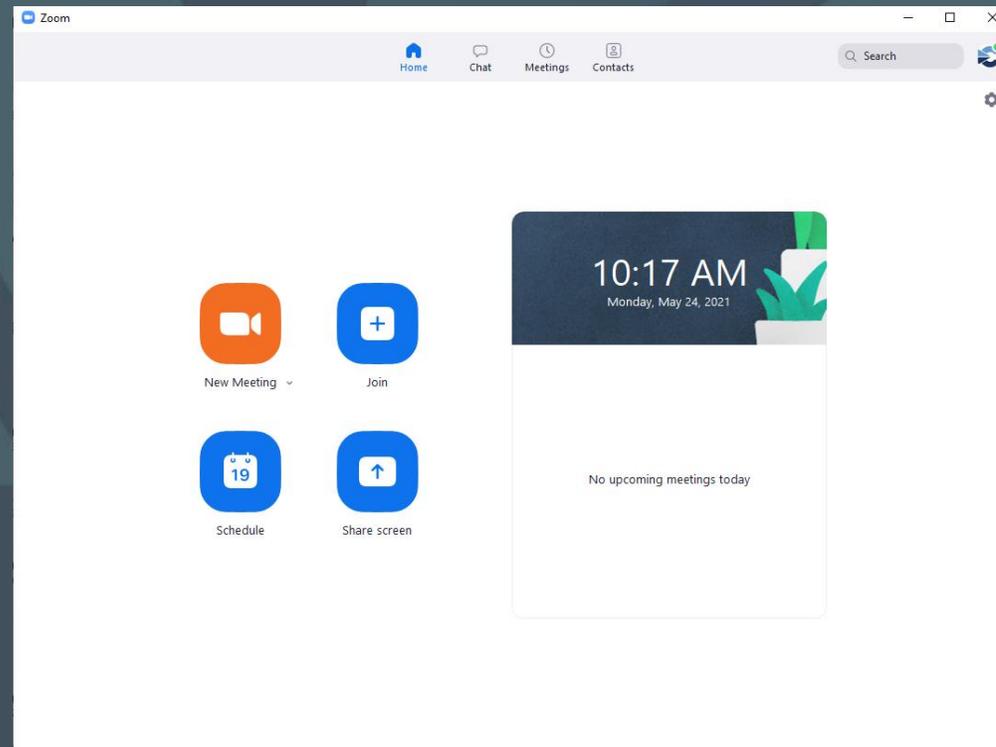


# Agenda

- ❑ Zoom Webinar platform
- ❑ Best Practices for Running a Session
- ❑ Zoom Tools & Pro Tips

*Let's start with some  
housekeeping notes....*

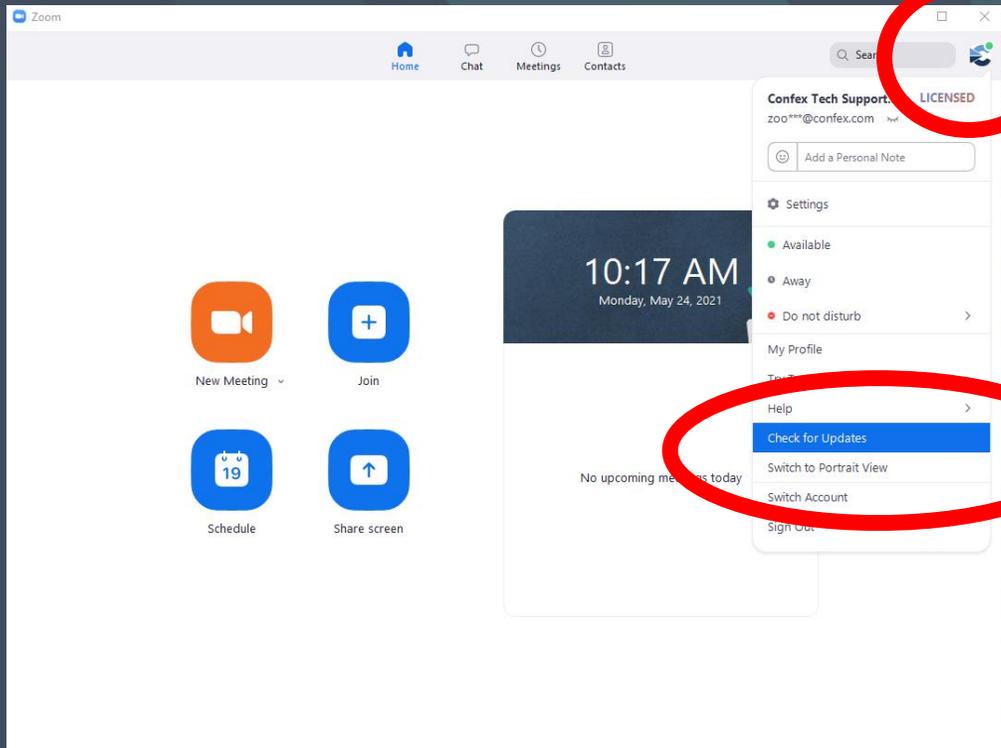
# Zoom Desktop App



# Update Zoom

Select your profile picture or initials in the top right

Select *Check for Updates*

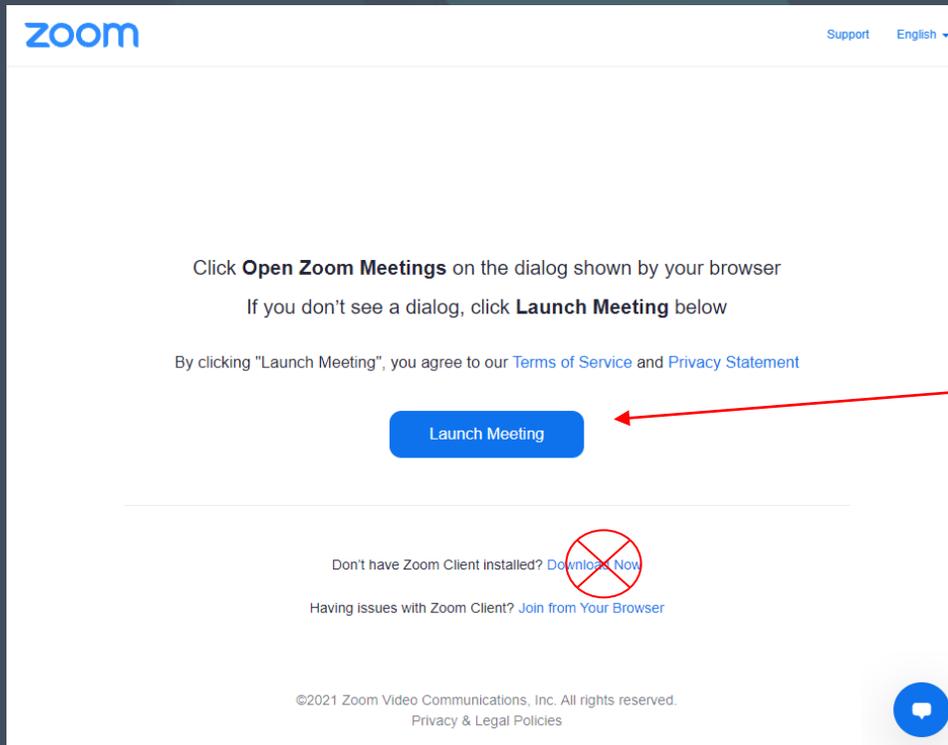


# Zoom Desktop App

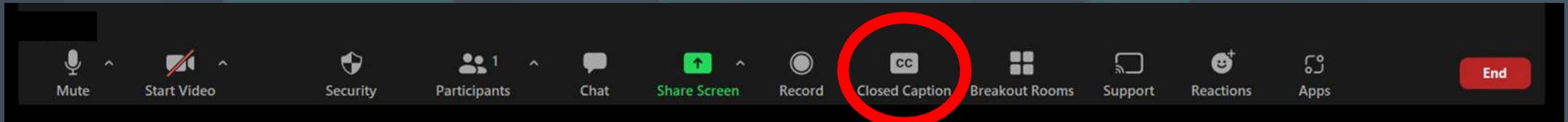
When joining a session, a web browser tab will open with these options.

Select “Launch Meeting” to use the Zoom Desktop App.

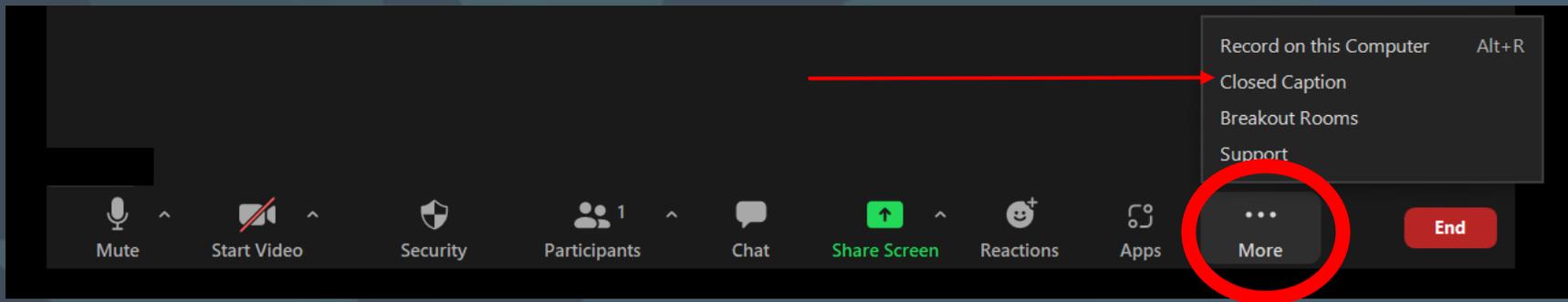
Do not select “Join From Your Browser”.



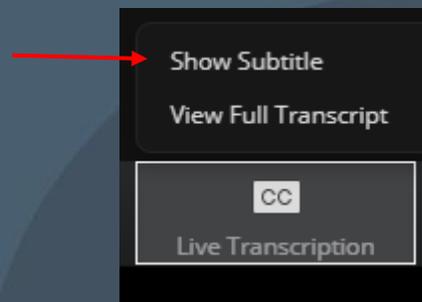
# Live Transcripts



Click on the CC box (or *More...*) on your Zoom toolbar.



Select *Show/Hide Subtitles*.





Questions?

# Agenda

- ☐ Zoom Webinar platform

# Zoom Platforms

## Zoom Webinar

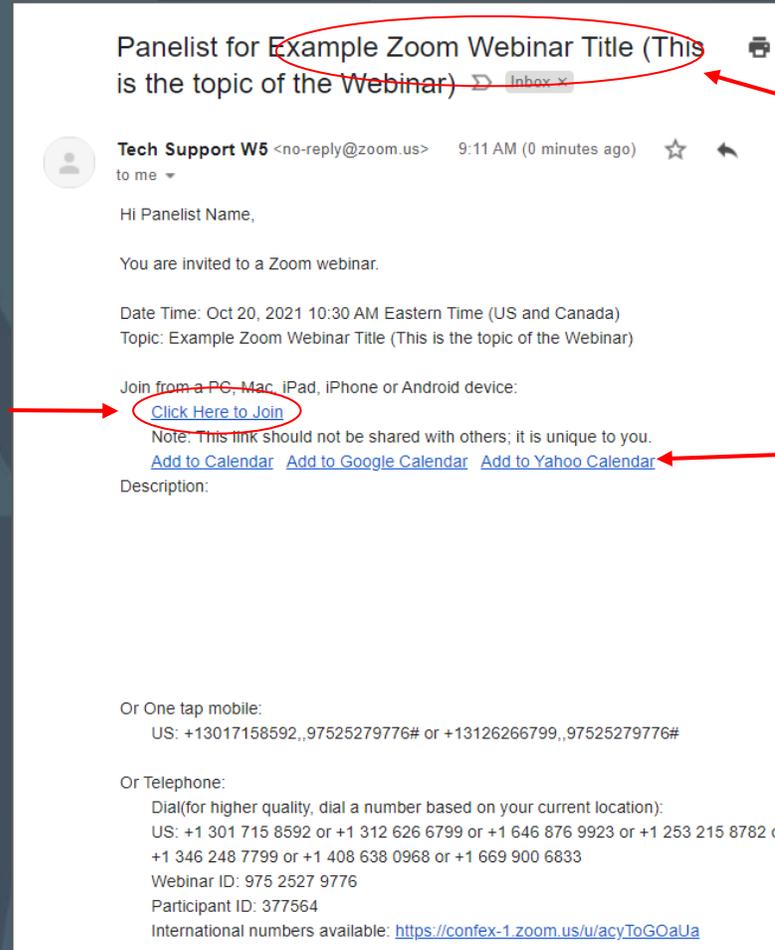
- More like a theater production
  - Zoom Panelists are “on stage”
  - Attendees are in the audience
- Only Zoom Panelists can unmute, turn on their camera, and share screen
- Uses Q&A Box to take questions from the audience
- Uses Chat Panel for general comments
- Can use Polls

## Zoom Meeting

- More familiar/common usage
- Conference room atmosphere
- Anyone can unmute, turn on their camera, and share screen
- Uses Chat Panel
- Can use Breakout Rooms
- Can use Polls

# Zoom Panelist Email

*This is the unique link a Zoom Panelist will use to join the Webinar.*



*This is the subject of the email.  
It is the Title of the Webinar session.*

*These are options to add this event to a personal calendar (i.e. Outlook).*

*(It does not automatically add to your calendar - it must be clicked.)*

# MeetingApp

Zoom Panelists  
for Webinars  
**DO NOT USE**  
*Join Now.*

Zoom Panelists  
use a unique link  
to join the session  
that was sent  
via email.

The screenshot displays a mobile application interface for a meeting. It is organized into time slots. The first slot, from 8:00 AM to 10:00 AM, is labeled 'PLENARY' and features a session titled '2 COVID 19 and Food Systems: Building Back Better' by Maximo Torero and Dina Umali. A 'Join Now' button is present but crossed out with a red X. The second slot, from 10:00 AM to 10:30 AM, is labeled 'BREAKS' and features a 'Break' session. Its 'Join Now' button is also crossed out with a red X. The third slot, from 10:30 AM to 12:00 PM, is labeled 'SYMP' and features a session on 'COVID19 Value Chain Disruptions and Food Prices in South Asia' by Bart Minten, Shahidur Rashid, and Karl Rich. The fourth slot, also from 10:30 AM to 12:00 PM, is labeled 'SYMP' and features a session on 'Disruptions and Resilience of Agri-Food Value Chains in the Light of COVID-19: Evidence and Outlook' by Frank Place and Alan De Brauw. In all sessions shown, the 'Join Now' button is crossed out with a red X, indicating that panelists should not use this button.

Attendees  
use *Join Now*  
and are in the  
audience.



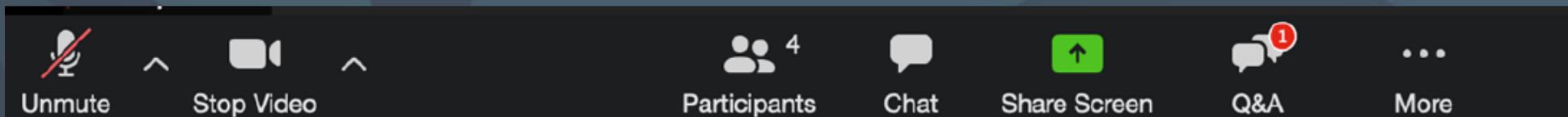
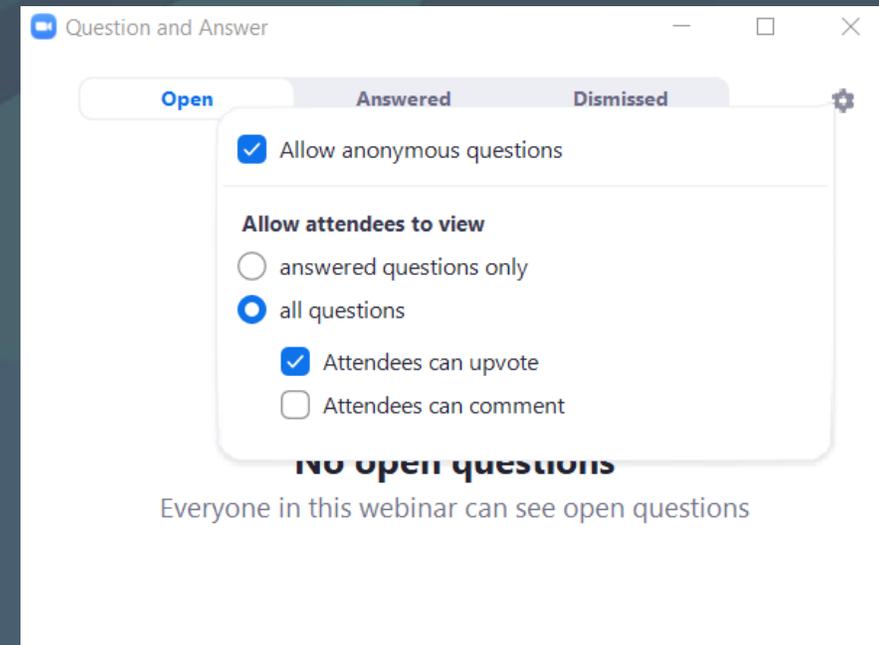
Questions?

# Webinar Q&A Box

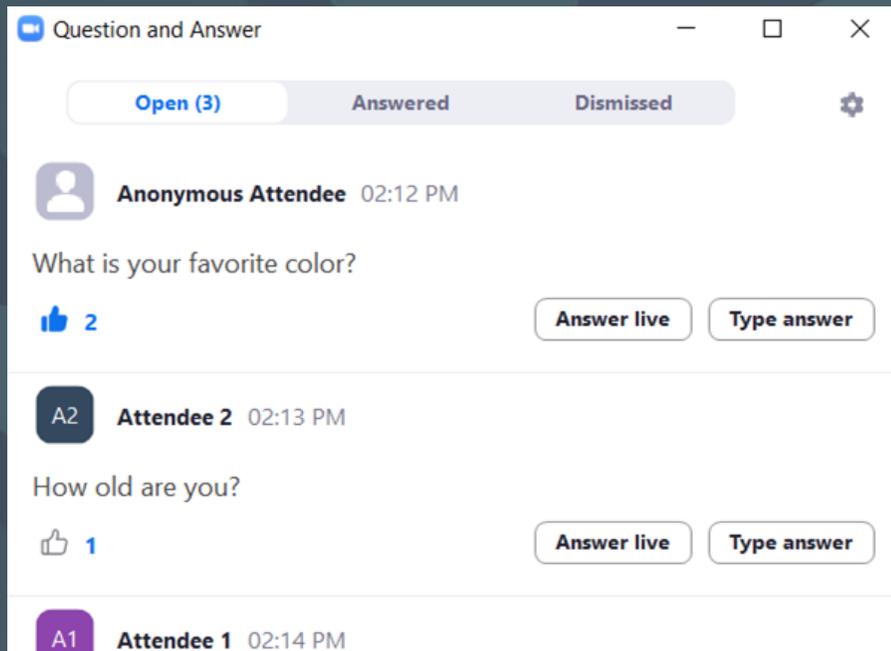
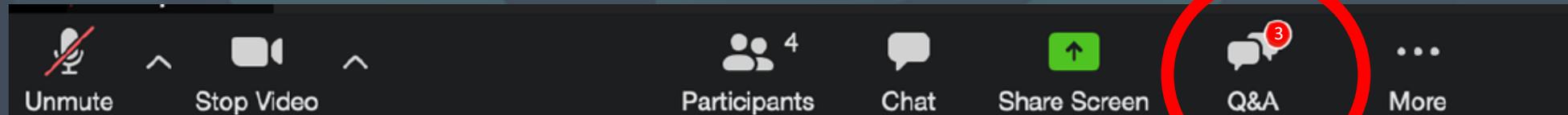
The Q&A settings will be customized for your Webinar.

It can be configured to:

- Allow anonymous questions
- Allow upvoting of questions
- Allow commenting on questions



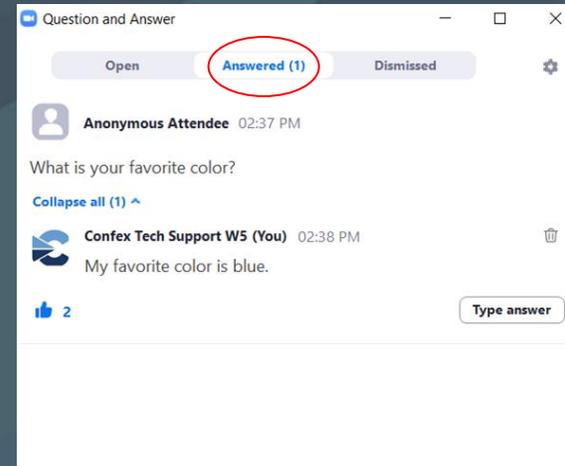
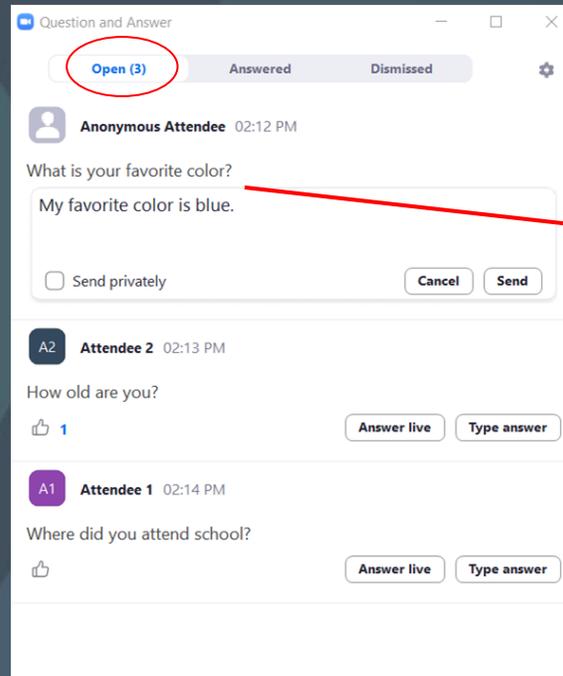
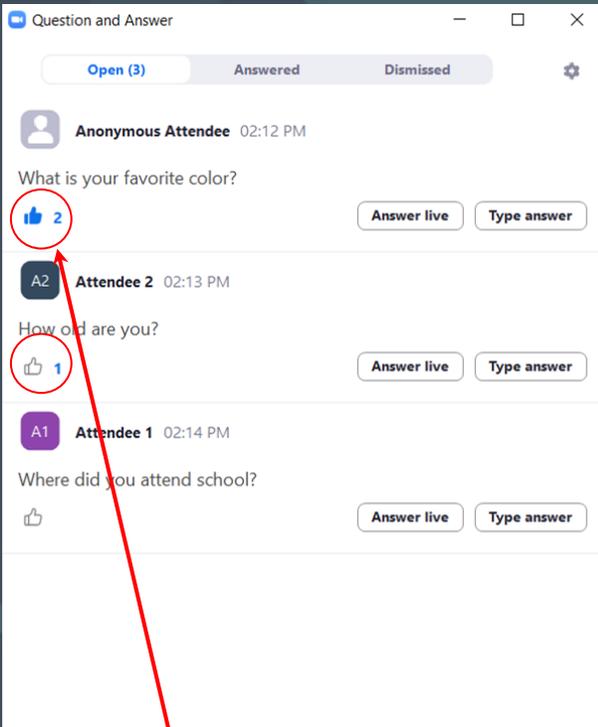
# Webinar Q&A Box



Q&A will display a number next to the icon indicating questions are being asked.

Note: Zoom Panelist can not ask questions in the Q&A box.

# Webinar Q&A Box



If “upvoting” is enabled, questions with the most likes go to the top of the queue.

Audience members will only see the Open and Answered tabs.

Questions that were dismissed are only visible to the Zoom Panelists.



Questions?

# Agenda

Zoom Webinar platform

Best Practices for Running a  
Session

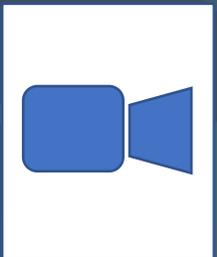
# Before your session starts:



Arrive 30 minutes early



Test mic



Test camera

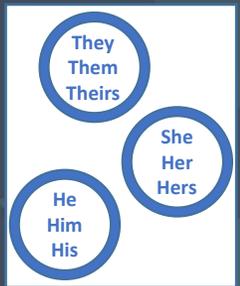


Practice sharing screen

# Ask your Presenters:



How to pronounce their name?



What are their pronouns?

# Overview of session:



What are the sequence of events?



How will you keep the session on time?



How do you want to take questions?



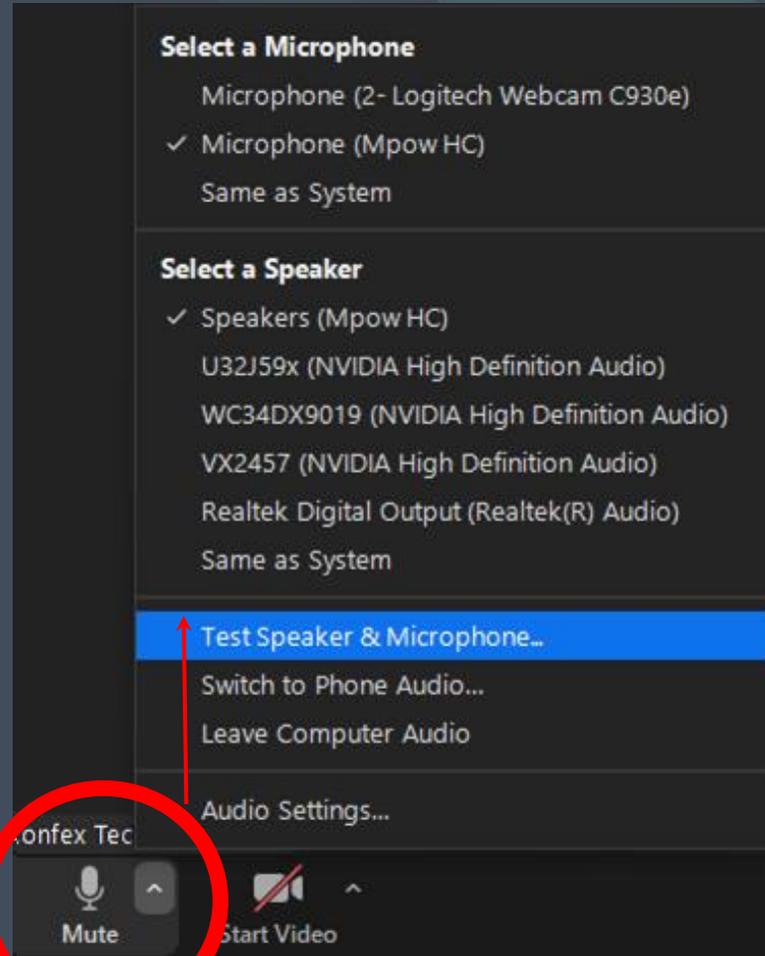
Questions?

# Agenda

- Zoom Webinar platform
- Best Practices for Running a Session
- Zoom Tools & Pro Tips

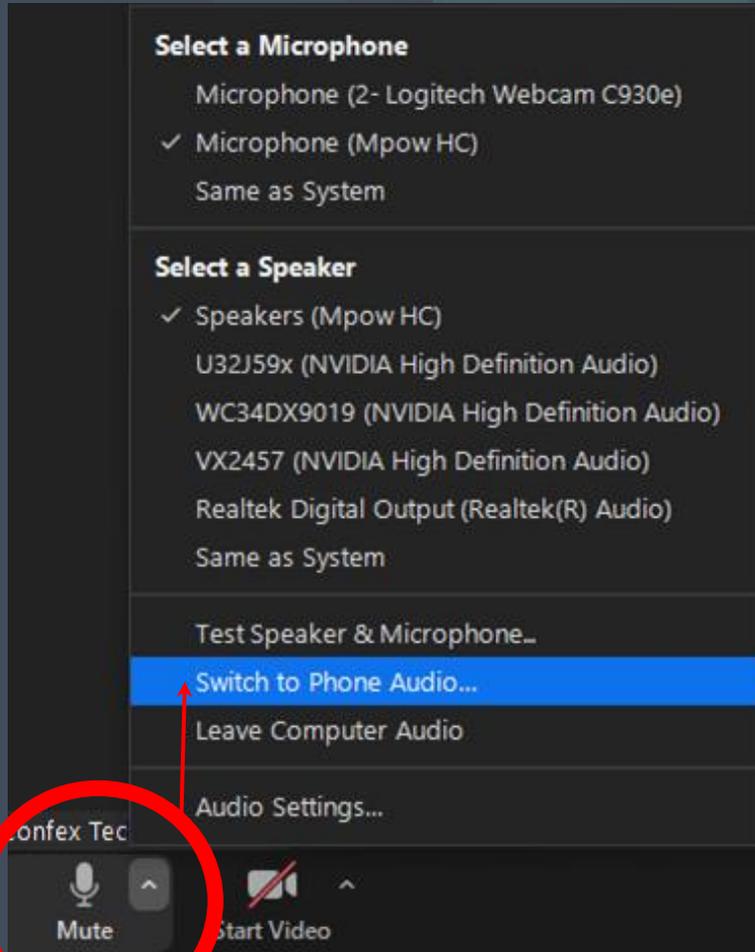
# Useful Tools

## Testing your Speaker and Microphone



# Useful Tools

Switch to Phone Audio

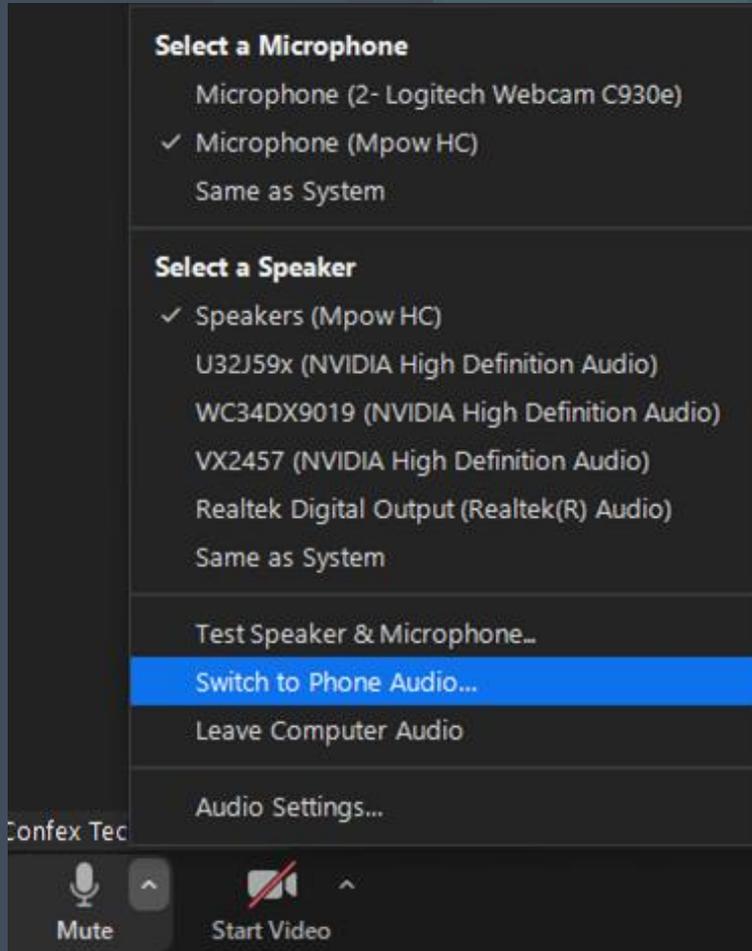


# Useful Tools

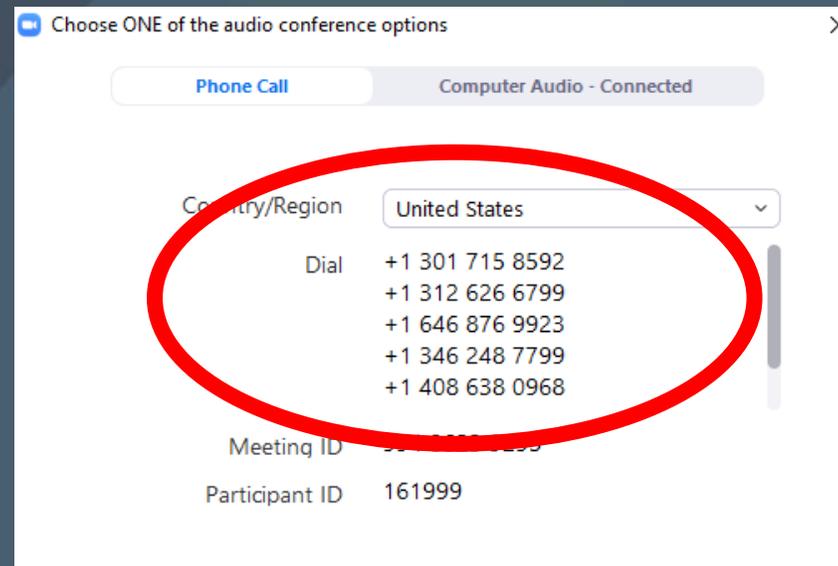
## Switch to Phone Audio



## How to call in with your phone



The screenshot shows a dark-themed settings menu. At the top, it says "Select a Microphone" and lists "Microphone (2- Logitech Webcam C930e)", "Microphone (Mpow HC)" (checked), and "Same as System". Below that is "Select a Speaker" with "Speakers (Mpow HC)" (checked) and several NVIDIA High Definition Audio options. At the bottom of the menu, "Switch to Phone Audio..." is highlighted in blue. Below the menu are "Mute" and "Start Video" buttons.



The dialog box has two tabs: "Phone Call" (selected) and "Computer Audio - Connected". Under "Phone Call", there is a "Country/Region" dropdown menu set to "United States". Below this is a list of dial-in numbers, which is circled in red:

- +1 301 715 8592
- +1 312 626 6799
- +1 646 876 9923
- +1 346 248 7799
- +1 408 638 0968

Below the list are fields for "Meeting ID" and "Participant ID 161999".

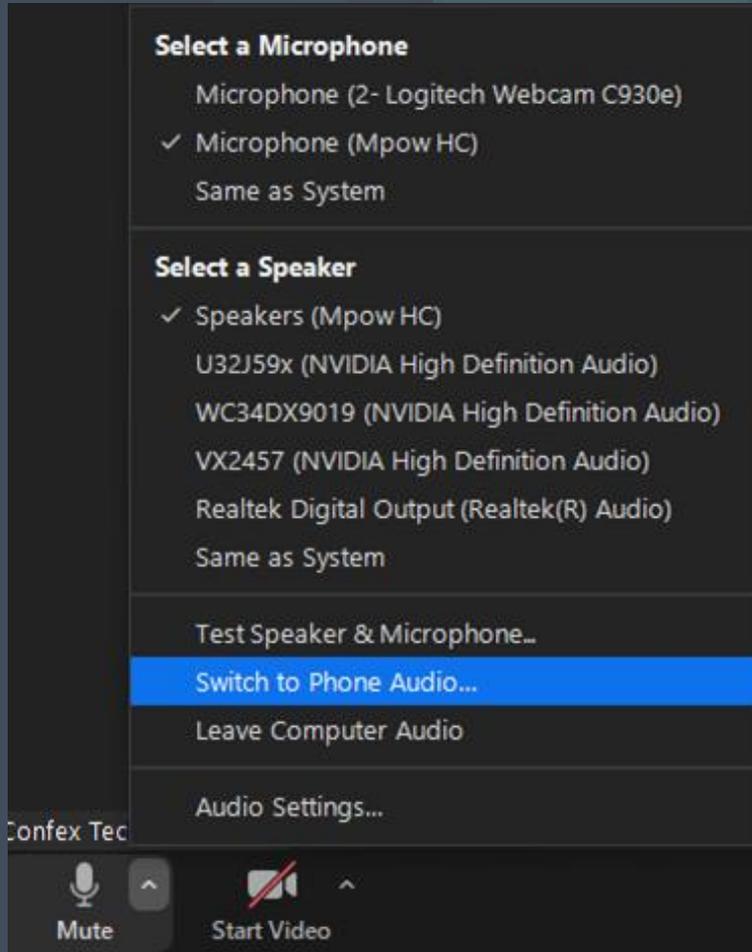
# Useful Tools

## Switch to Phone Audio



How to call in with your phone

# Skip the passwords – use #



Confex Tec

**Select a Microphone**

- Microphone (2- Logitech Webcam C930e)
- ✓ Microphone (Mpow HC)
- Same as System

**Select a Speaker**

- ✓ Speakers (Mpow HC)
- U32J59x (NVIDIA High Definition Audio)
- WC34DX9019 (NVIDIA High Definition Audio)
- VX2457 (NVIDIA High Definition Audio)
- Realtek Digital Output (Realtek(R) Audio)
- Same as System

Test Speaker & Microphone...

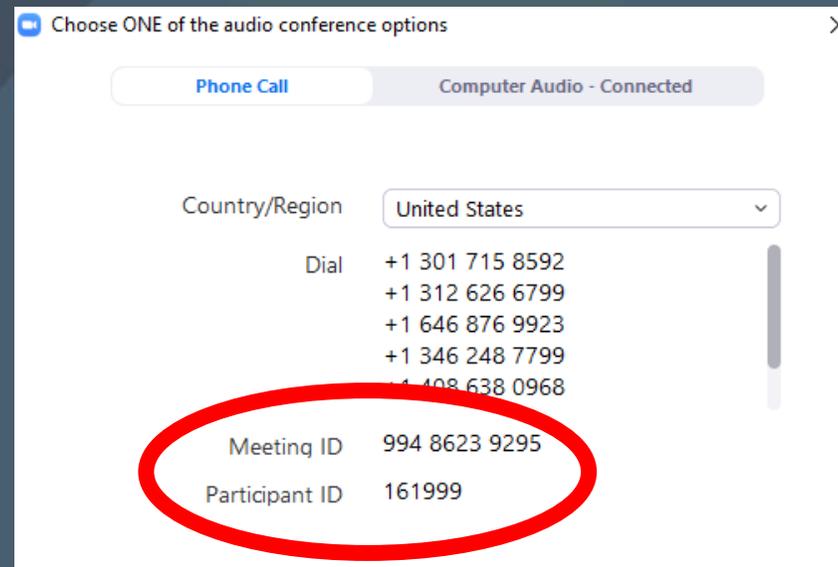
**Switch to Phone Audio...**

Leave Computer Audio

Audio Settings...

Mute

Start Video



Choose ONE of the audio conference options

Phone Call | Computer Audio - Connected

Country/Region: United States

Dial: +1 301 715 8592  
+1 312 626 6799  
+1 646 876 9923  
+1 346 248 7799  
+1 408 638 0968

Meeting ID: 994 8623 9295

Participant ID: 161999

# Useful Tools

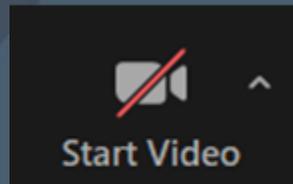
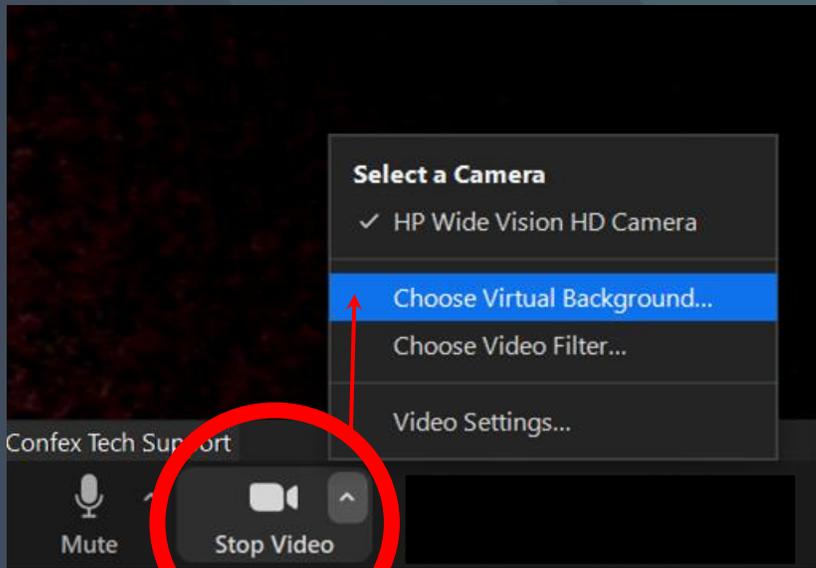
## Stop or Start Video



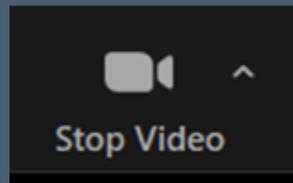
Preview your appearance



Check your video settings



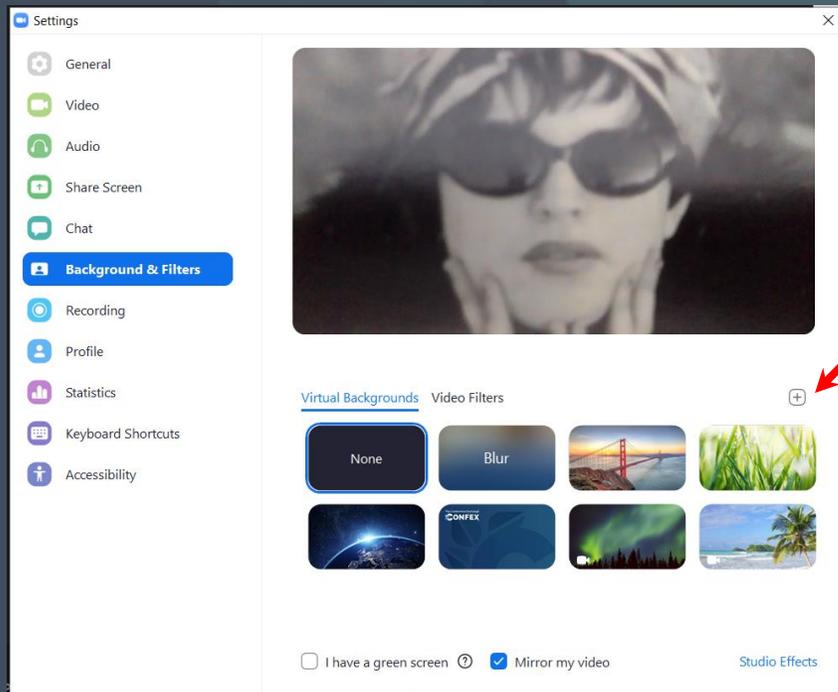
- Camera is OFF



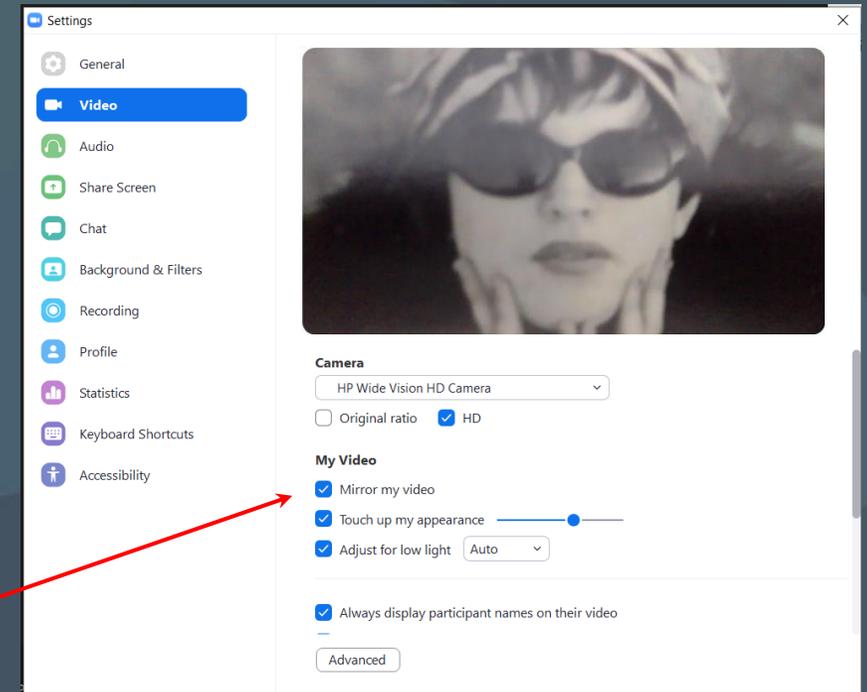
- Camera is ON

# Useful Tools

## Adjust Virtual Background and Video Settings



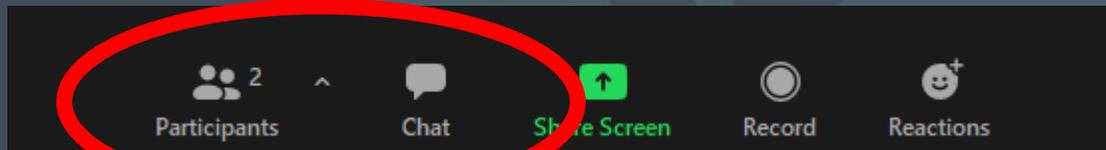
Use the “+” to add virtual backgrounds.



Adjust other video settings here.

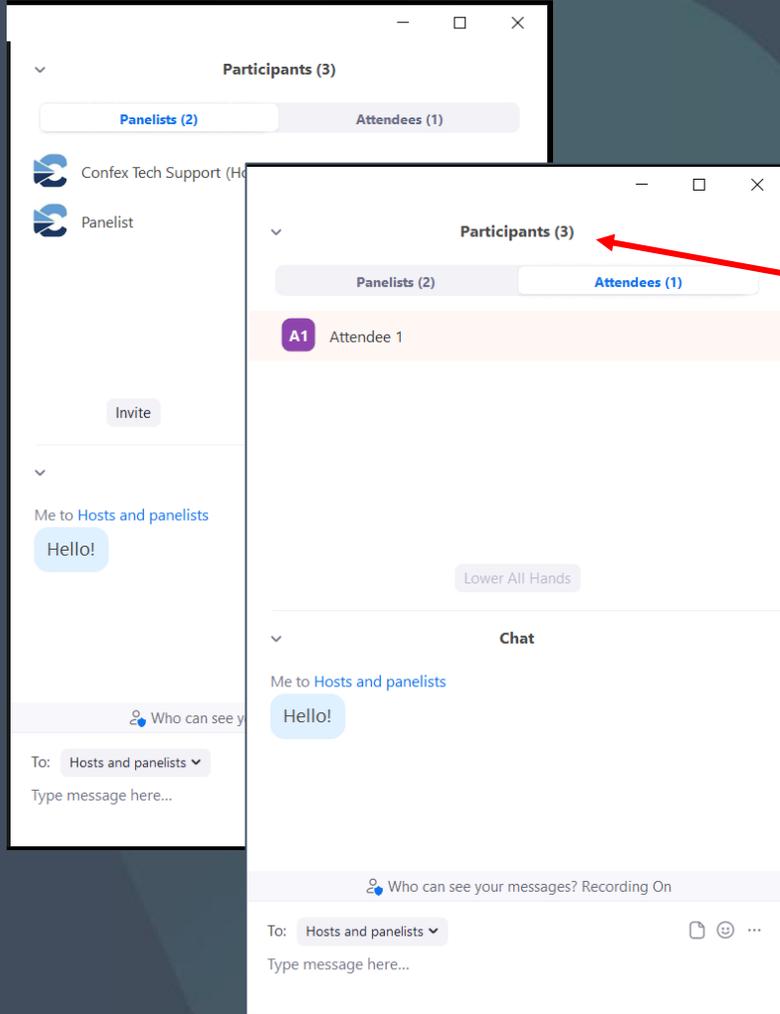
# Useful Tools

Open Participants Panel  
and Chat Panel from the  
Zoom Toolbar.



# Useful Tools

## Participants Panel Tabs

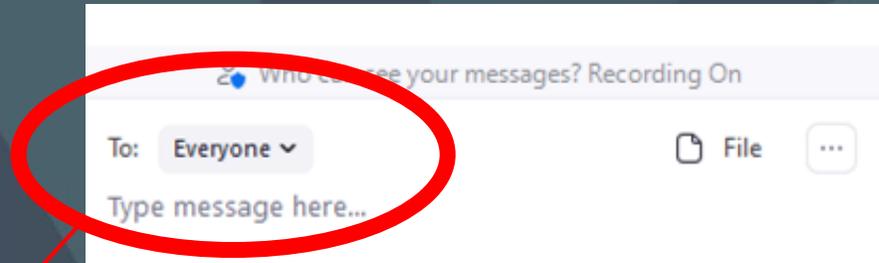
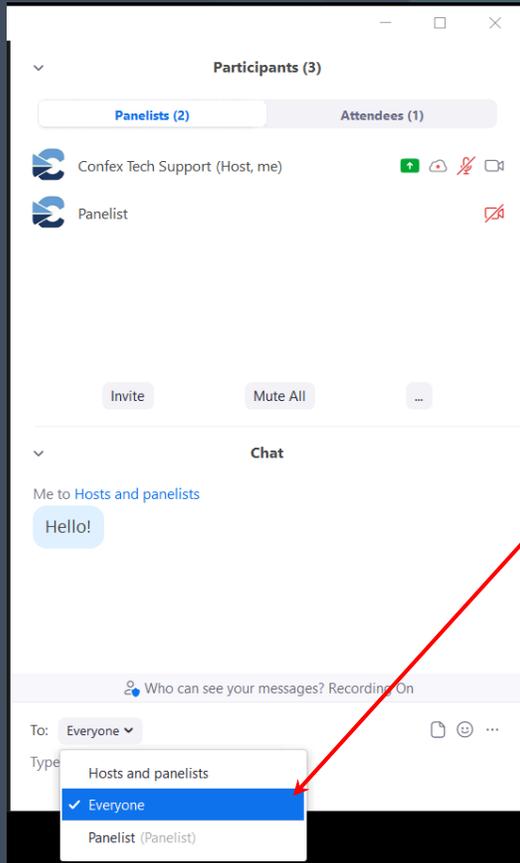


Total number of Panelists and Attendees

- Panelists tab = Speakers
- Attendees tab = Audience

# Useful Tools

## Chat Panel

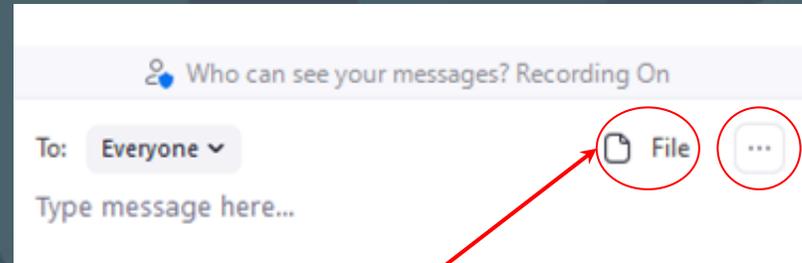
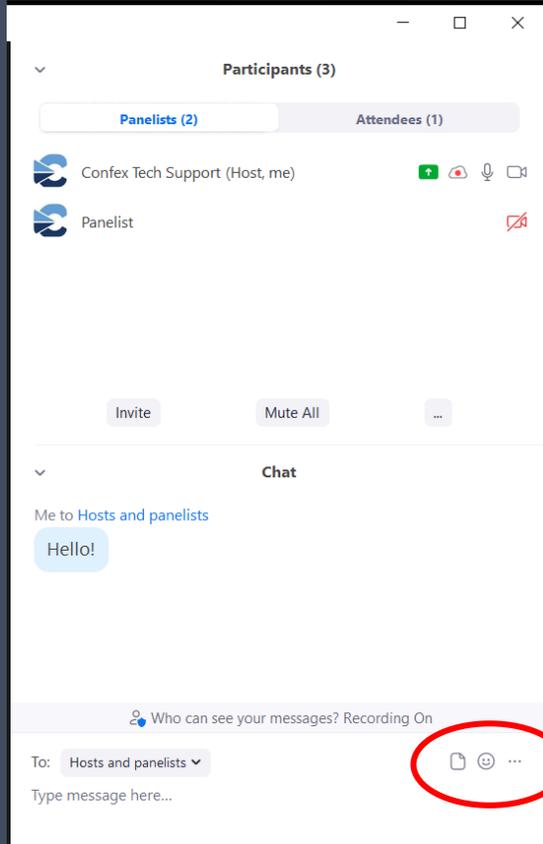


Be mindful of who you are chatting:

- Chat to Everyone (includes Audience and Panelists)
- Private chat to All Panelists or an individual Panelist
- NO Private Chat to an Audience member (All Panelists will see it!)

# Useful Tools

## Chat Panel



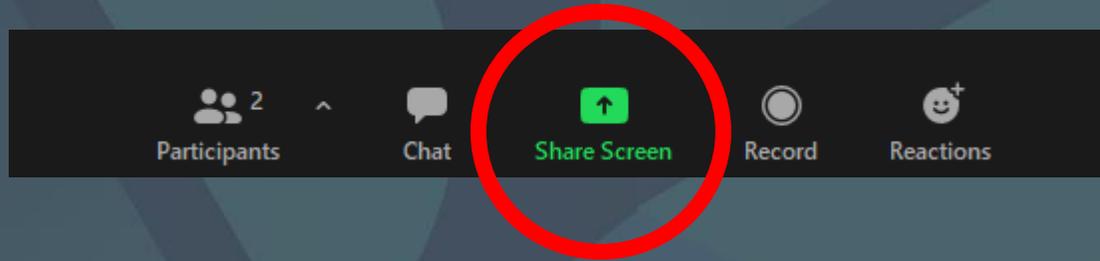
Save the chat here.

Share files with Zoom Panelists.

*Note: a recent Zoom updates allows sharing files with the audience but it only works if everyone has the update installed.*

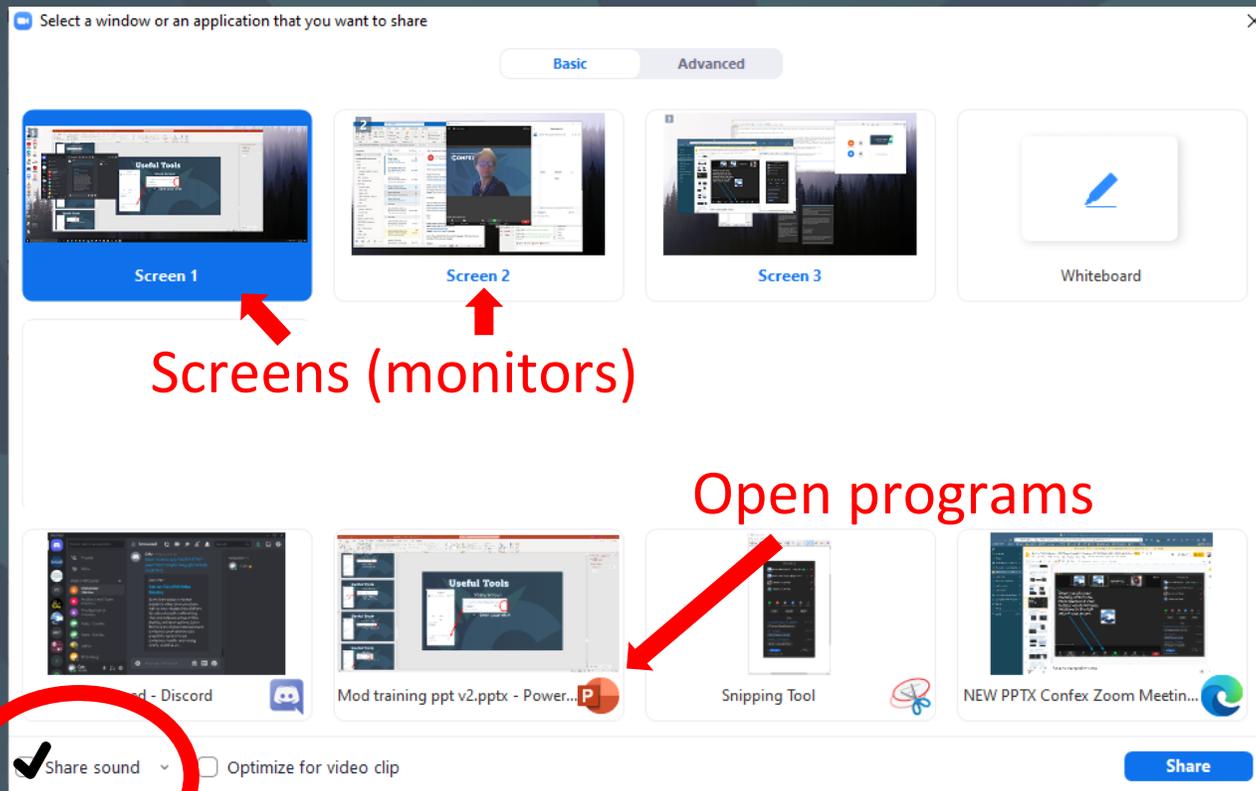
# Useful Tools

## Share Screen



# Useful Tools

## Share Screen



Remember to select *Share sound* (on the bottom left) if the presentation or video has audio.

*Note: this example shows a setup with three monitors. Screen = Monitors*

# PowerPoint Display Options

## Dual monitors with slideshow and presenter's views

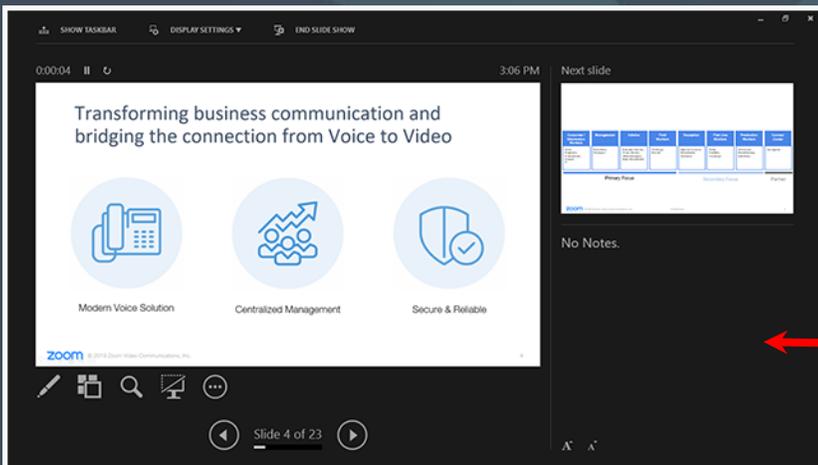
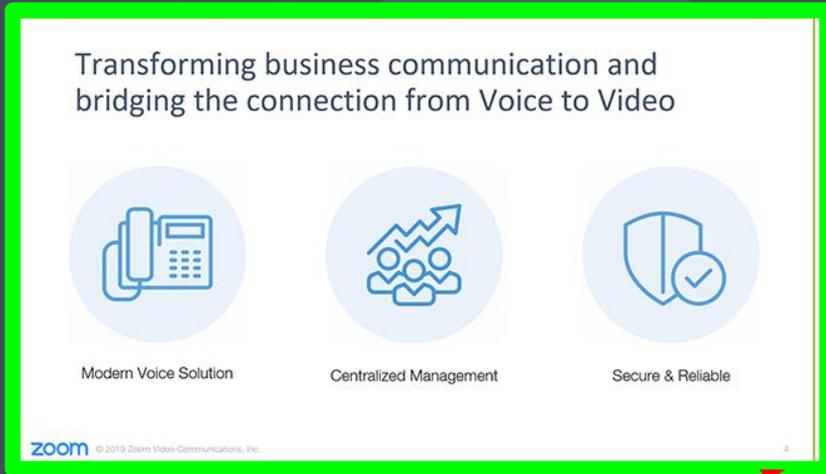
Select your primary monitor then click *Share*. If you are not sure which monitor is your primary, select the one that PowerPoint opens in.

If you correctly shared your primary monitor, participants will see the PowerPoint in slideshow view.

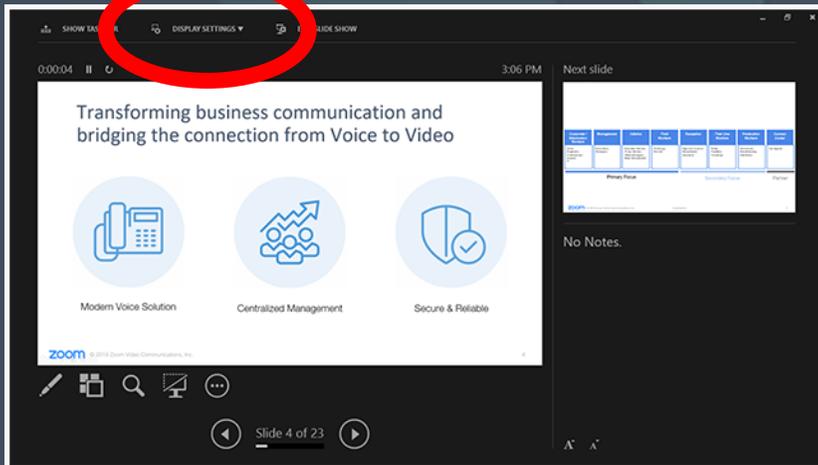
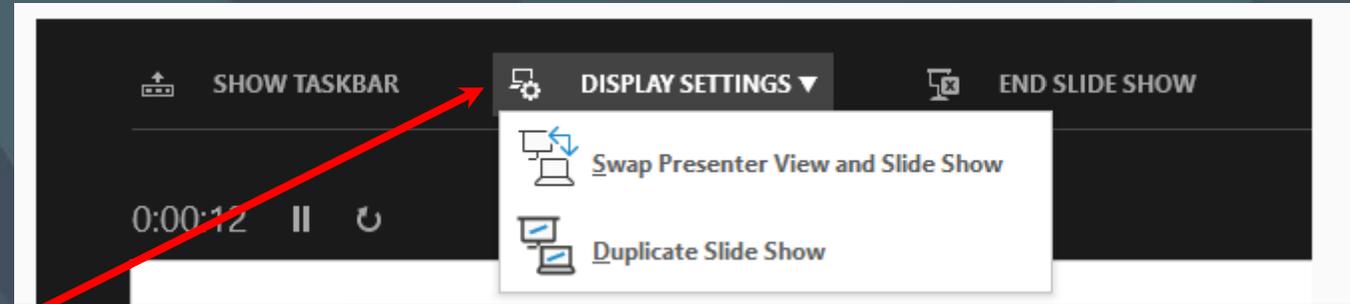
The green border indicates the monitor you are currently sharing.

The presenter's view will appear on your secondary monitor.

Use this to view your slide notes and control the presentation.



# PowerPoint Display Options

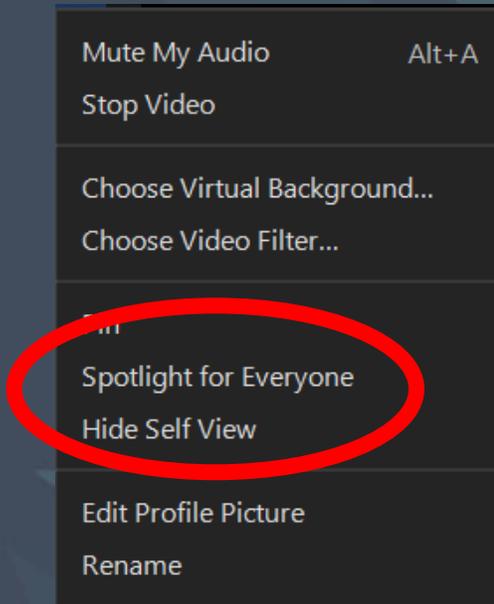


If you are not sharing the correct monitor, click *Display Settings* then *Swap Presenter View and Slide Show*.

PowerPoint will switch the monitor that is used for slide show view.

# Useful Tools

## Spotlighting



- Zoom Co-hosts can spotlight Zoom Panelists that have their video on.
- Spotlight forces the view on all attendees. You can curate which speakers the attendees see at once.
- Ideal for having multiple panelists and/or the moderator on screen at the same time.



Questions?

# Pro-tips

- Eye contact
- Lighting
- Background



Questions?