

Joining a Zoom meeting:


Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the [Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link for the first time. You can also join a [test meeting](#) to familiarize yourself with Zoom.

Prerequisites

Each meeting has a unique 9, 10, or 11-digit number called a [meeting ID](#) that will be required to join a Zoom meeting. CENTERIS organization will provide the ID for each session.

Windows | Mac

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in.



- Sign in to Zoom then click **Join**.



Join

3. Enter the [meeting ID](#) number and your display name.

- If you're signed in, change your name if you don't want your [default name](#) to appear.
- If you're not signed in, enter a display name.

Join a Meeting

Meeting ID or Personal Link Name

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Do not connect to audio

Turn off my video

Join

Cancel

4. Select if you would like to connect audio and/or video and click **Join**.

Web Browser

1. Open Browser
2. Go to join.zoom.us.
3. Enter your [meeting ID](#) provided by the CENTERIS.

Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

4. Click **Join**.

- If this is your first time joining from the browser, you will be asked to open the Zoom client to join the meeting.
- You can check **Always open these types of links in the associated app** to skip this step in the future.
- Click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac).

Open Zoom?

https://zoom.us wants to open this application.

Open Zoom

Cancel

Presenting a PowerPoint Slide Show in a Zoom meeting:

While in a meeting, you can share the following content:

- Entire desktop or phone screen
- A specific application
- A portion of your screen
- [Whiteboard](#)
- Device audio
- Content from a second camera
- [iPhone/iPad screen](#)

Prerequisites

- Zoom desktop client
- Zoom mobile app
- Client version 5.0 or higher is required for joining a meeting after May 30, 2020.
- Video help: <https://youtu.be/YA6SGQIVmca>

Windows | Mac

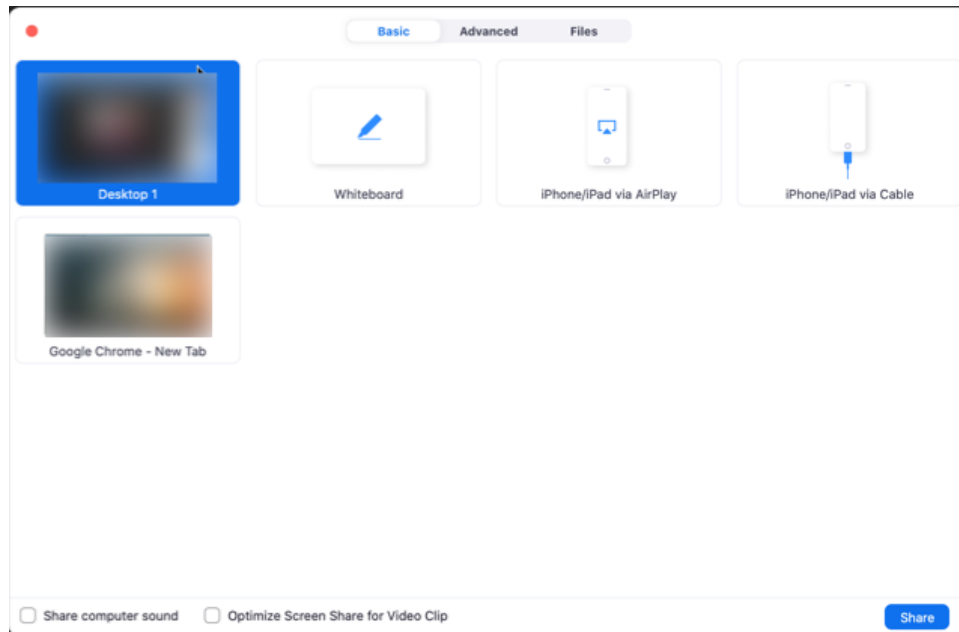
Sharing your screen or content

1. Click the **Share Screen** button located in your meeting controls.



2. Select one of these screen share options:

- **Basic:** Share your entire desktop, specific application window, [whiteboard](#), or [iPhone/iPad](#) screen.



- **Advanced**

- **Portion of Screen:** Share a portion of your screen represented by a green border.



- **Music or Computer Sound Only:** Only share your computer's audio (your selected speaker in your [audio settings](#)).



- **Content from 2nd Camera:** Share a secondary camera connected to your computer; for example, a document camera or the integrated camera on your laptop.



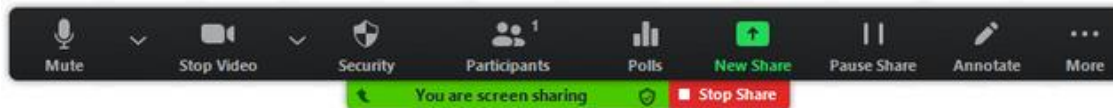
3. Click **Share**.

- Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the Esc key.
- To disable automatic full screen when viewing a shared screen, disable this option in your [desktop client settings](#): **Enter full screen automatically when a participant shares screen**.

- If you selected **Portion of Screen**, customize the screen portion by dragging or resizing the green border.
- If you selected **Content from 2nd Camera**, click **Switch Camera** in the top-left corner to switch the shared camera.

Share screen menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



- **Mute/Unmute:** Mute or unmute your microphone.
 - **Start/Stop Video:** Start or stop your in-meeting video.
 - **Participants/Manage Participants:** View or [manage the participants](#) (if the host).
 - **New Share:** Start a new screen share. You will be prompted to select which screen you want to share again.
 - **Pause Share:** Pause your current shared screen.
 - **Annotate / Whiteboard:** Display [annotation tools](#) for drawing, adding text, etc.
 - **More:** Hover over more for additional options.
 - **Chat:** Open the chat window.
 - **Invite:** [Invite others](#) to join the meeting.
 - **Record:** Start recording [locally](#) or [to the cloud](#).
 - **Allow/Disable participants annotation:** Allow or prevent the participants from [annotating on your shared screen](#).
 - **Show/Hide Names of Annotators:** Show or hide the participants' name when they are annotating on a screen share. If set to show, the participant's name will briefly display beside their annotation.
- ✔ Grant MacLar...
- **Live on Workplace by Facebook:** Share your meeting or webinar on Workplace by Facebook. [Learn more about live-streaming a webinar.](#)
 - **Optimize Share for Full-screen Video Clip:** Start optimizing for a video clip in full screen mode.
Note: Do not enable this setting if you are not sharing a full screen video clip, as it will blur your screen share.
 - **End Meeting:** Leave the meeting or end the meeting for all participants.

Checklist before delivering a PowerPoint presentation in a Zoom:

1. Stop software updates from happening during the meeting

- In the Windows settings, check for Windows Updates and install any minor ones. Don't install any major Windows updates as they may take too long and may change major settings.
- After all updates are done, restart your computer.
- Use Windows Update feature to pause updates so no new ones occur during the presentation (remember to turn updates back on after the presentation is done)

2. Have the fastest connection possible

- Connect your computer by Ethernet cable if possible so you eliminate any wi-fi issues. You may need a USB adapter to connect an Ethernet cable because most current laptops don't have this port built in.
- If you are using wi-fi, try to get closer to the router or access point so you get the strongest signal possible
- Use the meeting platform's app for your operating system instead of running the meeting in the browser version of the meeting platform to eliminate one extra application layer that could slow things down (this may depend on whether you are allowed to install apps on your corporate computer)
- Close all apps and browser windows that are not needed in the meeting so the maximum resources are available for the meeting platform and the visuals you are showing
- Plug your laptop in instead of running on battery power as the processor and other functions are slowed in order to preserve battery when not plugged in

3. Stop notifications from appearing during the meeting

- Use Focus assist in Windows to allow alarms only and hide any other notifications ([this video shows how to do this](#))
- Stop notifications from CRMs such as Hubspot or Salesforce
- Close social media or messaging apps to stop those notifications