

## Tips for Facilitators and AG's for ZOOM

### Presenters

- Opening Slide with Name, Topic, D5080 & Logo
- If possible, have a Rotary virtual background
- Using "Shared screen" allows for multiple document availability
  - 'New share' allows for a new document from your personal desktop
  - 'Pause Share' keeps current screen up while you search for other documents
- If the Zoom icons are in your way, can hide and press 'escape' to bring back
- Alt/M Mutes everyone
- ANNOTATE:
  - If you want people to follow your cursor, you can make it larger
  - There is an ARROW stamp that allows you to point for emphasis
  - This is where you find drawing tools and stamps

### Co-Hosts/AG's/Note takers

When you are placed in the classroom, use the options on the Zoom Bar:

- Click on "Participants" (placing all participants in the upper right-hand part of your screen)
- Click "Chat" to view any comments made during the presentation

Other:

- If there is a lot of background noise you can mute the participants
- Use the Chat box to write down important points to review at a later time (or if you have a note-taker, they can use this chat box as well.)

Note:

- There are arrow keys down by the video icon in the left hand corner that also allow you to add a virtual background – take a look at these arrows at your convenience for more information.

### Zoom Etiquette

- When you join a meeting, make sure your:
  - Video is on
  - You are muted
- Check how you look on screen – centered? Face showing for maximum impact when talking to your audience? Check your lighting. Can we see your face?

Thank you!!!