nPOD Annual Meeting Zoom Webinar – getting ready for your presentation

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What You Need to Get Started

Before the Meeting

- A high-speed internet connection to your computer (a hard line is ideal).

- An external webcam or built-in camera on your computer.

- The built-in microphone on your computer will work or for better sound an external USB microphone or a headset can be used.

- You do not need to have a Zoom account to join a Zoom meeting or webinar but for the best user experience (moderators must do this to utilize co-hosting controls) we do recommend you at least download and install the Zoom desktop application prior to your meeting.

- Although Zoom can be downloaded on Android and iOS devices we strongly encourage you to use a laptop or desktop over a smartphone or tablet. This will give you a better viewing experience with more functionality

Downloading and Installing Zoom

- You can download Zoom by clicking here: https://zoom.us/download

- In the Download Center click on the Download button under Zoom Client for Meetings. Then locate and run the Zoom installer (default location is the downloads folder).

Zoom Desktop Application

The Zoom Desktop icon will look like this:

and will be found in the Docking Station on your Mac or on the Desktop of your PC.

Once you click on the icon the desktop application will prompt you with the following:

Arriving to the Meeting

Join the webinar 30 minutes prior to the meeting start time. This will allow you to enter the practice session and the webinar as a Panelist. nPOD staff will confirm your role and assign the designated roles as needed.
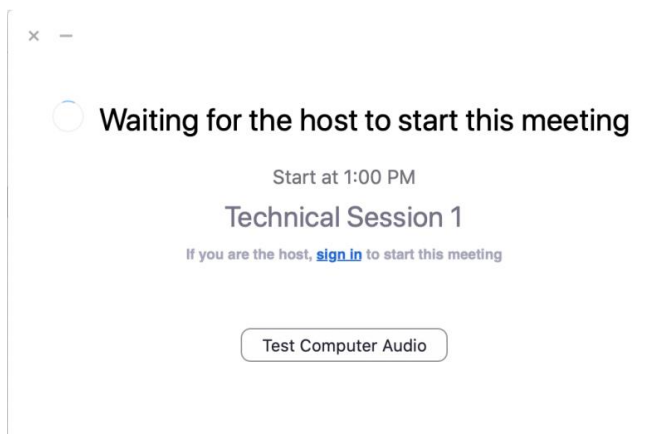
If you arrive before the host you will see a message similar to what's above. Please take this time to test your audio. Click on the "Test...." button and follow the prompts to ensure your speaker and microphone are working correctly.

Testing Video

Before turning on your camera (Start Video) you may want to preview your appearance and check your video settings. Do this by clicking on the up arrow located next to the symbol Start Video and choose Video Settings.
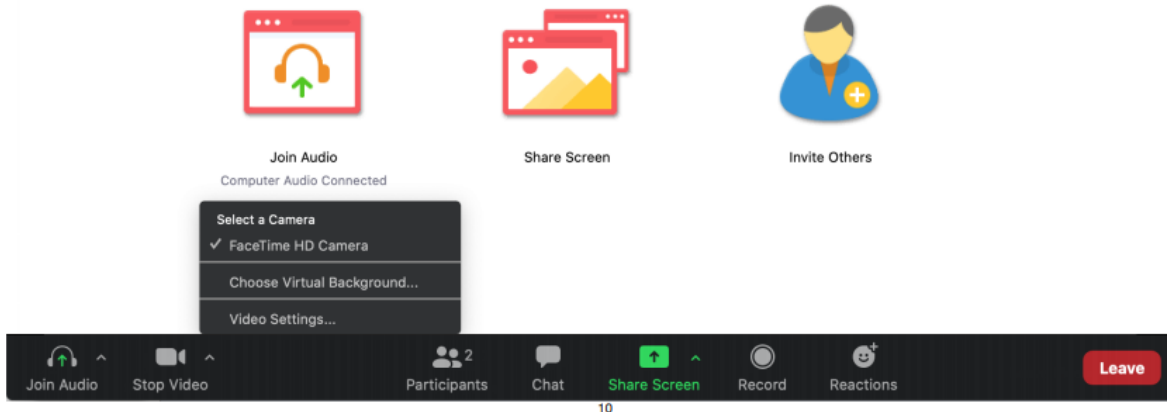
Video Settings in the Desktop Application

Here you have the opportunity to see exactly how you will look before you join the meeting. You can also use the Touch up my appearance setting.

If you have trouble finding an aesthetically pleasing environment for your meeting you can choose a Virtual Background or insert a background provided to you by your organization.
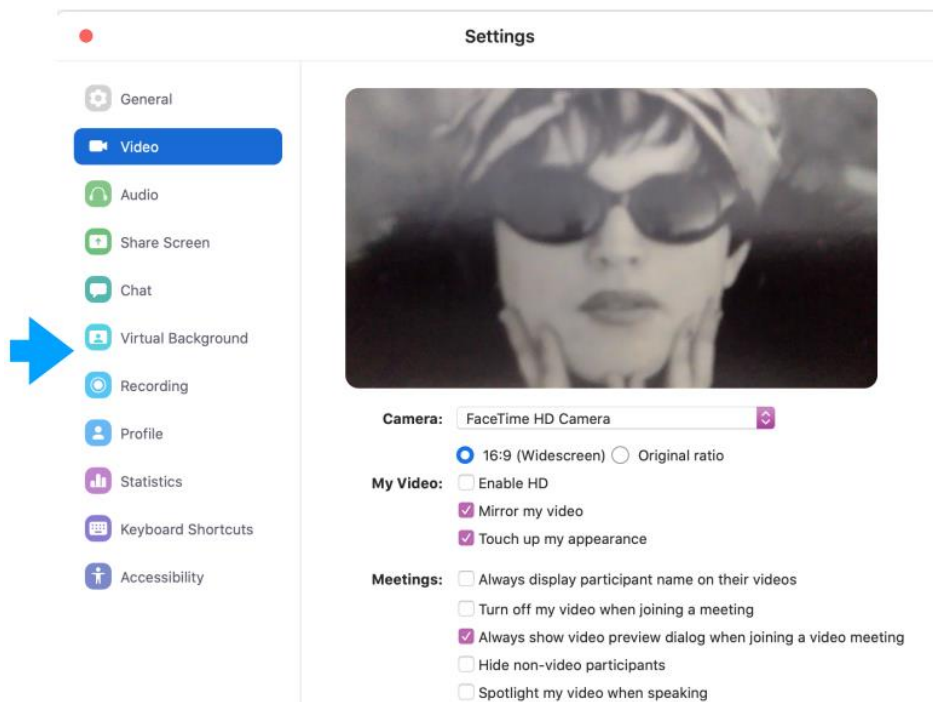
IN THE INTEREST OF Uniformity, we will use a unique background for each presenter. Your background image will be emailed to you along with instructions on how to set background in Zoom.
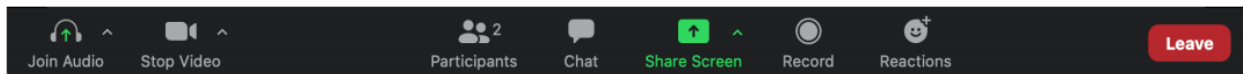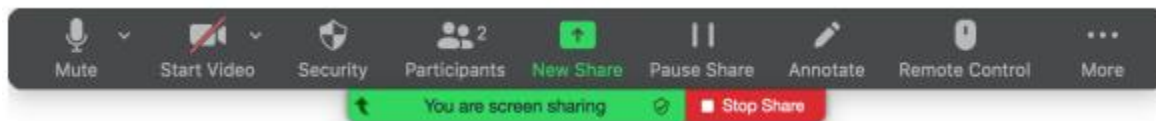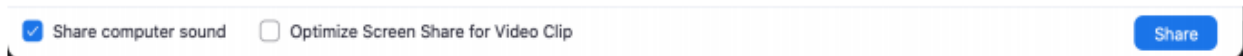
Share Screen

Be sure your presentation is open and ready to be shared before you begin screen share. Nothing else should be open on your desktop. Click on Share Screen. This will bring up a window giving you several options of screens/applications to share.

Once you've made your choice click Share and then bring your presentation to full screen. If you need to share more than one application, have all applications open and use New Share for a seamless transition from one to the next.

If you have audio/video in your presentation click Share computer sound at the bottom left of your screen before you click Share. It is highly recommended that you practice playing your video through a free or paid Zoom account prior to the meeting. Have another person join you in the meeting (or you can join) on a different device and ask for their feedback on their viewing experience.


When you're finished with your presentation and taking any questions click the red Stop Share button in your meeting control bar. This will allow the next presenter to share their screen as this meeting is configured to allow only one participant to share their screen at a time.

Share Screen with Embedded Videos in Presentation

If the video plays choppy follow these steps:

Just before you play your video click on More at the right side of your black meeting control bar and make sure Share computer sound is checked. Select Optimize Screen Share for Video Clip.
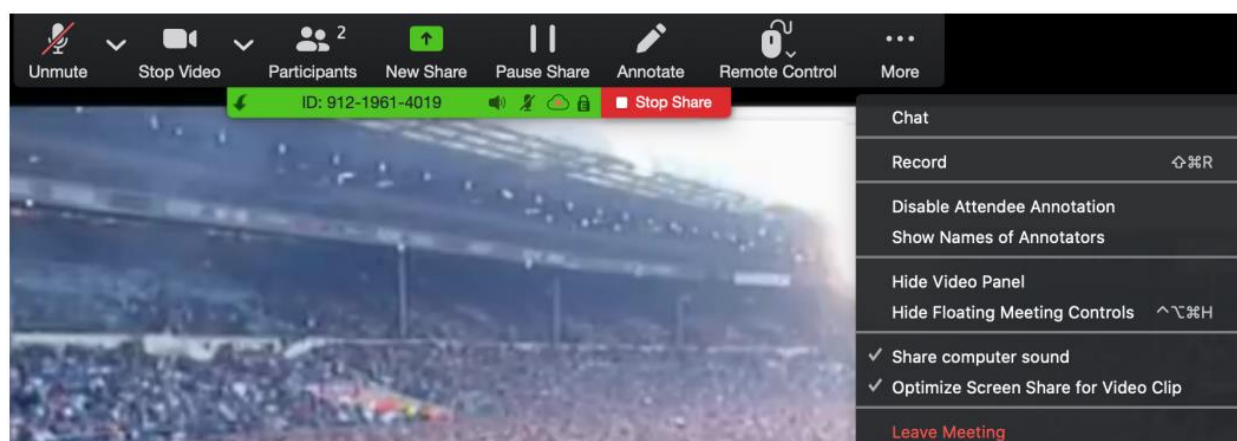
Go back to More and select Hide Floating Meeting Controls. This will prevent the viewer from seeing a black box overlaid on your video (the meeting control bar). Play your video.

When your video is finished playing press Esc to return your meeting control bar to the screen. Click More and uncheck Optimize Screen Share for Video Clip. This is important for the viewing quality of the remainder of your presentation.

Requesting or Giving Remote Control of Your Screen

It is possible to share control of your screen with another participant. This is useful when more than one speaker is presenting a co-authored presentation.

When the first speaker is ready to give control to the second speaker click Remote Control and choose which participant you are giving control. In the example below, Presenter One is listed. Please be patient, there is a brief delay before you can take control

To return control, click View Options at the top of your screen and choose Stop Remote Control. Alternatively, the first presenter can also retrieve control by clicking Remote Control and then choosing Abort Control.

Using an External Link

- If you use an external link in your presentation it will not be seen by your viewers.
- If you absolutely must use an external link instead of embedding the file in your presentation one way to do this is to:
- Before sharing your screen, open your presentation and click on your link. Leave the linked window open. Go back to the first slide of your presentation. Select Share Screen, (check Share Computer Sound if it has audio) select your presentation application and go full screen.
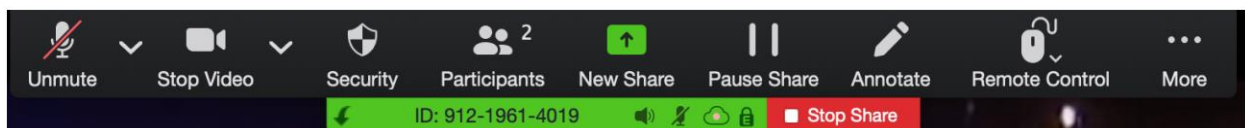
When you get to the slide that has the link do not click on the link. Instead click on New Share in your meeting control bar at the top of the screen. If it's hiding click Esc. Choose the window with your opened link and click Share. When you're finished click New Share and select the presentation application window, bring to full screen and continue with your presentation.

View Options for Presenters
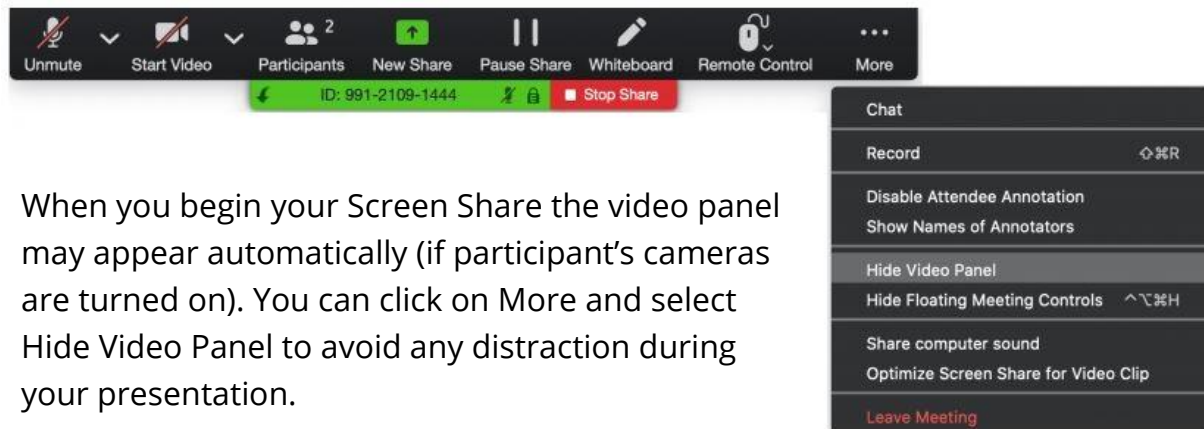
When you begin your Screen Share the video panel may appear automatically (if participant's cameras are turned on). You can click on More and select Hide Video Panel to avoid any distraction during your presentation.

The host/co-host and moderator will control the view option for all attendees. Your presentation will be in "spotlight" view (presenter oriented). The Panel Discussion will be in a gallery view for all attendees.

Communicating with UFIT and nPOD staff for help

If you need help troubleshooting Zoom or working out audio or video issues in your meeting contact nPOD Annual Meeting Support Staff:

- **In-meeting**: UF IT will be "in-call" to assist you with any issues
- **By email**: contact pobee@ufl.edu if you have any issues
- **By Phone**: dial 352-294-8773 to get a live person for help

Video Guide(s):

How to Share a PowerPoint presentation in Zoom
Using PowerPoint Presenter View in Zoom Meetings
Using Google Slide Presenter view in Zoom Meeting