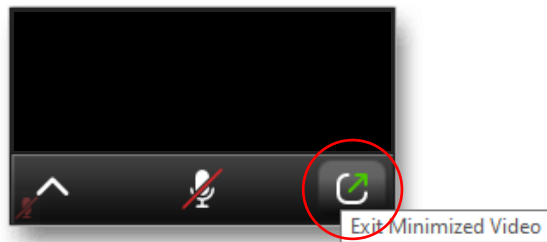




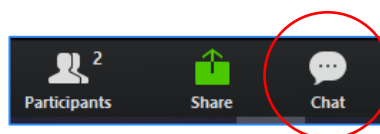
Zoom business accounts

## How to paste the evaluation link into the chat

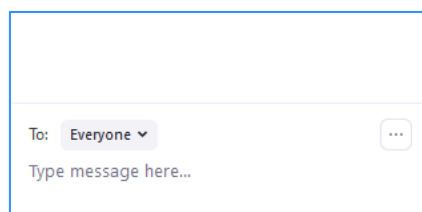
1. Know which evaluation link you need. Please contact Chloe on [chloe.staward@maximumperformance.co.uk](mailto:chloe.staward@maximumperformance.co.uk) or Helen on [helen.nuttall@maximumperformance.co.uk](mailto:helen.nuttall@maximumperformance.co.uk) if you are unsure.
2. Copy and paste the correct link into a Word document **before** you log into Zoom, so you are prepared.
3. Log into Zoom and have your session.
4. As you are coming to the end of your Zoom session, let the participants know that you are now going to share the evaluation link with them via the chat feature of Zoom.
5. Finish your presentation and stop sharing your screen. Minimise Zoom, go into the Word document containing the Zoom link, highlight it, right-click on it and click *Copy*.
4. Maximise Zoom; Zoom may have gone into a little window to the side of your screen, in which case click on the arrow in the box on that window:



6. You can access the chat by clicking on the *Chat* icon in your Zoom toolbar:



7. Paste the link into the bottom of the chat window that appears:



8. Participants will then be able to click on that link to take them to the evaluation survey. Please note: **this link will take the participants away from Zoom, but they'll still be able to hear you speaking.**