HOW TO INSTALL AND USE ZOOM

presenter instructions

For this webinar with *Maximum Performance*, you will need to use a piece of software called **Zoom**.
**You will need to use a desktop PC to present your webinar.**

Please make sure you have **headphones and a microphone** to present the webinar successfully. Please also **check the sound settings on your computer / microphone** in good time before the webinar begins to ensure that the delegates will be able to hear you properly.

SETTING UP

Please sign into and install the *Zoom* widget **AT LEAST 15 MINUTES BEFORE THE WEBINAR STARTS** in case any issues arise.

1. Open the PowerPoint slides you are going to be presenting.
2. Visit **https://zoom.us/**
3. Log in using the Maximum Performance Zoom login details (please request these if you don't have them).
4. When you are logged in you will see this screen:
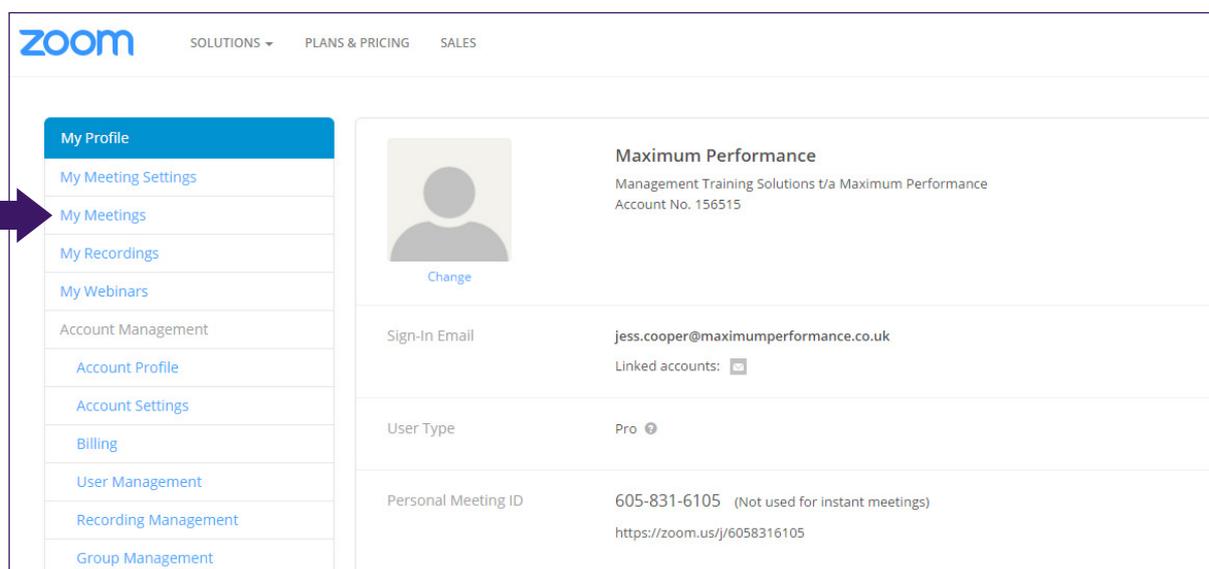
5. Click on the **My Meetings** button in the menu on the left where the arrow has been placed.
6. You will be taken to another screen that lists the webinars that are scheduled to take place, as shown overleaf.

7. Locate the correct webinar from the list. You can identify it by the scheduled date, time and title.
8. Click **Start** when you are ready to begin the webinar (**at least 10 mins before it is due to begin**).
9. The *Zoom* widget will begin downloading automatically; if not, click **HERE** to be taken to the *Download Centre*, and click on the **Zoom Client for Meetings download button** (the first one on the list).
10. The webinar screen will then appear. You will then see this window pop up:

11. Click the green button.
12. You are now in the webinar. To present your slides, go to the black bar at the bottom of the *Zoom* window and click **Share Screen**:

13. Select your PowerPoint presentation from the window that appears:
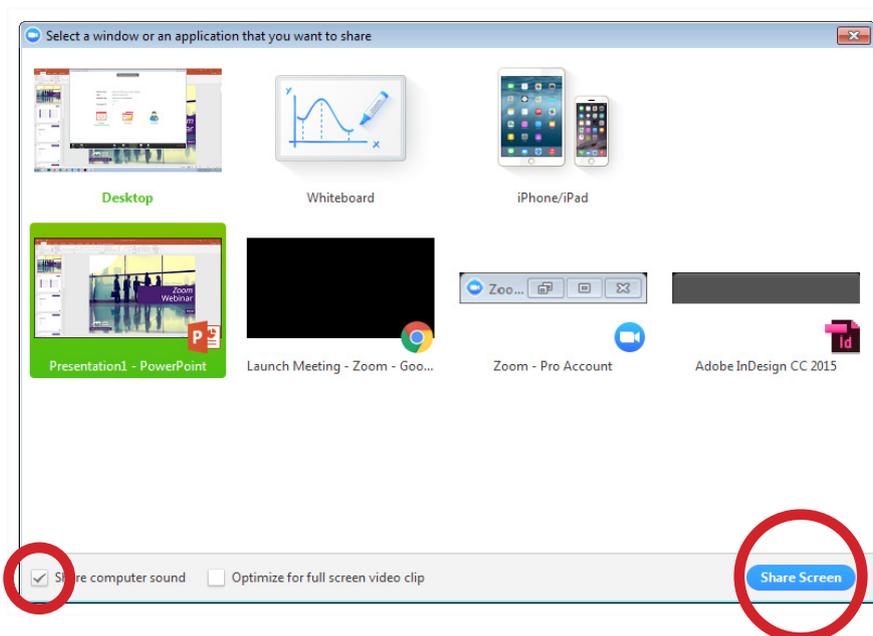
14. **(If there is a video clip in your presenation, tick the first box at the base of this window.)** Now Click **Share Screen**.

15. To see your webinar participants, click on the **Manage Participants** button, either at the top or bottom of your screen, depending on whether you are presenting a PowerPoint at that moment or not:

16. You will see a window pop up containing the participants' names. To make this window larger, hover your cursor over the botton of the window until you see it change to a 2-headed arrow, then drag downwards:


Hover your cursor over each participant to be given the option to mute, unmute, or turn off their webcam.

17. It's also useful to drag this window to the side of your screen so you can see it at all times. To do this, click on where it says *Participants* in the top bar of the window, and drag to the side of your screen.

18. In this participant window, you can use the functions at the bottom to mute / unmute all participants if you so choose.

19. To create a poll, go into the online Zoom meeting page in your Zoom account, using the log-in details on the first page of this guide. If you scroll down to the bottom of the page, you'll be able to create polls for this Zoom webinar. **This can be done prior to going into the webinar**:
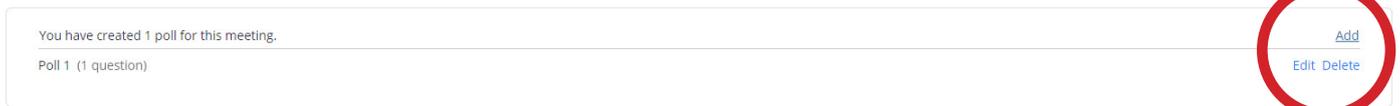

20. Click *Add*. Next, enter your poll question and answers into the box provided. *Single Choice* means only one answer is correct, and *Mulitple Choice* means that more than one answer can be correct. Then click **Save**.

21. You can create more polls for this webinar by clicking on *Add* again. You can amend polls with *Edit*, and get rid of them with *Delete*.

22. To start your poll, go back into the Zoom webinar and click on the **Polls** icon in the black bar either at the top or bottom of your screen, depending on whether you are presenting a PowerPoint at that moment or not:
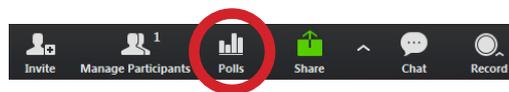
23. When the box pops up, click on the downward-pointing arrow to select which of your polls you would like to run, then click **Launch Polling**:
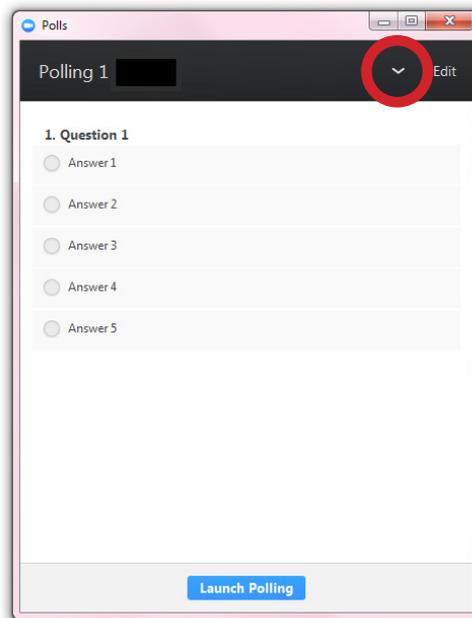

24. When the poll has finished, click on **End Polling**:
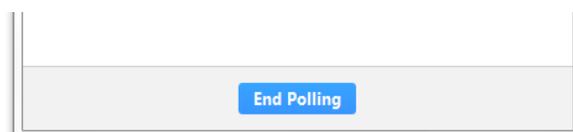
25. You can also share the results with the participants by clicking **Share Results**:

26. Once the poll has been completed, the poll data will appear in your online Zoom meeting page in your Zoom account at the bottom of the page, where the polls for this webinar are listed. Click on *Poll is ended* to reveal the results of the poll:
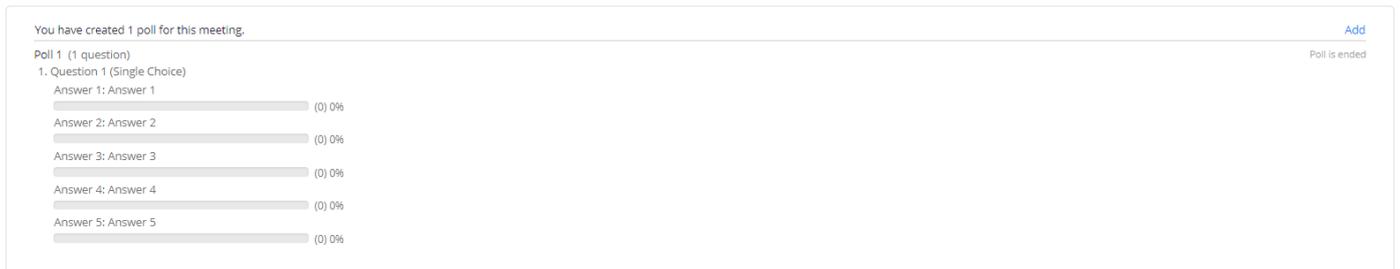
27. Please **screenshot and save the screenshot of the results before the end of the webinar if you need to** as you will **not be able to access them once the webinar has ended**.
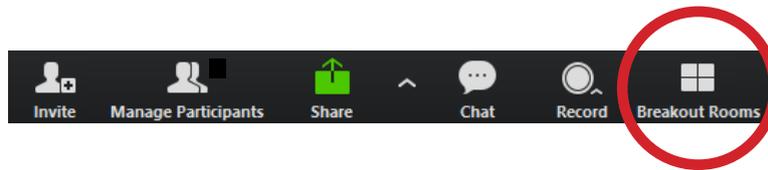
28. To use the whiteboard, click on **Share Screen** and then **Whiteboard**:
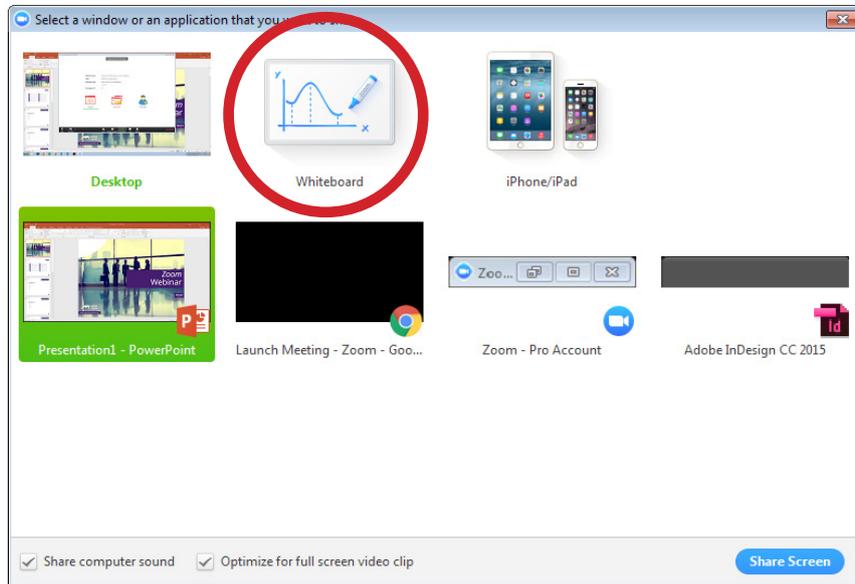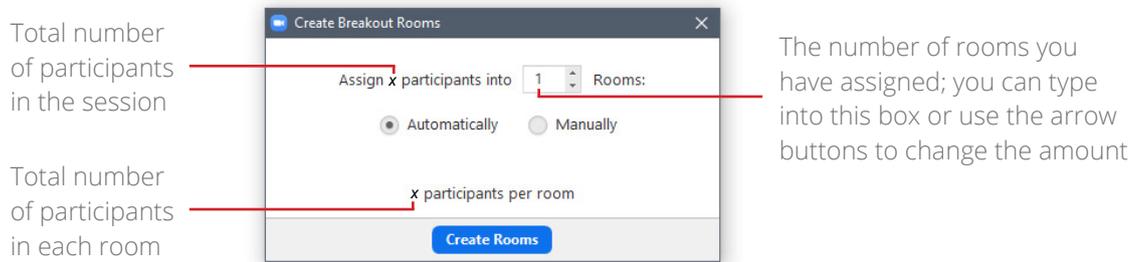

29. With the whiteboard feature, you will be able to draw directly onto the screen using the markers and highlighters, and type into textboxes. Have a play around with the different icons in your whiteboard toolbar at the top of the screen:

30. If you want to set up 'break-out rooms', click on the **Breakout Rooms** icon in the task bar:

31. You will see this window pop up:

Total number of participants in the session

Total number of participants in each room

The number of rooms you have assigned; you can type into this box or use the arrow buttons to change the amount

32. You can choose the number of break-out rooms you would like to split the participants up into. You can choose which participants go into each room yourself (manually) or Zoom can do it for you (automatically).

33. Once you're done, click on **Create Rooms**. This window will then pop up:
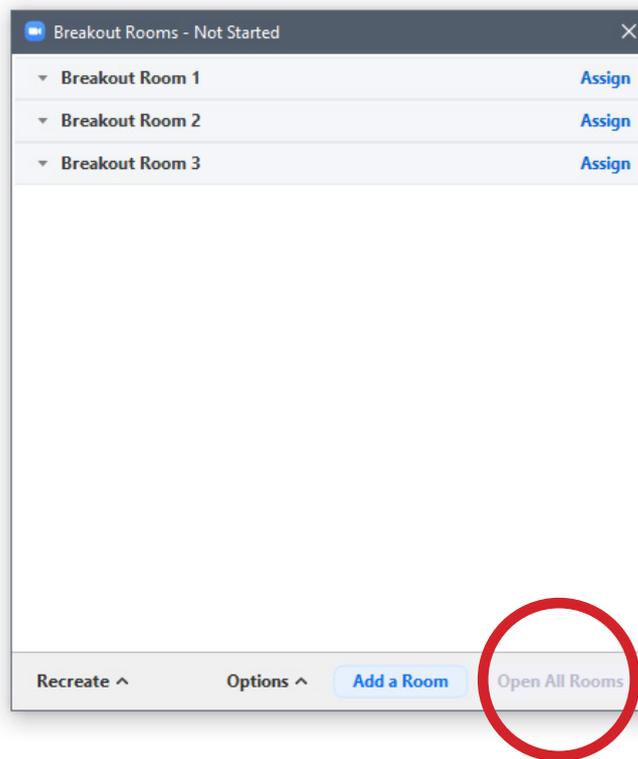
34. You can also add more break-out rooms here if you need to amend the number, and you can begin to assign the participants to the rooms. If you selected for Zoom to automatically split the participants up, they will all appear in their rooms here. Once you're happy with the arrangement, click **Open All Rooms**.

35. Follow this link to a YouTube video to see a demonstration of *Breakout Rooms* in Zoom:
    https://youtu.be/j_O7rDILNCM

If you are having problems with installing / using *Zoom* or need any further guidance, please email **jess.cooper@maximumperformance.co.uk** or call **+44 (0) 1582 714 286**

USEFUL TIPS

- You can create polls **up to a year in advance** of your webinar.

- During the webinar, you can use the 'Chat' feature to type anything that you want the webinar participants to see. You can use this to ask or resond to questions typed by the delegates, for example. Hit the ENTER key on your keyboard to send your message.

- It is your responsibility to **check your internet connection prior to the webinar**.

- If you have a **webcam** built into your computer and it is on, you can turn it off by clicking the ***Stop Video button*** in the bottom left-hand corner of your *Zoom* screen.

TROUBLESHOOTING

I've minimised Zoom and now I can't find a way to get back into it again.

- When you minimise Zoom, it goes into a small window. To find it, minimise all of your other windows that you have open on yourt desktop, and you will see it. Hover over the small window and click on the icon in the bottom, right-hand corner (a rounded box with an arrow coming out of it). You'll then be back in Zoom.

I can't find my PowerPoint in the Share *window.*

- Make sure you have your PowerPoint open on your desktop before you go into the webinar. That way it will appear in the *Share* window as soon as you go into Zoom.

How can I tell if a particpant has sent a chat message during the webinar?

- If a message is sent to you or the group, the *Chat* icon will flash orange, and when you click on it, the chat will appear in a separate window. You can respond to the message by typing in your answer and then hitting ENTER on your computer keyboard to send it.

I've stopped sharing my poll during the presentation, but now can't seem to move the slides along.

- Click on the slide once to recalibrate it / to tell Zoom that you want to go back to presenting the slides again, and you'll be able to go through the presentation as you were – by either using the arrow keys on your keyboard or clicking through using the PowerPoint arrows on-screen.

If you would like to arrange a one-to-one *Zoom* practice session to test out this software **in good time before your webinar**, please email **jess.cooper@maximumperformance.co.uk** or call **+44 (0) 1582 714 286**

If you are having problems with installing / using *Zoom* or need any further guidance, please email **jess.cooper@maximumperformance.co.uk** or call **+44 (0) 1582 714 286**