

# Using ZOOM to Give a Presentation Online

## UMW Speaking Center – Spring 2020

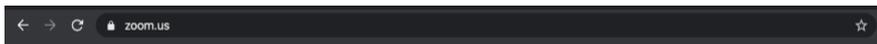
The Speaking Center is offering online consultations. [Make an appointment through EAB.](#)

This document covers the following topics:

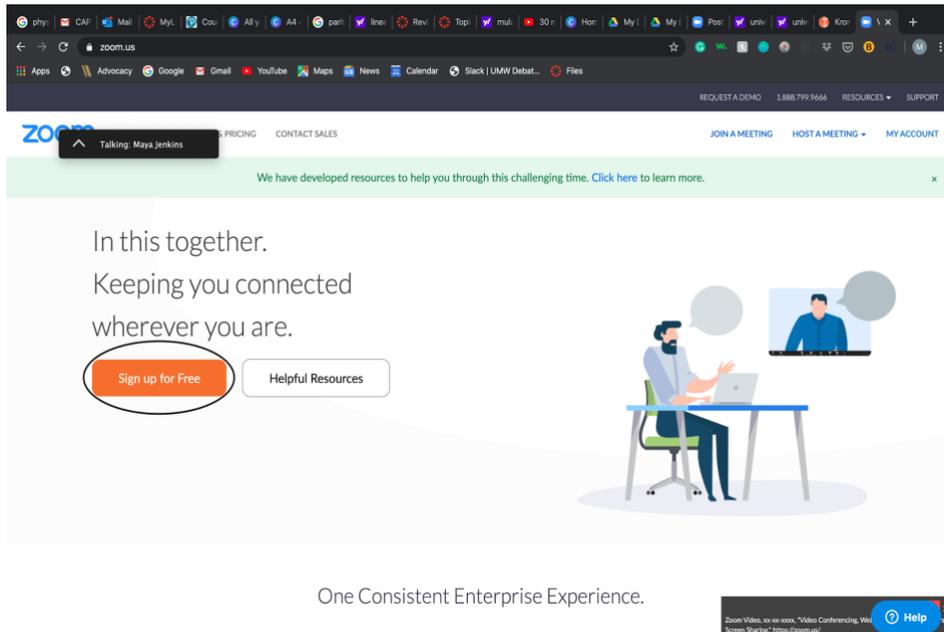
- Before the Presentation – Setting up your account (page 1)
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### **Before the Presentation – Setting up your account**

1. If it is your first time using this interface- go to **zoom.us** or search zoom in google if you are located in another country. The Zoom Help Center has a [Quick Start Guide for New Users](#) and [Getting Started on Windows and Mac](#) that outlines how to setup your account and operate the platform.

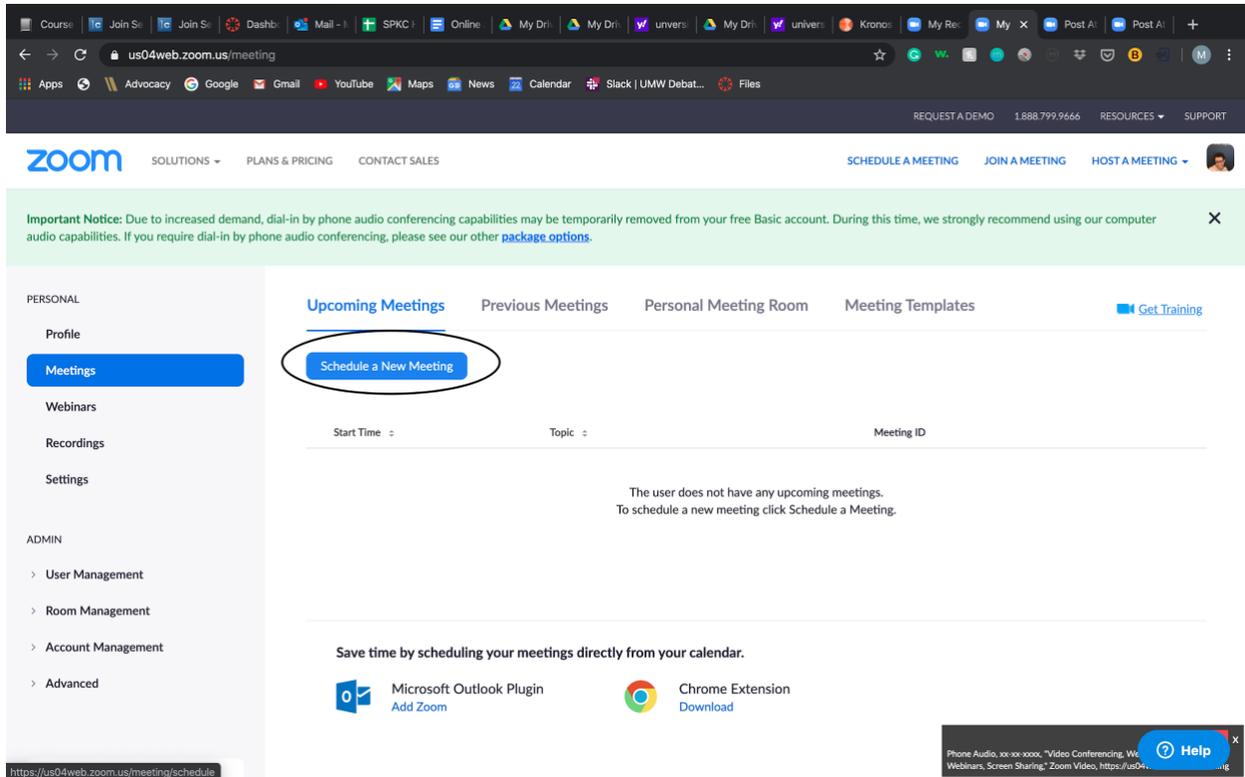


2. Make a zoom account- this gives you access to tools and zooms for class



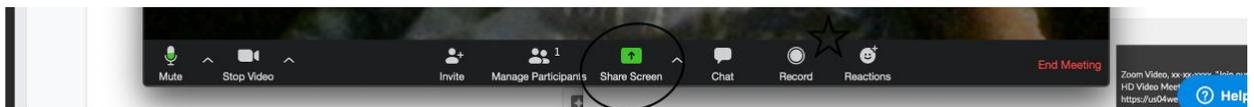
### 3. Make a meeting with yourself

- This allows you to practice your presentation without an audience
  - You can record your presentation and go back and see what you can to improve on

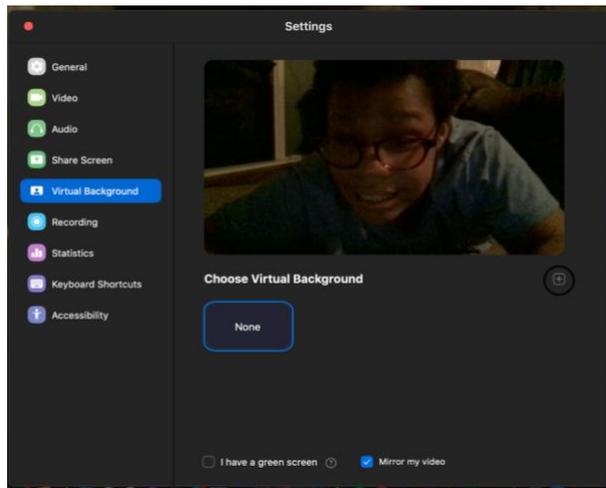


You can practice your presentation by recording reviewing it see what you can to improve on

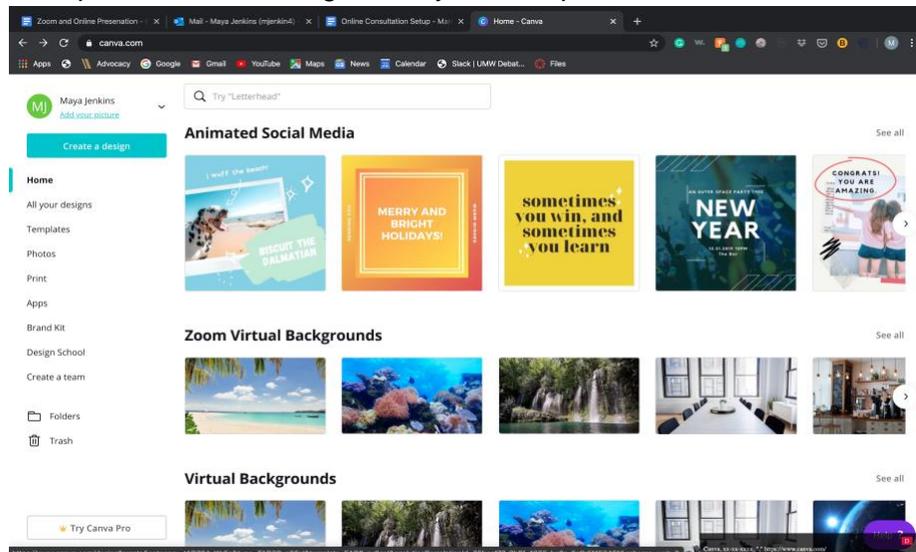
- You can record by pressing the record button on the bottom right-hand corner



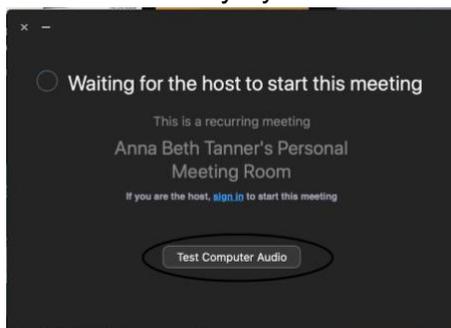
- Pick upload a green screen background if you don't have a clear real background



- Pro tip- Canva has backgrounds you can upload



- Come to "class" early - you can test vocals before it starts



- \*Protip- use earphones or headphones with a microphone attached to maximize your volume to the audience

## Screen Sharing

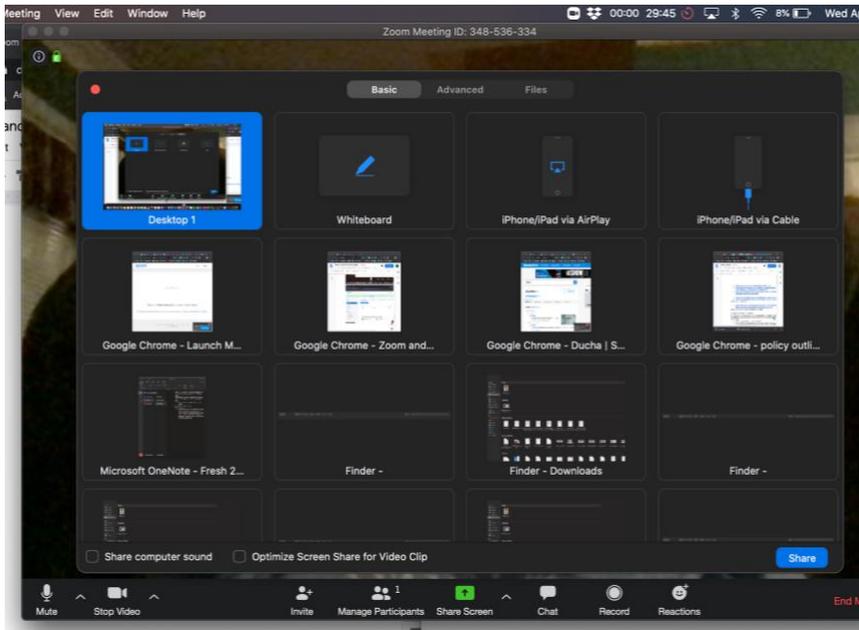
Screen share - this is selected with the center green circle at the bottom of the screen



After pressing the green button you will be prompted by a screen with subsections saying basic, advanced, and files

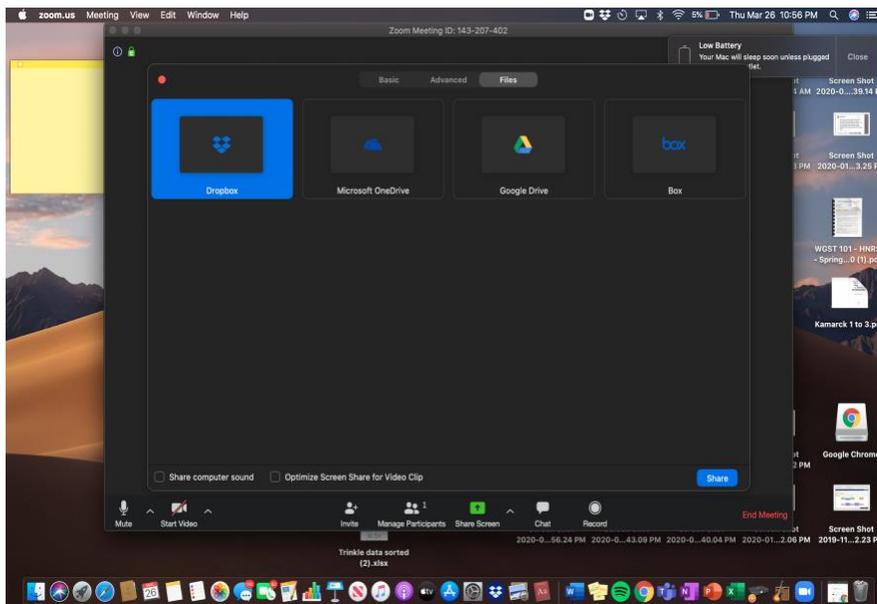
Basic screen share- will allow you to share your desktop screen, prompt a whiteboard, or share your phone

- Protip: Unless you are using the zoom on touchscreen system or are drawing: A way to simulate the whiteboard is by pulling up a Microsoft word, OneNote, or Google doc and typing on that, so it looks like a whiteboard and moves faster
- Protip: If you share that one screen- it won't show any other part of your desktop, so you can switch back and forth without the audience knowing

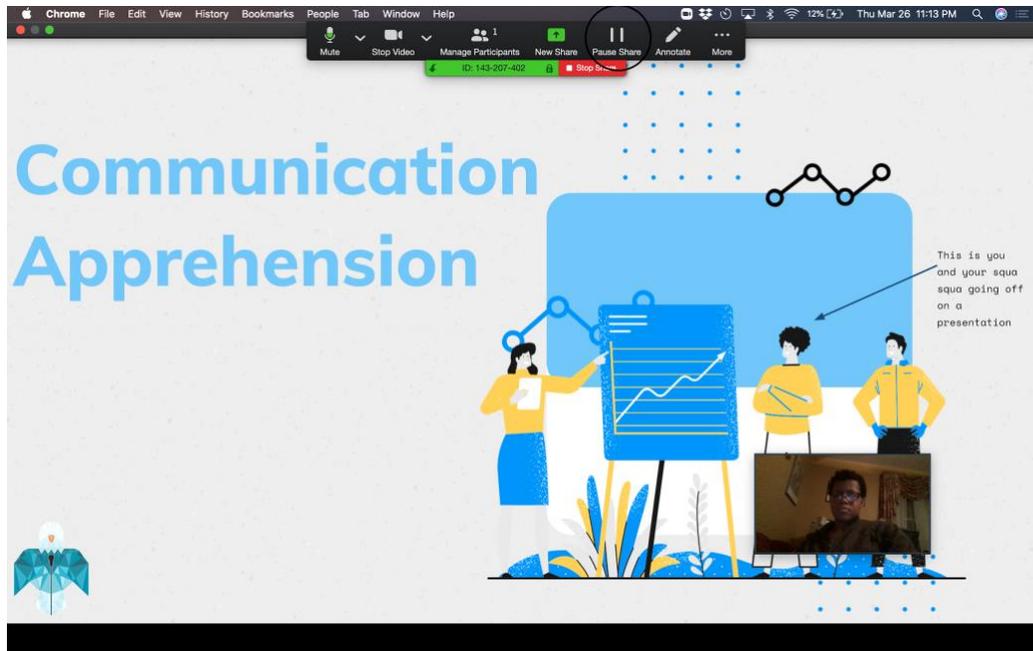


Advanced screen share: Will allow you to share a second camera or second audio, etc

Files screen share: This allows you to share document and files with the audience



Once sharing your screen: you can freeze your screen so that the viewer only sees what you last froze it on – this is called “pause share”



- Pro-tip: annotate: In the far right-hand corner - allow you to type on presentation: But if you are going to use that tool- it can get a bit confusing to incorporate the tool on google presentations as well
- Pro-tip: keep your hands off the mouse - during the presentation, unless you are using it to indicate where the audience should be look- otherwise is can foster confusion or distraction for the viewer

For more information on sharing your screen, go to the [Zoom Help Center – Screen Sharing](#). There are a number of helpful videos that show how use screen sharing for videos, PowerPoint presentations, a whiteboard, and many more.

**Group Presentations** – if you have a group presentation that you will be giving, or recording, through Zoom, we would recommend the following:

- Use one slide deck – while it is possible to trade off on sharing your screen, it is much easier to have all of your slides collected into one PowerPoint that you can each present from. The benefit is that you will not have to take time to share different screens, which will save you time, result in a smoother presentation, and will help limit technical problems. The disadvantage is that one person will have to control switching between slides. With some practice, this can be handled relatively smoothly. You can ask for ‘next slide please’ to let the controller know to move to the next slide, or with enough practice the controller will know when to move to the next slide on their own.

The Zoom Help Center has a very helpful page on [Screen Sharing a PowerPoint Presentation](#) that includes plenty of options. You can also find more about [Screen Sharing here](#).

- Practice, Practice, Practice – as with an in-person presentation, the best way to prepare for a successful group presentation is with plenty of practice. This is even more true for an online presentation. You should practice enough that you are comfortable with the technology and are ready to respond to questions while you are speaking (this is one of the best indications that you are ready to give an engaging presentation).

**Recording an Online Presentation on Zoom** – recording a presentation in Zoom is relatively easy. With a free account you can record to your computer (not available to record to a phone or tablet). The Zoom Help Center has an [introductory video on Local Recording](#). Here are a few tips we have for when you record your presentation on Zoom:

- Focus on the camera – it can be a bit disorienting to not have an audience in front of you. Remember that your audience will be watching on their screen. If you are not looking at your camera while presenting, then it will look like you are not looking at your audience. Record a practice session, and see what you can do to help maintain eye contact.
- Give some ‘lead’ on your video – when you start recording, stay silent and do not speak for about 5-10 seconds. You can use this time to compose yourself, and then you can start speaking. Do the same at the end- leave 5 seconds before you stop recording. Once you are done and you download the video, you can edit out the very beginning and ending (easy to do in Quicktime- use the “trim” function).
- Watch the [Virtual Presentation and Recording Video](#) created by consultants at the UMW Speaking Center for tips on how to present effectively online. Also be sure to check out the [What NOT to do When Making an Online Presentation](#) for a humorous take on what to avoid when recording yourself on Zoom.
- Practice, Practice, Practice – be sure to give yourself plenty of time to practice your presentation. Record your practice presentations so that you can look it over to see what works, what doesn’t work, and how you can make your presentation even more engaging.