

Zoom Cheat Sheet





1. Lights, Camera, Action!

- **Camera and Mic:** Stop/Start your webcam or Mute/Unmute your mic at any time by toggling their icons.




- **Test Your Camera and Audio Levels** [Visit Zoom Test](#)
- Appearance Tips
 - Keep background free of distractions.
 - Avoid backlighting (like windows behind you).
 - Keep your face well-lit. Daylight looks best.
 - Set your camera at eye level. Look at or just below it to simulate eye contact.
 - We recommend business casual wear, while avoiding small, intense patterns.
- Audio Tips
 - Keep your mic muted while not speaking to minimize distracting background sounds.
 - Use headphones to prevent feedback noise.
 - Trouble connecting audio by computer? There's also an option to join by phone.

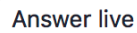
2. Share Your Screen!

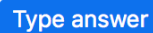
- **Share Slides:** Display your slides through Zoom.
- We recommend having your PowerPoint open and ready to go before beginning your share.
 1. Click  to open screen share options.
 2. Select the application window you wish to share (ie. PowerPoint). Otherwise, select "Desktop".
 3. Click .
 4. Once the share begins, make your slides, fullscreen. Use keyboard arrows to advance your slides.
 5. Click  at the top when done.
- **Share Video and Sound:** You can also share videos, websites, app demos and documents. When selecting the application window to share:
 1. Check the box Optimize Screen Share for Video Clip if presenting a video.
 2. Check the box Share computer sound if sharing audio (including in your slides).
 3. Click .
- **Have a Second Monitor?** Use it to view presentation notes and Chat/Q&A windows while screen sharing.

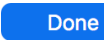
3. Get Interactive!

- Your audience will interact using the Chat and Q&A (by default, their cameras and mics are disabled).
- **Q&A:** Questions will appear here.


1. Open the Q&A window by clicking 
2. A moderator may help manage questions by asking them aloud. If you choose to answer directly, you can do so verbally or by text.

 Answer live

 Type answer

- a. If you choose to answer live, be sure to mark the question  after responding.

- **Chat:** A place for general comments and tech support.

1. Open the Chat by clicking 
2. Select message recipient from the Chat dropdown.

To:

All panelists

All panelists and attendees

- a. All panelists: Select this to chat only with co-presenters and the CLEBC team.
- b. All panelists and attendees: Select this to send a message to everyone in the webinar.
- c. You can also send messages privately.

4. Internet Connection

- Your internet is important because it can impact the video quality that your audience experiences.
- **Signal Strength:** The closer to your wifi router, the better. You can also connect with an ethernet cable. Others sharing your connection may also affect your quality, especially anyone streaming video or gaming.
- **Remote Desktop:** Don't present from within a remote desktop, like Citrix or MS Gateway.
- **Have a VPN?** Disabling your VPN may improve speed.

- **Test Your Connection:** Before the course, test from the space in which you'll be presenting on the course day.

1. [Visit speedtest.net](https://www.speedtest.net) to measure your internet speed.
2. Press "GO" and wait for test results. For example:



- a. Download: Refers to the quality of video that you're seeing. We recommend at least 10Mbps.
 - b. Upload: Refers to video that you're sending to the audience. We recommend at least 5Mbps.
3. If you need help or don't meet recommendations, contact Webinar Support as soon as possible.