

# Zoom Presenter's Guide

## Scheduling a Meeting

1. From your Zoom app or [website](#), sign into your account.
2. In the app, select "Schedule" from the Home screen. On the website, select the "Meetings" tab, followed by "Schedule a New Meeting."
3. Fill out the information for your meeting and set your meeting options.
4. Choose "Schedule," "Done," or "Save" (depending on the version being used) when you are finished.
5. Select "Copy Invitation" to include in an email or text to your attendees.

## Starting a Meeting

1. In either the Zoom app or website account, go to the "Meetings" tab and click "Start" next to the meeting of your choice.
2. If using a computer, when prompted, click the button to open the Zoom client.
3. Click "Join Audio Conference by Computer."
4. Use the arrows next to the microphone and video icon to select the appropriate input device.
5. Click the microphone icon to mute or unmute yourself. Click the camera icon to start or stop your video. Use the "Share Screen" button to share your desktop or PowerPoint window.

## Managing a Meeting

1. Use the "Manage Participants" window to mute participants who leave their microphones open. You can also remove disruptive participants from your meeting with this option.
2. Keep your Chat window open. A best practice is to have a facilitator who monitors chat and responds to questions. Your facilitator can notify you of any areas to expand or consolidate questions to answer.
3. Share your screen – when screen sharing, take advantage of the ability to share a single window. For example, you can share just your PowerPoint window.
4. The chevron next to "Share" allows you to control who can share their screen during a meeting.