

## ICRN Symposium Tech Plan

Format: Zoom Meeting

Features: Waiting Room, Record to the Cloud, Mute upon Entry, Registration Required, Allow Participants to Join Anytime

Tech Support: Allison Smith and Kelly Donahey

Tech Checks AM: 30 minutes before the start of the morning session participants and moderators will join the Zoom meeting. At the beginning of the morning session, Allison will let in the attendees from the waiting room. Allison will spotlight the moderator and presenters.

Tech Checks PM: 30 minutes before the start of the afternoon session (during the lunch) participants and moderators will join a “Presenter Tech Check” breakout room with Kelly. At the start of the afternoon session, they will return to the main Zoom meeting room. Allison will spotlight the moderator and presenters.

### Zoom Recommendations

1. Be familiar with sharing powerpoints and google slides, see below or view this link: <https://it.umn.edu/services-technologies/how-tos/zoom-share-your-screen>
2. Make sure your Zoom is the most up to date version
3. Be familiar with sharing sound on Zoom  
<https://support.zoom.us/hc/en-us/articles/201362643-Sharing-computer-sound-during-screen-sharing>
4. Make sure to keep your microphone muted when you are not speaking
5. Be sure to Join computer audio when you join the Zoom meeting

***If you need additional help with Zoom tech, please reach out to Allison or Kelly at [public@history.umass.edu](mailto:public@history.umass.edu) or [kдонаhey@uci.edu](mailto:kдонаhey@uci.edu)***

## How to share screen, overview

[Click here](#) for a general overview of how to share screens.

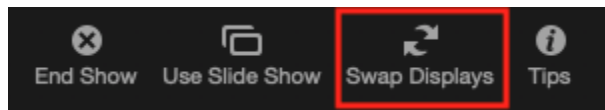
## PowerPoint - Screen-share a presentation

[Click here](#) for step by step instructions to screen share a PowerPoint presentation available through these links. For quick guides and other formats see below.

- [Dual monitors with slide show and presenter's views](#)
- [Single monitor with slide show in a window](#)
- [Single monitor with slide show in full screen](#)

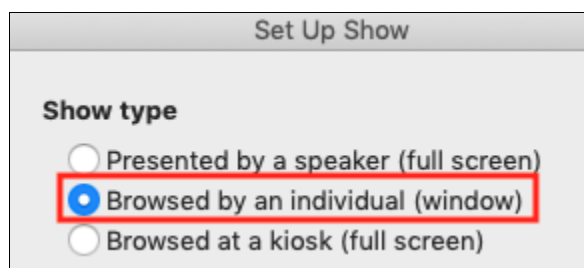
### Dual Screen

If you are screen sharing with Powerpoint and have multiple displays/monitors or a projector, click **Swap Displays** in the Powerpoint toolbar to switch to the presentation screen during Slide Show Mode.



### SlideShow in Full Screen and Chat

If you are using Full Screen presentation mode in Powerpoint, but you want to also use the chat feature in Zoom during your presentation, change the **Show Type** to **Browsed by an individual (window)** in the Set Up Slide Show options under the Slide Show menu in PowerPoint.



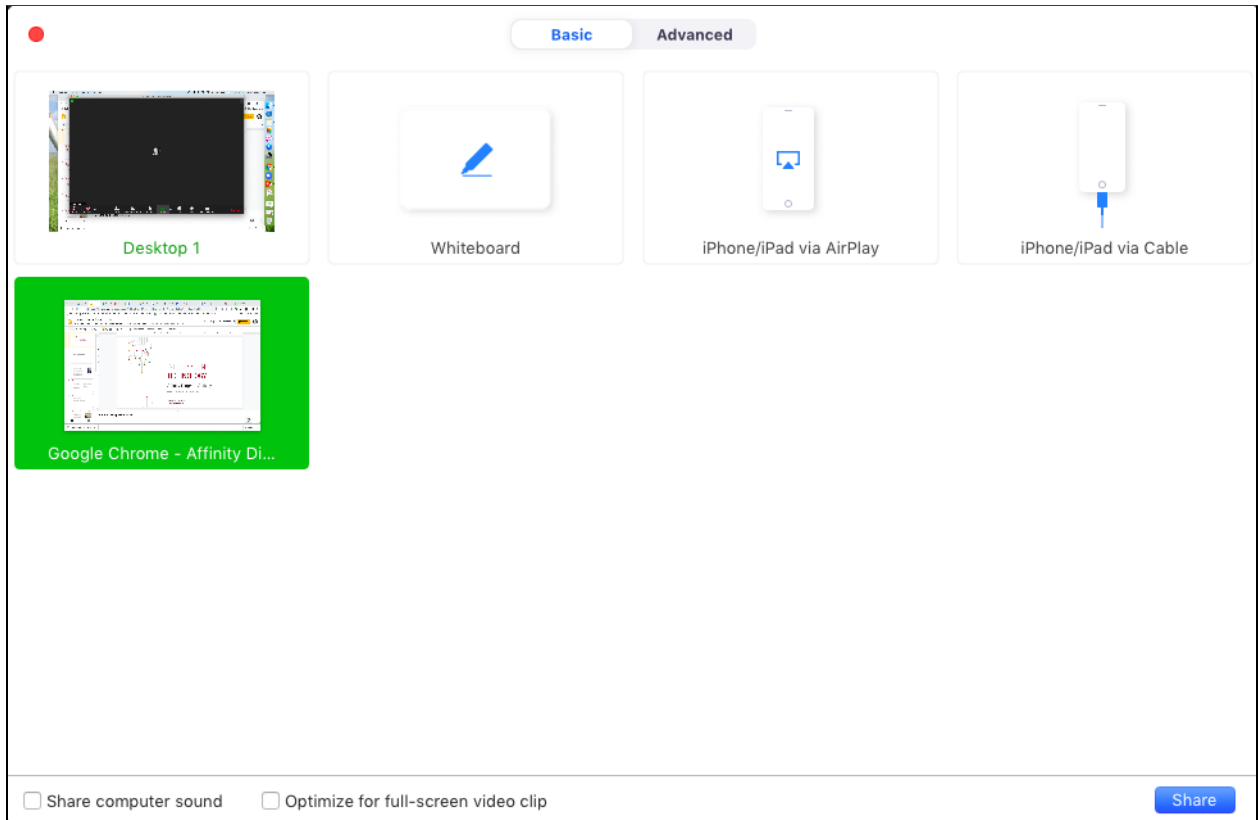
## Google Slides - Screen-share a presentation

1. Open your Google Slides presentation in a browser tab.

2. Click **Share** on the **Zoom Menu Bar**.



3. In the Zoom screen-sharing window, select your Google Slide Presentation.



4. In Google Slides, click **Present** on the upper right side of the menu bar.  
*Your presentation will open in full screen and be shared with meeting participants. Meeting participants will only see the presentation. When you exit full screen, your browser window will be shared again.*
  - **Note:** To present in **Presenter view** with speaker notes, click the **drop down arrow** next to the **Present** button then select **Presenter view**. *Your presentation will open. **Speaker Notes** will open in a new window that is not shared.*
5. To stop sharing your screen click **Stop Share**.



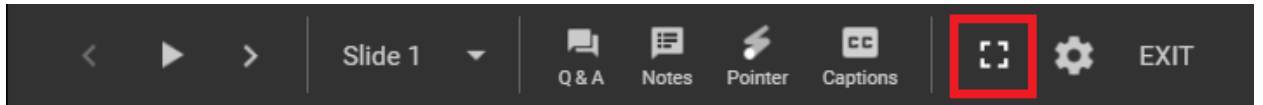
## Presenting with one monitor

- Resize your browser and speaker notes so you can see both on the same screen.
  - **Note:** With this method, meeting participants will be able to see your browser URL and the tabs.

- If you would like a full screen presentation you can print out your speaker notes and follow the instructions on how to share your screen without speaker notes.

## Presenting with Multiple Monitors

1. Drag your **Speaker Notes** to the other screen.
2. Click the **Full Screen** button in the Google Slide Presentation Menu.



*Your presentation will be shared in full screen and you can use your presentation notes on your other screen.<sup>1</sup>*

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<sup>1</sup> Tips from Zoom and University of Michigan Information Technology “How-Tos”