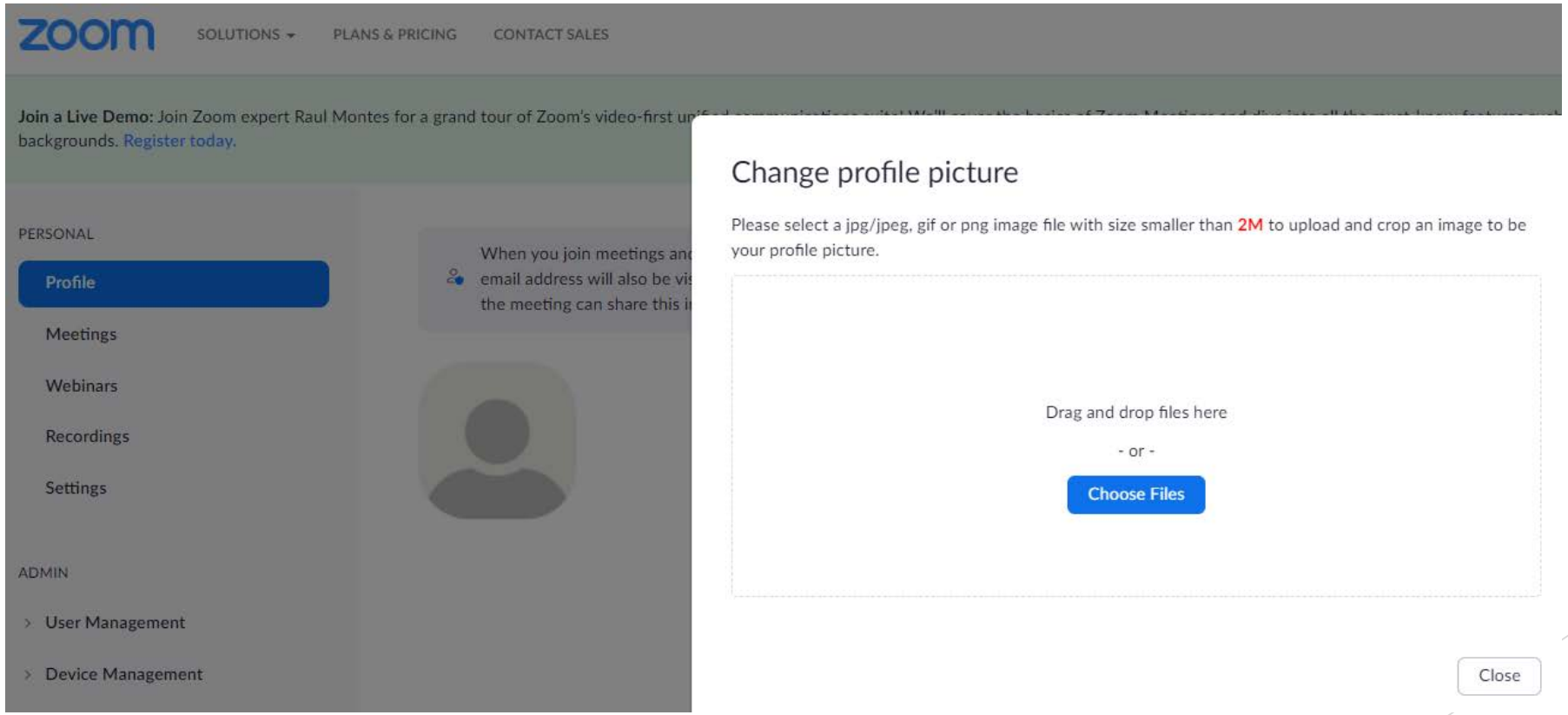
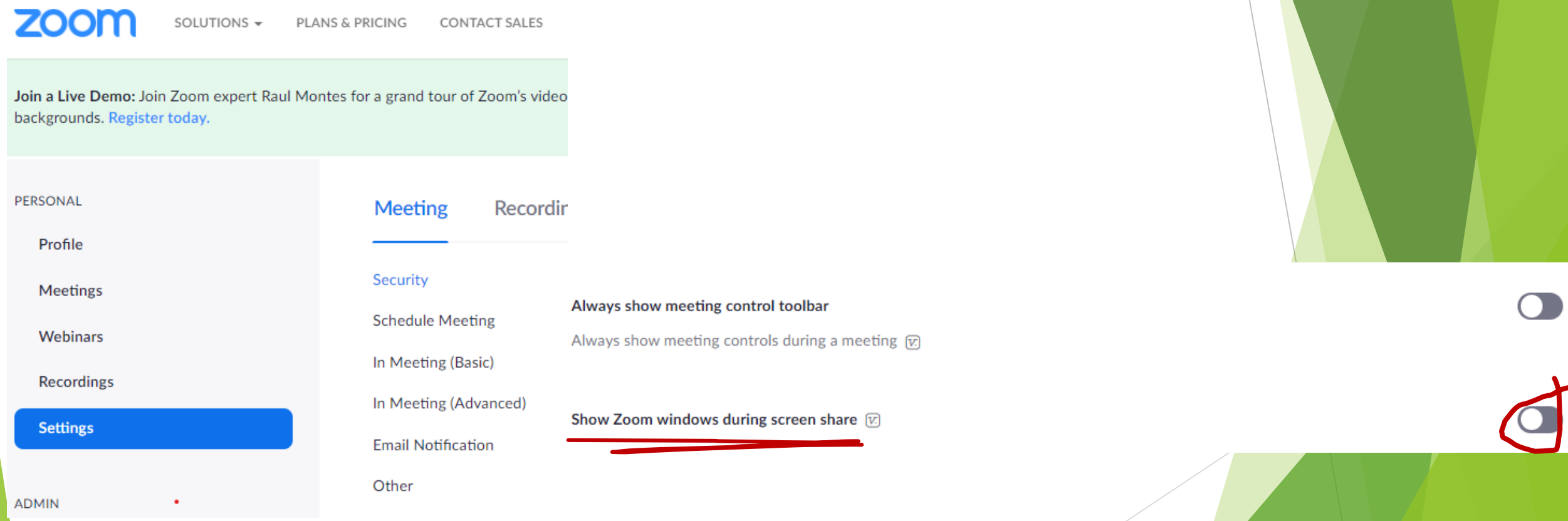
Accessing Settings: There are two key places

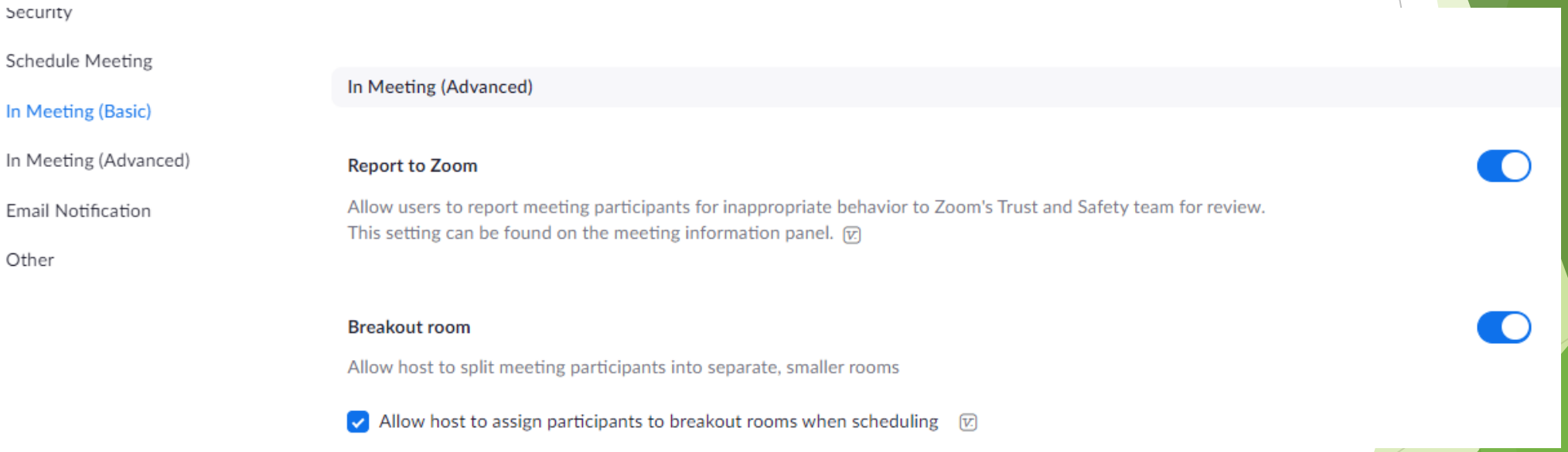
1. When you log into Zoom: Profile Settings (add a photo!)



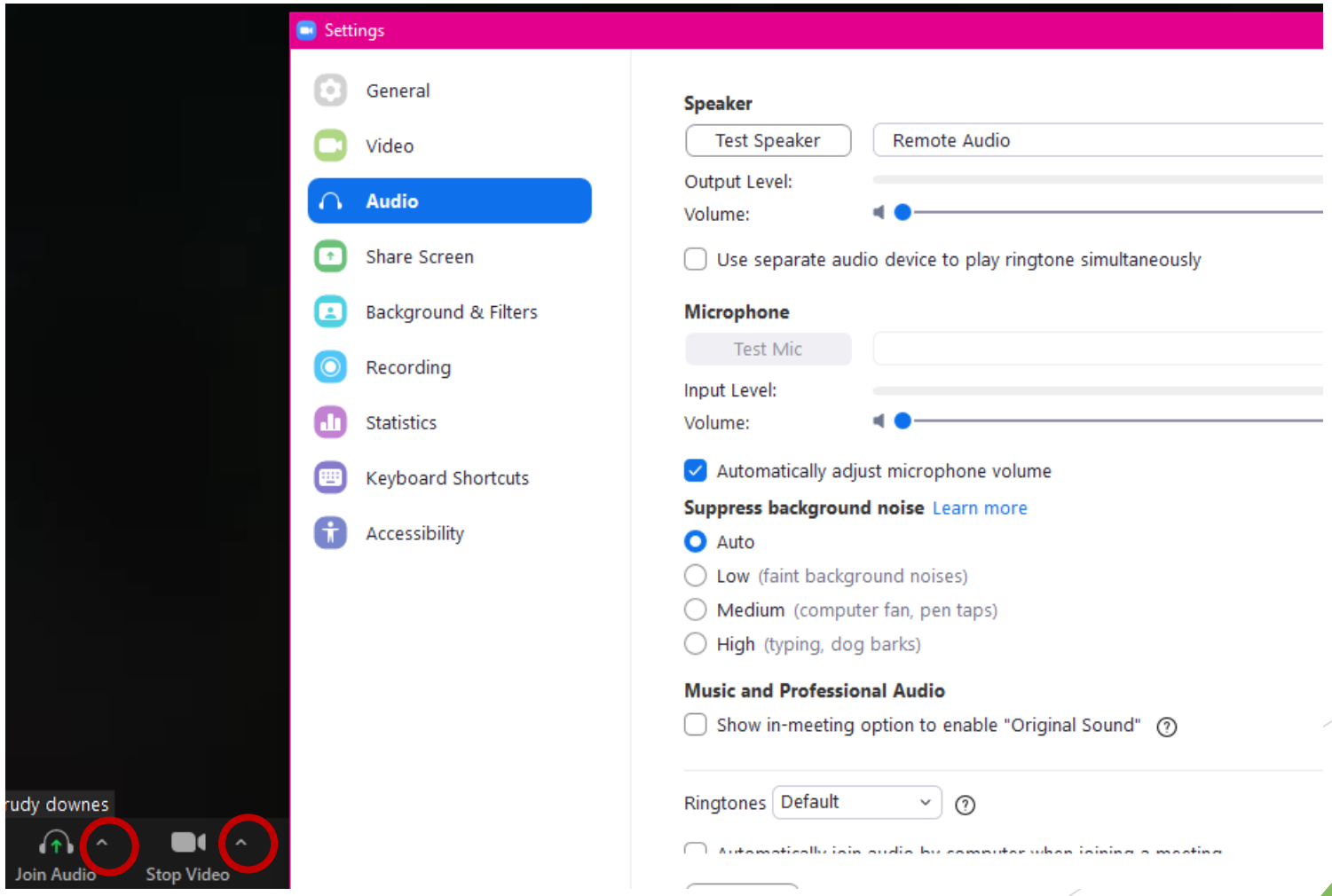
The setting we should have had on for the webinar!



Accessing Breakout Rooms (for larger groups)



2. Settings from within the meeting
Use the ^ next to “Join Audio” or “Stop Video”



ZOOM WITH PRESENTATION AS VIRTUAL BACKGROUND

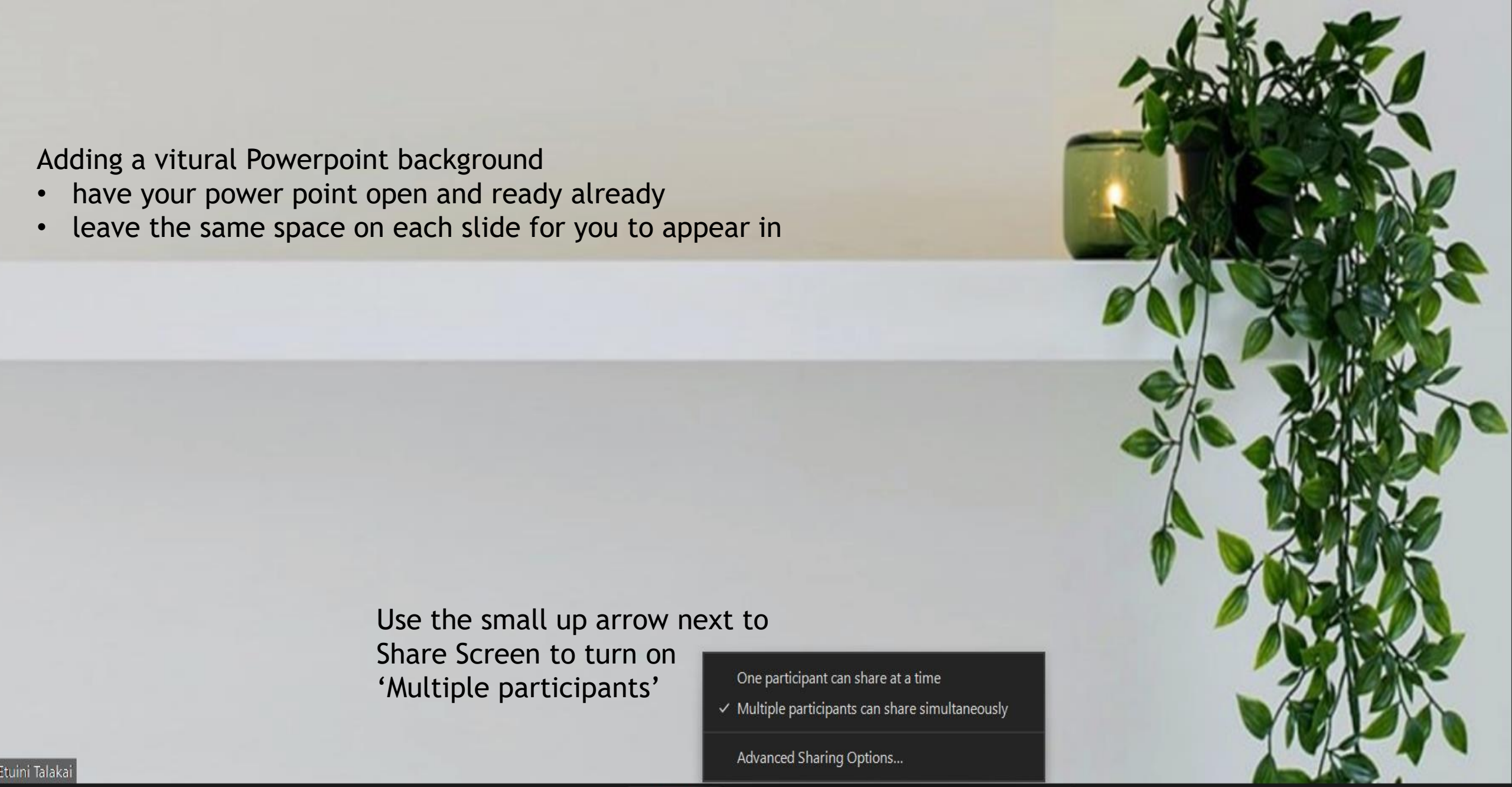
PRESENTATION AS VIRTUAL BACKGROUND

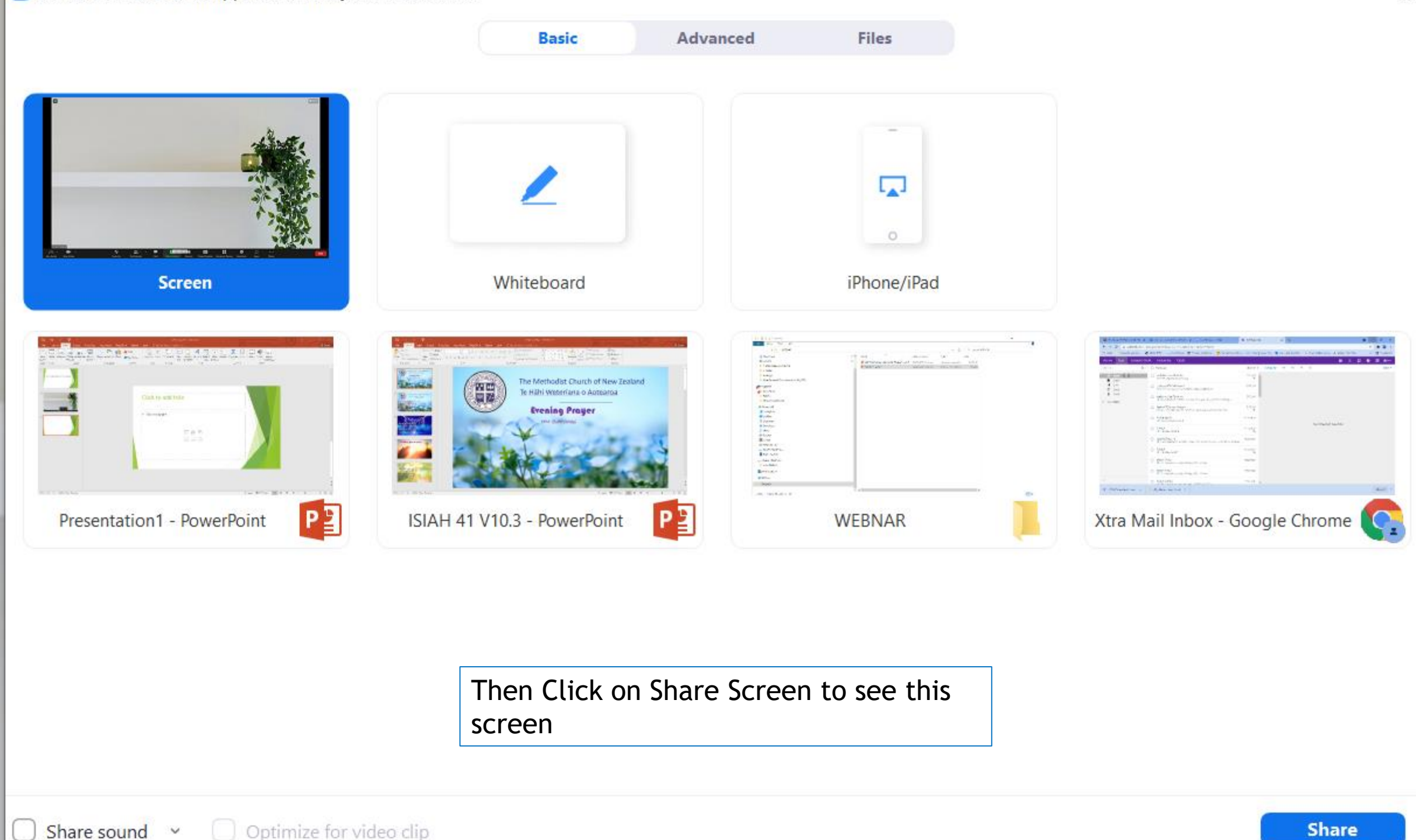
- 1. NEED TO CREATE PRESENTATION ON POWERPOINT.
- 2. SAVE AND KNOW LOCATION SO THAT YOU CAN SELECT WHEN USING ZOOM

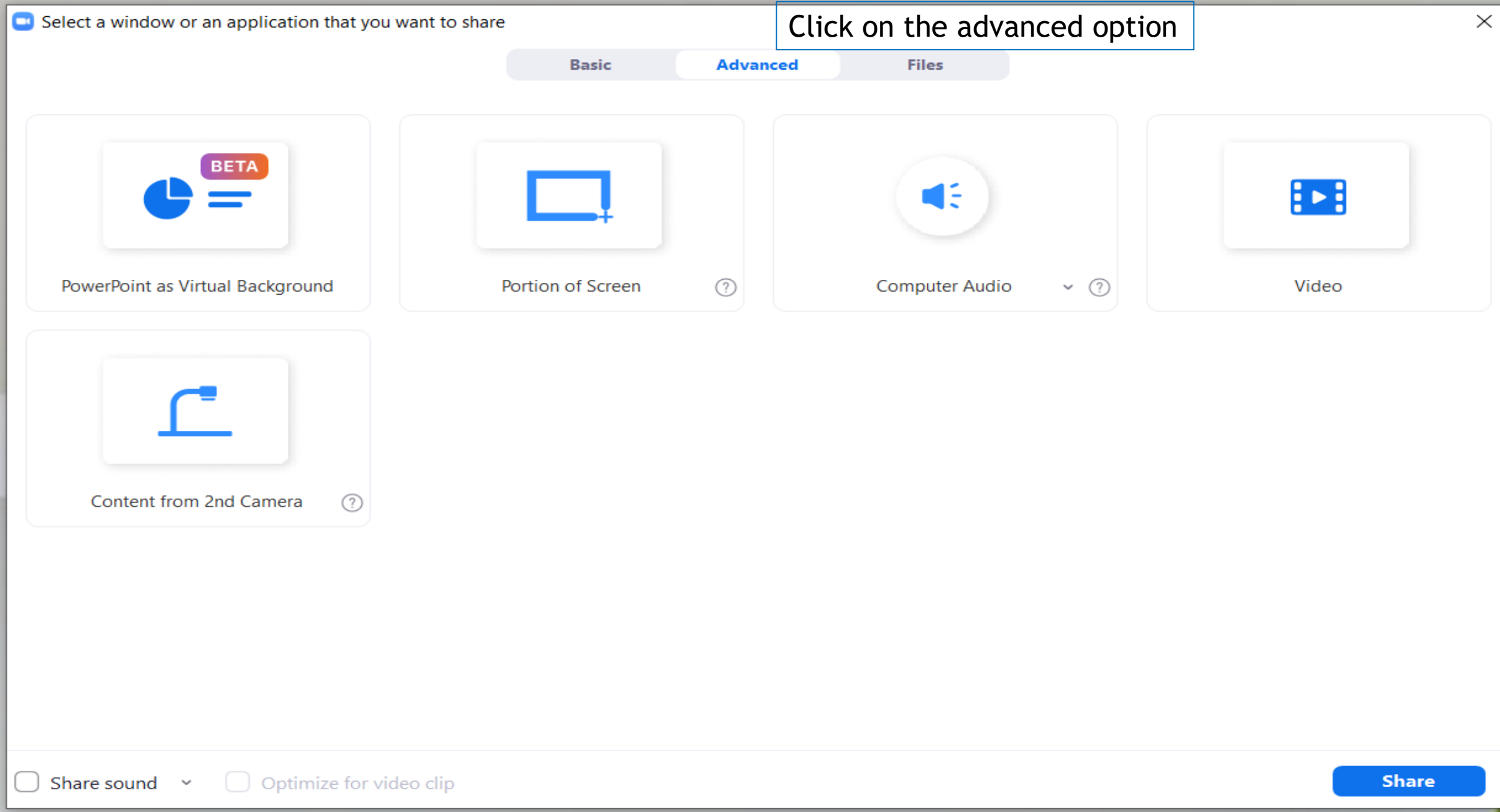
Adding a vitural Powerpoint background

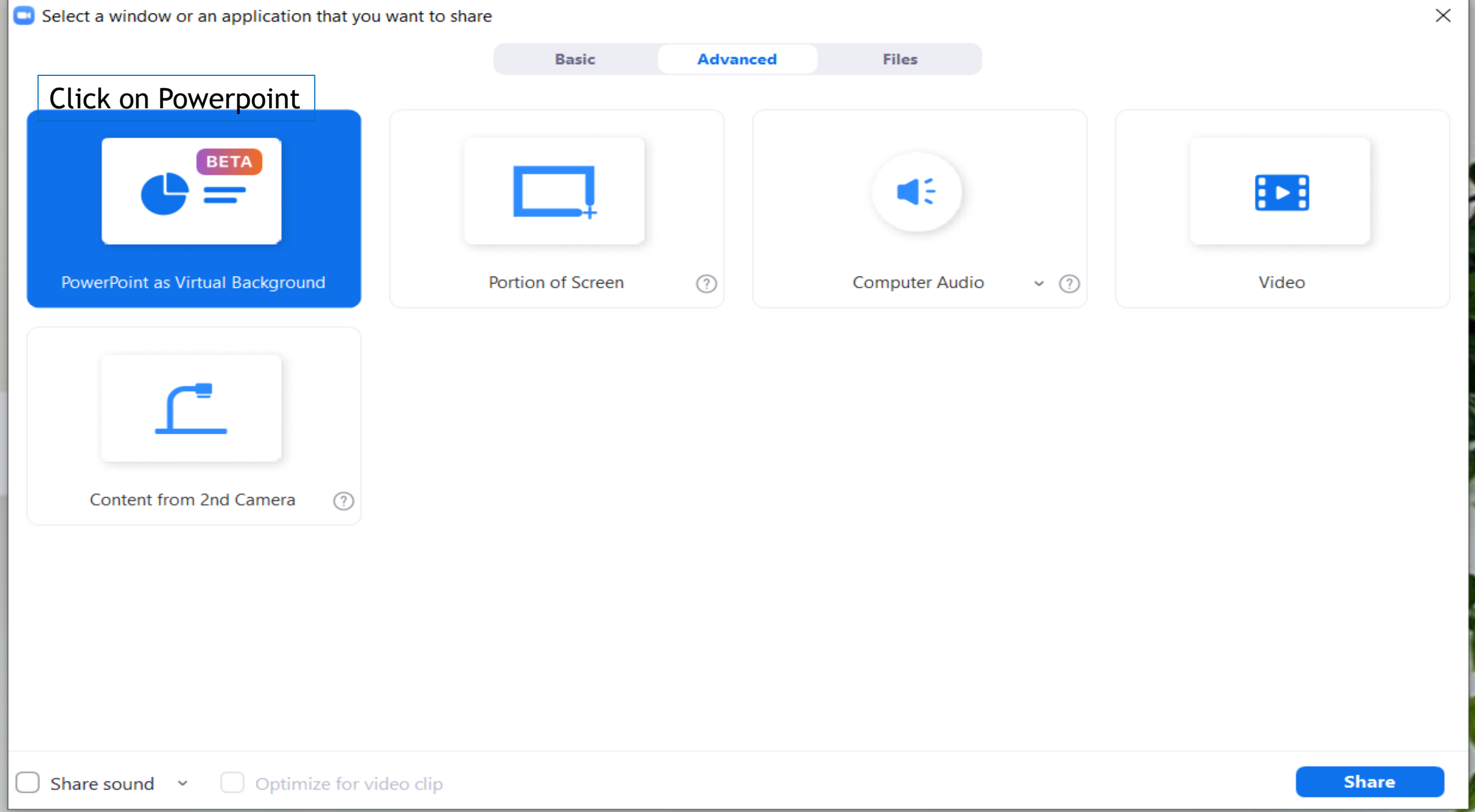
- have your power point open and ready already
- leave the same space on each slide for you to appear in

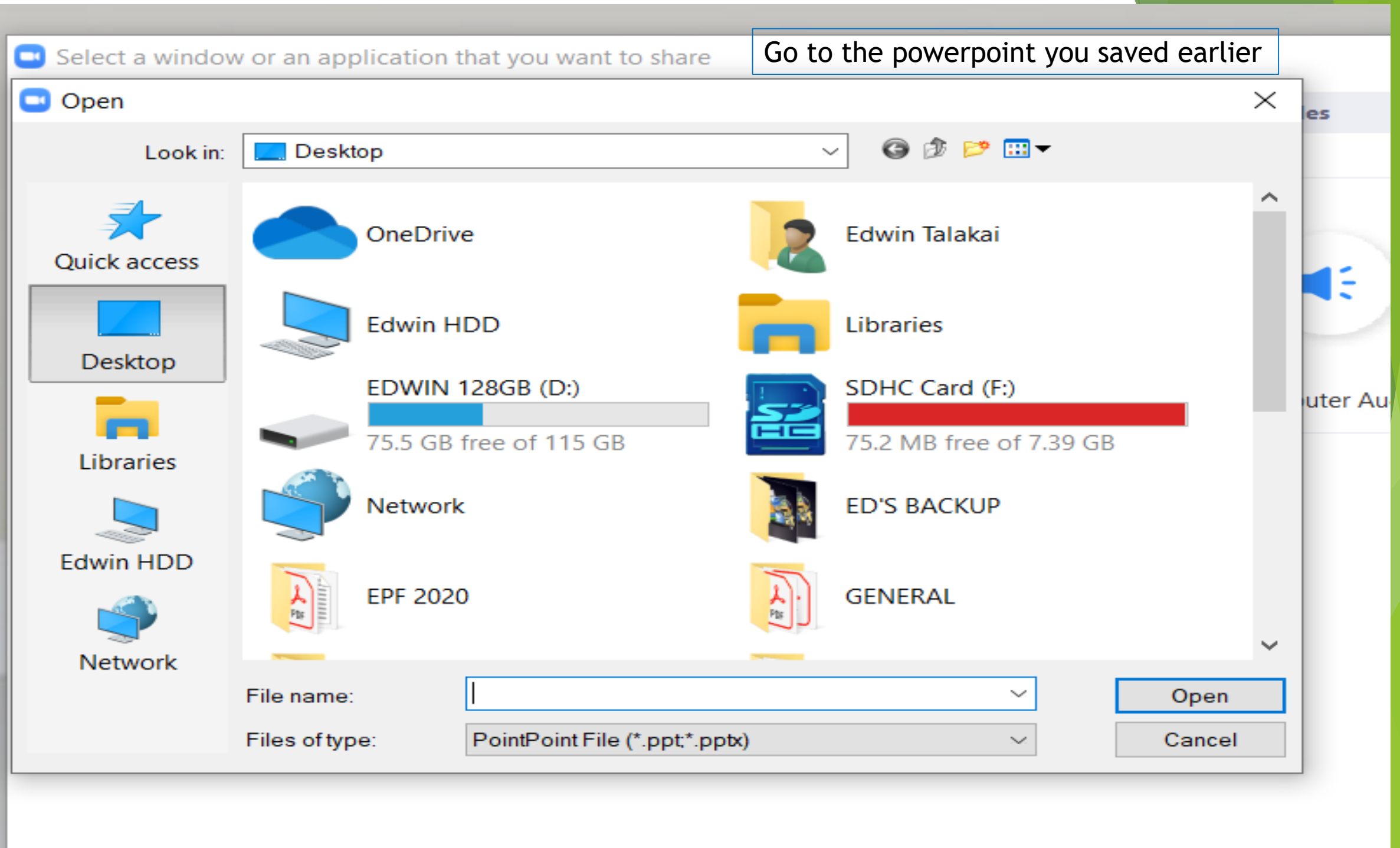
Use the small up arrow next to Share Screen to turn on ‘Multiple participants’



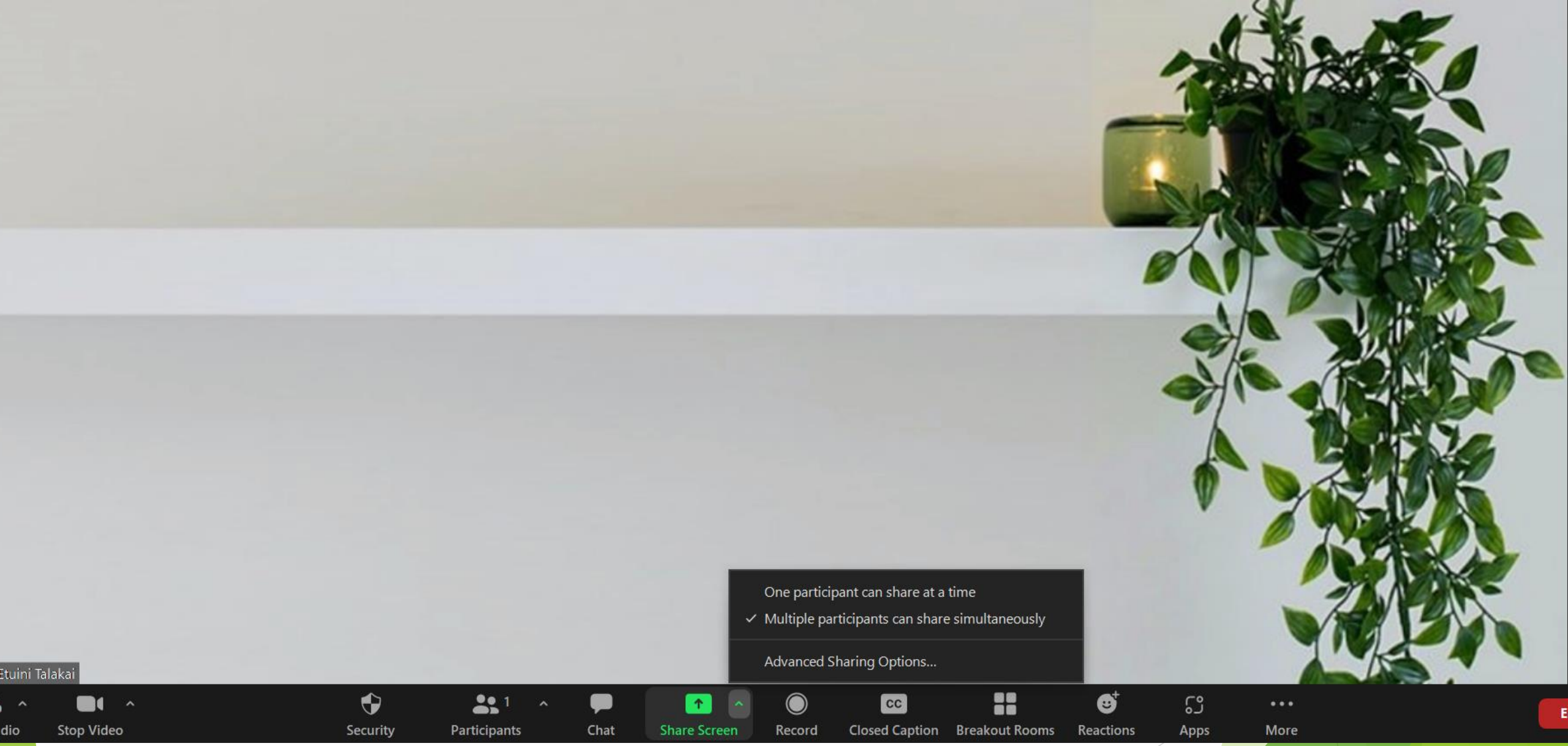

Basic
Advanced
Files
Screen
Whiteboard
iPhone/iPad
Presentation1 - PowerPoint
The Methodist Church of New Zealand
Te Hāhi Weteriana o Aotearoa
Evening Prayer
ISIAH 41 V10.3 - PowerPoint
WEBNAR
Xtra Mail Inbox - Google Chrome
Then Click on Share Screen to see this screen
Share sound
Optimize for video clip
Share


Select a window or an application that you want to share
Click on the advanced option
Basic
Advanced
Files
BETA
PowerPoint as Virtual Background
Portion of Screen
Computer Audio
Video
Content from 2nd Camera
Share sound
Optimize for video clip
Share


Select a window or an application that you want to share
Basic
Advanced
Files
Click on Powerpoint
BETA
PowerPoint as Virtual Background
Portion of Screen
Computer Audio
Video
Content from 2nd Camera
Share sound
Optimize for video clip
Share

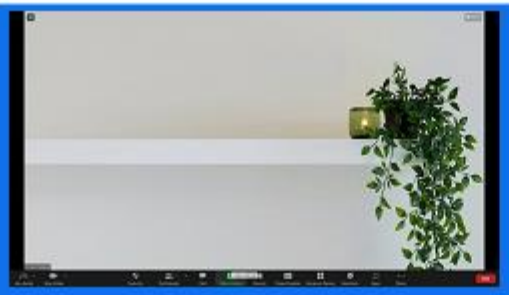

Select a window or an application that you want to share
Go to the powerpoint you saved earlier
Open
Look in:
Desktop
Quick access
Desktop
Libraries
Edwin HDD
Network
OneDrive
Edwin HDD
EDWIN 128GB (D:)
75.5 GB free of 115 GB
Network
EPF 2020
Edwin Talakai
Libraries
SDHC Card (F:)
75.2 MB free of 7.39 GB
ED'S BACKUP
GENERAL
File name:
Files of type:
PointPoint File (*.ppt;*.pptx)
Open
Cancel

ADDING MUSIC TO YOUR ZOOM



First you need to share and select Multiple participants can share simultaneously.

Basic | Advanced | Files



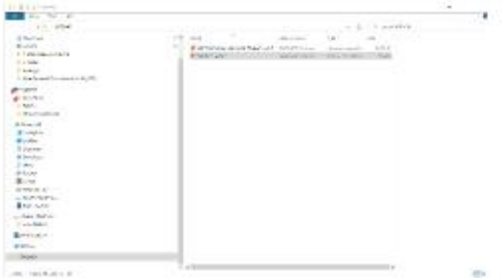
Screen

Whiteboard

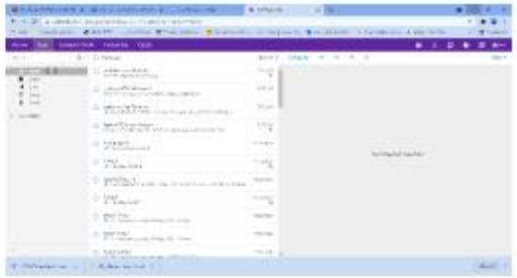
iPhone/iPad

Presentation1 - PowerPoint

ISIAH 41 V10.3 - PowerPoint



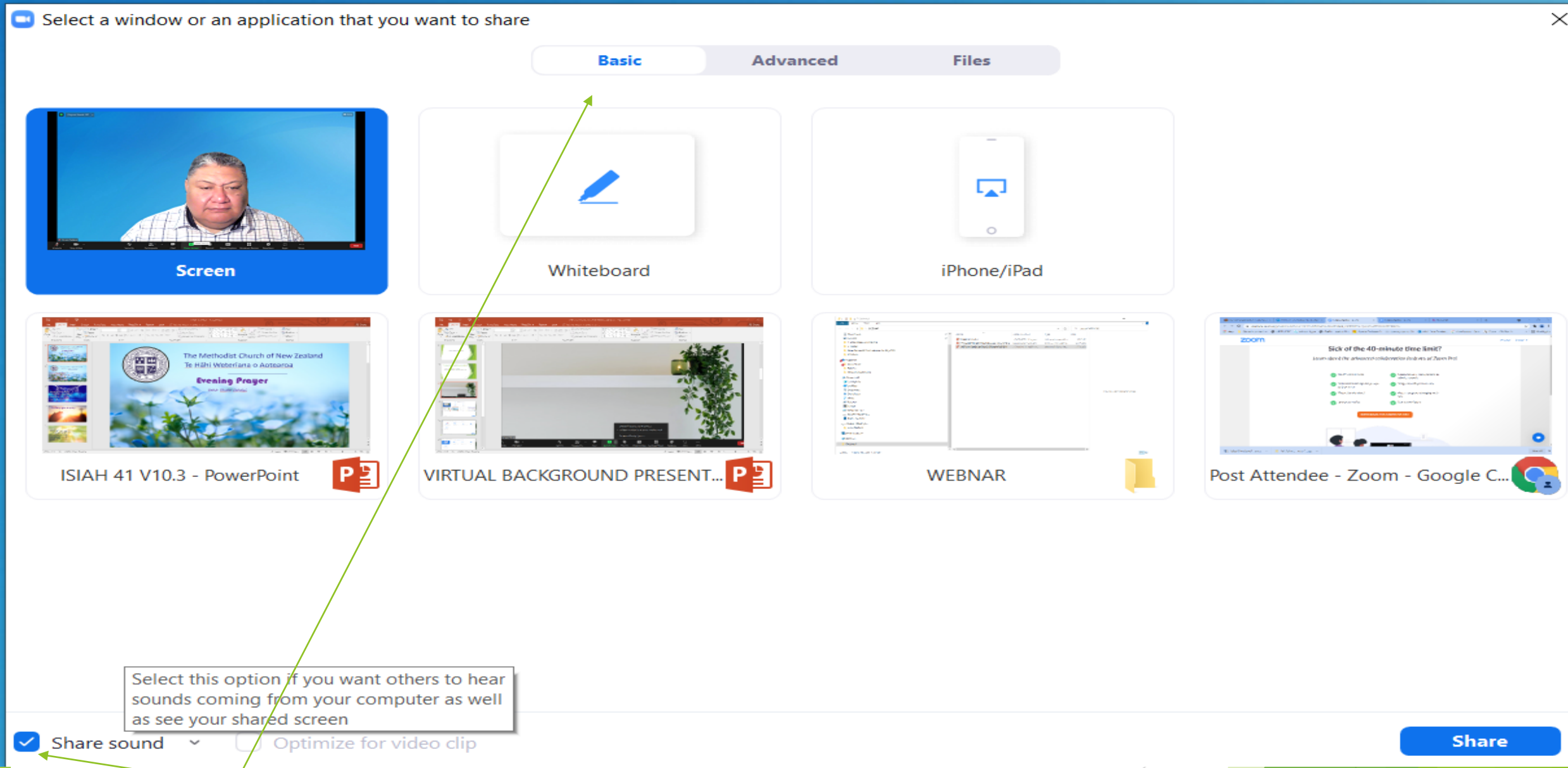
WEBNAR



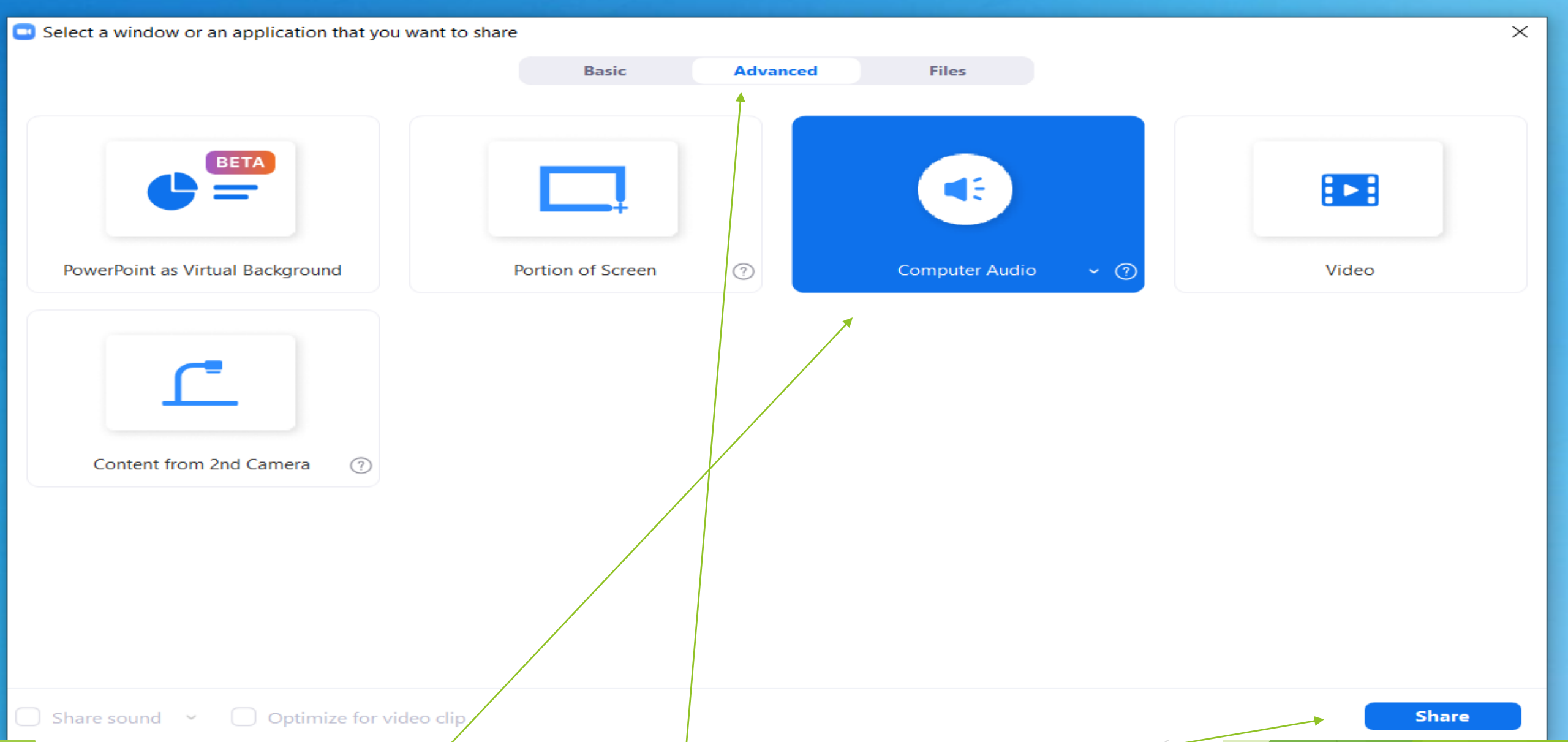
Xtra Mail Inbox - Google Chrome

Share sound | Optimize for video clip

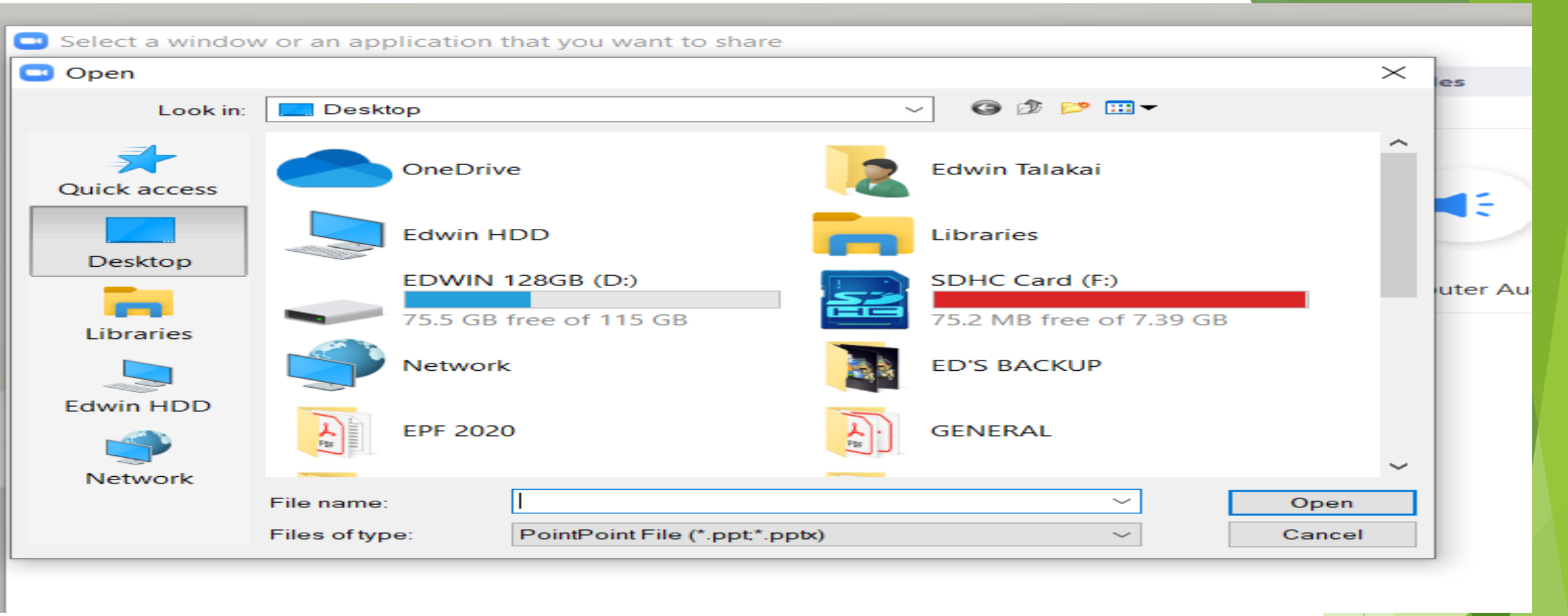
Share



On the Basic Tab.
On the bottom of the tab, enable by pressing Share sound



Select the Computer audio from the Advanced tab and press share on bottom RHS corner



Select music you want to share on your zoom platform.
Once you play the music, what you hear is what others hear as well.

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And then you should be good to go...

File Home Insert Design Transitions Animations Slide Show Review View Tell me what you want to do...

Paste Cut Copy Format Painter — Clipboard

New Slide Layout Reset Section — Slides

Font

Text Direction Align Text Convert to SmartArt — Paragraph

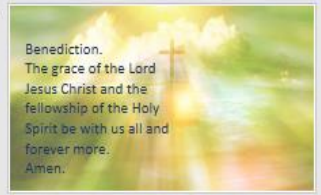
Arrange Quick Styles Shape Fill Shape Outline Shape Effects — Drawing

Find Replace Select — Editing

1

2

3

4

5