zoom Webinars
With **HUNTER COLLEGE**

BEST PRACTICE

BEST PRACTICES & TROUBLESHOOTING

➤ **Mute** microphone when not speaking to reduce background noise (if microphone capability is in use)

➤ **Sit facing a light source** to appear brighter than the background (if attendee video capability will be in use)

➤ When **screen-sharing**, share the specific application (PPT, Word, etc.) rather than the full desktop

➤ **Unstable connection / lagging video:**

   ✔ Reduce the number of devices on WiFi network

   ✔ Close other applications that are using the internet

   ✔ Move closer to WiFi router or connect directly to modem via ethernet cable

HOW TO'S

➤ **Raise your Hand:** on bottom control panel, click on participants. A window will open on the right, showing all participants of the event. In the bottom of the window, click "raise hand". This will alert hosts that you have a question.

➤ **Ask a Question:** type your question at any point during the webinar in the Q&A box in the controls along the bottom of the screen. The speaker and all hosts have access to view all questions.

➤ **See more active video screens at once:** You can remove boxes of others that are not using their video. To do this, Click the 3 dots in the upper-right corner of a video box with a disabled video and choose "Hide non-video participants" OR in Video Settings in the Settings menu, check the "Hide non-video participants" box on the list of options.

CONTROLS

Gallery View & Speaker View: Gallery View shows all present participants in equally size windows, **Speaker View** shows the participant who is speaking. The Button located in the upper right-hand corner toggles between these views. (if video layout is not pre-set by host)

Control Bar: Controls are accessible along **a bar at the bottom of the Zoom window**. This bar may disappear, but will reappear if the cursor is moved in the Zoom app. From left to right, the following controls appear:

➤ **Mute/Unmute Mic** – enable or disable microphone

➤ **Stop/Start Video** – enable or disable web camera

➤ **Participants** – show the list of event participants and where you can raise your hand to ask a live question

➤ **Q&A** – type in questions to hosts/speaker (if enabled)

➤ **Polls** – show poll questions prompted by the Host (if enabled)

➤ **Chat** – chat directly with hosts and other attendees (if enabled)

➤ **Share Screen** – select an application window (or Desktop) to display in Zoom

This overview contains features that may or may not be available during your webinar. The Attendee/ Audience experience is limited in most webinars, typically only including controls for raising hand and using Q&A, unless the Host grants an attendee more capability.

150 years 1870 - 2020 **HUNTER**