



Continuing Medical Education

CONFERENCE PLANNING SERVICES

This free resource has been created for you by the Conference Planning Team at UF Continuing Medical Education.
UF CME offers full planning services for your in-person or virtual event.

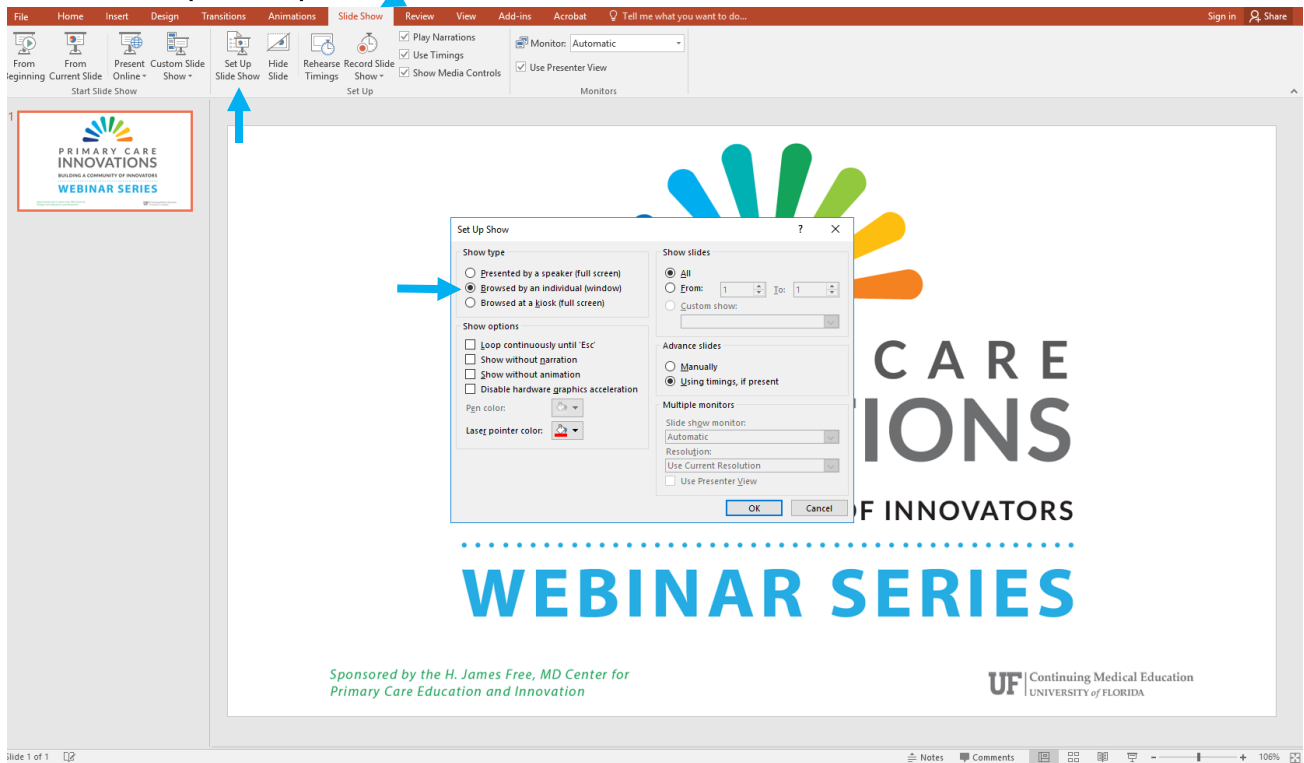
Visit cme.ufl.edu/planning-services/ for more information or to contact us. We'd love to see how we can help!

PRESENTING AT A LIVE VIRTUAL MEETING ON ZOOM

SPEAKER INSTRUCTIONS:

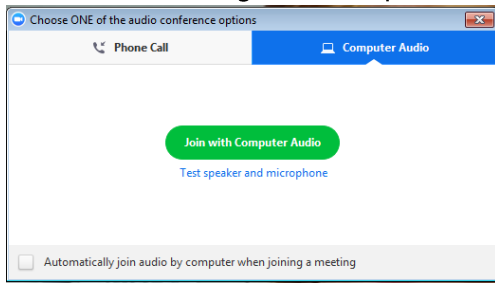
It is recommended that you join your Webinar at least 15 minutes before the presentation to make sure your video, audio, and slides are working.

1. Open your slides on your computer.
2. OPTIONAL: To be able to present in full screen and simultaneously view another window (if you have a second monitor), navigate to the **Slideshow tab in the ribbon**, select **"Set Up Slide Show"**, and select **"Browsed by an individual (window)"**.



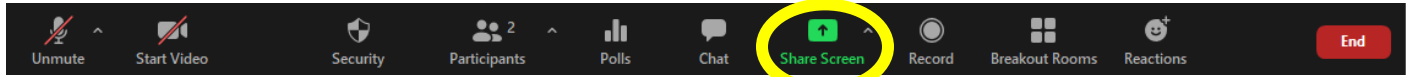
3. Join the meeting via the link sent to you by Meeting Organizer.

4. Your Zoom meeting will now open. Click **“Join with Computer Audio”**.

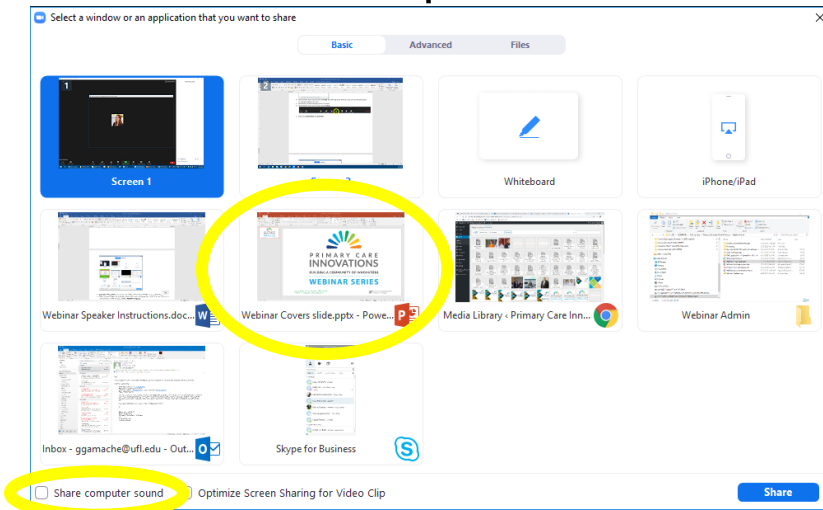


5. At this time, ask the Meeting Organizer make you a Co-Host.

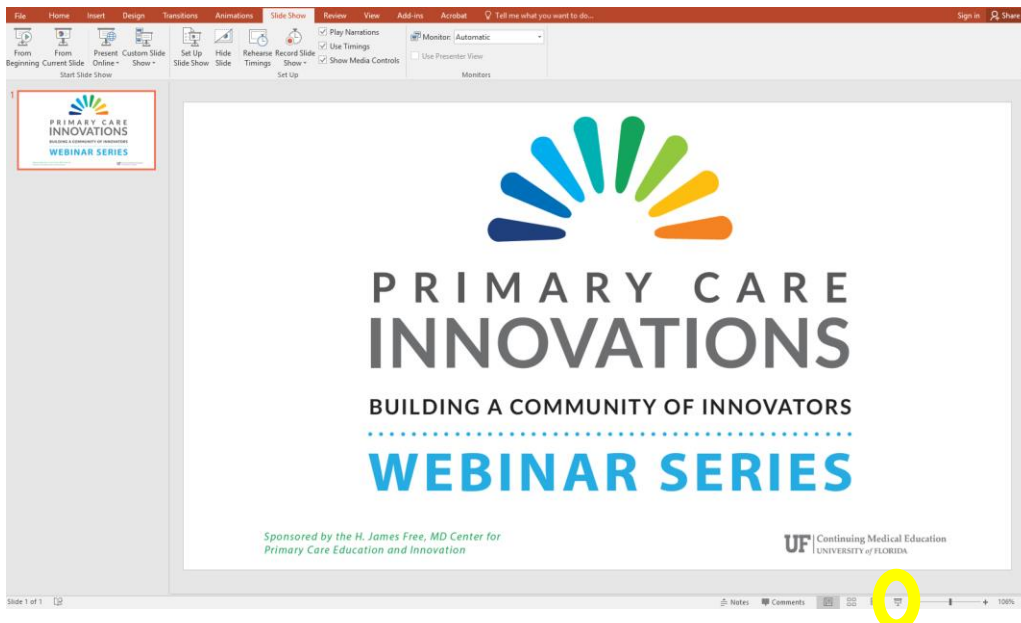
6. Once you are co-host, at the bottom of your Zoom screen, click **“Share Screen”**



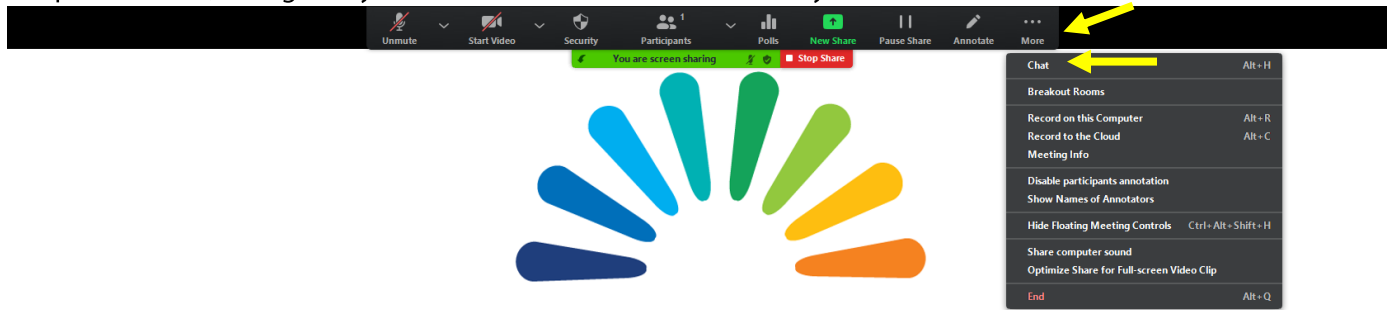
7. Select your **presentation** and **click share**. If you have videos that need to be played during your presentation, make sure to select **“Share Computer Sound”**.



8. To enter full screen with your presentation, **select the present button** () at the bottom of your Power Point.



9. We suggest that a designated moderator watch the chat for questions while you are presenting. Alternatively, you can monitor the chat by opening it up over your presentation. To do this, click **“More”** at the ribbon at the top of your screen, and select **“Chat”**. Participants cannot see the chat box on your screen even when it is over the presentation, though they can see an outline of the box when you move it around on the screen.



10. You may stop sharing your screen so that it returns to your video feed by clicking **“Stop Share”** located under the ribbon at the top of your screen, unless you need to refer back to presentation content during Q&A.

