Arrive 15 minutes prior to the session start to test screen sharing, slides, and microphone levels with your Zoom Host.

Participants should mute their microphones in Zoom when not speaking. This will help avoid unwanted audio or feedback.

Participants are allowed to enable or disable your camera during the duration of the meeting. The final product will not capture your camera feed in the Zoom meeting. It will only capture the shared screen.

If a presenter has an embedded video or link with video and audio during your presentation, we request a copy of that video in advance. We will edit the original video file onto the recording to ensure a high quality of video and sound on the final product.

If an interruption appears on a presenter’s screen while screen sharing, the speaker should pause, clear any pop-ups or notifications, and restart their sentence after a few seconds of silence. This will allow a clean edit to remove the interruption from the final product.

Presenters can choose a specific application to share, such as PowerPoint only or they can choose to share their desktop. Recommend sharing PowerPoint app only, especially if presenter has dual monitors.

Presenter must stop sharing their screen before the next presenter is allowed access to start sharing theirs.

**Mac Instructions**

*Turn off notifications*

1. At the top right corner, click the Notification Center icon.

2. Select ‘Notifications’ > Do Not Disturb icon is dimmed showing off. Click to turn On and disable popups and notifications. This setting will turn off the next day.

OR

Navigate to System Preferences > Notifications > Turn ‘Do Not Disturb’ on for the hours of your presentation.

**PC Instructions**

*Turn off notifications*

1. In the bottom right corner, click the action center.

2. Select ‘Expand’ > click ‘All Settings; > In Windows Settings click ‘System’ > choose ‘Notifications & actions’ > Turn off all buttons to disable popups.