Tips for Setting Up and Securing Your Presentation in Zoom

- Log into your CWRU Zoom account (cwru.zoom.us)
- Select Profile
- Select Meetings
- Select Schedule a Meeting on the right
- Name your presentation in the topic area
- Add a description if you would like to (elevator pitch)
- Select the date and time of the meeting (this can later be adjusted on your google calendar.)
- Duration should be a half hour (or your choice)
  - Select Eastern Time (US and Canada) for Time Zone
- Select Required under Registration (this will allow you to have more security and will provide you with a link for registration). Intersections is open to the public and therefore public access should be selected. Check with your mentor regarding access levels for your presentation. At minimum it should be open to CWRU members.
- **Generate your meeting ID automatically (do not use your personal ID)**
- Under Video:
  - Choose host **on**
  - If you leave your participants on you will be able to see them and interact with them. They will also be able to see each other. You are not obligated to have the participant video on unless your Mentor/Advisor has made this a requirement.
- Audio should be set for BOTH telephone and computer
- Meeting Options
  - Mute participants upon entry
  - Requiring authentication provides additional security as this requires viewers to log into a Zoom account
  - Automatically record the meeting (It is best to record to the cloud in zoom. You can download a copy later.)
  - The other options are your choice (breakout rooms are probably not needed.)
- Alternative Hosts:
  - Any co-presenters should be granted access here.
  - It may be helpful to add someone who can support you during the presentation. This is helpful for security reasons as you can concentrate on your presentation and they can concentrate on the audience (asking questions, unmuting, etc.)
- Save your selections (your saved meeting will now have a distinct registration link which you can use to invite others; because you set up authentication, your registrants must log into zoom to register and attend your presentation). You will need this link to provide to SOURCE on your presentation submission portal.
- **Select Google calendar**
- Select Settings (>)
- Under the Meeting tab (these selections are permanent, so make a note to change them after your presentation)
  - Waiting Room option: selecting Waiting Room allows you to choose when to have your audience join (this will allow you to set up and test your presentation for sound, video, powerpoint, etc., before allowing your audience into your presentation); You may have set up your waiting room in the instructions above or you can also set up your waiting room option within the zoom presentation once you open it.
  - Review the other options to choose what works for you
- Select the Recording tab at the top.
  - Deselect Local Recording (your research may be proprietary and technically belongs to your research advisor; consult with your mentor about this)
  - It is always best to record in the cloud as it gives you more options
    - Record active speaker with shared screen (this is especially useful if you are in a team presentation)
    - Save your chat messages
    - Select Audio Transcript (only available when recording to the cloud)
    - Review the other options and make selections as appropriate

When you open the zoom on the day of your presentation (Some may have already been set when you set up the meeting.)
- Check your audio using the Mute divit (^)
- Check your Video settings using the Stop Video divit (^)
- Click on Security and enable the waiting room (this will allow you to allow people to join when you are ready for them.)*
- Decide on the other options you want your audience to have (you may want to deselect Unmute Themselves while you are presenting) and you do not want them to be able to share their screens. This can quickly be changed if you choose.
- Select the Chat options that work best for you
- Select Share Screen options that work best for you
- Record to the cloud

You may find additional options to secure your presentation. These are meant to help you secure your presentation and may not all be necessary for you to use.

*You chose a presentation time when you registered. SOURCE will contact you in advance regarding the actual schedule. You can move the day and time on your calendar without affecting your meeting ID and password. The other benefit of scheduling this way is that you can invite specific people to the presentation using your calendar and their email addresses.

+ You typically do not want your guests to join before you. You can look for anyone who has joined and choose to admit them individually and you can release the waiting room when you are ready for everyone to join.

# Decide who will do what, the timing for each presenter, and practice trading off so that you have smooth transitions if you are presenting in a group or team format.

Remember to go back into Zoom Settings afterwards to change back to your normal settings!

Best wishes on a great presentation!