

## Zoom Student Presentation Instructions

\*If you have not claimed your Kenan-Flagler Zoom Pro account or installed zoom, please use the instructions on the [Zoom Video Conferencing IT](#) page to do so\*

### Joining a Zoom Session:

1. Click the URL provided by your instructor
2. If you do not already have it, you will be prompted to download the desktop client for your operating system; follow the on-screen prompts to get the client installed
3. Once the client is installed, you will be directed to your course session (If you are not automatically directed, please click the link again)

Additionally, you can find video instructions here: [Join a Zoom Session](#)

### Testing your Audio and Video before Joining:

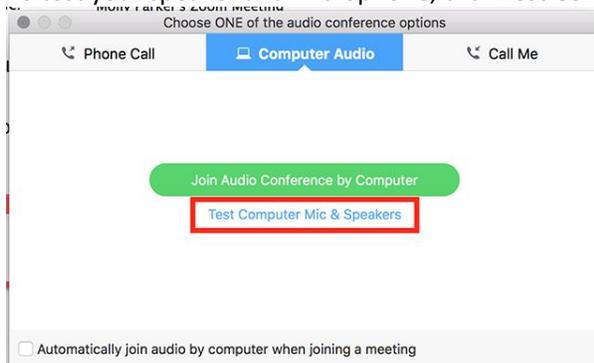
Zoom has a test session that you can join to check audio and video settings before joining your session; you can use this test on your device to make sure everything is set up for Zoom.

1. Use this URL to access the Zoom Test: <https://zoom.us/test>
2. If you do not already have it, you will be prompted to download the desktop client for your operating system; follow the on-screen prompts to get the client installed
3. Once you are loaded in it will give you the option to Test your Mic & Speakers. You can test screen sharing and video from within this as well.

### Testing Audio and Video when Joining a Session:

When joining, if you haven't selected to always join audio by computer a prompt will appear.

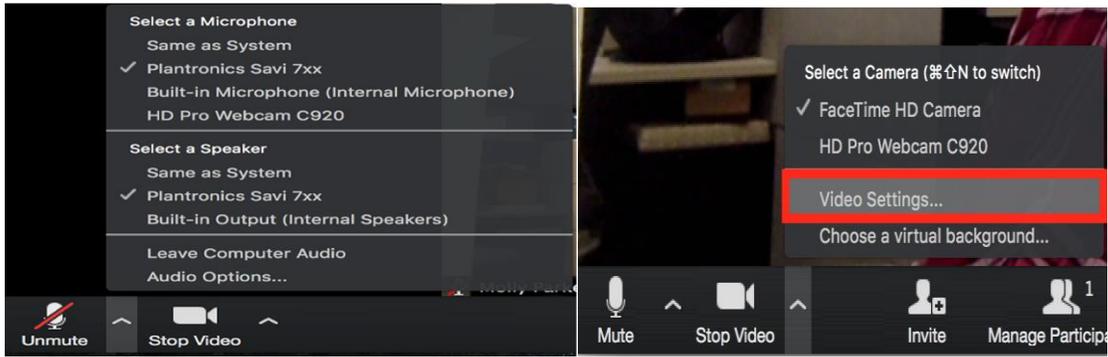
1. To test your speaker and microphone, click **Test Computer Mic & Speakers**.



2. This will walk through testing the microphone and speakers on your computer

### Testing and adjusting Audio and Video Settings after Joining:

1. Join the session
2. You can find additional audio/video settings once you have joined by clicking the arrow to the right of the **Microphone** and **Video** icons at the bottom left of the Zoom window. This will allow you to set your Audio input and Output devices (**Computer Audio Only**) or the video device (**If multiple webcams**).

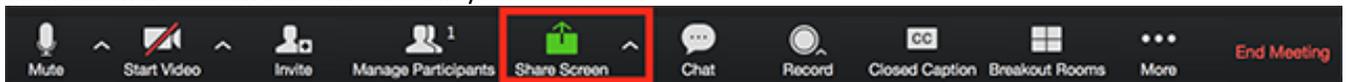


Use the “Audio Options” selection on this menu to find additional settings and tests for your audio configuration; and the “Video Settings” selection to find additional video

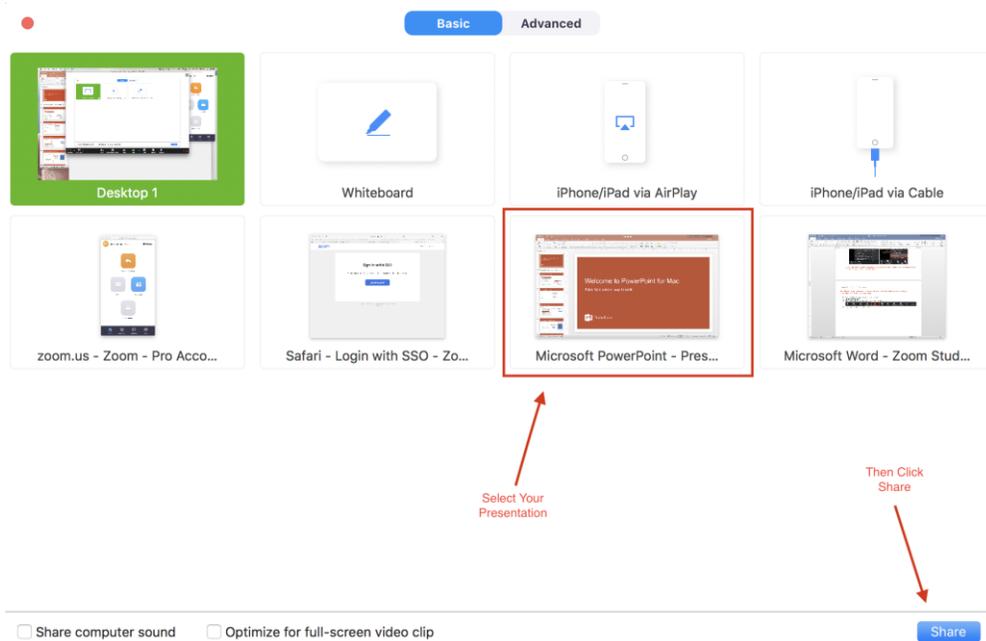
### Sharing Your Presentation in Zoom:

**Note: If presenting as a group, please designate someone to share and advance the PowerPoint before the start of your presentation. This will help to reduce delays.**

1. Open your PowerPoint presentation on your computer
2. Join the zoom Session
3. Click the **Share Screen** button located in your tool bar.



4. Select your PowerPoint presentation in the prompt, and click the Share button to start sharing:



5. Use the Slide Show button in PowerPoint to begin presenting