



INSTRUCTOR GUIDE FOR ZOOM:

- **Sign in to Zoom via Zoom application on the Desktop or Zoom URL in the browser.**
 - **Launch Zoom meeting by selecting it from the Upcoming Meetings list or click Join and type in the Meeting info manually.**
 - Upcoming Meetings list will be empty if Outlook is not synced to your Zoom Account
- **Start prepping your content for Zoom**
 - **Grab your PowerPoint, presentation, document, etc. from your U: Drive or designated file location.**
 - U: Drive is easiest, but OneDrive, Outlook, and other sources will do
 - **Make sure you have what you are presenting on the Left monitor, the left monitor is what you are going to be sharing with your classroom and the distance learning class.**
 - At any time, you can move any window from the right monitor to the left or vice versa, please note anything on the left Monitor will be seen by everyone.
- **In Zoom you will need to click the “Share Screen” button on the Toolbar and select the left monitor as the screen you want to share**
 - **Once you are sharing, you can make the participant window on the right monitor as big or small as you want and organize any other windows you have on that screen.**
 - For best customization optimization of the Participant window, I recommend putting the window in “Grid View” by clicking the Rubix cube in the top left corner of the window.