

How to Run a Presentation Slide Deck

1. Go to the zoom website - zoom.us. You can also download the Zoom app.
2. Sign in on your account using your credentials or use your google account to sign-in.
3. Start a new meeting or join an existing one.
4. Prepare your Slide Deck.
5. Open your slide deck using PowerPoint Google Slides, or any other presentation software.
6. Ensure your slides are in "Presenter View" mode if you want to see your notes while presenting (optional)
7. Click on "Share Screen". In the zoom meeting toolbar, click the green "Share Screen" button.
8. Select Your Slide Deck. A window will pop-up showing all open windows on your computer.
9. Select the window that has your slide deck or the entire screen if you prefer.
10. Click "Share" at the bottom right of the window.
11. If your presentation includes video or animation, check the box "Optimize for video clip" at the bottom left before clicking "Share". (Optional)
12. Present you slide.
13. Navigate through your slides as you would normally.
14. Use the arrow keys, mouse, or clicker to move from slide to slide
15. Manage Zoom's Presentation Controls:
 - Mute/Unmute
 - Ensure your microphone is unmuted so participants can hear you.
 - Participants
 - Keep an eye on participants using the "Participants" button to manage who can speak
 - Chat

- Click "Chat" to open the chat window, where you can see or respond to messages.
 - Annotations (Optional)
 - Use the "Annotate" tool if you need to draw or highlight on your slides.
16. Stop Sharing your Screen. When you're done with your presentation, move your mouse to the top of the screen to reveal the Zoom toolbar.
17. Click the red "Stop Share" button to stop sharing your screen.
18. Wrap Up the Meeting. You can take questions, end the meeting, or continue with any other activities on Zoom.