



## Zoom Tips & Techniques

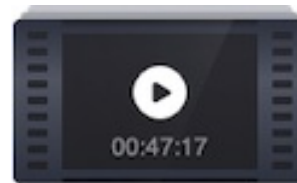
### Check for Zoom Updates

Zoom is constantly updating its product. New releases seem to come out almost weekly, so put it on your checklist to see when changes have been made. You can also view the releases by product. I always check the new Updates for Zoom Client. [New Release Info](#)



### Sharing a Cloud Recording

Recording to the Cloud gives you the ability to share your recording quickly with your participants. You can set a playback range to eliminate beginning meeting madness or discussions after the main presentation. If this suits your needs, check out the [How to Guide](#)



### Encourage your Participants to Calendar your Meetings

With all the wonderful options this Fall for Renaissance members to attend, it's easy for them to lose track of their meeting links. When you include the Copy Invitation information in your meeting invite, highlight "Please download and import the following iCalendar (.ics) files to your calendar system." Let them know that .ics files work on almost every calendar system. If it doesn't add it automatically, they may need to check their Downloads folder to open. Then all they need do is click the link on their calendar to join the day of the class.



### Best Practices for Playing Video Clips

*Mike Agron recommends...*

- Before playing a video clip, consider turning your webcam off (Stop Video) so the audience just sees the clip in full screen and is not distracted by seeing you.
- Be sure when you select Share Screen that you check Share Computer Sound and Optimize Screen Sharing for Video Clip.
- When you are playing a video clip, don't click on the Chat or Participants or any other function on the tool bar as it will stop the playback and you'll have to click again to restart the playback.
- When you embed a video into a PPT, use When Clicked On, (not In Click Sequence). This ensures that when you advance to the next slide, there won't be a false start that can be triggered by using In Click Sequence.

