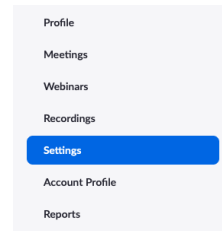## Zoom Tips & Techniques

Change Settings for Screen Sharing & Annotations
Because some of our members keep clicking buttons they shouldn't, we suggest you Reset these two settings to the default. To do this, log in to your CSUS web portal, click on **Settings** (on the left), then click **In Meeting (Basic)**. Scroll down to Screen Sharing and click **Reset** (on the right). Do the same for Annotations, which is two settings below. If you do not see Reset, that means your settings are already set to the defaults.
Note: Under Screen Sharing - Who can share? it will be set to Host Only. Don't worry Co-hosts can share as well. Just make sure to make all your speakers/presenters Co-hosts.

Check your Attendance
And while you're in the portal, it would be a good time to check your attendance. Flashback to in-person meetings: "Could you please pass the participant list around…No, not here you need to send it the other way…who came in late?" It's easy in Zoom. Click on **Reports**, then select **Usage**.
Select the date of the class then click **Search**. Under the Participants column is how many people attended. If you want more information than that, just click on the blue link. For more information on Reports, refer to the **Study Guide** (page 32)


Where's the Host?
If you're supposed to be the host, but you Join rather than Start the meeting, you will need to claim the Host role. You can do this by clicking **Participants** then **Claim Host** (at the bottom of the list). Enter your host key (found in your Profile) then Click **Claim Host** again. If you don't know your host key, try leaving the meeting, and entering it again. It is always best to Start the meeting from the web portal. **More info**

Those Pesky Gray Boxes
Several Zoom leaders & tech hosts have reported seeing gray boxes appear on the screen when sharing their Powerpoint slides on a Windows computer. It seems to be the result of having tool bars and open panels (Chat, Participants, etc.) showing through. Some have closed all the open panels and hid their toolbars; some with two monitors, made sure what they were sharing was on a second monitor. Here's a solution that will work on a single monitor setup without having to close the
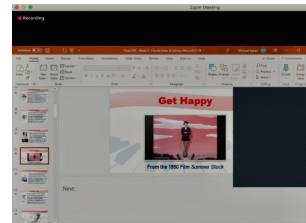
Zoom tools.

- With your PPT open and in Presenter Mode, select **Share Screen**, then **Screen** (not the Powerpoint application).
- On the **Advanced** tab, click on **Portion of Screen**, adjust the orange box to outline your current slide in Presenter mode, then click **Share**.

Your audience will see what is in the now green box and none of the gray boxes will appear.