



Zoom Tips & Techniques

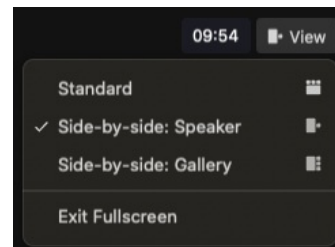
New Option for Side-by-Side Viewing

Previously, we recommended participants select Side-by-Side view (from the Sharing toolbar) while in Speaker view for the best viewing experience.

That's a step too many! Now it's much easier.

When someone is sharing, go to your View menu (on a laptop/computer in the upper right hand corner of your Zoom Window) and select, Side-by-side: Speaker.

You also have the new option to select Side-by-Side: Gallery. Both are great ways to view a presentation. Pass it on to your participants.



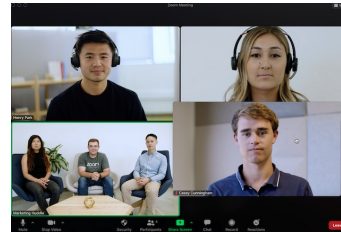
Where Do I Look?

In Gallery view (no sharing), you may find your eyes are looking down because you are talking to someone in the bottom corner of your screen.

Just click on their image and drag it up next to your camera, and it will appear that you are

looking at them directly. Drag as many images as you want. Your custom order will be seen only by you, but if the host does this, they have the option to select Follow Host's Video Order, so that everyone sees the same order on screen.

If it's a small group, say for a discussion, then you could have participants talk in the order everyone sees. [More Information](#)



Need a Backup Tech Host?

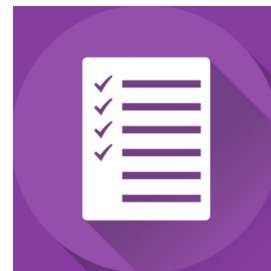
By now, your sessions have probably settled into a somewhat predictable pattern, and your participants know your etiquette and protocol. What if you can't make a particular session? This might be a good time to Chat your participants and see if anyone would consider being a stand-in tech host for you. It would give you some flexibility, and besides, they might enjoy it.



Zoom Registration Reminders

If you elected to use Zoom registration for your meetings, you can resend the confirmation email as a weekly reminder. It takes a few steps, but delivers a consistent message.

1. Log in to your portal and click on your Meeting topic
2. Scroll down to the bottom of the screen
3. Under Registration, Manage Attendees, click on View (on the right)



4. Then, click the box to the left of the Registrants heading (it will select everyone on that page)
5. Scroll down to the bottom of the page and click Resend Confirmation Email
6. Go to the next page to select and send (repeat steps 4 & 5),

The down side to this, is if you have a large class, you may have more than 10 pages. I wish there were a Select All for all Registrants. Maybe in a future update.
