## Zoom Tips & Techniques

Insert Videos in PPT for Smooth Sharing

I'm sure Frank Sinatra would agree "It's Delightful" to have your videos play seamlessly in your Zoom meetings. A best practice is to embed your video (or multiple videos) in your slides, so you don't have to stop sharing or do a new share to play them. However, embedding can result in large PPT files that may cause unexpected crashes.
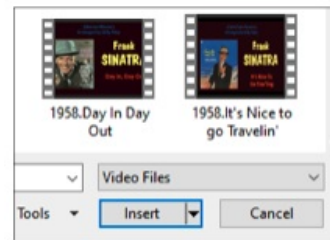
The answer is to use the **Insert** as a **Link to File** option in Powerpoint - just click the drop-down arrow to the right of Insert to choose Link to File, then select the video file you want (the video needs to be downloaded on your computer to select it). You get the best of both worlds - the video appears embedded, yet by linking to it, you keep the PPT file size small.

Lose your Internet - Set up a Hotspot

It's always good to have a contingency plan so that when things do go wrong, you know what to do. What do you do if suddenly your internet goes down or your connection is unstable, and your seminar will be starting shortly?

You could: (1) Try resetting your router, moving closer to your router, or turning off other devices accessing your internet, (2) Go to an alternative site such as a coffee shop or a neighbor's house, or (3) Set up a Hotspot. If you have good cellular bandwidth, this is a great solution, but make sure you know how to do it ahead of time so you are not in a panic when you need to use it. To find out how to set it up for your mobile devices, check out these links for **iOS** and **Android**.

Update Zoom from your Client

An easy way to check for updates is from your Zoom Client. Launch your client then from your **Profile image** select **Check for Updates**.
If you are not up to date, you'll see the prompt "Update Available". You can click the *Update* button, to update immediately, or click *Later*, to update at a more convenient time. You can also **Check for Updates** from the **zoom.us** Menu in your client. And if you are up-to-date, you'll get confirmation of that. **More info**
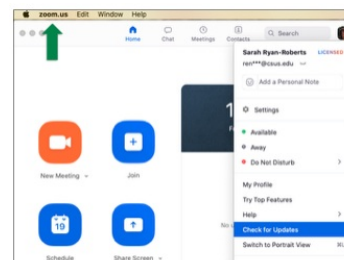
Rename for Better Communication

Sometimes you, or your participants, may need to change your name as it is displayed in the

Participants List. Maybe you want your name to display what you do (Sarah - Discussion Leader), what you like to be called (Tom, not Thomas), or reflect that two of you have joined together (Bill & Margie). It's easy to change. Simply Hover over your name, click **More** and choose **Rename**. Type in your new name and click **Rename** again. On mobile devices, tap your name and you'll see the Rename feature.
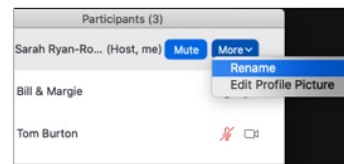
Note: On Reports, it will list Name (Original Name), so for those that use the Rename feature you will still be able to tell what name they originally joined with.