

## **Podium-Zoom Cheat Sheet**

- Join Zoom on your own device-in the meeting app click, “Join Now” 20 min before your session begins.
- Change your name to “Zoom Host” and accept Host Control when prompted.
- Join Zoom on the lectern laptop by clicking “Join Zoom”

### **Lectern Laptop-Zoom**

- Deselect chat preview
- Share Screen

### **Go to “More” in the Zoom Floating Meeting Control Bar**

1. Hide Subtitles
2. Share Sound
3. Hide Floating Meeting Controls (ESC to bring back)-this can be done right before the session begins

### **Before beginning the session:**

1. Unmute Zoom mic
2. Hide Floating Meeting Controls
3. Launch presentation by clicking on presentation title

**\*DO NOT FORGET TO UNMUTE YOUR ZOOM MIC BEFORE YOU BEGIN THE SESSION**

**\*DO NOT FORGET TO “END” AND “END MEETING FOR ALL” ON THE DEVICE IN WHICH YOU ARE A ZOOM HOST.**

**If you need assistance with Zoom, AV or Podium software, call 608-819-3901.**