



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 Video Panel**
- 2. Share Computer Sound (Mono)**
- 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.