# Zoom eConference – useful Information

- Before you connect to the Zoom webinar, have the PowerPoint presentation open on your desktop.
- Close all other windows/apps, especially mail programs.
- Make sure you are in a space where you can control noise and interruptions. We recommend using a headset.
- Use the link that is sent to you in the meeting invitation – this is a link just for you as a presenter.

The panelist controls will appear at the bottom or top of your screen if you are not currently screen sharing.
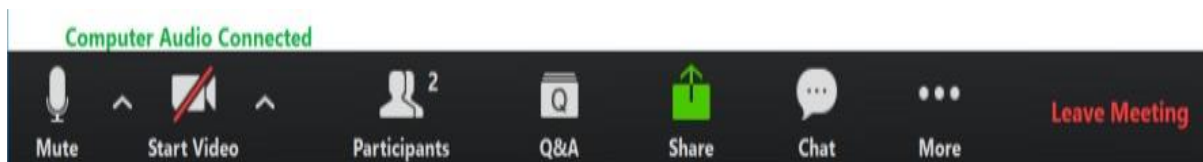
Mute/Unmute: This allows you to mute and unmute your microphone.
Start/Stop Video: This allows you to start and stop your own video.
Participants: This opens the Participants window so you can see who is on the webinar
Q&A: This opens the Question and Answer window.
Share Screen: Click on this to start a screen share. You will be able to select the desktop or application you want to share.
Chat: Access the chat window to chat with the host, the other panelists, or all attendees.

NOTE: the controls will auto-hide, so you may have to 'mouse-over' the bottom of your screen to get them to show

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