How to Hold a Virtual Presentation

As more and more people find themselves working from home and social distancing, there is an ever-growing need to use technology to hold meetings. Whether it's with your team or your customers, using online video conferencing software can help improve your communication.

Tips for holding a Virtual Presentation

Practice Your Presentation

It is always best to practice your presentation at least twice before presenting it to your target audience. This can mean recording yourself and watching it to see any areas that you can improve upon, or practicing in front of a friend or family member.

Declutter Your Background

Having a clean, simple background creates a more professional video. Stand back and look at the space you will be in, is there anything out of place? Look for things like empty water bottles, laundry, stacks of paper or mail, toys and more as many spaces in our home are now sharing purposes.

Minimize Distractions

§ During your presentation, it is best to keep unneeded items out of the way. Turn off the sound for notifications on your computer or cell phone, create space between your work space and your pets, turn off the TV – don't just mute it as the light can be distracting, and close extra browser tabs unrelated to your presentation.

Test Your Audio and Video

It is important to always test both your audio and video equipment before any meetings. Catching problems ahead of time can allow you to troubleshoot and avoid delays when the meeting is live.

Share Your Screen

Sharing your screen during a virtual presentation is similar to handing out a document in an in-person meeting, it gives participants a visual reference to follow along. Having your information prepared and ready to share with your viewers will create a more engaging environment.

Be Yourself and have Fun

Remember that your audience's connection with you will be based on an authentic interaction and conversation. Take your time, breathe, and be personable.

What is Zoom?

Zoom is a cloud-based video conferencing software that helps bring people together. Zoom has made it easy and reliable for professionals to have the ability to hold a virtual presentation from anywhere in the world.

Getting Started

Step 1: Signing Up	Video Instructions

1. To sign up, visit www.zoom.us
2. On the top right of the home page, click on the blue button that says "SIGN UP, IT'S FREE."
3. Enter your email address and click the "Sign Up" button.
4. Zoom will then email you a link to finish setting up your account.

Step 2: Downloading Zoom	Video Instructions

1. After completing registration, visit www.zoom.us/download to download the Zoom desktop application to get started.
2. Click on the "Download" button under "Zoom Client for Meetings".
3. Once downloaded and installed, sign in to schedule your next video conference or presentation.

Step 3: Scheduling Your Meetings	Video Instructions

1. Visit www.zoom.us
2. Click on the "SIGN IN" button in the top right corner of the webpage.
3. Enter your email and password.
4. Once signed in, you will be taken to the profile page of your Zoom account.
5. Click on the "Meetings" tab in the left sidebar.
6. Click on the "Schedule a New Meeting" button, then select the date and time of your meeting, along with other details and be sure to "Save."
7. The meeting information page will have all the preferences that you entered for your meeting. From this page, you can save a meeting to your calendar and copy the meeting invite link to email to your meeting participants.

Get the Most Out of Your Zoom Meets

Additional Features

Record a Meeting	Learn How

You can record and save your Zoom meetings on your computer. Then the recorded files can be uploaded to Dropbox, Google Drive, or even your favorite streaming platforms like YouTube.

Question & Answer	Learn How

Question & Answer allows attendees to ask a question, during your meeting, to your host, co-host and panelist.

Personal Meeting ID	Learn How

Your Personal Meeting Room is reserved just for you to hold meetings in and are great for regularly occurring meetings.

Mobile App	Learn How

Zoom offers mobile applications for Android, IOS, and BlackBerry devices so you can Zoom from anywhere.

Polling	Learn How

Polls allow you to create single or multiple-choice polling questions for your meeting for attendees to respond to during a meeting.

Video Breakout Rooms	Learn How

Breakout rooms allow you to split your meeting in up to 50 separate sessions during a live meeting.

Virtual Backgrounds	Learn How

Virtual backgrounds allow you to place a photo or video behind you during a call. This can hide clutter, distractions, or even highlight Carrier branding.

Calendar Integration	Learn How

Zoom allows you to connect both your calendars and contacts to your Zoom meeting schedule for a seamless connection across multiple platforms.