



## OGHI Global Health Bytes

### Instructions for speakers

You will need Internet access as well as a microphone & speakers on your computer. Each Global Health Bytes webinar will be approximately  $\frac{1}{2}$  hour in duration.

#### 1. To join a webinar:

Click on the Zoom link from PC, Mac, iOS or Android:

<https://otago.zoom.us/j/486443663?pwd=WGgyUkEyQm13djPRDRhWFVmWUZZUT09>

Password: 303183

#### 2. Upgrade from Attendee to Panellist

Once you click on the Zoom Webinar link and are in the Webinar, as the guest speaker you will by default be an Attendee. The Host (eConferencing/ UO Zoom Help) will upgrade you to Panellist so you can show your video and share your presentation (if you have one to share).

#### 3. Testing your audio in Zoom Webinar

To adjust or test your audio settings in the webinar, click on Audio Options.



This will open the audio settings section of your Zoom application settings.

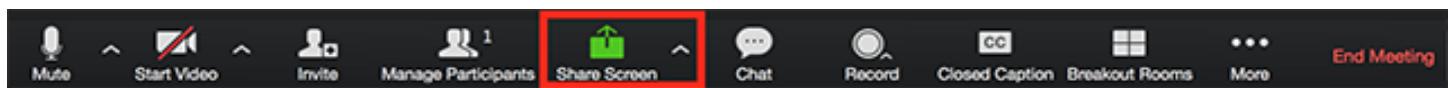
Click the dropdowns to change the audio devices or adjust the sliders to change the volume.

#### 4. Your talk/presentation

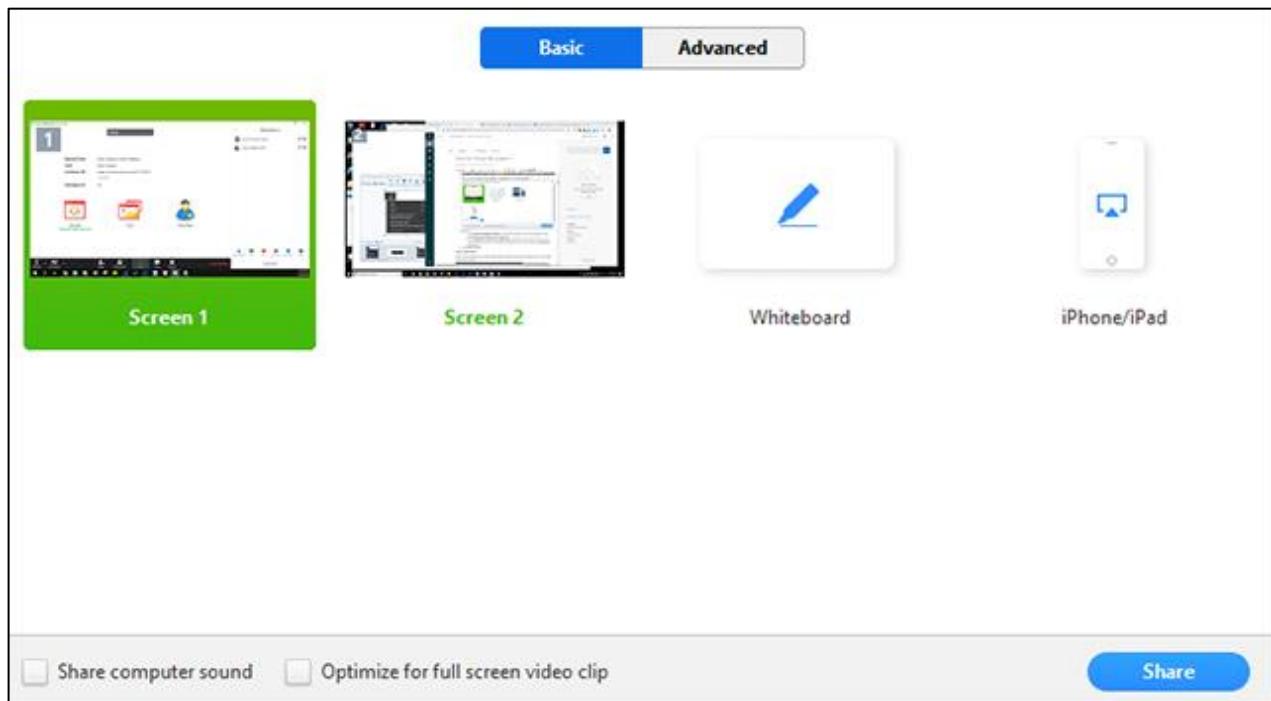
Please introduce yourself and your topic, and present your talk. You are asked to have a maximum of 15 slides and talk for 15-20 minutes. You can show your presentation using *Share Screen*.

#### 5. Sharing your Screen

1. Click the **Share Screen** button located in your meeting controls.



2. Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.



3. (optional) Enable these features:

- Check Share Computer Sound: If you check this option, any sound played by your computer will be shared in the meeting.
- Check **Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

4. Click **Share**.

5. Please introduce yourself and your topic, and present your talk. You are asked to have a maximum of 15 slides and talk for 15-20 minutes.

*Please note - this is a webinar and attendees are not able to turn their video microphone on. Those who would like to ask a question will use the Chat function in Zoom. At the end of the talk you may address the questions for approximately 5 minutes.*

## 6. Managing the chat

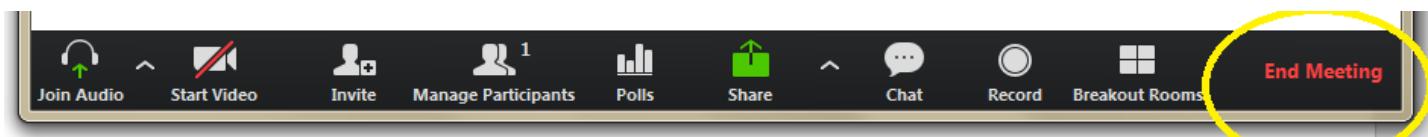
1. Attendees will ask questions using the Chat function. In your controls at the bottom window, click **Chat**.
2. The Chat window will open on the right side of your screen if you are not in full screen mode. If you are full screen mode, it will open in a window that you can move around your screen.

3. You can read the Chat questions/comments and respond to them verbally or via Chat (you can type your message/responses into the Chat window and press **Enter** to send your message).
4. Click on the drop down next to **To:** to change who you are sending this message to. You can send a message to all attendees, or to an individual.

*If you receive a message when you do not have the chat window open, you will receive a notification at the bottom of your screen.*

## 7. End the Webinar

1. At the end of the session, please close the meeting:



The meeting will be recorded and available through OGHI (web and Facebook links will be posted). It will be part of an archive of meetings which can be accessed via the web. By participating in the *OGHI Global Health Bytes*, you agree to the webinar being recorded and available online.

**For any questions or help with Zoom, please contact eConferencing on [econferencing@otago.ac.nz](mailto:econferencing@otago.ac.nz) or call +64 3 479 8440 during normal work hours (8:30am – 5:00pm NZ time)**