

Save

SENIOR PLANET

FROM ~~AARP~~

Tuesday Talks



How To Show Up Better on Zoom!

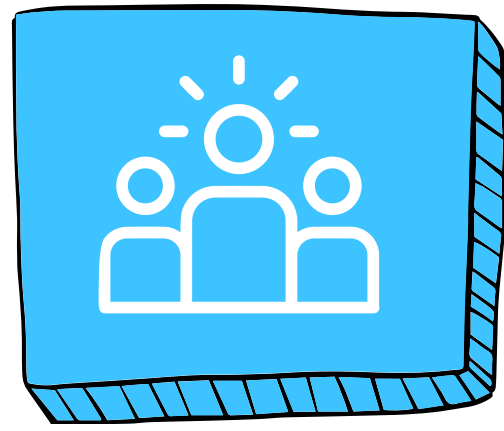


Guest presenter:

Prema Qadir

WEBVDO@gmail.com

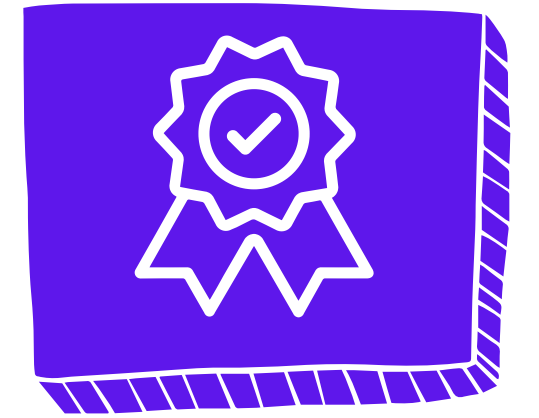




HOW TO SHOW UP BETTER ON ZOOM

AGENDA

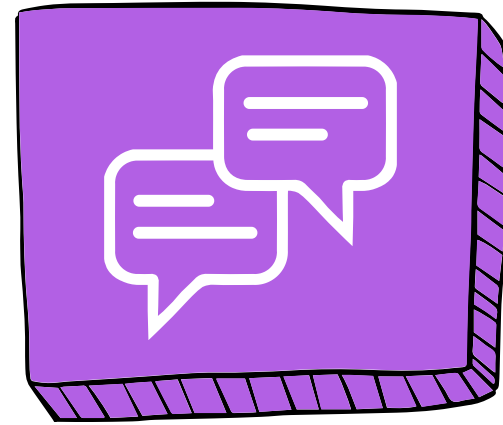
Senior Planet Tuesday Lunch & Learn
May 28, 2024



ZOOM RENAME

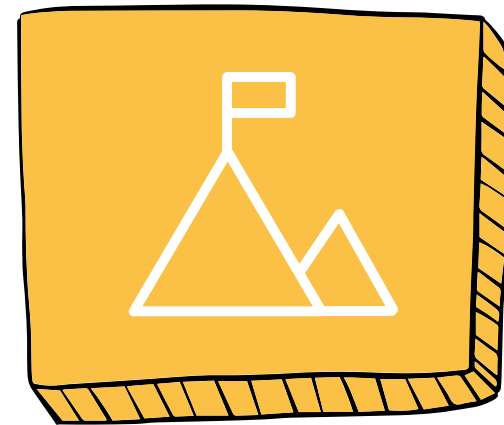
You can change both your full name and display name in your Zoom settings.

For example, your full name might be "John Smith," but you could set your display name to "Johnny" or "John Smith, Engineer" depending on your preference and the context of the meeting.



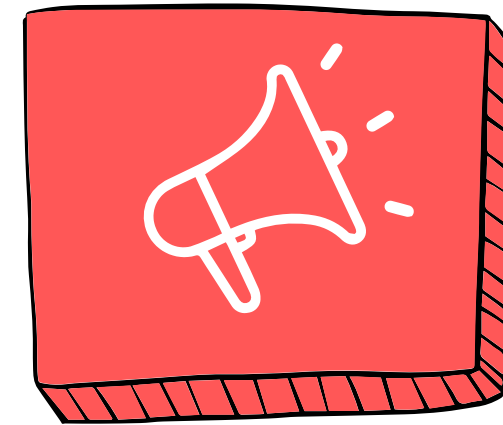
PROFILE PICTURE

A profile picture helps others recognize you, especially in larger meetings or if you haven't met in person. It also adds a personal touch to your virtual interactions. If you don't set a picture, Zoom uses your initials by default. However, you can easily change it to a photo of yourself or any image you prefer.



PRESENCE

Having a strong onscreen presence is essential for anyone who wants to communicate effectively through video and helps make your communication more impactful.



VIDEO FRAMING

1. Video framing is the art of composing a shot to make it visually appealing and effectively convey your message. It involves: shot size, camera angle, Rule of Thirds, headroom, noseroom.
2. By mastering these elements, you can create engaging and impactful videos.

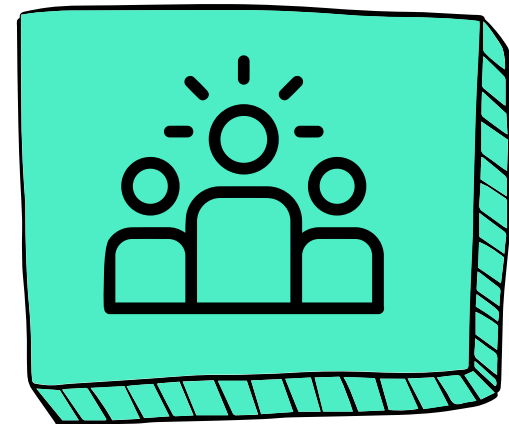
BONUS + LINKS

1. How To Find Stuff On The Internet
2. Senior Planet Zoom Links



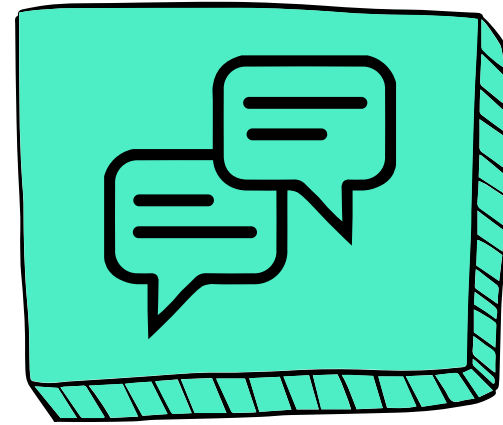
WEBVDO@gmail.com





01. CLICK "PARTICIPANTS"

1. Locate the "Participants" button at the bottom of your Zoom window.
2. Click it.

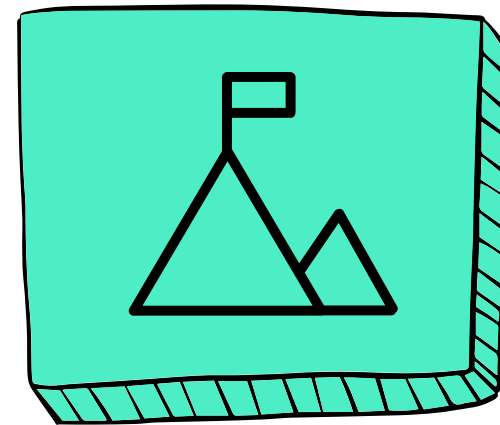


02. HOVER OVER NAME

In the Participants list that appears on the side, find your name and hover your cursor over it.

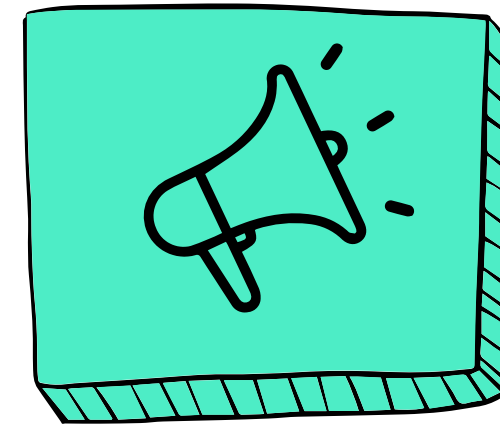
03. CLICK "MORE"

1. A "More" option will appear.
2. Click it.



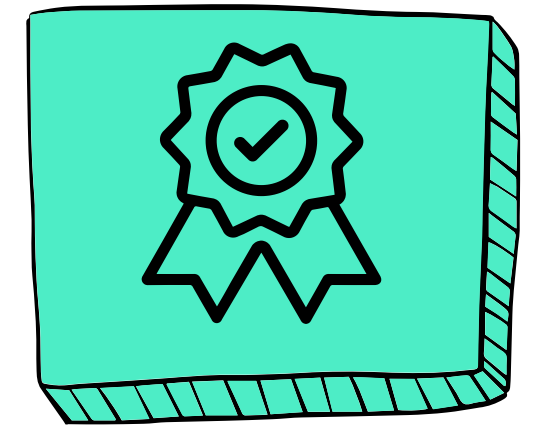
04. SELECT RENAME

From the drop-down menu, choose "Rename."



HOW TO SHOW UP BETTER ON ZOOM

RENAME

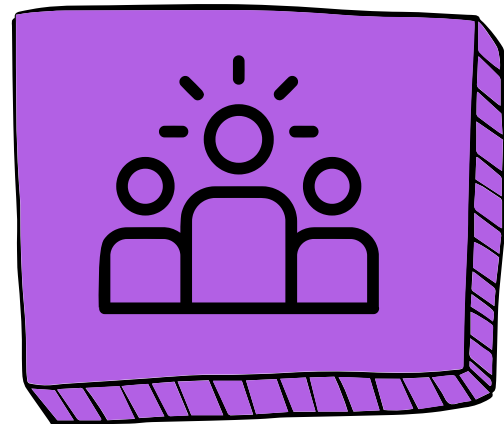


05. ENTER NEW NAME

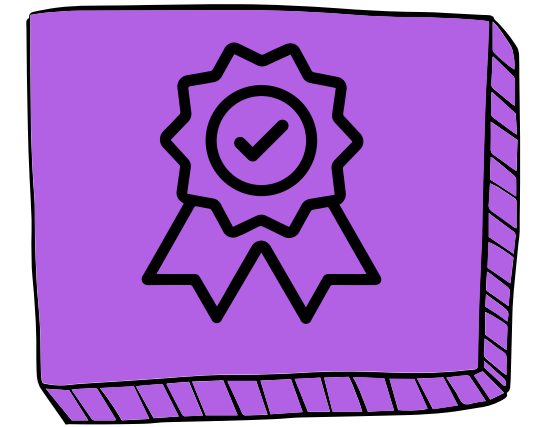
1. A box will pop up.
2. Type in the new name you want to display and click "Rename" or "Ok" (depending on your Zoom version).



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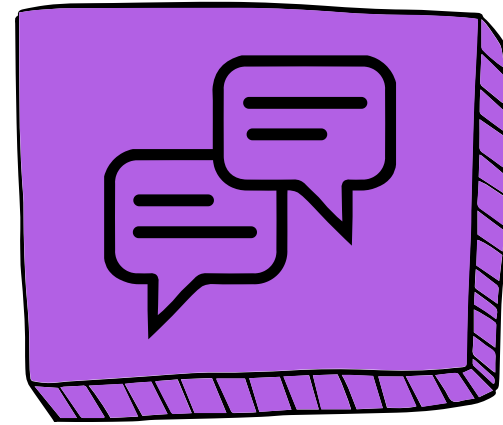


HOW TO SHOW UP BETTER ON ZOOM PICTURE



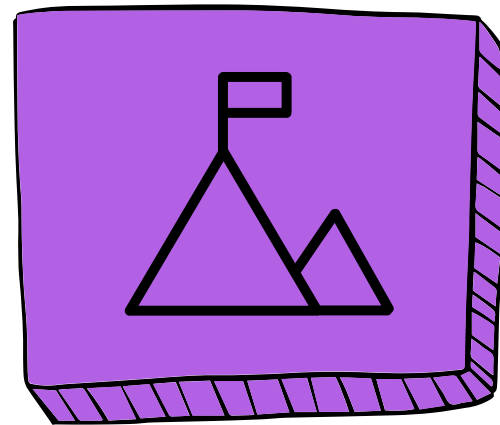
01. OPEN ZOOM

Launch the Zoom application on your computer or mobile device.
Navigate to your Zoom



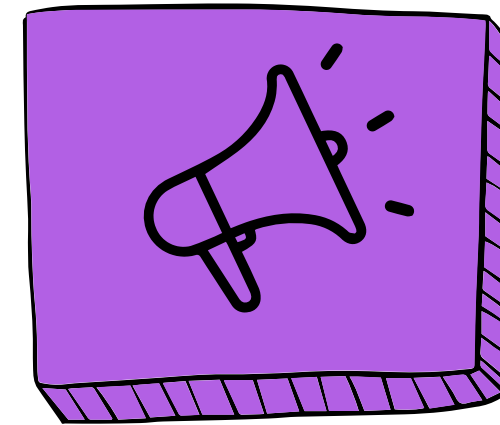
02. OPEN YOUR PROFILE

In the upper right corner, click on your account icon, your initials, or your Profile Picture.
A menu should open up on the left



03. EDIT YOUR PHOTO

1. Hover over your Profile Photo.
2. Add, Change, Delete a photo



04. ZOOM SUPPORT

If you find need help, then go to then go the following webpage for Zoom Support:
[MANAGING PROFILE PICTURE ON THE ZOOM WEB PORTAL](#)

05. SENIOR PLANET

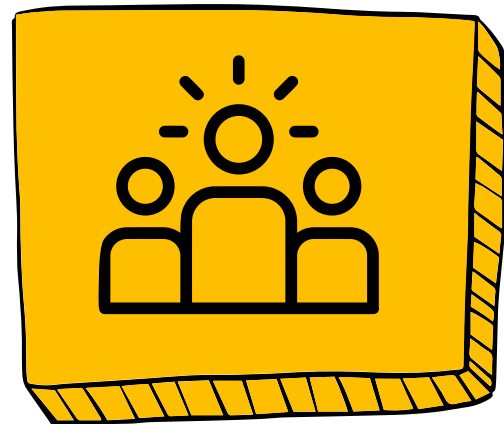
Or contact Senior Planet for help:

SENIOR PLANET HOTLINE

Monday – Friday
9:00am – 8:00pm EDT

888-713-3495

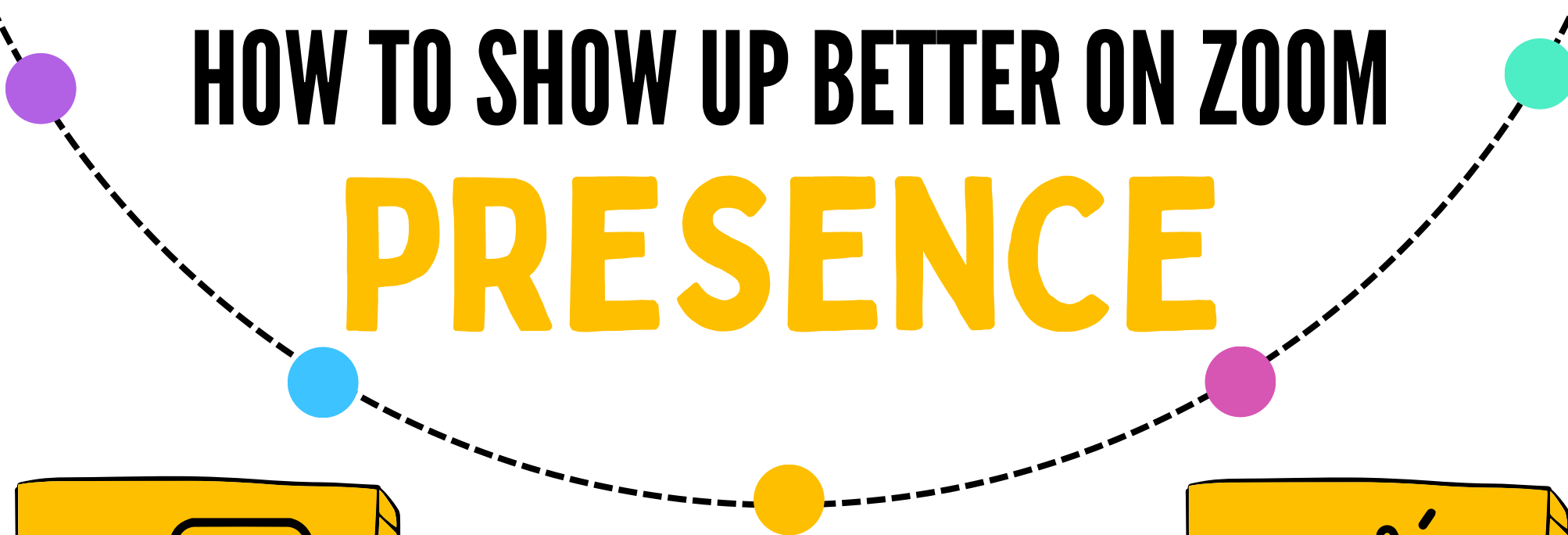




01. LIGHTING IS KEY

Good lighting can make a world of difference.

- Natural light is best, but if that's not an option, try to position a lamp in front of you, not behind.
- Avoid sitting with a window directly behind you as it can create a silhouette effect.

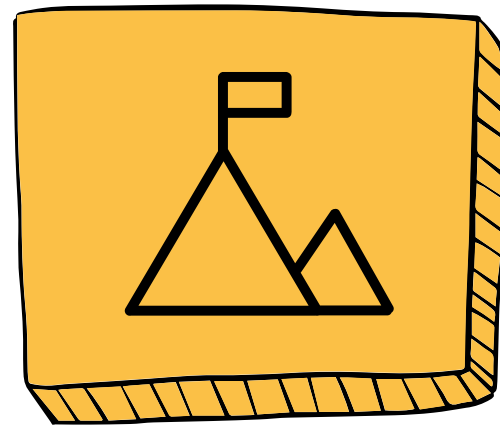


HOW TO SHOW UP BETTER ON ZOOM PRESENCE



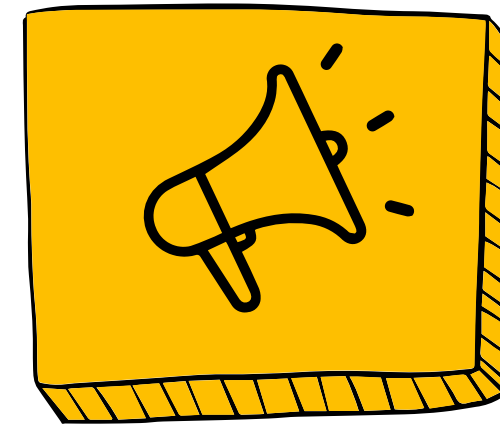
02. CAMERA POSITION

- Raise your laptop or webcam so the camera is slightly above your eye level.
- This is a more flattering angle and will help you avoid the dreaded "up the nose" shot.



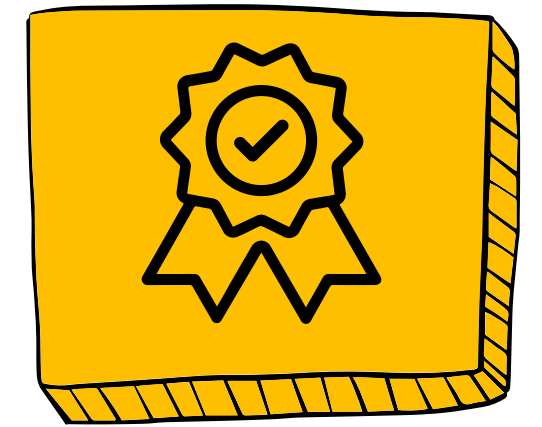
03. BACKGROUND CHECK

- Choose a clean and uncluttered background.
- If you need more privacy or a change of scenery, use a virtual background.



04. AUDIO AWARENESS

- Use a good microphone if possible, even the earbuds can be better than your computer's built-in mic.
- Test your audio before the meeting.
- Mute yourself when not speaking..

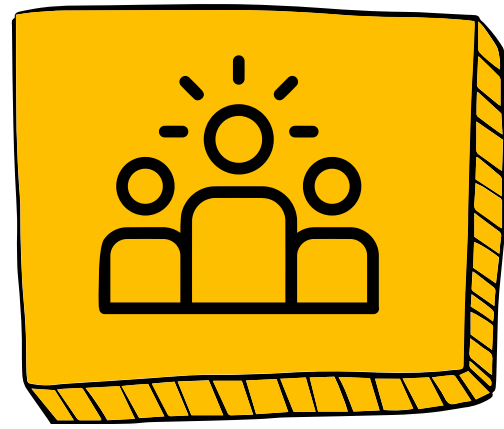


05. EYE CONTACT

- Look directly at the camera when you're speaking, not at your own video feed.
- This will create a sense of eye contact with the other participants and make you appear more engaged.



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HOW TO SHOW UP BETTER ON ZOOM PRESENCE



01. LIGHTING IS KEY

Good lighting can make a world of difference.

- Natural light is best, but if that's not an option, try to position a lamp in front of you, not behind.
- Avoid sitting with a window directly behind you as it can create a silhouette effect.



**The light behind the cat
creates a shadow on its face**
[Poor Lighting]



**The light should should
illuminate your face.**
[Good Lighting]

HOW TO SHOW UP BETTER ON ZOOM

PRESENCE



Looking down on cat.
[Poor Camera Angle]



02. CAMERA POSITION

- Raise your laptop or webcam so the camera is slightly above your eye level.
- This is a more flattering angle and will help you avoid the dreaded "up the nose" shot.



Looking up the cat's nose.
[Poor Camera Angle]

- **[Far Left]** Positioning a person too low on the screen results in a distracting and unprofessional appearance.
- It can make the person appear to be looking down on the viewer, which isn't conducive to building rapport.
- It also leaves a large amount of empty space above their head, creating an unbalanced and awkward visual composition.
- **[Near Left]**. Positioning the camera below eye level creates an unflattering angle, making the person appear larger than they are and emphasizing their chin and nostrils.
- It also forces the viewer to look up their nose, which isn't ideal for building rapport.

HOW TO SHOW UP BETTER ON ZOOM

PRESENCE



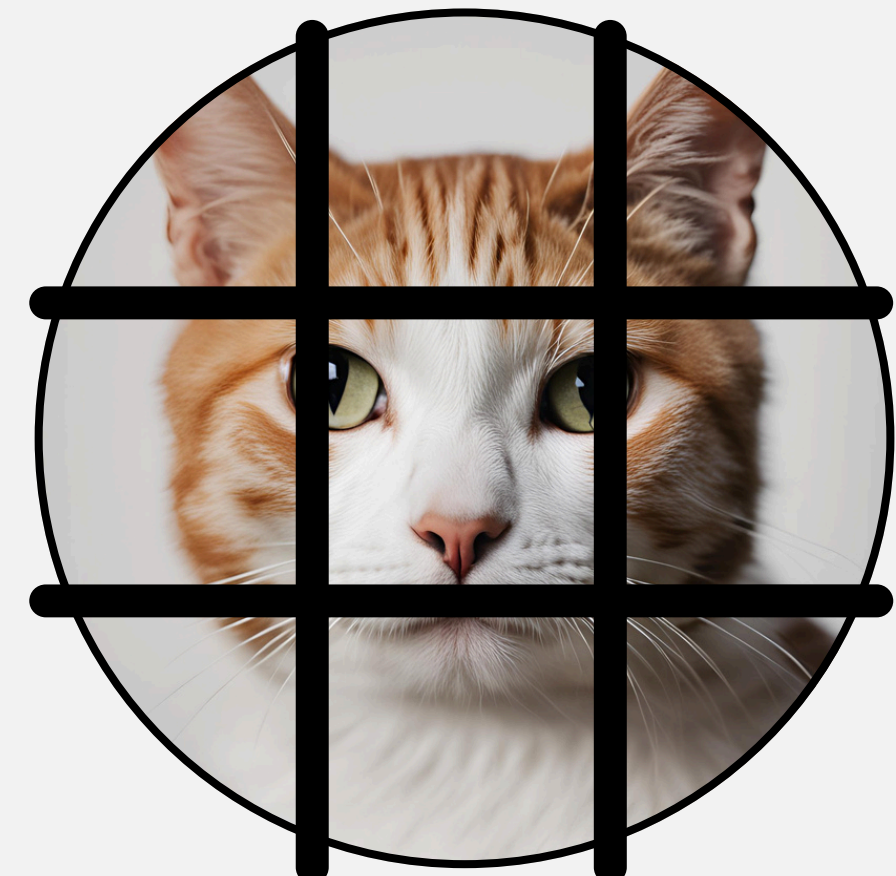
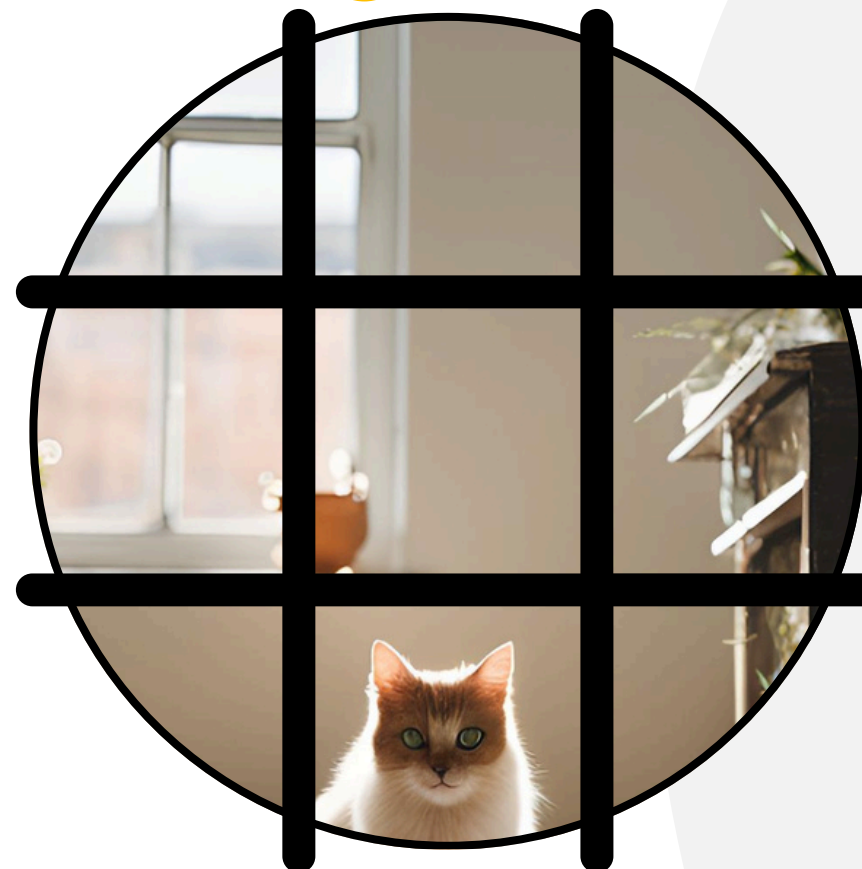
RULE OF THIRDS

- Imagine your screen is divided into nine equal parts by two horizontal and two vertical lines.
- The rule of thirds suggests placing your eyes at the intersection of these lines, slightly off-center.
- This creates a more visually pleasing and natural composition for video calls.



02. CAMERA POSITION

- Raise your laptop or webcam so the camera is slightly above your eye level.
- This is a more flattering angle and will help you avoid the dreaded "up the nose" shot.



EYES

The Rule of Thirds
(Tic Tac Toe)

HOW TO SHOW UP BETTER ON ZOOM

PRESENCE



[ZOOM SYSTEM REQUIREMENTS](#)

[TEST YOUR VIDEO](#)

[PREVIEW YOUR VIDEO](#)

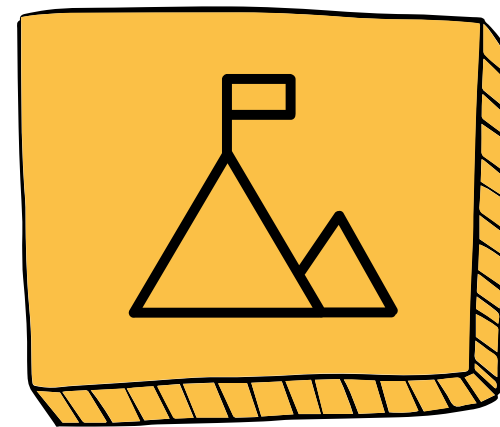
[ZOOM TEST MEETING](#)

[CHANGE VIRTUAL BACKGROUND](#)

[CUSTOM VIDEO FILTERS](#)



This background is too chaotic.



03. BACKGROUND CHECK

- Choose a clean and uncluttered background.
- If you need more privacy or a change of scenery, use a virtual background.



**This background is better.
A slightly blurred background is good, too.**

HOW TO SHOW UP BETTER ON ZOOM

PRESENCE

[ZOOM SYSTEM REQUIREMENTS](#)

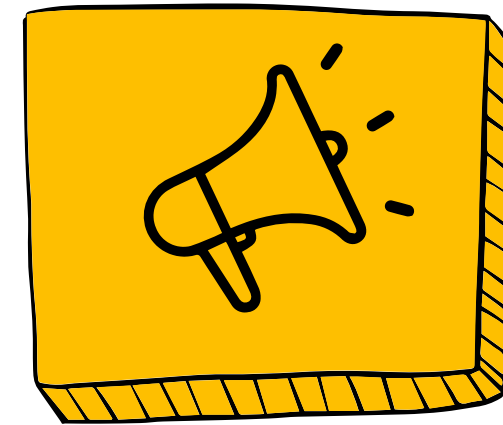
[TEST YOUR AUDIO](#)

[TROUBLESHOOT AUDIO](#)

[ZOOM TEST MEETING](#)



This cat knows what to do!



04. AUDIO AWARENESS

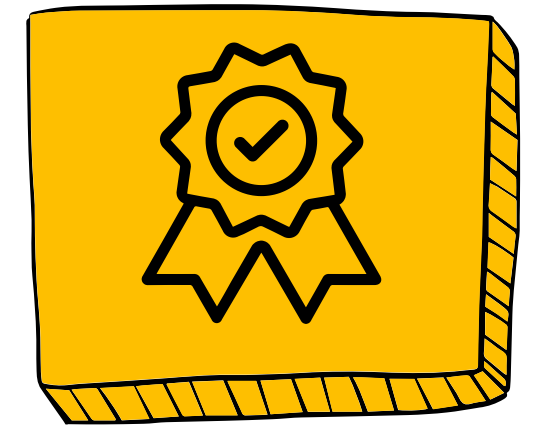
- Use a good microphone if possible, even the earbuds can be better than your computer's built-in mic.
- Test your audio before the meeting.
- Mute yourself when not speaking..



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HOW TO SHOW UP BETTER ON ZOOM

PRESENCE



05. EYE CONTACT

- Place your camera at eye level.
- Minimize distractions on your screen.
- Focus your gaze directly into the camera lens.
- Practice speaking to the camera to get comfortable.
- Imagine you're talking to someone right in front of you.



This cat is NOT engaged!
[Poor Eye Contact]



This cat has got it right!
[Good Eye Contact]

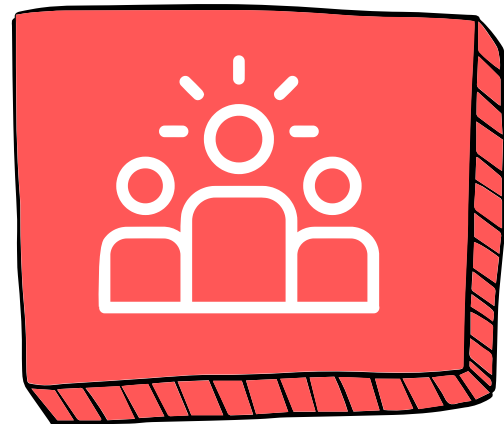
- Look directly at the camera when you're speaking, not at your own video feed.
- This will create a sense of eye contact with the other participants and make you appear more engaged.



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HOW TO SHOW UP BETTER ON ZOOM

FRAMING



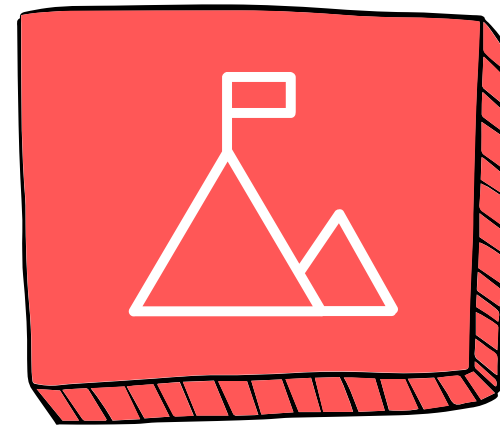
01. CENTER YOURSELF

Position yourself in the middle of the frame, with your head and shoulders taking up most of the space.



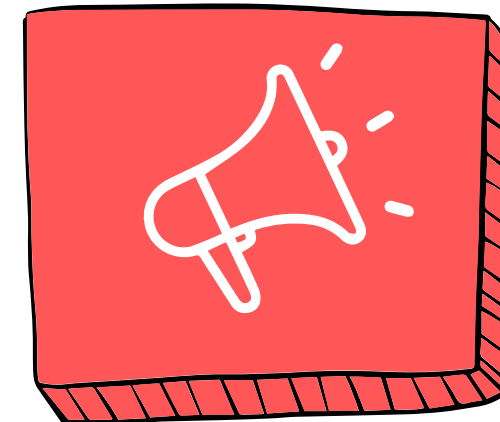
02. EYE LEVEL

- Ensure your camera is at or slightly above eye level.
- This is more flattering and makes it easier for others to feel like they're making eye contact with you.
- If needed, stack books .



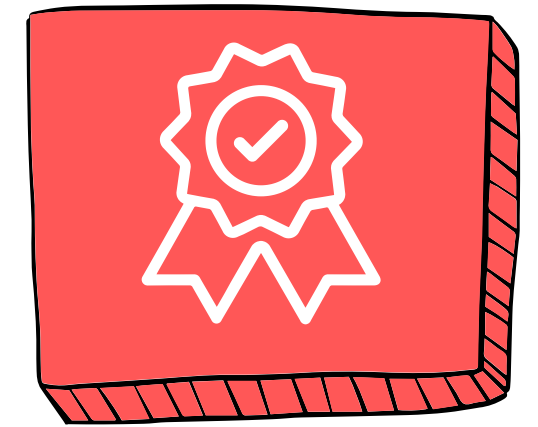
03. DISTANCE

- Keep a comfortable distance from the camera.
- Position your head and shoulders to fill about two-thirds of the frame.



04. HEADROOM

- Leave a small amount of space (about a finger's width) above your head.
- Too much space makes you look small and too little can feel cramped.



05. TEST IT OUT!

- Before your Zoom call, open the app and check how you look on camera.
- Make any necessary adjustments to your framing, lighting, or background to ensure you're presenting yourself in the best possible way.



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ZOOM SYSTEM REQUIREMENTS

TEST YOUR AUDIO

TROUBLESHOOT AUDIO

TEST YOUR VIDEO

PREVIEW YOUR VIDEO

ZOOM TEST MEETING

CHANGE VIRTUAL BACKGROUND

CUSTOM VIDEO FILTERS

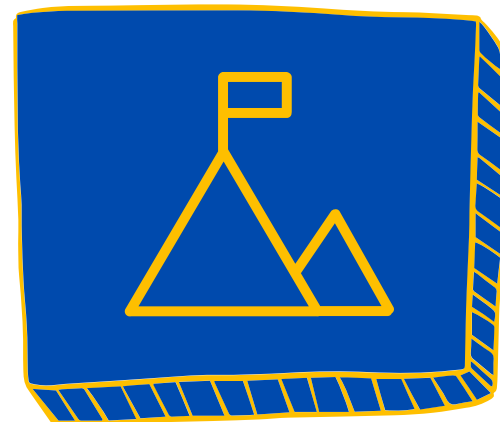
HOW TO SHOW UP BETTER ON ZOOM

ZOOM LINKS



CUSTOMIZE YOUR ZOOM PROFILE

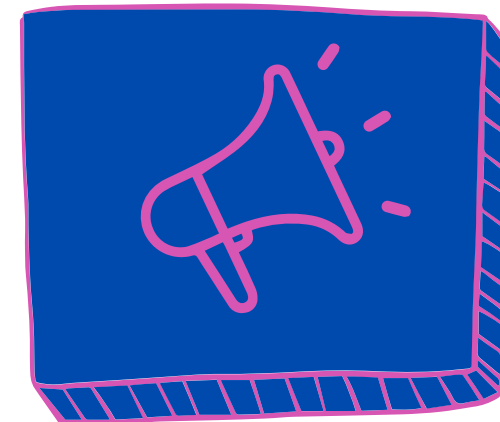
ADJUST YOUR SCREEN LAYOUT



CHECK YOUR ZOOM VERSION

UPDATE ZOOM VERSION

ZOOM LEARNING CENTER



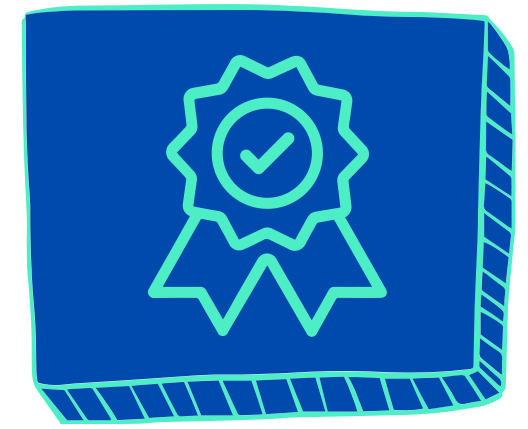
SAVE CHAT

ADJUST CHAT SIZE

USING THE CHAT EXPERIENCE

ZOOM WITH DUAL MONITORS

ZOOM HOT KEYS & SHORCUTS



SENIOR PLANET LINKS

SENIOR PLANET ZOOM RESOURCES

TECH TIPS VIDEO TUTORIALS

PERSONALIZED TECH HELP

SENIOR PLANET HOTLINE

VOLUNTEER WITH SENIOR PLANET

GLOSSARY TECH TERMS

WHEN TECH GOES WRONG: NOT YOU

VIDEO CHAT WITH ZOOM

GETTING STARTED WITH ZOOM

HOSTING A MEETING ON ZOOM



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CREATE A VIDEO CONFERENCING SPACE IN YOUR HOME

Once you've figured out how to show up better on Zoom, you may want to create a permanent space in your home that you can always use for Zoom meetings in order to simplify your life and reduce setup time.



01. VISUALIZATION

1. Believe that anything you want to find can be found on the Internet.
2. Focus on what you want to find.
3. If you were to ask a person to help you, how would you describe what you are looking for?
4. Form a sentence that describes what you want to find.

[ADVANCED GOOGLE SEARCHES](#)

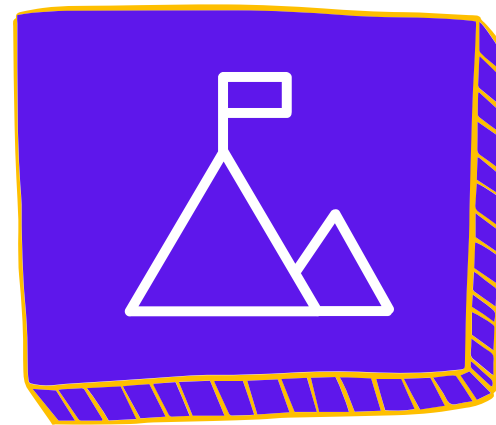
HOW TO FIND STUFF ON THE INTERNET

BONUS



02. KEYWORDS

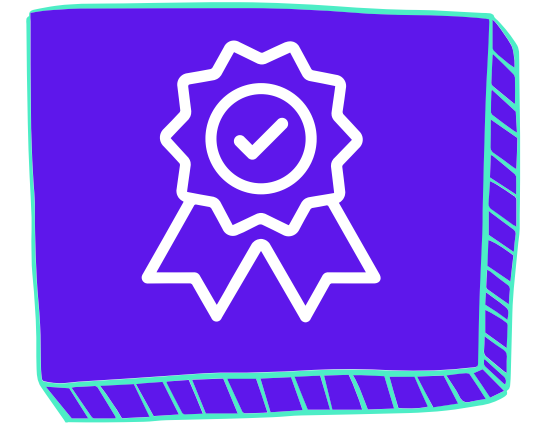
1. Extract the keywords from your description and type them in the browser search field.
2. Click ENTER or RETURN.



03. A.I.

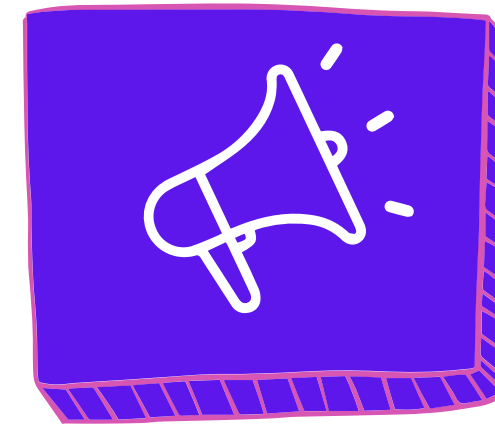
In the Chrome browser, the first hit on the results comes from A.I. (Artificial Intelligence).

[HOW TO REMOVE AI FROM YOUR GOOGLE SEARCH RESULTS](#)



05. UREKA!

1. Scroll down to review the results.
2. If you don't see what you are looking for, then modify your keywords.
3. Repeat until you find what you want because everything anyone searches for can be found.

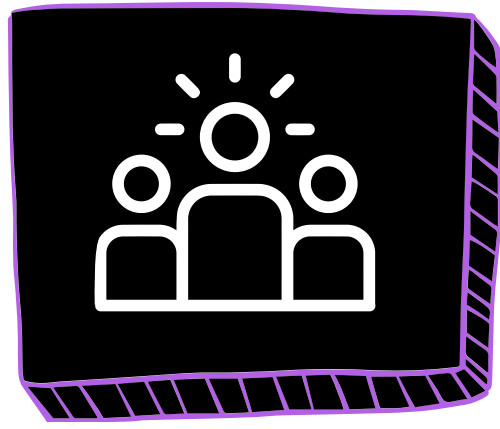


04. SPONSORS

The next 5 hits are paid results provided by Sponsors who paid for the privilege of occupying their position on the page.



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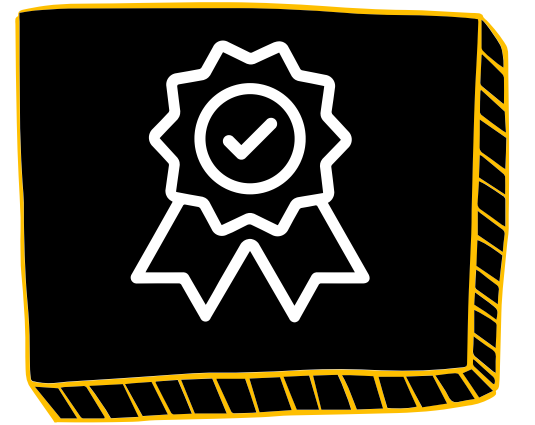


HOW TO SHOW UP BETTER ON ZOOM

PREMA QADIR

Senior Planet

Older Americans Month Honoree



EDUCATION & EXPERIENCE

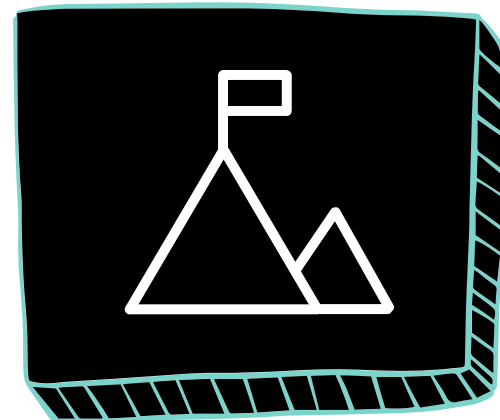
- Age 72
- Civil Engineer (Retired)
- Website Design
- Graphic Design
- Video Capture
- Video Editing
- LIVE Video Production
- Remote Zoom Production
- YouTube Channel Development
- Social Media Management
- AARP Senior Planet Volunteer
- Senior Scam Prevention



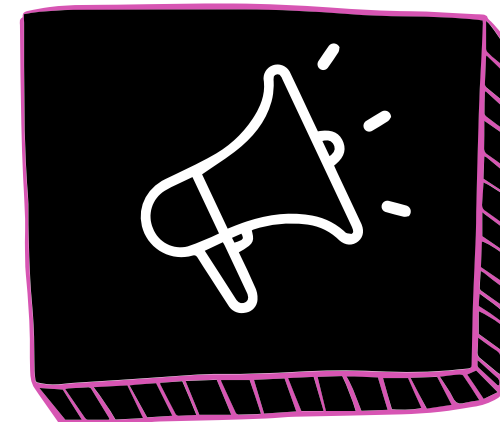
MISSION STATEMENT

WEBVDO optimizes the learning process for Gen X Plusers by providing efficient, organized training that prioritizes practical skills and tangible outcomes.

Our reverse-engineered approach eliminates confusion and accelerates mastery, empowering learners to achieve their full potential.



EMAIL ADDRESS:
WEBVDO@GMAIL.COM



VISION STATEMENT

We envision a community of Gen X Plusers who are empowered to utilize technology strategically, creating high-quality digital content that drives their personal and professional success.

FAVORITE APPS

- Adobe Acrobat
- Adobe Premiere Pro
- Canva Pro
- CapCut
- Castmagic
- Clickup
- Descript
- Ecamm LIVE
- EVMUX
- Google Workplace
- Grammarly
- InVideo
- Microsoft Office
- Opus Clips
- TikTok
- Wix
- Zoom Studio
- Zoom Workplace

Save

SENIOR PLANET

FROM **AARP**

Tuesday Talks 

How To Show Up Better on Zoom!



Guest presenter:

Prema Qadir

WEBVDO@gmail.com

