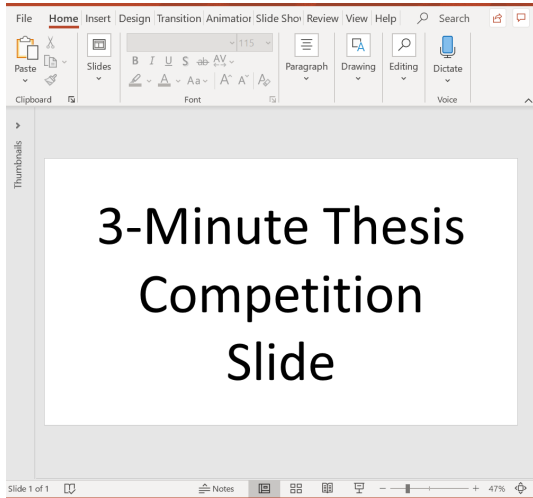


ZOOM 3-Minute Thesis Instructions



1. Open the PowerPoint application.
2. Open your 3-Minute Thesis Slide to have ready to present.
3. Minimize the screen, but do not exit.



New Meeting ▾



Join

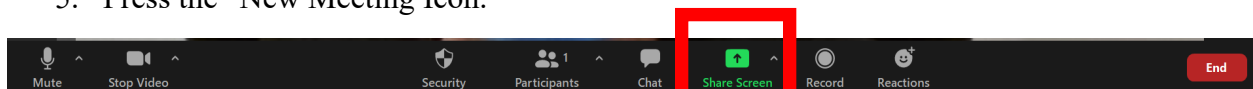


Schedule

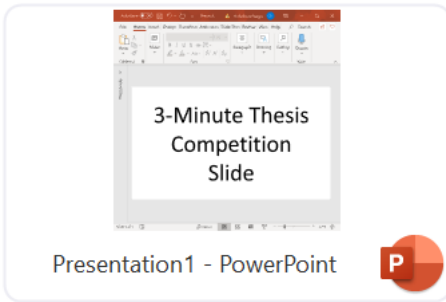


Share screen ▾

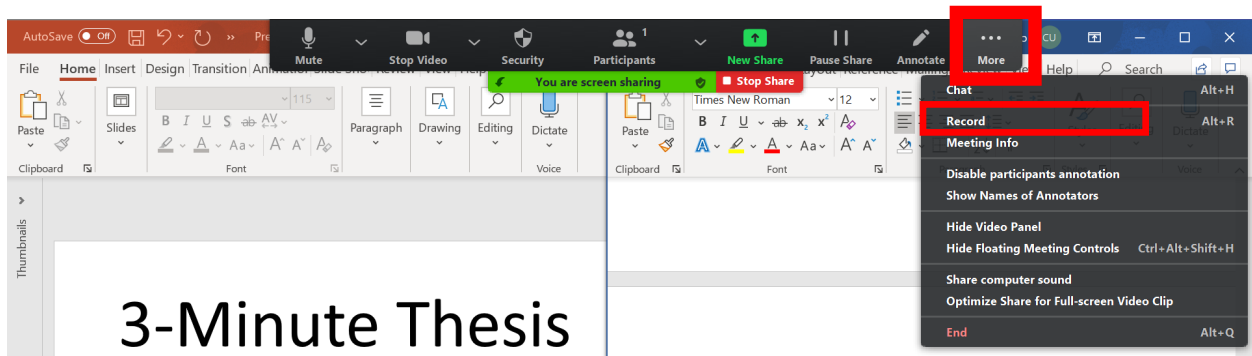
4. Open your computer's Zoom application.
5. Press the "New Meeting Icon."



6. On the bottom of the screen locate and press the green "Share Screen" icon.



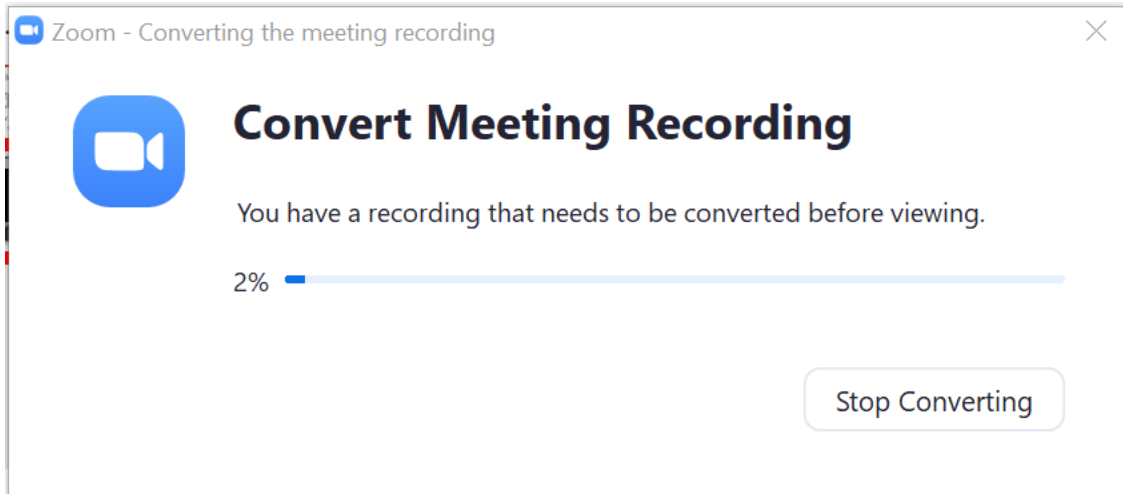
7. Each of your open tabs will appear on your screen.
8. Select the PowerPoint tab to display your 3-Minute Thesis Slide.
9. Make sure PowerPoint is highlighted in blue on your Zoom screen.
10. Press the blue “Share” button on the bottom right corner of the Zoom screen.
11. Please make sure your PowerPoint slide is maximized to full screen for better viewing.
12. On the top Icon Menu press “More” and select “Record.”



13. To ensure proper set up, a green and red bar should be displayed at the top of the screen and your video should be moved to the top right hand corner of the screen as shown below.



14. Make sure the shared screen includes the live video footage of you. You may have to move your video image to the shared screen.
15. When completed, press “End Meeting.”
16. After the meeting has ended, this screen should pop up.



17. Once the downloading is complete, rename the video as show above with your first and last name (ex: 3MT-JohnSmith).



18. Attach video to an email and send to Maryellen.baeza@ttu.edu with the subject as the 3MT-FirstLast.

If you have issues or would like to send a test video before the competition please email Mari Baeza at Maryellen.baeza@ttu.edu