

Gaining control of your slides during a Zoom Meeting/Webinar

- At the beginning of the zoom meeting look for the “black bar” at the top of your screen that looks like this:



This black bar may be COVERING the green bar (as you see below); if so, please click the arrow key on the left side of the black bar to MINIMIZE this bar so it will disappear and allow you to see the green and orange bars as described below.

- Once you minimize the black bar this is what you will see at the top of your screen:



- When it is your turn to present, the Host (Pam) will grant you “remote control” of your slides, and this is what you will see at the top of your screen:



- When you see this message, click your mouse anywhere on your computer to “gain control” of the slide deck.
- Proceed with advancing your slides by using the arrow keys or your mouse.
- If you happen to temporarily lose control of the slide deck, just click your mouse anywhere on your computer screen again to re-gain control!**
- When finished, the Host (Pam) will “take back” control of the slide deck and you will see this at the top of your screen again:

