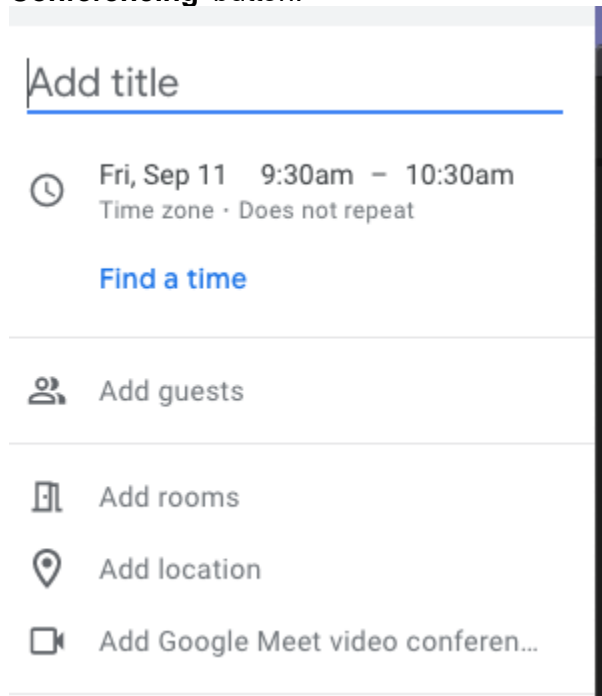


How to Share Audio for Presentations & Critiques

Sharing Audio/Video on [Google Meet](#)

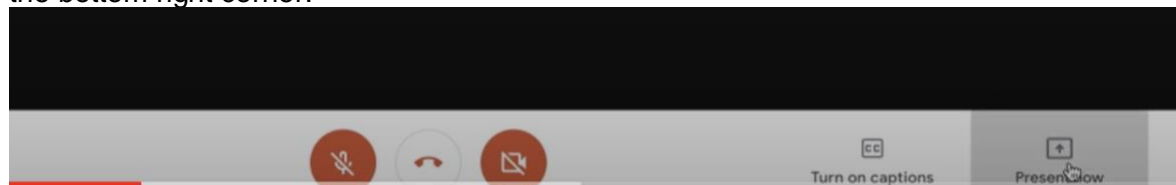
Before presenting, pull up your powerpoint document, video link or file. **If you are using an audio clip or video with sound, your work must be open in a Google Chrome Tab for the audio to work properly!**

A few minutes prior to your meeting time, log into your meeting and make sure your audio and camera are working properly. Meetings can be scheduled in your Google Calendar by setting a date, time and participants and instead of adding in a location, click the '**Add Google Meet Conferencing**' button.

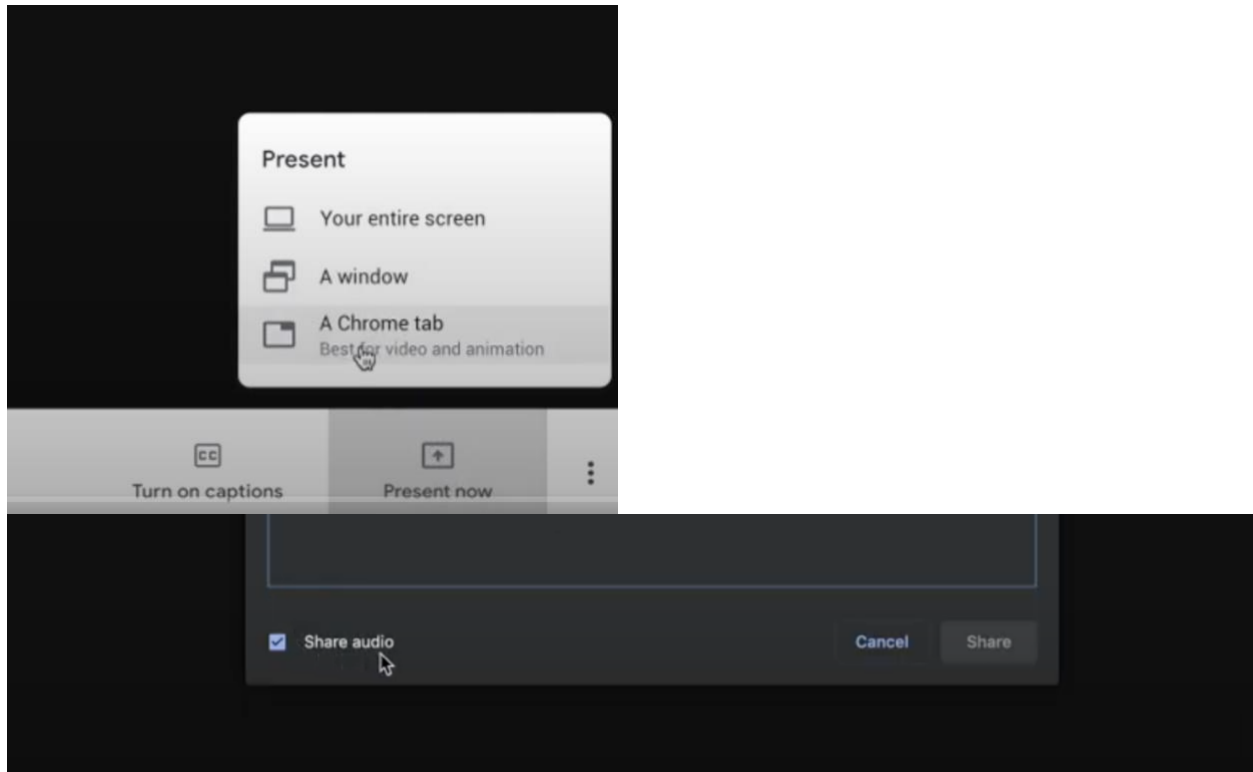


Once set up in the meeting, you should be able to see yourself and other meeting participants. You may ask participants to mute themselves or turn their cameras off by pressing the turn off camera or turn off microphone buttons at the bottom of the Google Meet screen. (Wave your mouse along the bottom of the screen if a white bar with these options does not show up).

Once everyone is settled in and you are ready to present, click on the '**Present Now**' button in the bottom right corner.



A few options will show up to choose from: **Entire Window, Chrome Tab, and a Window.** **Make sure to use Google Chrome and share a Chrome Tab for audio presentations and check to share your audio.**



A new window will pop up asking which window you would like to share, choose accordingly and begin your presentation. On the tab being presented, a small menu bar will pop up at the top that can be used to stop sharing your screen at any time during the presentation. If you are opening a new tab to present from, make sure to press the 'Share this tab instead' option in the menu bar.

Once you are done with your presentation, make sure to press 'Stop Presenting' and take a deep breath (you did it)!

Helpful tips:

- ★ Have all necessary windows open before starting your meeting or presentation
- ★ Remove any bookmarks or tabs that you don't wish to share with others
- ★ Test your audio and visuals with a colleague beforehand to make sure it works before you start presenting during your review or scheduled meeting
- ★ We recommend using Vimeo or Google Slides
- ★ Turn off desktop notifications so distracting windows don't pop up during your presentation
- ★ Use [Quicktime Screen Record](#), Google Meet or another screen recording software to save your presentation and watch it back later

[Video Demo: Sharing Audio/Video with Google Meet](#)

Sharing Audio/Video on **ZOOM**

Taking note of the information above, Zoom works very similar to Google Meet.

If you are a student that requires the capability to send the full Audio Quality of your project whether it is a film, animation or sound. Zoom has a built in feature that allows this with no degradation to the presentation quality.

Before presenting, pull up your powerpoint document, video link or file.

It is wise to join Zoom a few minutes early to make sure your audio and camera are working properly.

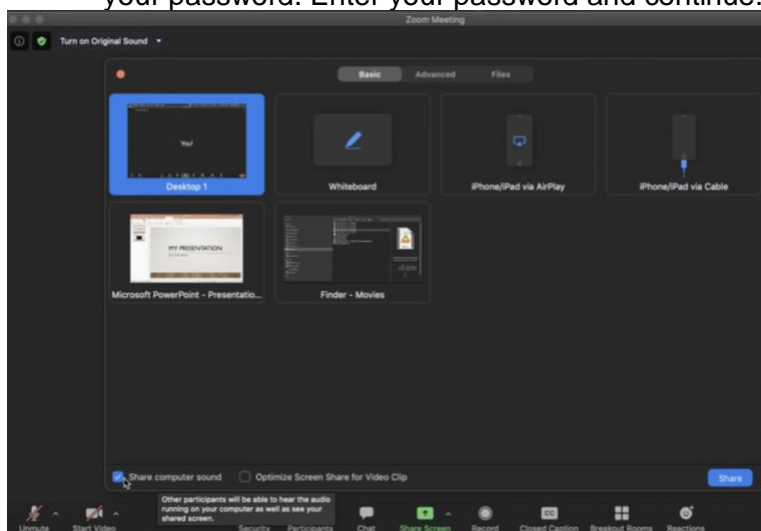
With Zoom you will be placed in the waiting room until your meeting host is ready to admit you. They will see when you have joined and can communicate with you, however you cannot communicate with them.

Once you are admitted and are ready to present, you will click the **Green Share Screen** button on the bottom row of your Zoom window.

A screen will open that shows your available desktops/applications that are ready for sharing. You will pick the desktop that has your presentation platform i.e **PowerPoint, Google Slides, Keynote** etc.

At the bottom left of this screen you will see a **Share Computer Sound** check box. **You must have this checked to send your audio.**

- ★ You may get a dialog stating, **you must download a driver to continue**, asking for your password. Enter your password and continue.



Click the screen you wish to share and begin your presentation. When you are finished presenting click the **Stop Sharing Button** at the top of your screen in **Red**.

[Video Demo: Sharing Audio/Video with Zoom](#)