ACUNS
ACADEMIC COUNCIL ON THE **UNITED NATIONS SYSTEM**

2021 Annual Meeting
Global Virtual Event

Toward a Fit For Future UN System

24-26 June 2021

Guidance to Navigating Zoom

Pre- Session:
- Please click your designated Zoom link to arrive 10 minutes prior to the start of the session. The ACUNS Technical Host will already be there.
- Here is a Zoom Support link: https://support.zoom.us/hc/en-us

For your convenience, instructions for the most commonly used Zoom functions are listed below.

Share Screen:
- If you are a presenter using PowerPoint slides or any other visual presentation select the green "Share Screen" tab to allow the participants to view your screen
  - A window will pop-up asking which of your applications or screens you would like to share. Options include Desktop, Google Chrome, PowerPoint, and a series of others depending on what applications and tabs you have open on your computer
  - Please select the appropriate window
  - Once you have selected the appropriate screen, on the bottom right corner select the blue "Share" tab
  - Once you are done with your presentation's visuals, hover over the top middle of your screen and a panel of options will appear
  - Select the red tab that reads "Stop Screen Share"
- Note that you may want to send your visuals/presentations to the session Chair ahead of time.
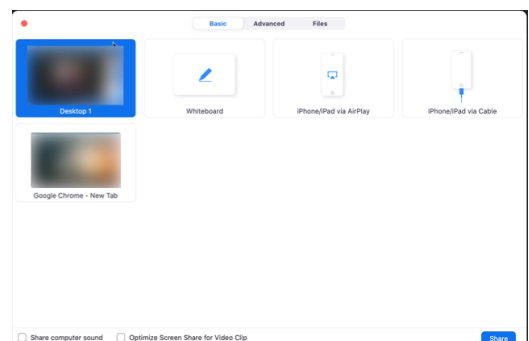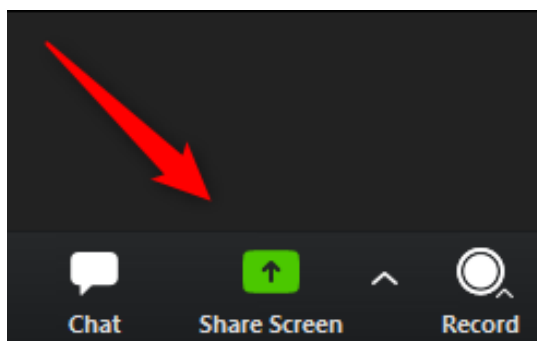
Raise Hand Function:
- To ask a question, please use the "Raise Hand" function
  - At the bottom of the screen select the "Reactions" icon and select "Raise Hand"
  - Once you have been called on by the Chair, you may unmute yourself and ask your question.
  - Once you have finished, click on the "Lower Hand" option under "Reactions"
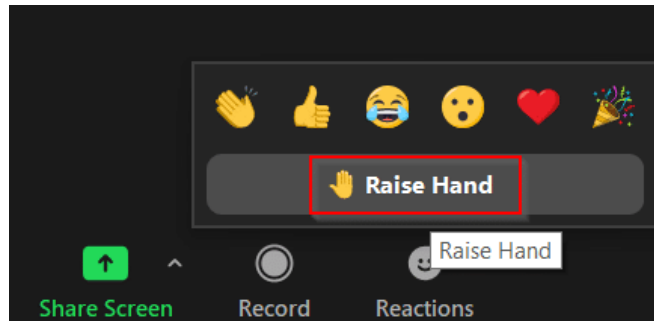
Live Chat:
- At the bottom of your screen you may select the "Chat" tab if you would like to send a message.
- You may send messages to everyone in the Zoom session or to individual people privately (please note this option might be blocked by the Host).
- To send individuals messages privately, click on the blue tab labeled "Everyone" and scroll to select the individual you would like to privately message.
- To send a file, you may select the icon to the right of the "Everyone" tab and select the file you would like to send on the chat.
- Please keep your messages appropriate and respectful.
- Refrain from sending a message during presentations as this can be distracting to presenters.
- For more information, you may refer to the Code of Conduct.
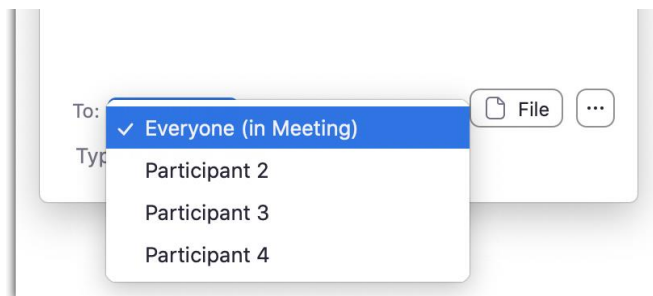
Notes:
- Please be sure to download the latest version of Zoom before the Conference. This will prevent foreseeable technical issues.
- Please mute yourself upon entry if not already muted by the Technical Host.
- Try to avoid distracting backgrounds.
- If at any point technical issues or problems arise in the Session, there the Technical Host can provide assistance.
- Closed captions are available in English. Select the "Closed Caption" tab to the right of the "Record" tab at the bottom of the screen.