



Quick Guide: Best View Settings for Our Webinar on Zoom

Welcome to our webinar! To ensure you have the best possible experience and can fully engage with the content, we've put together this quick guide. It will help you set up your Zoom screen for optimal viewing, so you can easily follow along with the presentation and interact with our speaker. Please take a moment to review these steps before the webinar begins.

We look forward to your participation!

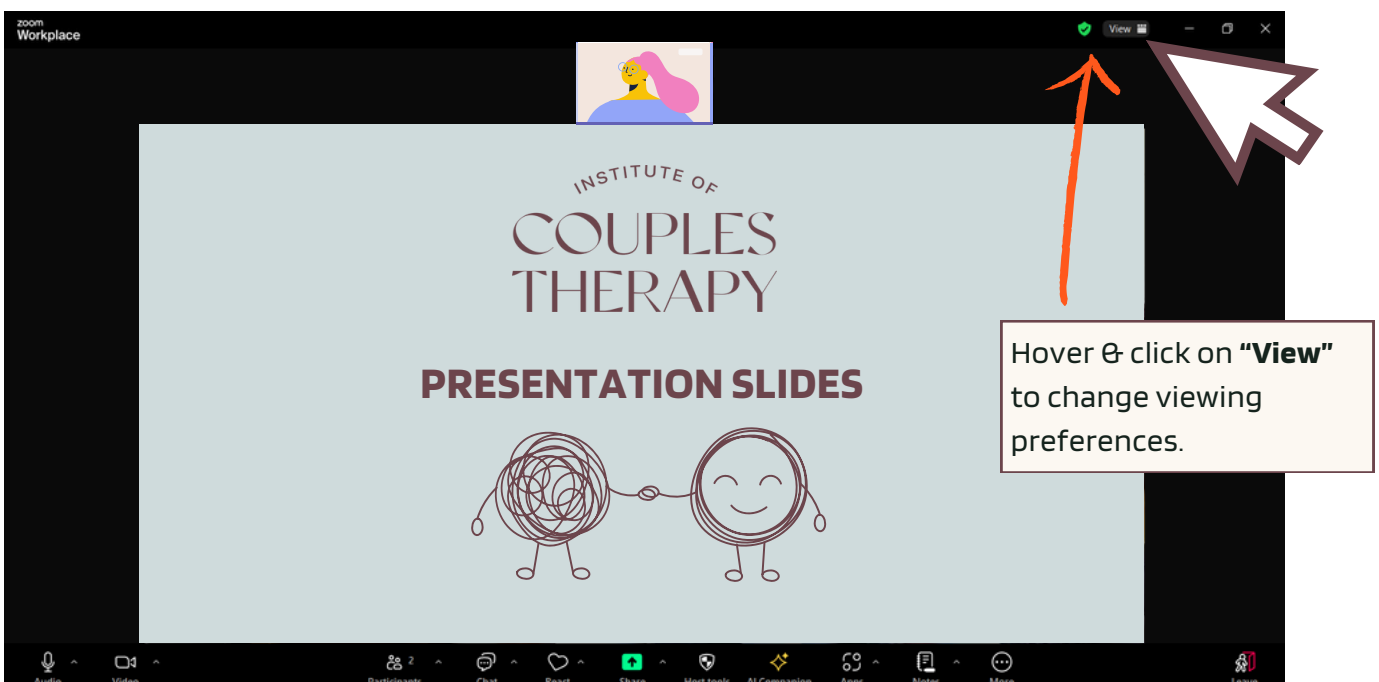


Step 1: Joining the Webinar

1. **Log in to Zoom:** Ensure you're logged in to Zoom on your computer or mobile device.
2. **Join the Webinar:** Click the link provided in your email to join the webinar.

Step 2: Activating Side-by-Side View

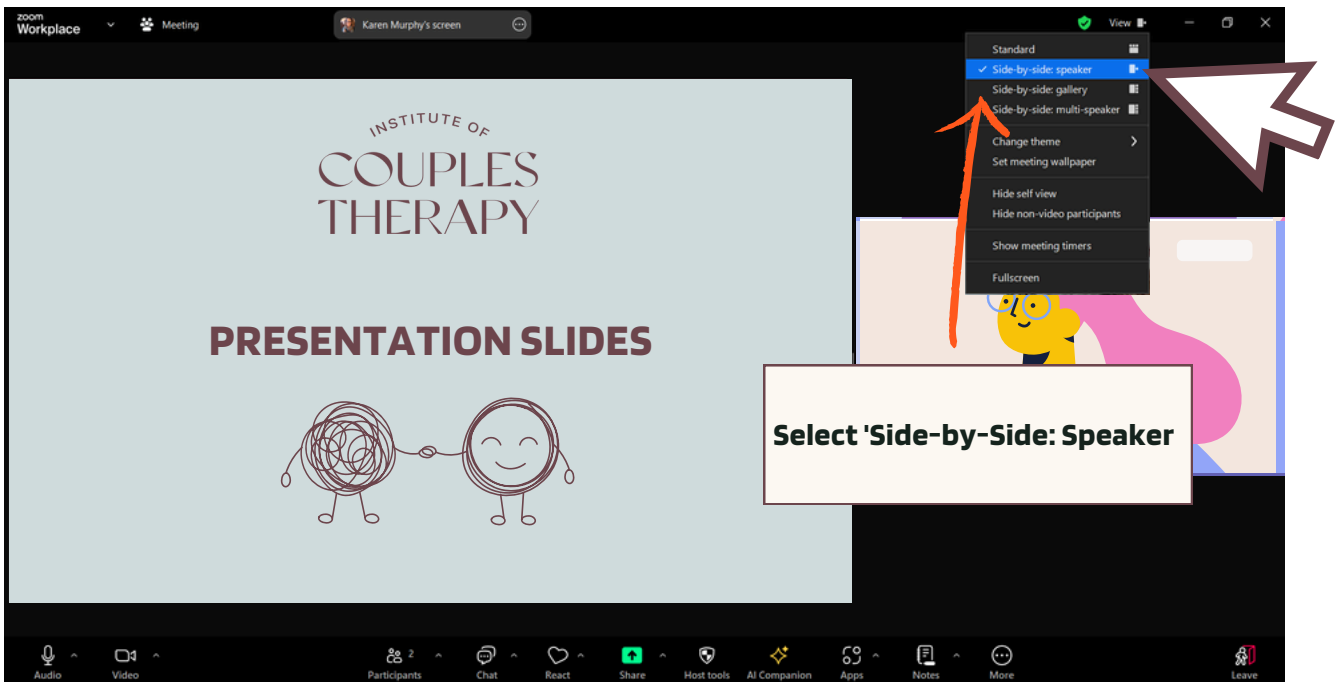
1. Hover over the screen to reveal the toolbar at the top.
2. Click on '**View Options**' (this is in the top-center of the Zoom window).



Step 2.1 & 2.2

3. Select 'Side-by-Side: Speaker' from the drop-down menu.

This view allows you to see the presentation and the speaker on your screen simultaneously.

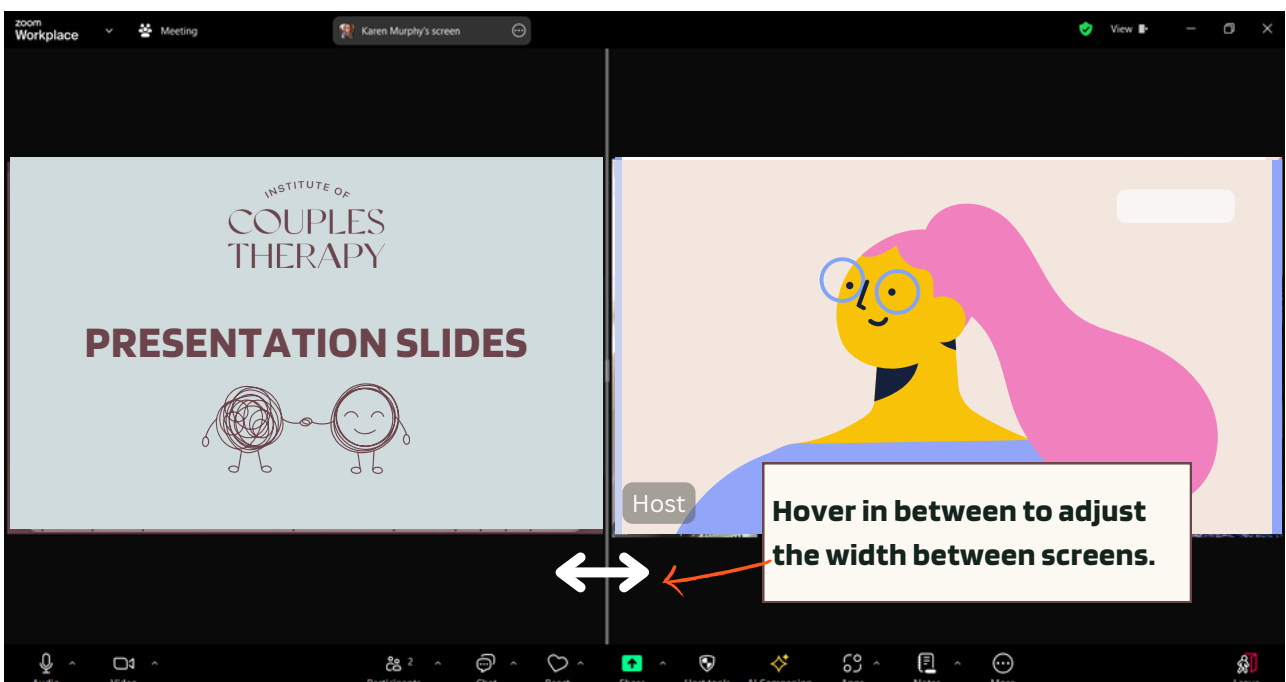


Step 2.3

Step 3: Adjusting the Screen Size

After selecting "Side-by-Side: Speaker":

1. Hover between the presentation screen and the speaker's video.
2. You'll see a **gray vertical bar** between the two screens.
3. **Click and drag the bar to the left or right** to adjust the width of the presentation screen and the speaker screen according to your preference.



Step 3



Step 4: Ensuring Best Audio & Visual Experience

1. **Mute yourself:** If you're not already muted, please mute yourself to avoid background noise.
2. **Adjust speaker volume:** Ensure your computer's volume is at a comfortable level for listening.

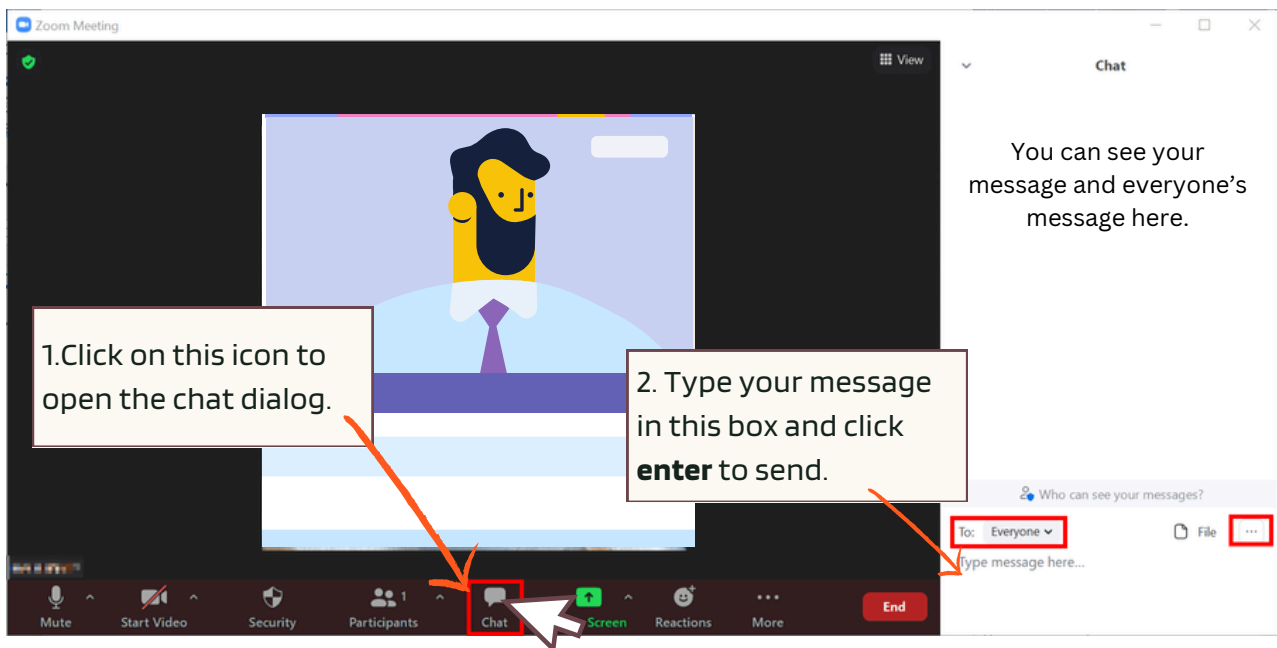
The microphone icon will display a red diagonal line, indicating that you're muted. Your video tile will display a red microphone with a diagonal line in the lower-left corner. Toggle this icon to mute and unmute.



Step 5: Asking Questions

If you have any questions or discussions, use the 'Chat' feature at the bottom of the screen to submit questions to the speaker.

If you have trouble during the webinar, use the chat to contact the host for instant assistance.



Step 5

Please note: This webinar will be recorded. If you've joined the live session, you'll automatically have access to the recorded version afterward, so you can revisit any part of the presentation at your convenience.

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Please contact us at info@instituteofcouplestherapy.com if you have any additional questions.