This guide is to help navigate the Zoom platform. But if you have further questions please reach out to the TSMC + UES Support Team

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The image to the right is what you will see once you log onto Zoom Webinar.

By default everyone is muted and you have no video options. The host of the webinar can unmute you but for presentation purposes we will only have the presenters speaking.

**Presenters:** You will enter as an attendee to the webinar even though it is your presentation. Christy Carson, the host of the event will then promote you to a panelist which will have you leave the webinar but then you will automatically join back in the webinar and have audio / video permissions. Be sure to unmute yourself and have your presentation ready in presentation mode. After your presentation, please promptly mute yourself again until the Q&A.
**General functions**

- **Mute / Unmute (if host gives you permissions)**
- **Chat:** Will open window so you can chat with Panelists, Panelists / Attendees (select who you want to send your message to before you send it)
- **Q&A:** Use this function to ask a question about the presentation
- **Will end webinar for you / leave webinar**
- **Chat Window**
- **Drop down menu to choose who to send chat message to**
Q&A: Use this function to ask a question about the presentation. Note: Please specify name of person you are asking the question to.

Example: Christy: When is the TSMC event?
Polls: The host can pop up a poll during / after the presentation.
Polls: The host can pop up a poll during / after the presentation. Once you close out polls window you can pull up the results by clicking on this icon.
Just as Zoom Webinar, you are by default muted / no video. But with Zoom Meeting you do not need permissions to unmute / turn on video. Just simply click on the mute / video on the lower left side of your zoom screen. Please keep yourself muted when you are not actively speaking to reduce background noise.
- **Participants**: Show who all is in the meeting
- **Polls**: Results from polls
- **Chat**: talk to panelists, panelists / attendees
- **Share Screen**: You can share your screen, a pop up window will appear and you choose what to share. Once you are done sharing click the “stop share” button at top of screen.
- **Record**: Gives you an option to record the meeting.
Welcome!

Which Zoom Meeting features are your favorite?

- Chat
- Polling
- Breakout Rooms
- Other (explain in chat)

Submit
Welcome!

Polling Feature

1. What Zoom Meeting feature is your favorite? (Multiple choice)
   - Chat: 0%
   - Polling: 0%
   - Breakout rooms: 100%
   - Other (explain in chat): 0%

Poll Window Results
**Breakout rooms** are sessions that are split off from the main **Zoom meeting**. They allow the participants to meet in smaller groups, and are completely isolated in terms of audio and video from the main session. **Breakout rooms** can be used for collaboration and discussion of the meeting. If you’d like to have a side conversation with a smaller group of people, send a chat to the meeting host (Christy) requesting that.
How to Set Up Zoom Background
The image to the right, with no virtual background, is how you will appear when entering the Zoom Meeting.

In this guide we will explain step by step how to set up your custom TSMC virtual background.

Step 1: Select drop down menu on your video icon.
2. Choose Virtual Background
3. After you select “Choose Virtual Background” this pop-up screen will appear.
4. Click on plus (+) button, and then select Add Image
5. Select image you would like to use as your background. TSMC background has been provided via email. Note: You will need to download .jpg TSMC background and save to your computer before selecting as your virtual background.
6. After selecting your image for the virtual background this window will pop up. Simply click the X at the top right to close out the window and to apply your virtual background.
Now your virtual background is all set. But please note, this background is not compatible with all platforms but should work for most.
Questions?
Please don’t hesitate to contact your TSMC + UES Support Team