

Download and Install Zoom

Please download the Zoom Client for Meetings and install first.

Download Link:

https://zoom.us/download#client_4meeting

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Version 5.5.4 (13142.0301)



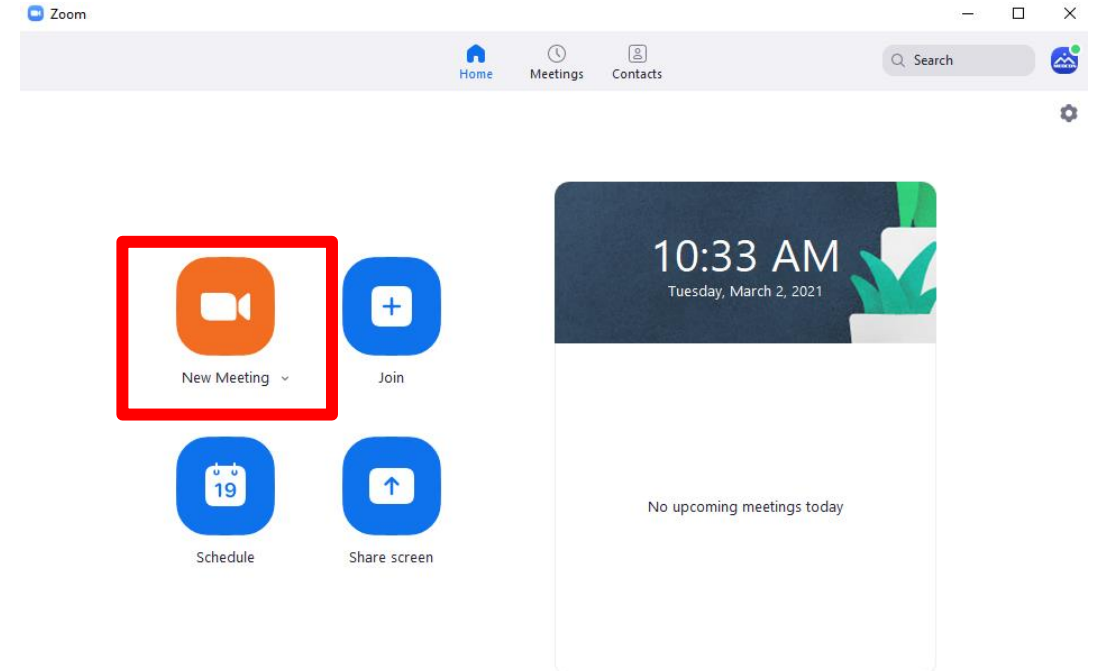
ZOOM

Sign in and Start a Meeting

Step 1: Sign in Zoom

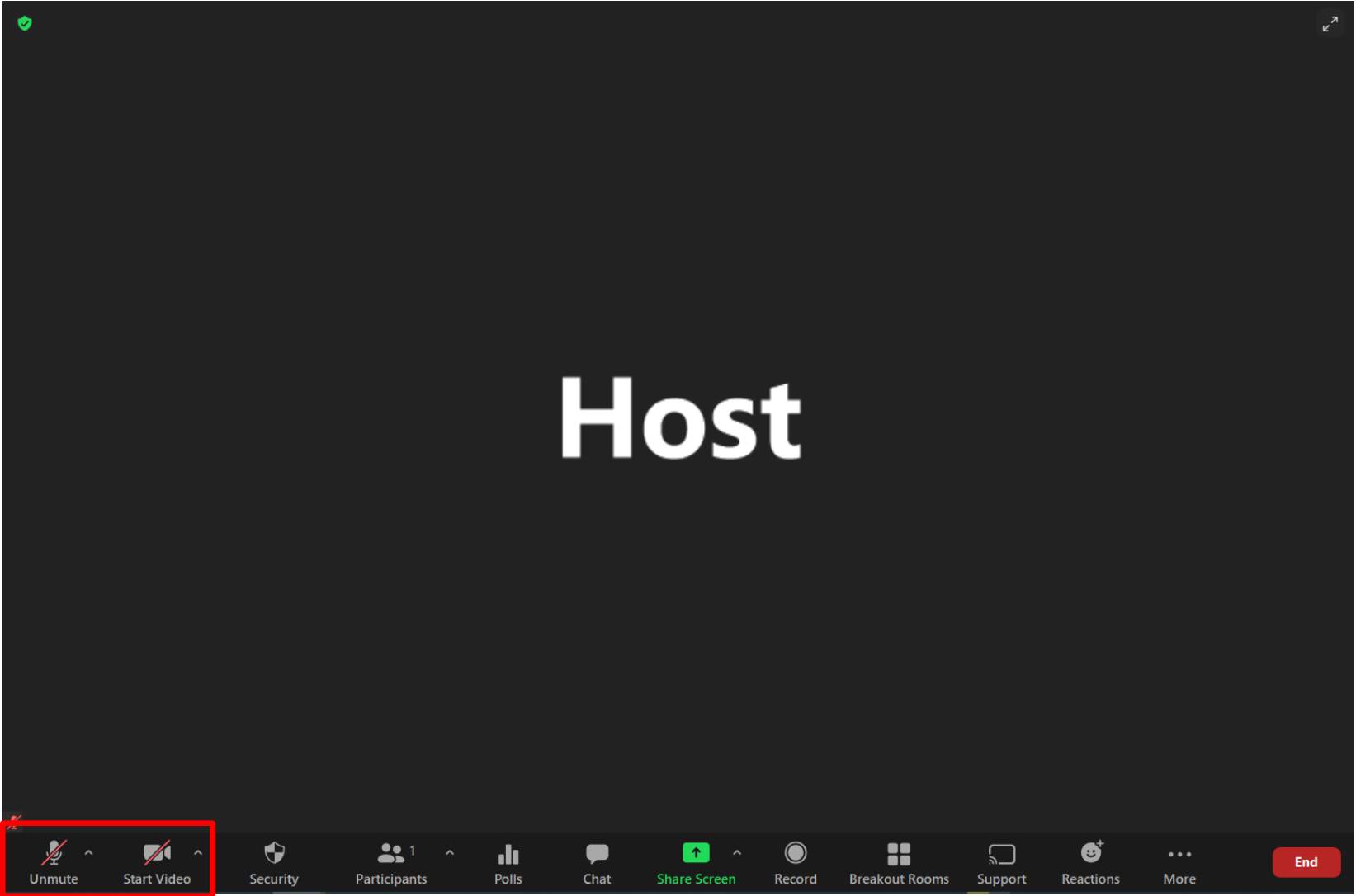


Step 2: Click on New Meeting



Control Panel: Basic Operation

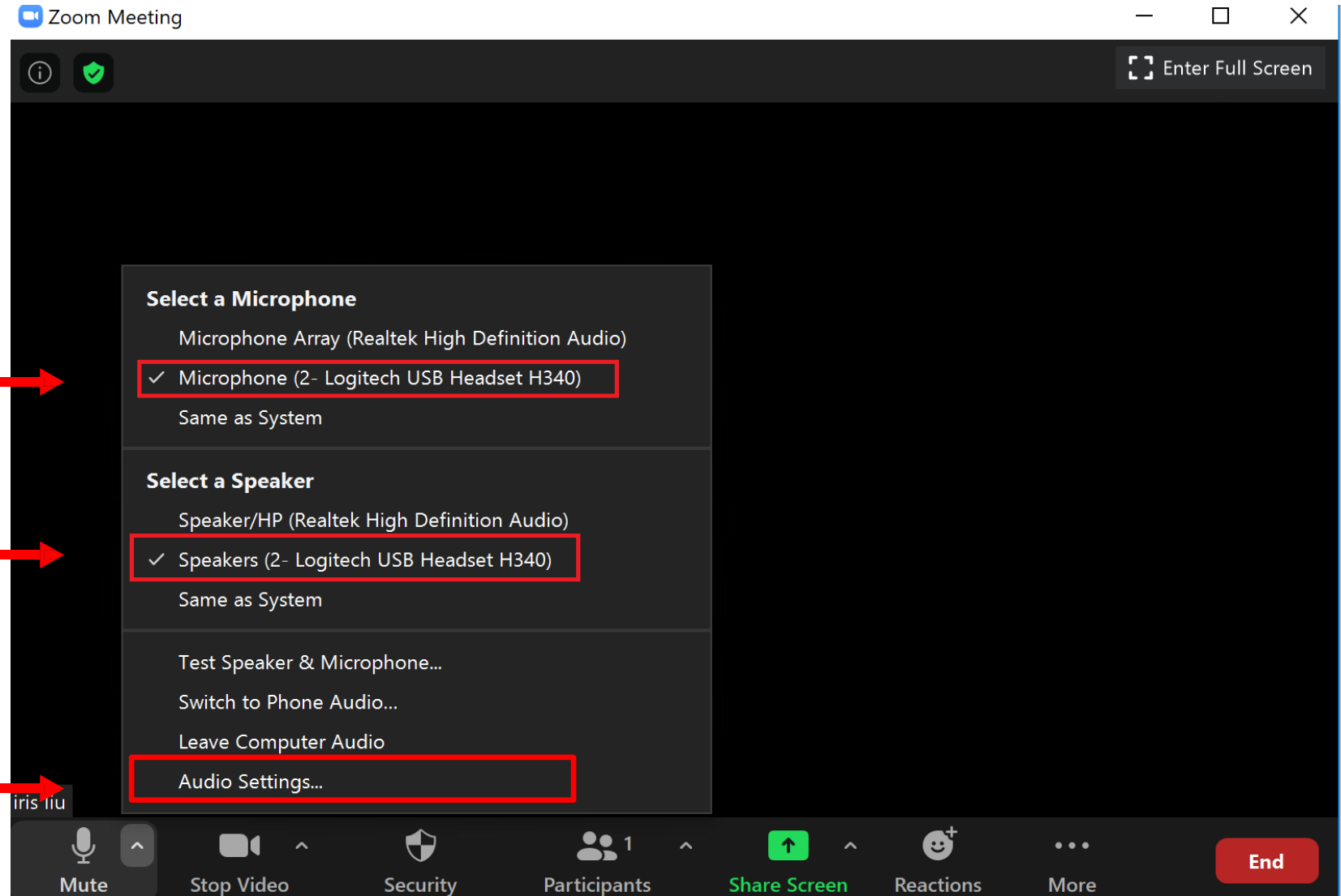
Start and Stop
Video
Mute and
Unmute sound



Control Panel: Basic Operation

Click on the small arrow at the “Mute” button to select Microphone and Speaker that you’d like to use to record your talk.

Go to the “Audio Settings” to do settings of video, audio and recording.



Audio Setting

The screenshot shows the Zoom Settings window with the Audio section selected. The left sidebar lists various settings categories. The main panel is divided into sections for Speaker, Microphone, Suppress background noise, and Music and Professional Audio. Three red arrows point to specific settings: the first points to the 'Test Speaker' button, the second points to the 'Input Level' bar, and the third points to the 'Press and hold Space Key' option.

Settings

General
Video
Audio
Share Screen
Chat
Background & Filters
Recording
Profile
Statistics
Feedback
Keyboard Shortcuts
Accessibility

Speaker

Test Speaker MacBook Air 扬声器 (MacBook Air 扬声器) ▼

Output Level: [Progress bar]

Output Volume: [Slider]

☐ Use separate audio device to play ringtone simultaneously

Microphone

Test Mic MacBook Air 麦克风 (MacBook Air 麦克风) ▼

Input Level: [Progress bar]

Input Volume: [Slider]

☒ Automatically adjust microphone volume

Suppress background noise

☒ Auto
☐ Low (faint background noise)
☐ Medium (constant background noise)
☐ High (typing)

Music and Professional Audio

☐ Show in-meeting option to "Enable Original Sound" from microphone (?)

Ringtones Default ▼ (?)

☒ Automatically join computer audio when joining a meeting

☐ Mute my mic when joining a meeting

☐ Press and hold 'Space Key' to temporarily unmute

☒ Sync buttons on headset

[Advanced](#)

1. Test your Speaker

2. Test your Mic

3. UN-SELECT "Press and hold space key to temporarily unmute yourself"

Video Setting

Settings

×

General

Video

Audio

Share Screen

Virtual Background

Recording

Statistics

Keyboard Shortcuts

Accessibility

Rotate 90°

Camera:

Integrated Camera

16:9 (Widescreen)

Original Ratio

My Video

Enable HD

Mirror my video

Touch up my appearance

Meetings:

Always display participant names on their video

Turn off my video when joining meeting

Always show video preview dialog when joining a video meeting

Select 16:9 (Widescreen) and Enable HD

UN-SELECT “Always display participant names on their video”

Recording Setting

Settings

- General
- Video
- Audio
- Share Screen
- Virtual Background
- Recording**
- Statistics
- Keyboard Shortcuts
- Accessibility

Local Recording

Location: C:\Users\iris.liu\Documents\Zoor 110 GB remaining. Open Change

- ☒ Choose a location for recorded files when the meeting ends
- ☐ Record a separate audio file for each participant who speaks
- ☐ Optimize for 3rd party video editor ?
- ☐ Add a timestamp to the recording ?

- ☒ Record video during screen sharing
 - ☒ Place video next to the shared screen in the recording
- ☐ Keep temporary recording files ?

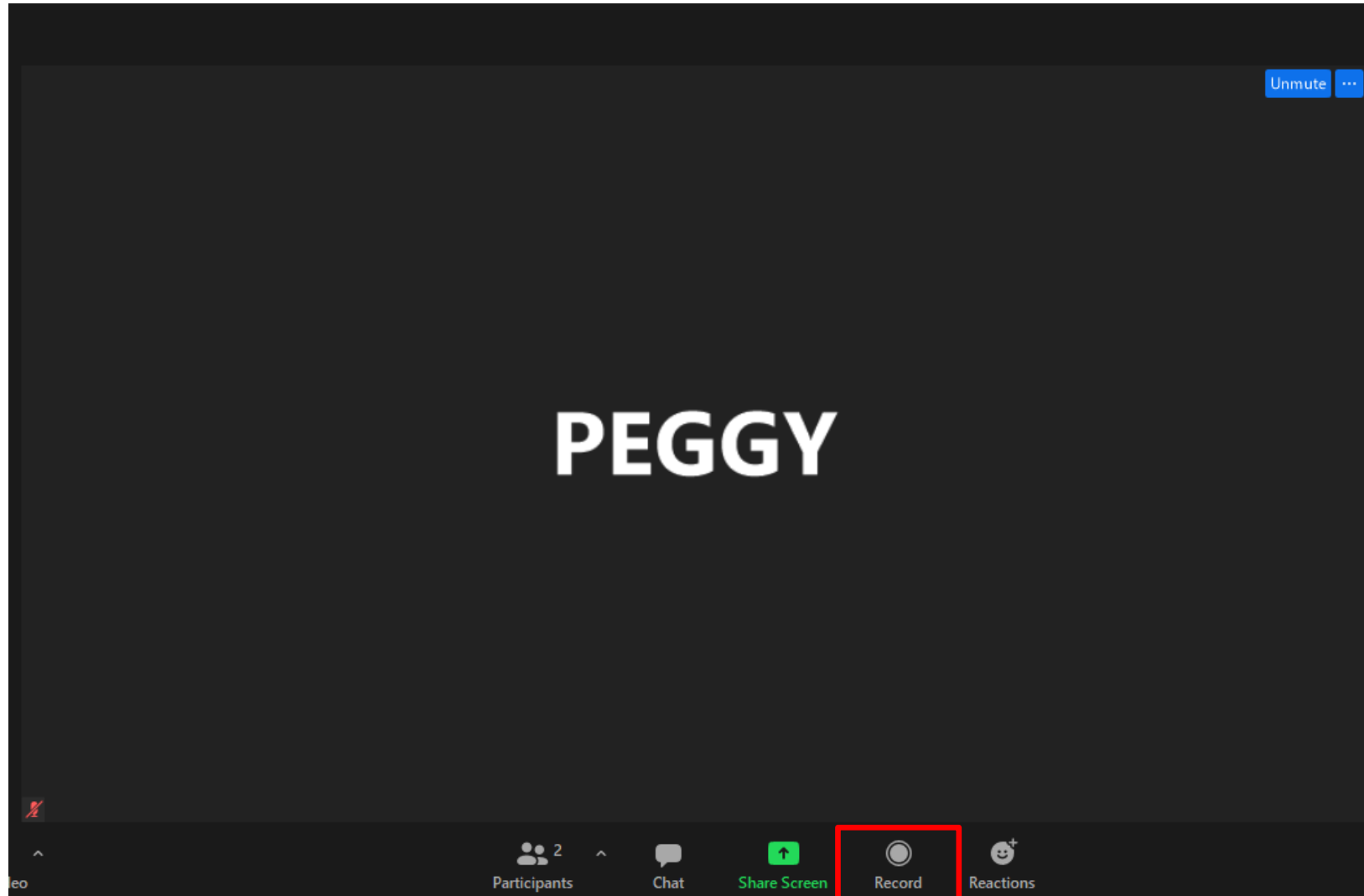
You can choose where you would like to store your recording.

- Please select “Choose a location for recorded files when the meeting ends” and it will give you an option to save the recording to the folder that you wish to.
- You will be able to see the video after you end the current meeting.

Important

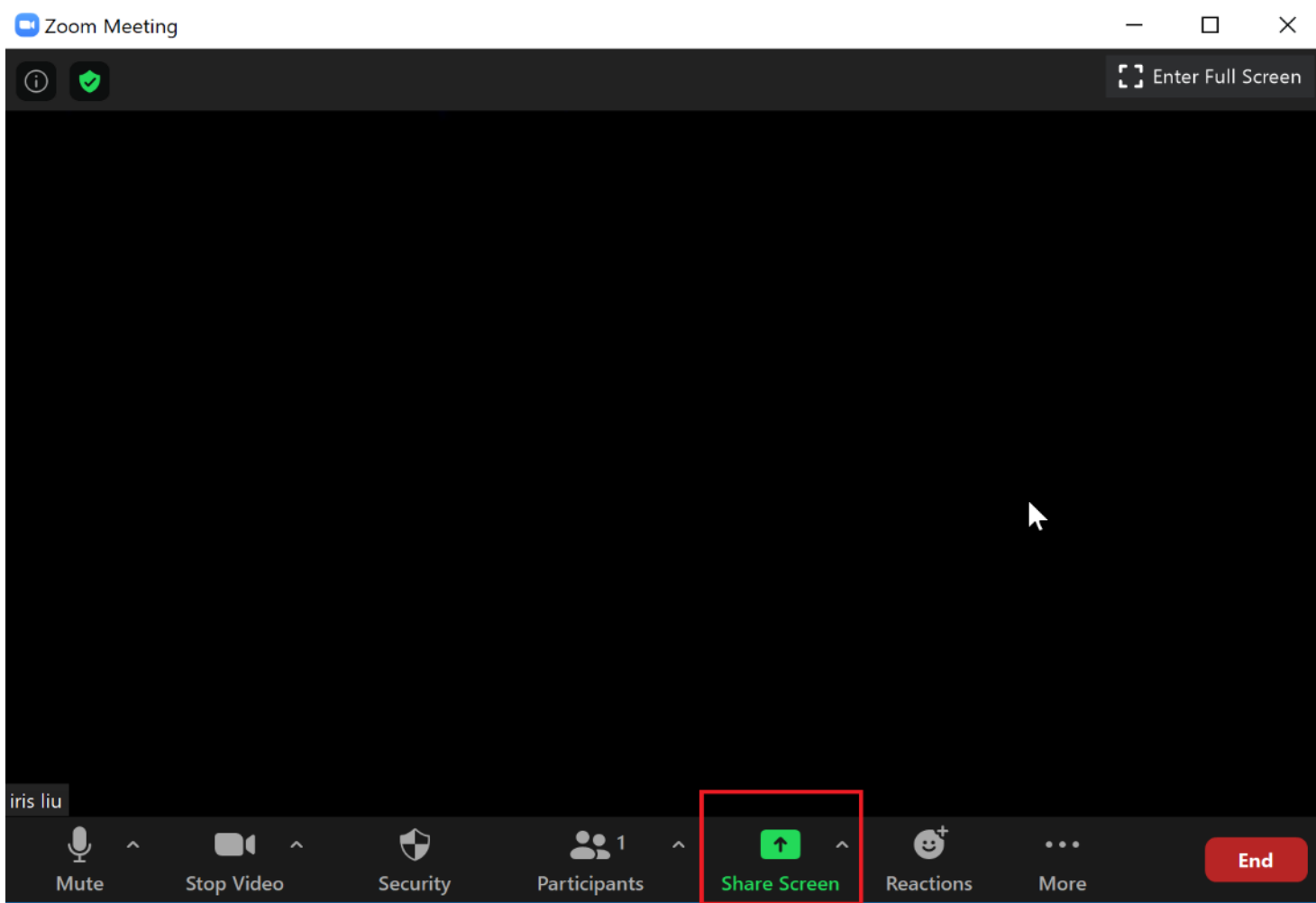
- Please select “Record video during screen sharing” and “Place video next to the shared screen in the recording”.
- These two options can ensure that your PowerPoint is not blocked by the camera.

Start Recording



Click **Record** button to start recording

Share Screen: How to share your slides?



Step 1:
Open you slides from
PowerPoint

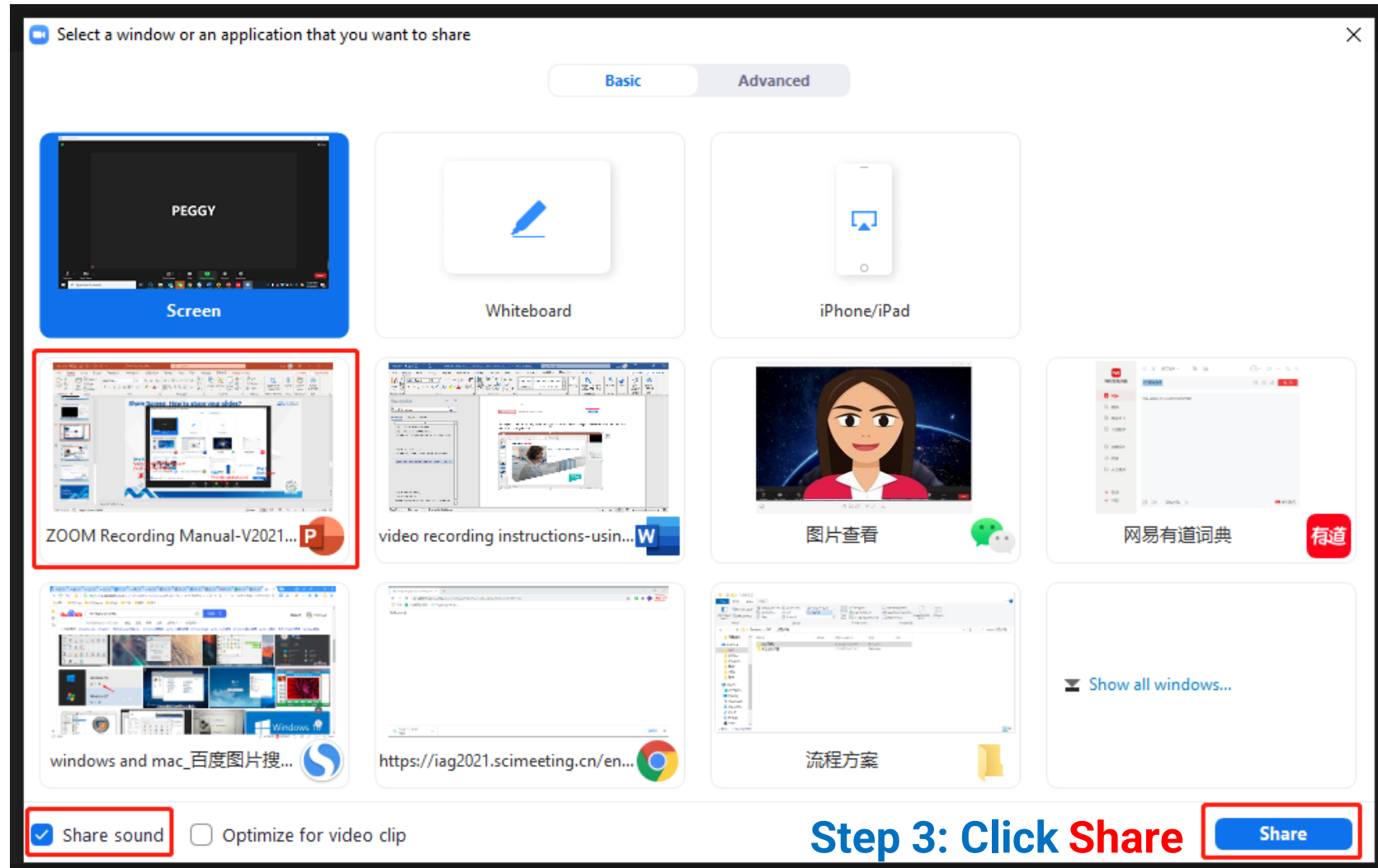
Step 2:
Return to Zoom,
Click **Share Screen**

Share Screen

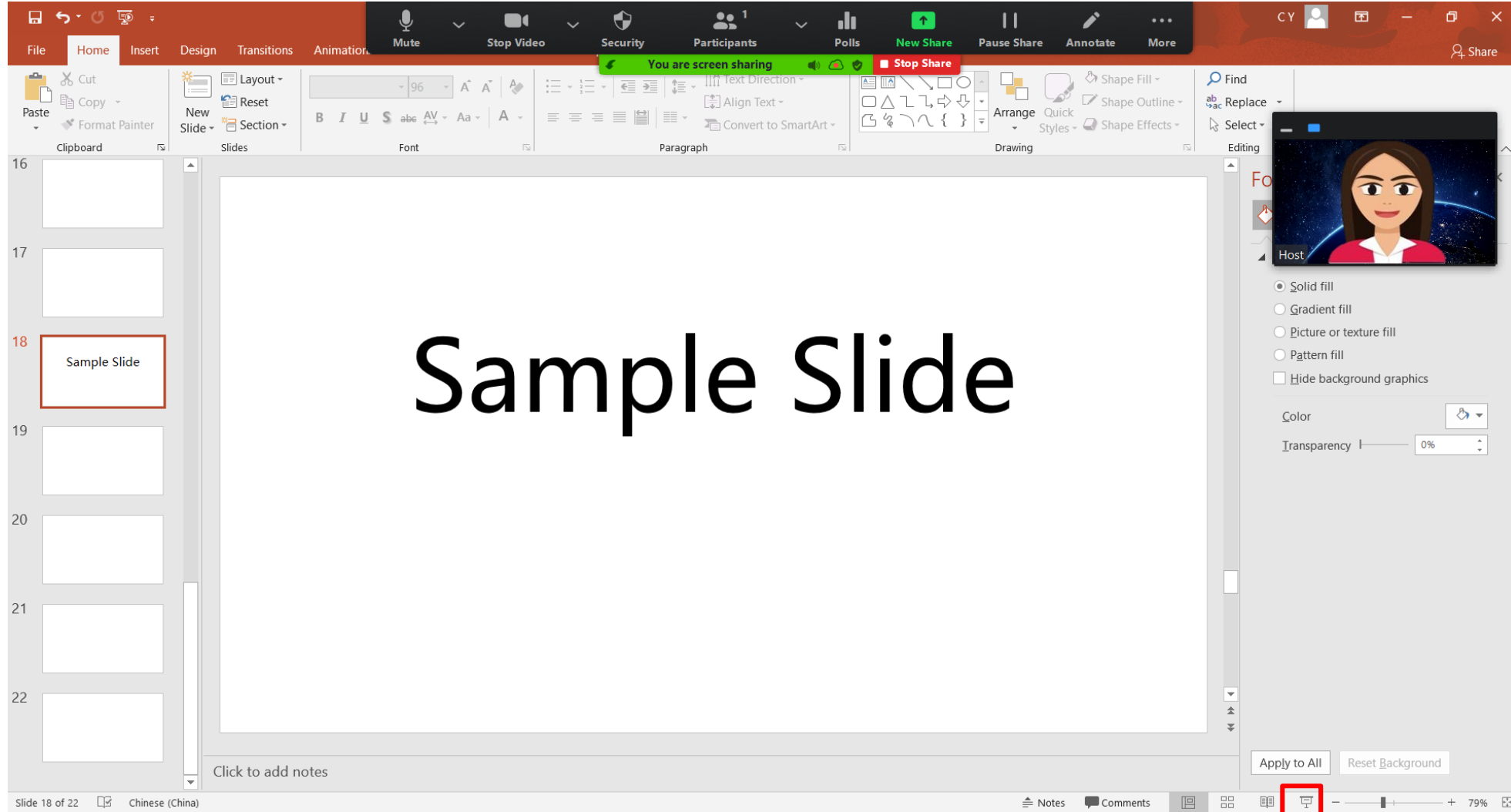
Share Screen: How to share your slides?

Step 1:
Find the application
of your slides

Step 2:
Select “Share Sound”
if your PPT has a
video



Screen Share and Recording



When your slides are shared, please move the video window to the right top corner.

Click here to play your PPT in full screen

Stop Recording



- When your talk finishes, move your mouse to the top and a bar will be shown.
- Click on the “More” button, click “Stop Recording”.

- Click “Stop Share” to quit screen sharing.
- Click “End Meeting” to end the current meeting.

Find Meeting Recording

Zoom - Converting the meeting recording ✕



Convert Meeting Recording

You have a recording that needs to be converted before viewing.

85%



Stop Converting



Save my recordings at:

/Users/lazyli/Desktop/2021-02-26 16.10.12 Person... 

Cancel

Save

Step 1:

After the meeting is ended, Zoom will start **converting** the meeting recording.

Step 2:

When the converting finishes, you will be asked to select a folder where you would like the recorded files to be saved.

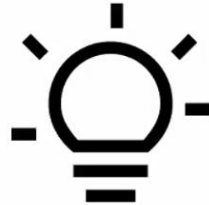
Open the folder where you save the file, open the file and check if it's satisfying.

Check your Meeting Recording

How to prepare before using Zoom



A laptop with camera



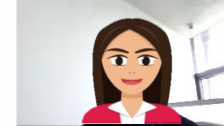
Good lighting



Stable internet connection



Avoid being disturbed



Please open your video file and check if:

- Sound is clear
- Layout is correct: video is next to the shared slide screen.
- This is a sample of correct meeting recording.