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.
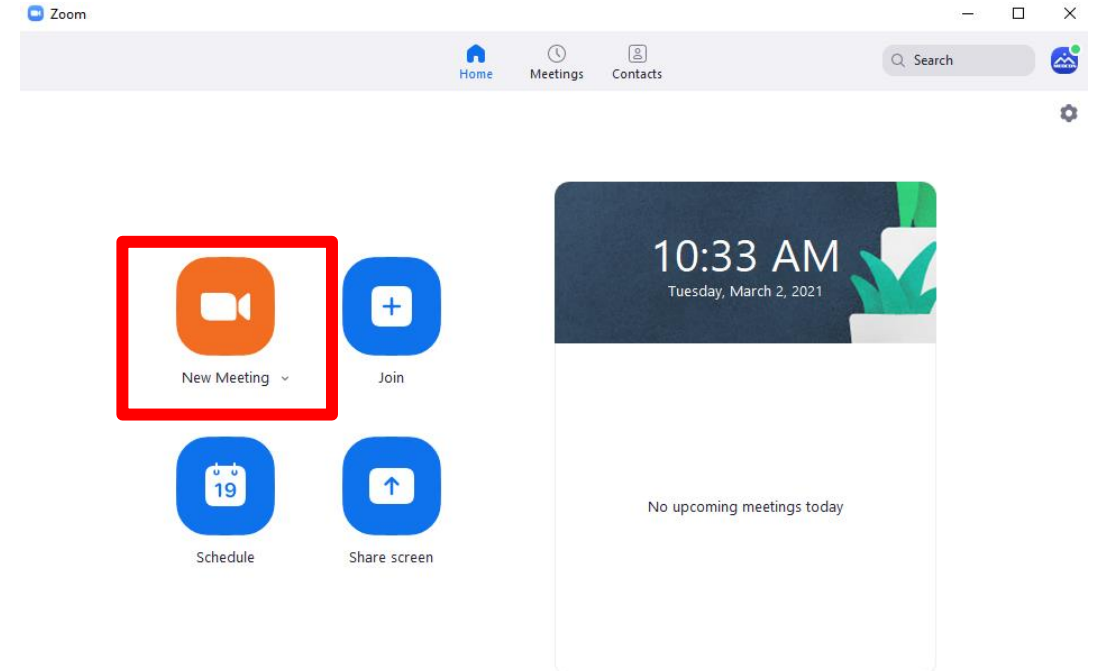
Download   Version 5.5.4 (13142.0301)

ZOOM

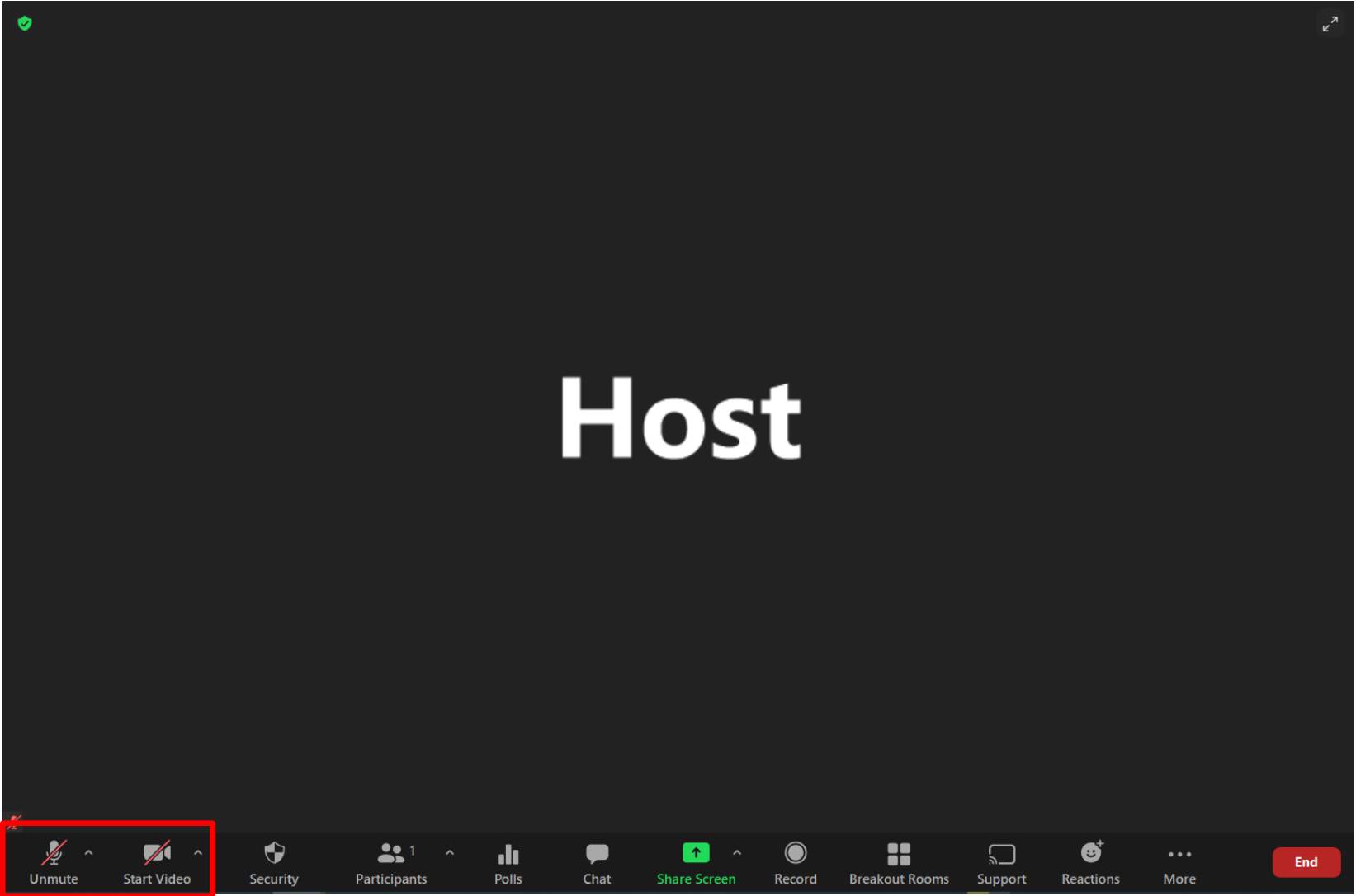# Sign in and Start a Meeting

Step 1: Sign in Zoom

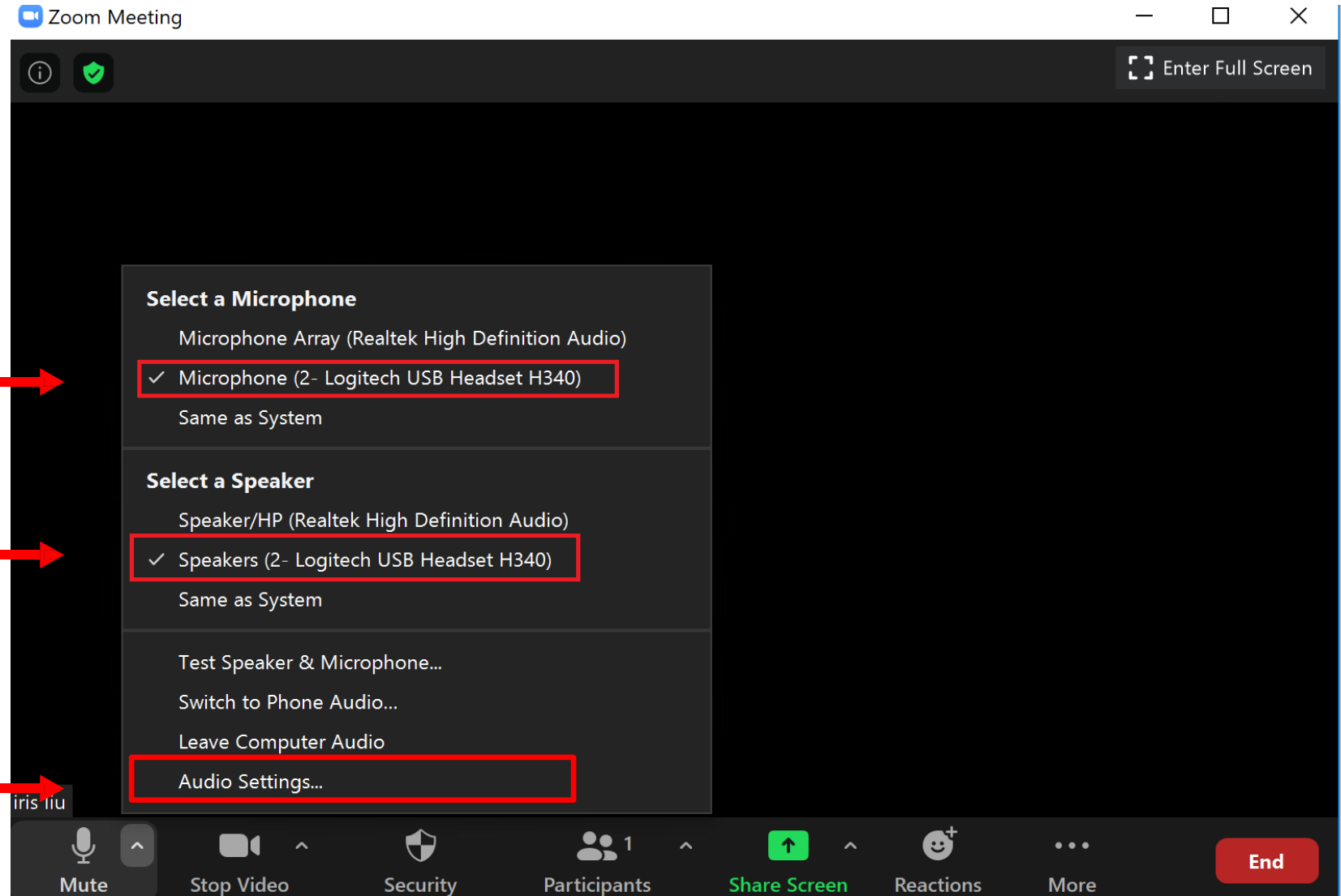**Step 2:** Click on New Meeting

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

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) ⌄ |

← **1. Test your Speaker**

Output Level:

Output Volume: 🔈 ————————●———————— 🔊

☐ Use separate audio device to play ringtone simultaneously

Microphone

| Test Mic | MacBook Air麦克风 (MacBook Air麦克风) ⌄ |

Input Level:

← **2. Test your Mic**

Input Volume: 🔈 ——————————————●—— 🔊

☑ Automatically adjust microphone volume

Suppress back

○ Auto
○ Low (faint ba
○ Medium (cor
○ High (typing

Music and Prof

☐ Show in-mee

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 ←

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

☑ Sync buttons on headset

Advanced

Video Setting

Recording Setting

Settings   ✕

General

Video

Audio   **Local Recording**   Location: `C:\Users\iris.liu\Documents\Zoor` [Open] [Change]
                                              110 GB remaining.

Share Screen   ☑ Choose a location for recorded files when the meeting ends

Virtual Background   ☐ Record a separate audio file for each participant who speaks

                                              ☐ Optimize for 3rd party video editor ⦿

Recording   ☐ Add a timestamp to the recording ⦿

Statistics   ☑ Record video during screen sharing

Keyboard Shortcuts   ☑ Place video next to the shared screen in the recording

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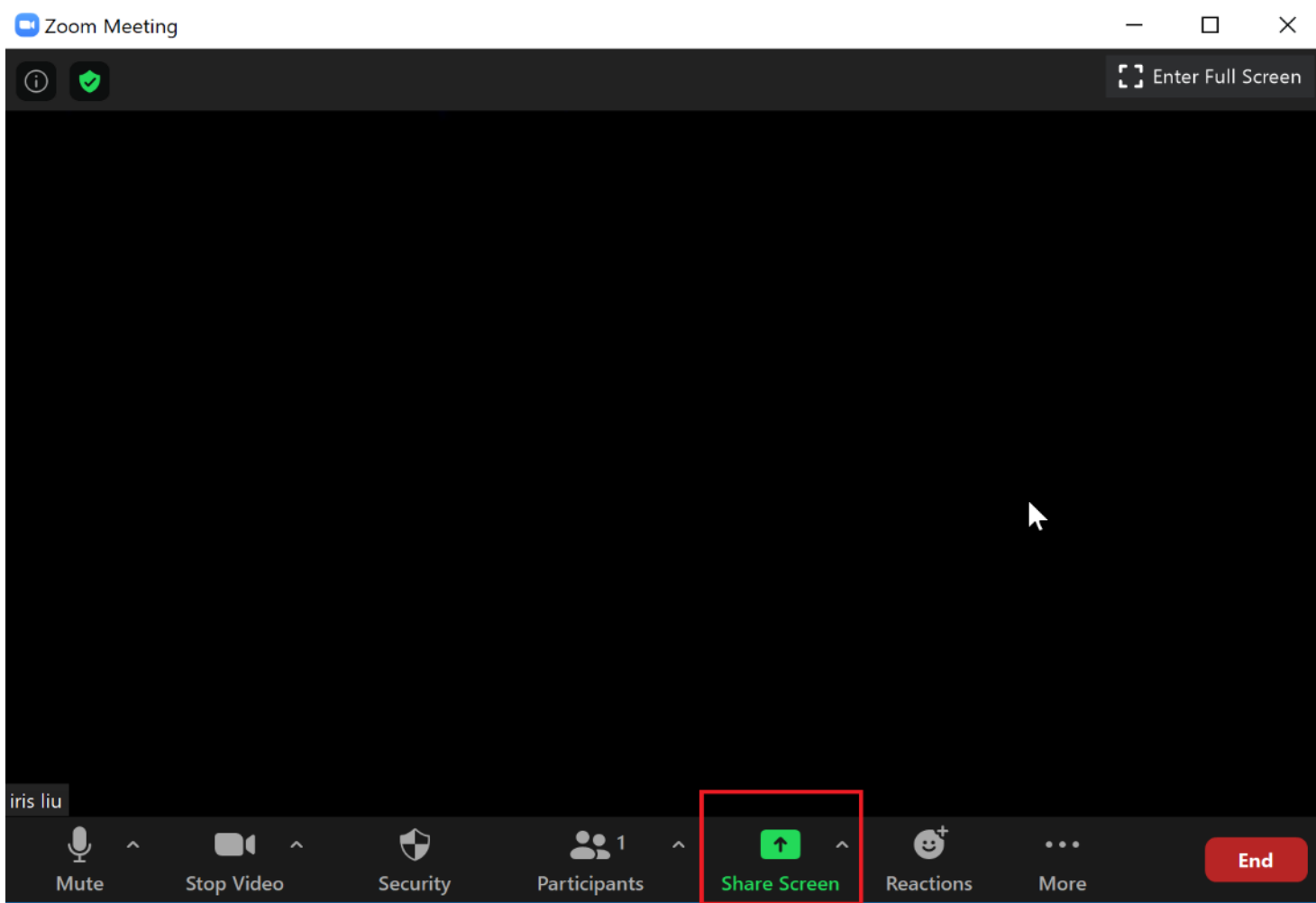
Important
- **Please select "Record video during screen sharing" and "Place video next to the shared screen in the recording".**
- **These two options can ensure that your PowerPoint is not blocked by the camera.**

Start Recording
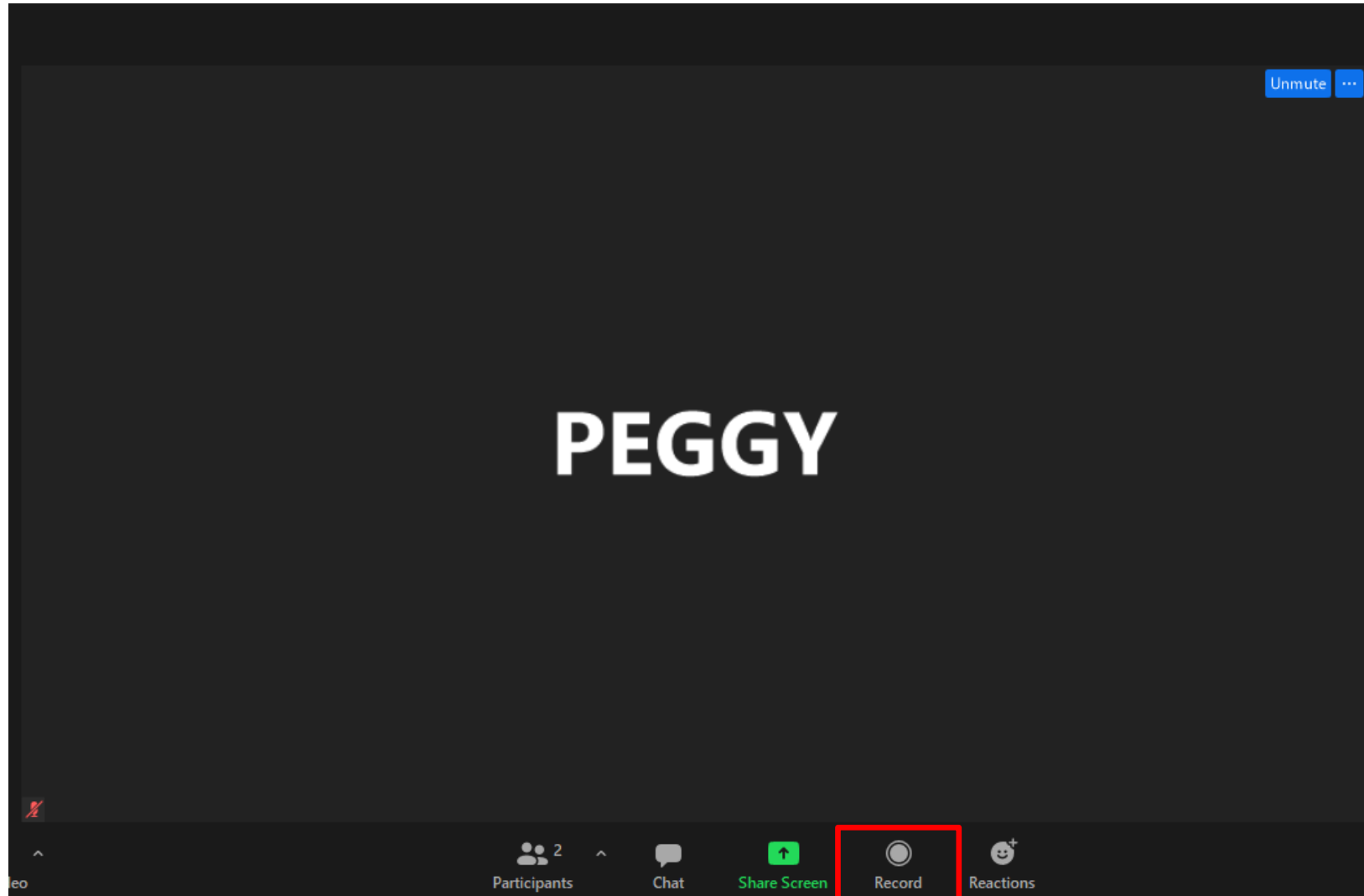
Click "Record" button to start recording

Share Screen: How to share your slides?

Share Screen

Step 1:
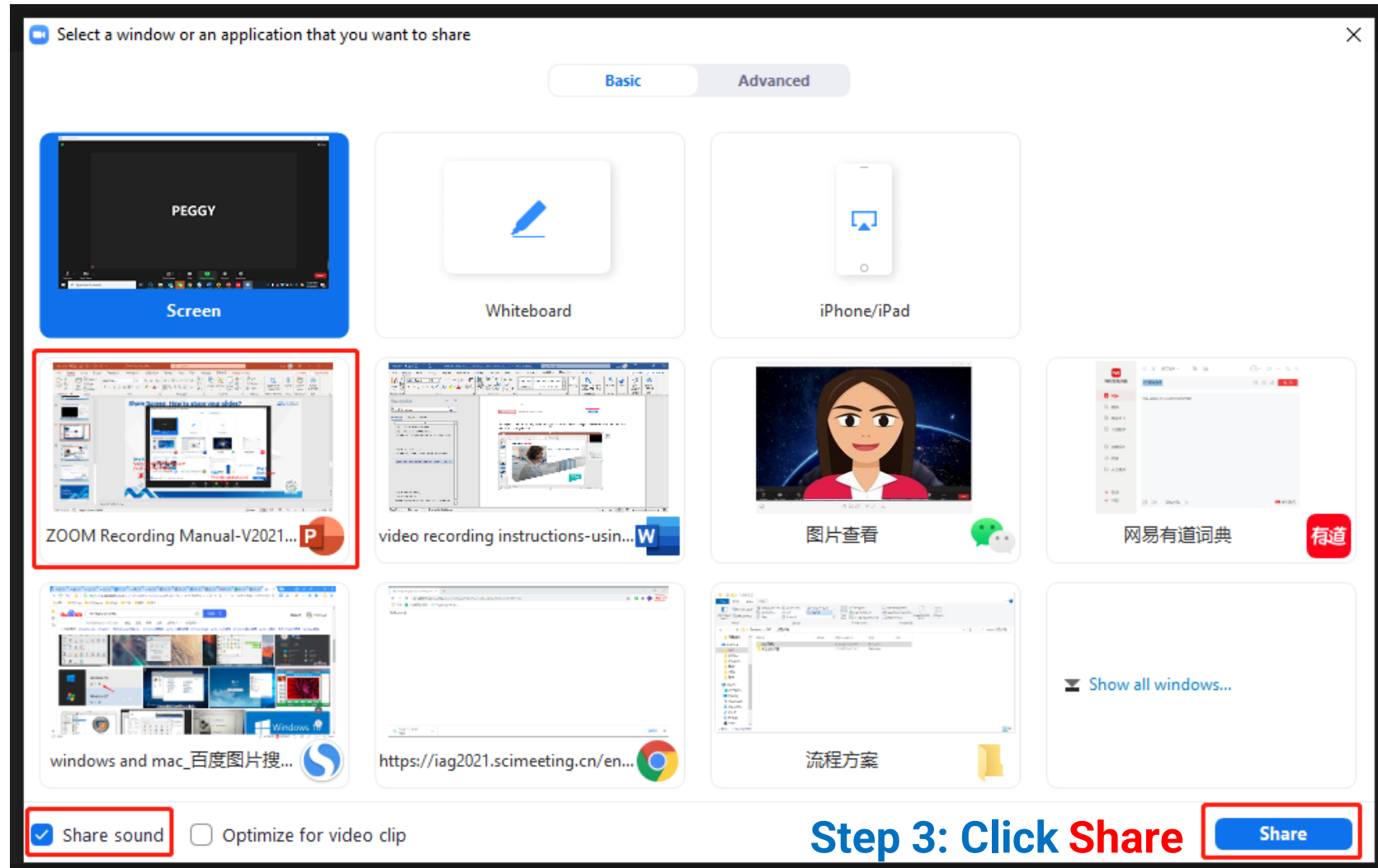Open you slides from **PowerPoint**

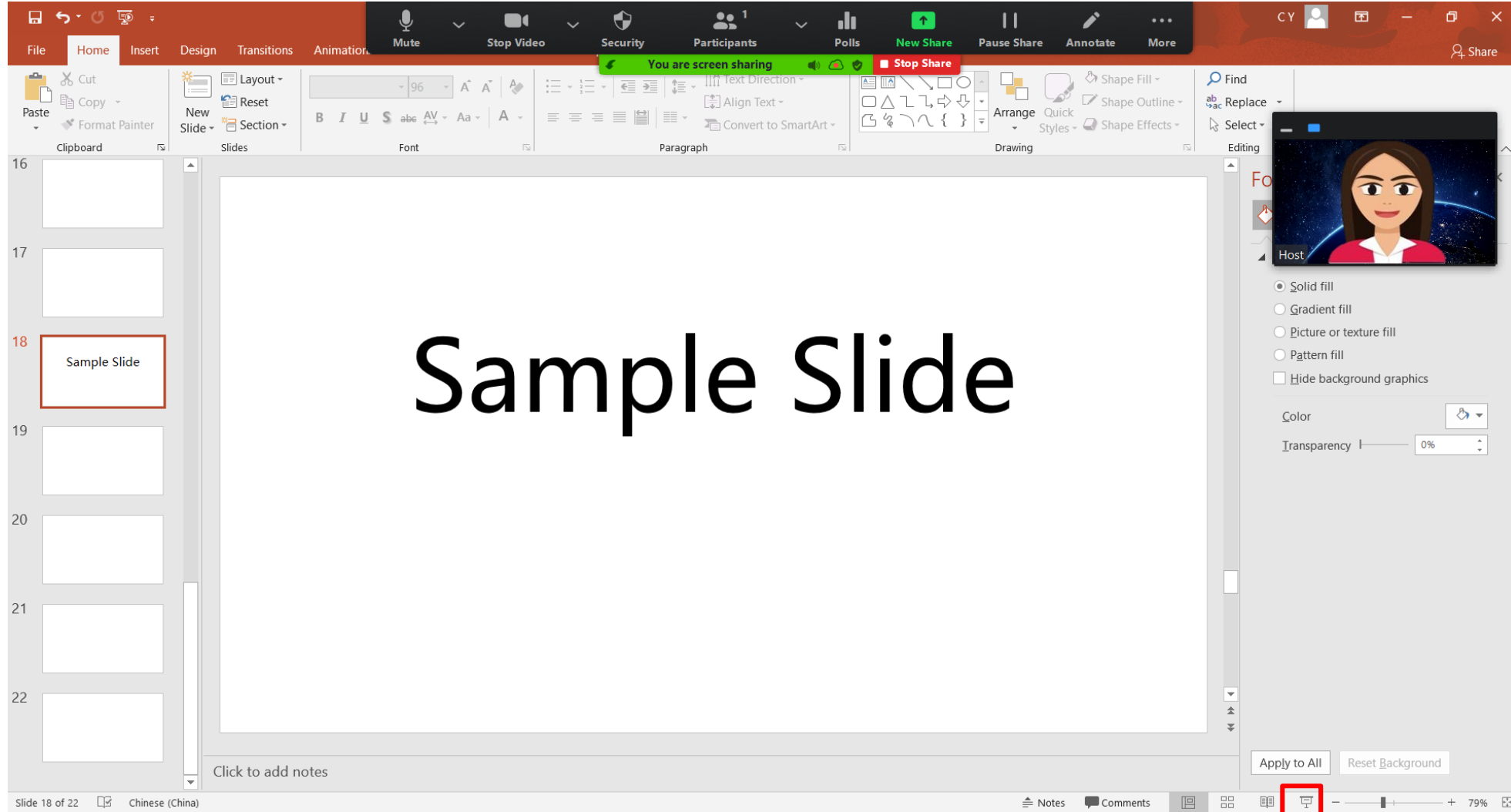**Step 2:**
Return to Zoom,
Click **Share Screen**

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

Step 3: Click Share

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

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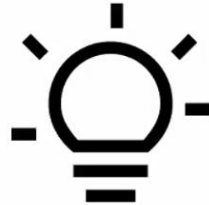Open the folder where you save the file, open the file and check if it's satisfying.

Check your Meeting Recording

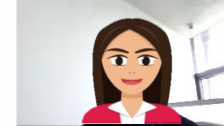## How to prepare before using Zoom

A laptop with camera

Good lighting

Stable internet connection

DO NOT DISTURB

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.**