

ZOOM Self-Recording Instructions

Download and install Zoom

Download Zoom: <https://zoom.us/download>

Download Center

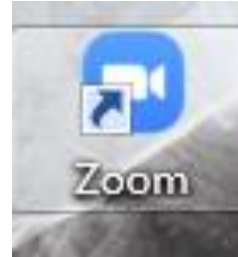
Download for IT Admin ▾

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.

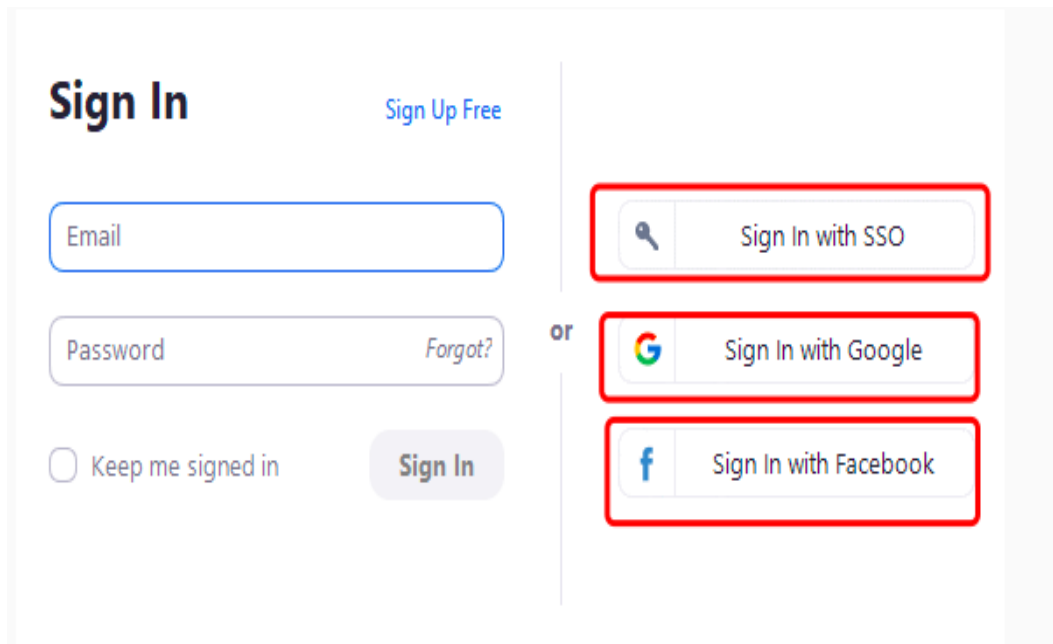
Download

Version 5.1.1 (28546.0628)



Before Sign in

- To sign in, use your Zoom Google, or Facebook account. You can also log in using SSO.
- If you don't have an account, click Sign Up Free.
- If you have a Zoom account but cannot remember your password, click Forgot?



The image shows a Zoom sign-in interface. On the left, under the heading "Sign In", there is a "Sign Up Free" link. Below this are input fields for "Email" and "Password". A "Forgot?" link is next to the password field. At the bottom left is a checkbox labeled "Keep me signed in" and a "Sign In" button. On the right, separated by a vertical line and the word "or", are three social login buttons: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). These three buttons are each enclosed in a red rectangular box.

Sign In and Start a Meeting

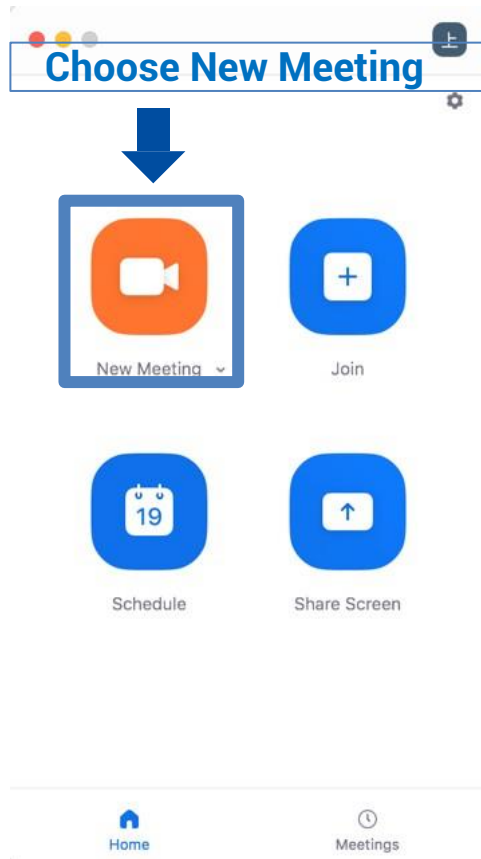
zoom

Join a Meeting

Sign In

Sign in
Zoom

Version: 5.1.54570.0506

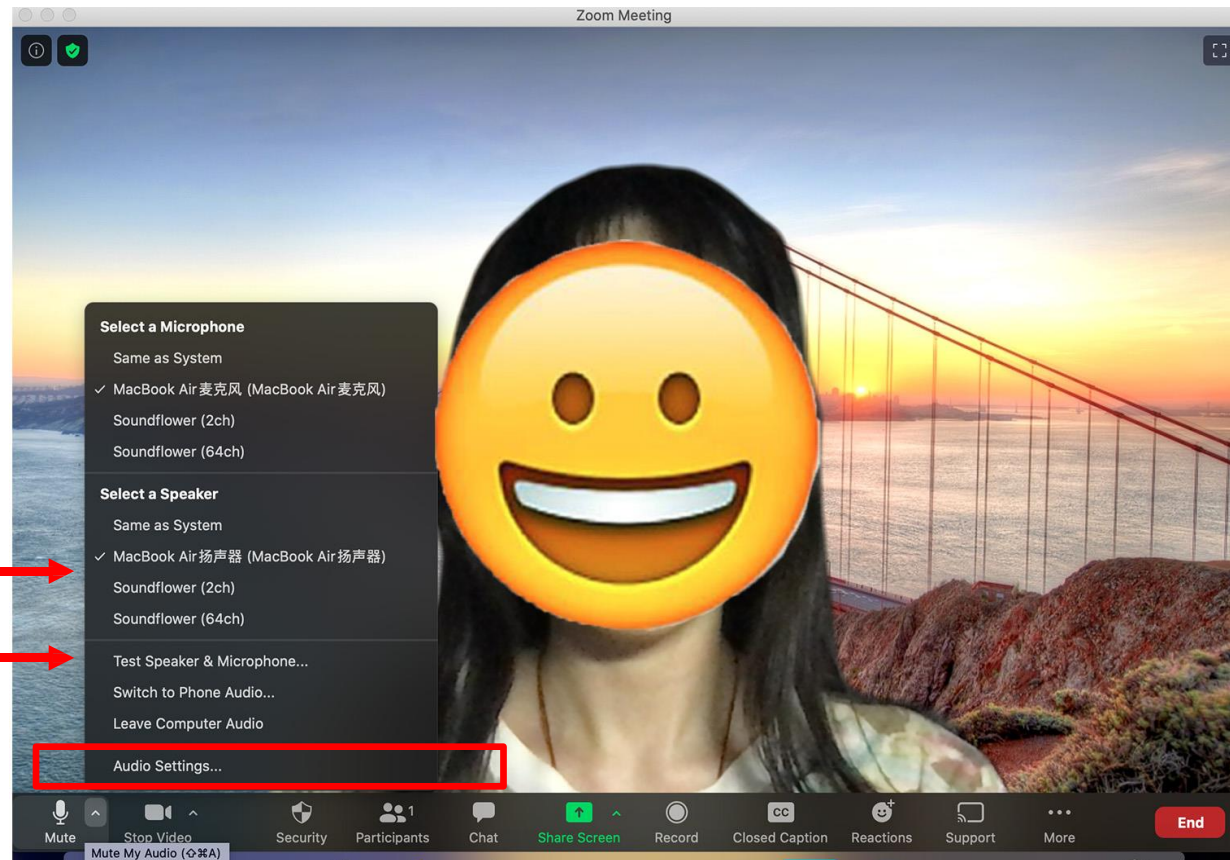


Open the
video
and unmute
yourself



Please select
microphone and
speaker according to
the equipment you
are using

Test Your Voice by
going to the Setting



Audio Setting

The screenshot shows the Zoom Settings window with the Audio tab selected. The left sidebar contains icons for General, Video, Audio, Virtual Background, Recording, Statistics, Feedback, and Accessibility. The main content area is divided into Speaker and Microphone sections. The Speaker section includes a 'Test Speaker' button, a dropdown menu set to 'Built-in Output (Internal Speakers)', an 'Output Level' bar, and an 'Output Volume' slider. The Microphone section includes a 'Test Mic' button, a dropdown menu set to 'Built-in Microphone (Internal Microp...)', an 'Input Level' bar, an 'Input Volume' slider, and an unchecked checkbox for 'Automatically adjust microphone settings'. At the bottom, there are three checked checkboxes: 'Join audio by computer when joining a meeting', 'Mute microphone when joining a meeting', and 'Press and hold SPACE key to temporarily unmute yourself'.

Speaker

Test Speaker Built-in Output (Internal Speakers)

Output Level:

Output Volume: 1. Test your speaker here

Microphone

Test Mic Built-in Microphone (Internal Microp...)

Input Level:

Input Volume: 2. Test your Mic here

☐ Automatically adjust microphone settings

☒ Join audio by computer when joining a meeting

☒ Mute microphone when joining a meeting

☐ Press and hold SPACE key to temporarily unmute yourself 3. Make sure this is off

Video Setting

Settings

General

Video

Audio

Share Screen

Chat

Virtual Background

Recording


Profile

Statistics

Feedback

Keyboard Shortcuts

Accessibility



Camera: FaceTime 高清摄像头 (内建)

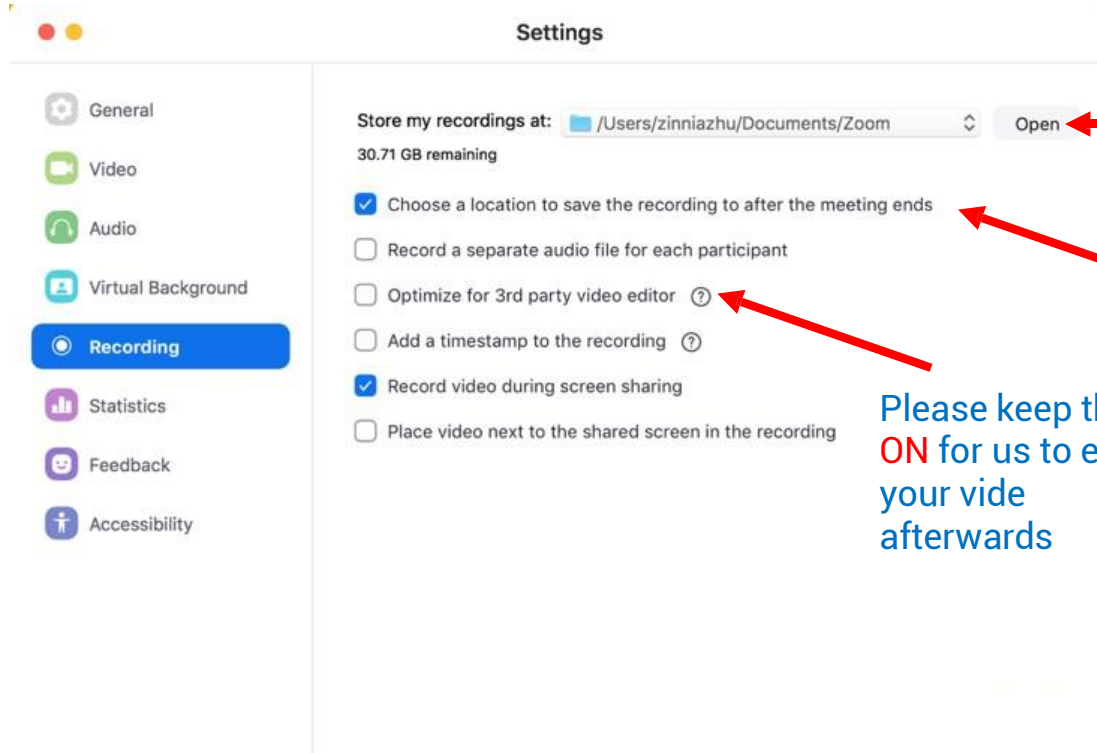
☒ 16:9 (Widescreen) ☐ Original ratio

My Video: ☒ Enable HD
☒ Mirror my video
☐ Touch up my appearance

Meetings: ☐ Always display participant name on their videos
☐ Turn off my video when joining a meeting
☒ Always show video preview dialog when joining a video meeting
☐ Hide non-video participants
☐ Spotlight my video when speaking
☐ Display up to 49 participants per screen in Gallery View

Choose 16:9
Enable HD

Recording Setting

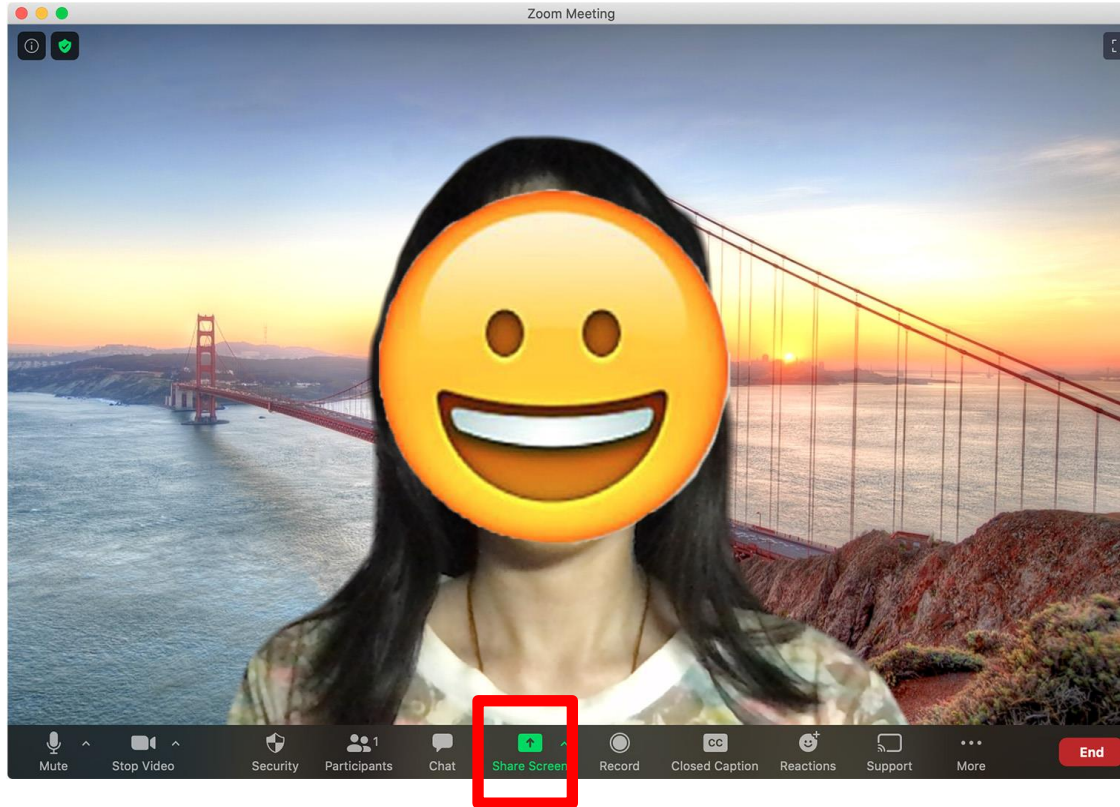


You can set where you would like to store your video

Please keep this ON for us to edit your vide afterwards

- Keep this one ON just in case you have a second thought
- You will be able to see the video after you quit the Zoom application

Slide Preparation



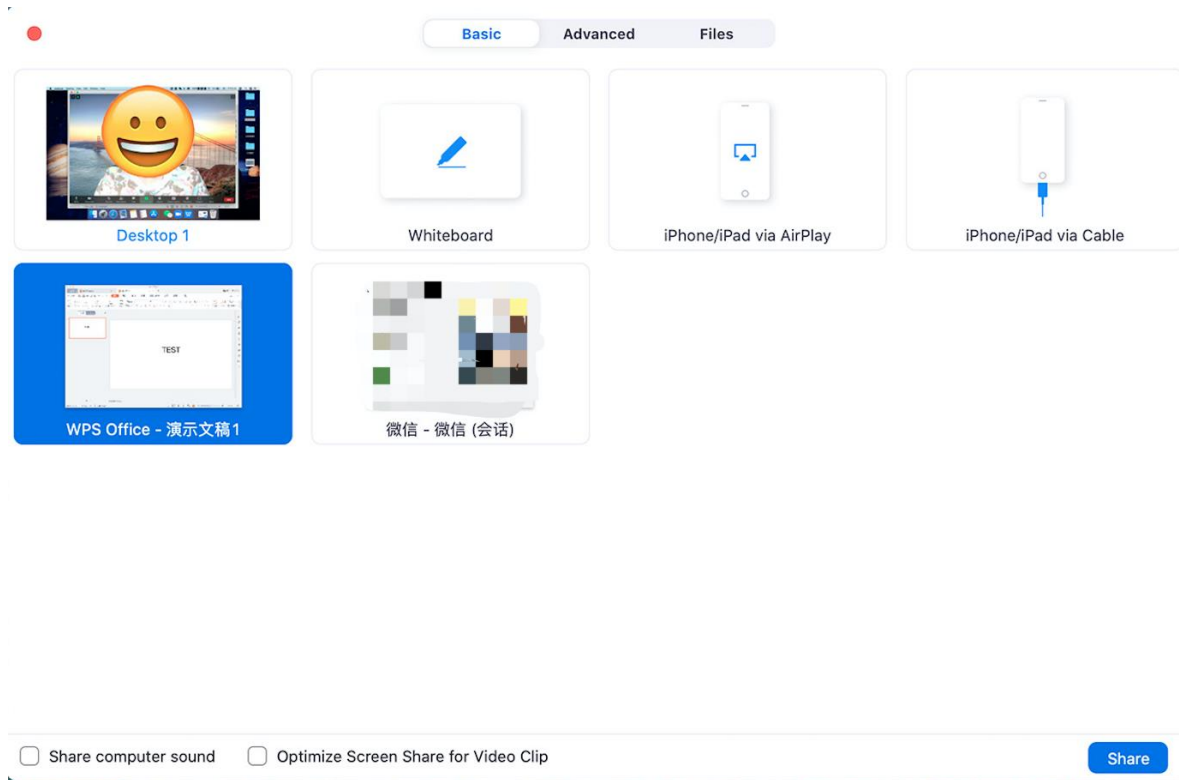
Share button

Now we are about to start

- Step 1:
Open you slide from **Power Point**
- Step 2:
Go back to Zoom and Click **Share**

Share Your Slide

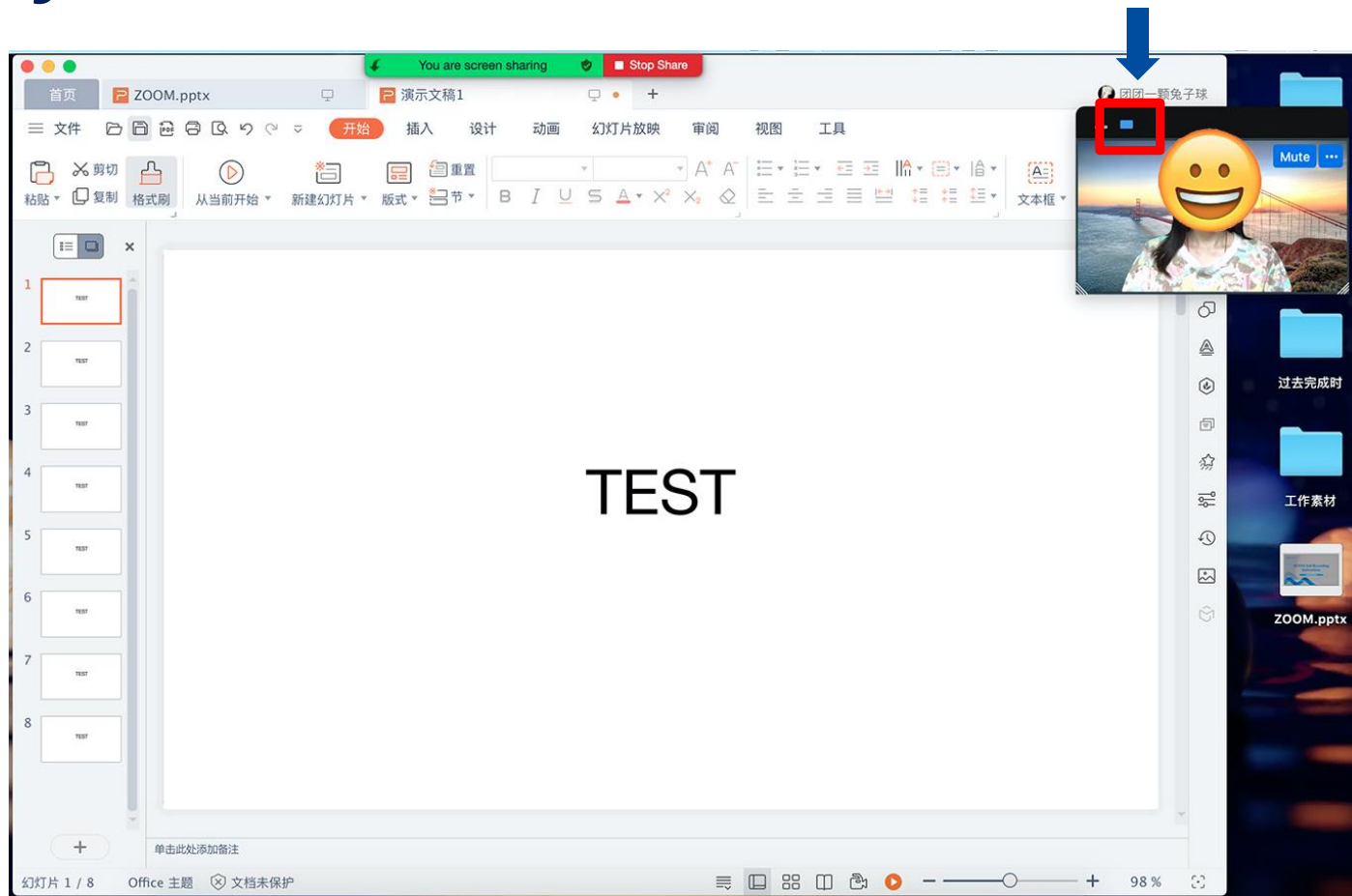
Choose Power
Point



Click Share

Adjustment

Choose this
so you can adjust the size of your image

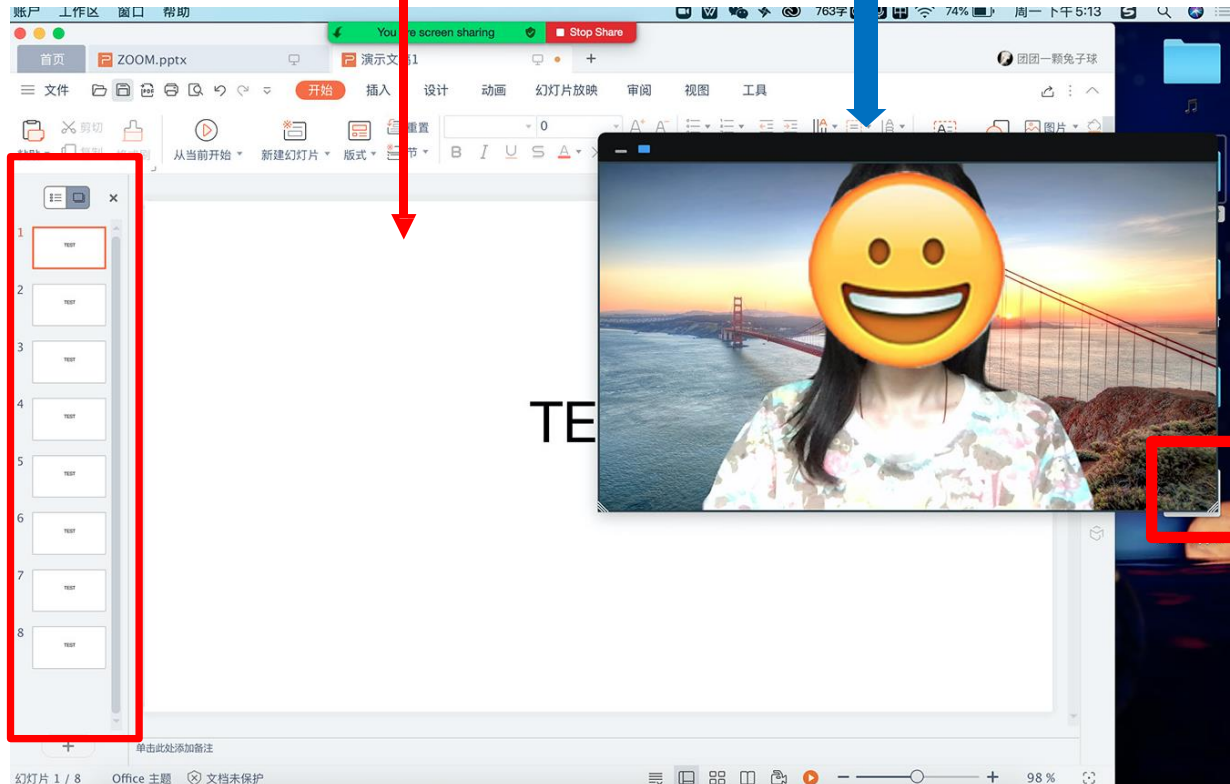


Adjustment

Slide here
Bigger

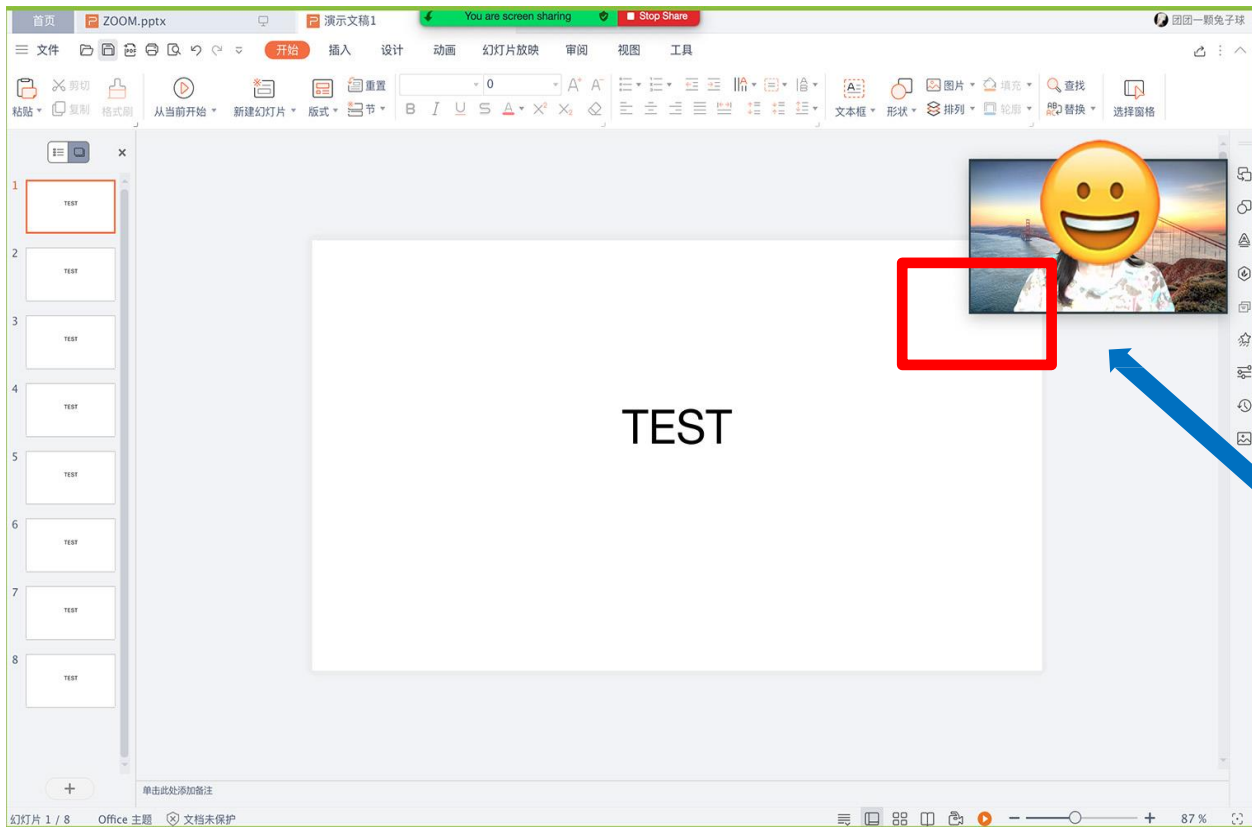
Click other area of the image and you can
move it to the location required

Slide here
Smaller



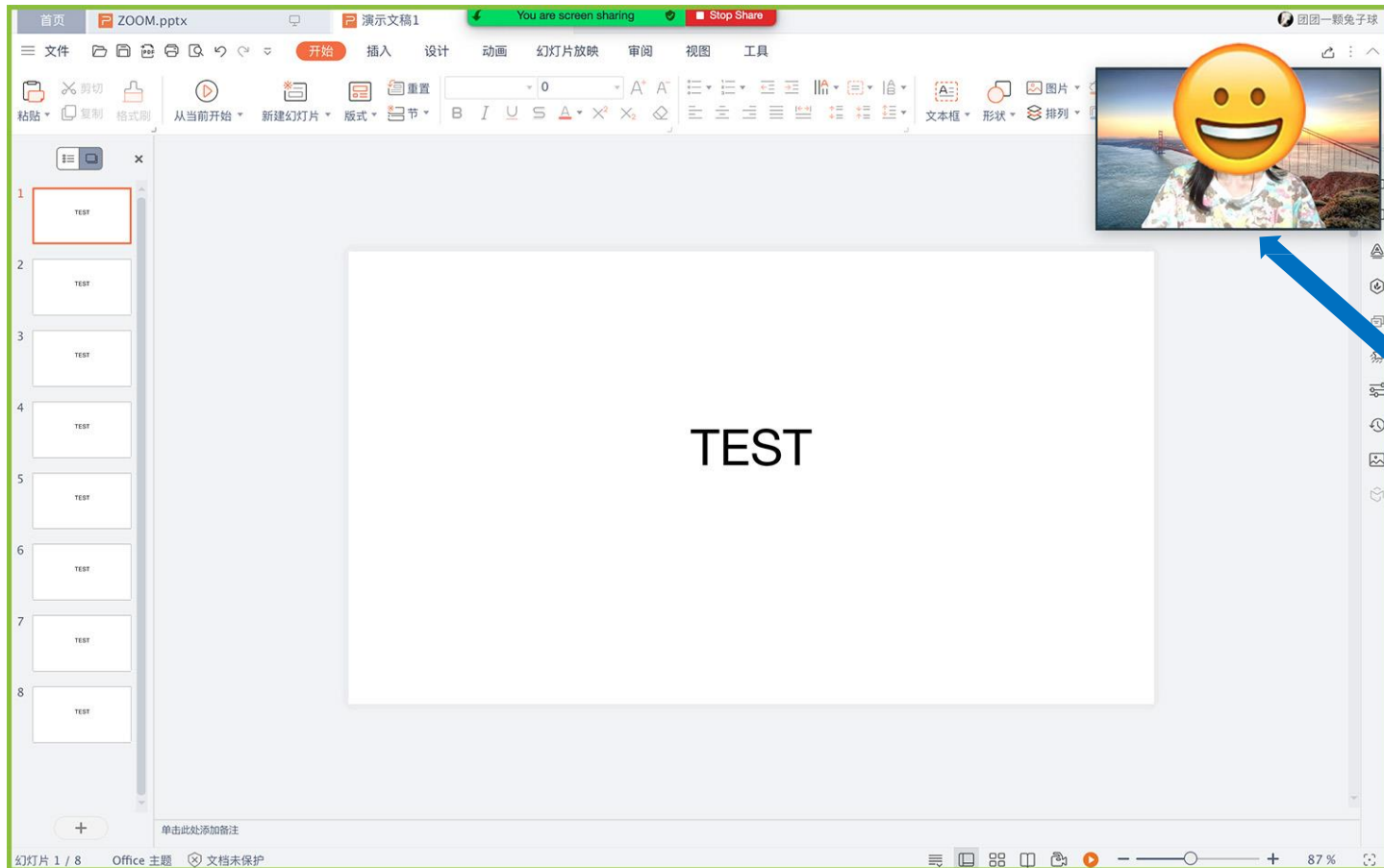
Click on the
right under
corner you
can adjust
the size of
your image

Please avoid overlap



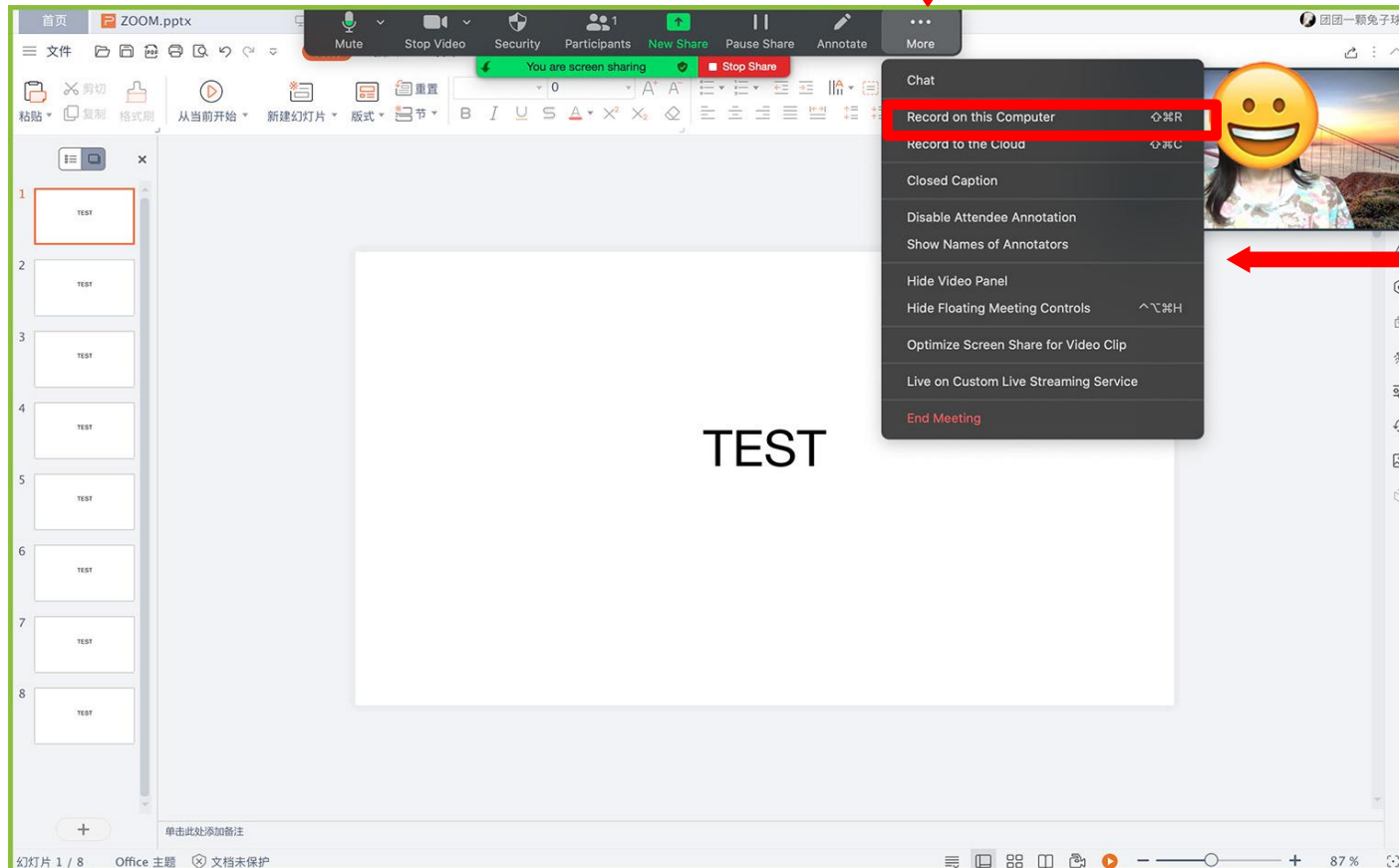
Overlap
Please
Avoid X

Please avoid overlap



No Overlap
Good

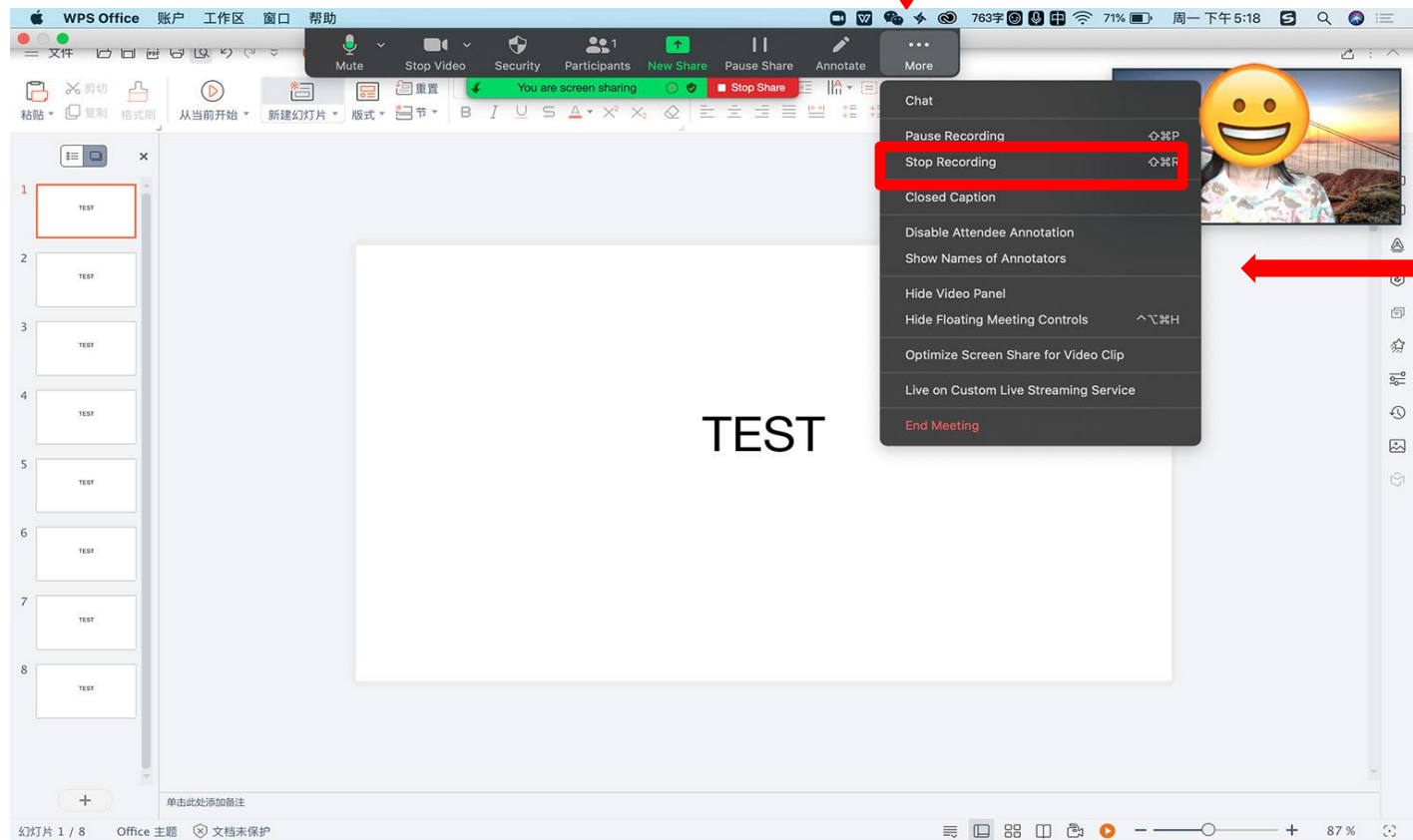
Start Recording



Start Recording
when all set

Press **Record**
and you can start
the presentation
recording

End Recording

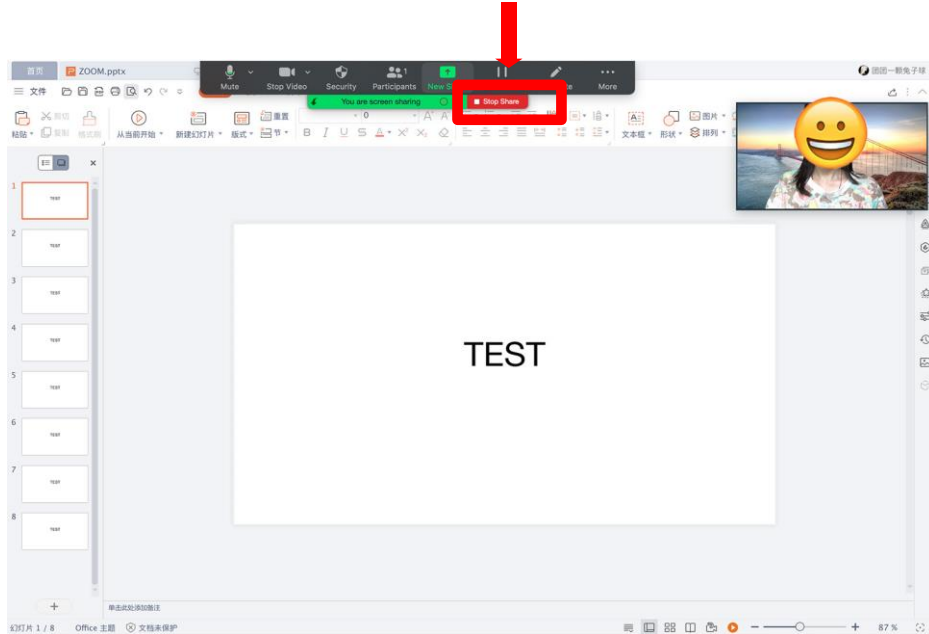


End Recording
when all Done

Press **Stop
Recording**
to finish the
recording

Turn off Zoom and End Meeting

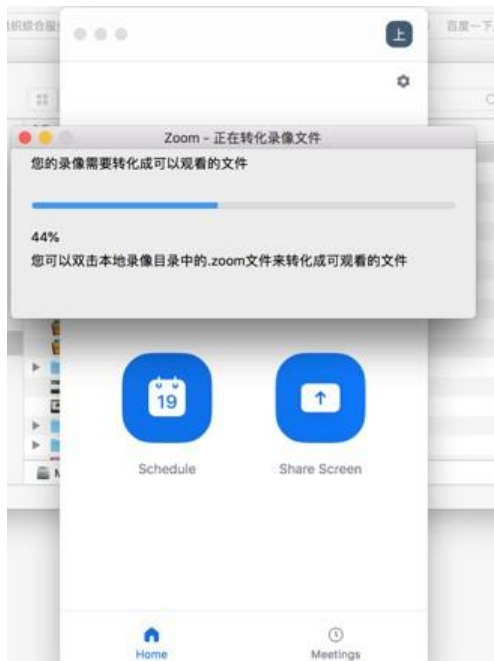
Step 1
Click Stop Share



Step 2
Click to End meeting

Find the Video

1 After you end the meeting It will take some time to produce the video

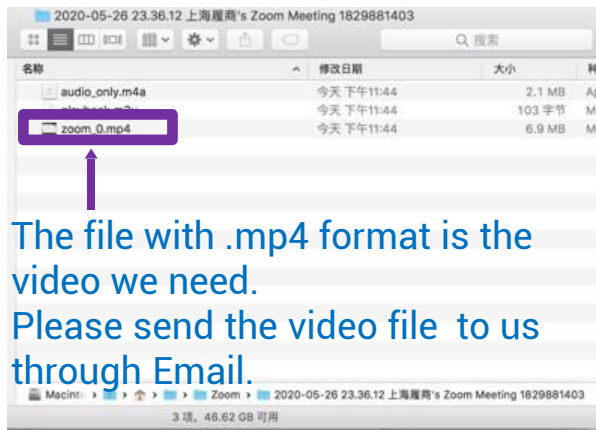


2 You can choose where to save file and click **SAVE**



Save

3 The folder will pop out automatically



The file with .mp4 format is the video we need.
Please send the video file to us through Email.

Note: If you have several takes
You can find it in other folders
Other folders suppose be in the upper level of the pop out folder

