

# **ZOOM Self-Recording Instructions**

# Download and install Zoom

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

Download Center

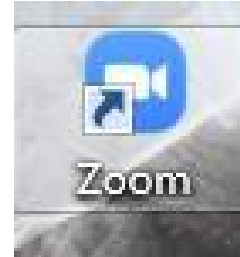
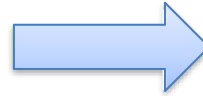
Download for IT Admin ▾

## 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)

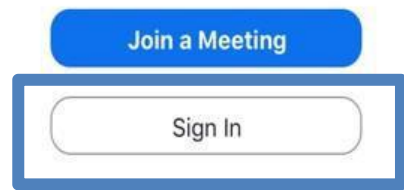


# Before Sign in

- ⑩ To sign in, use your Zoom Google, or Facebook account. You can also log in using SSO.
- ⑩ If you don't have an account, click Sign Up Free.
- ⑩ If you have a Zoom account but cannot remember your password, click Forgot.

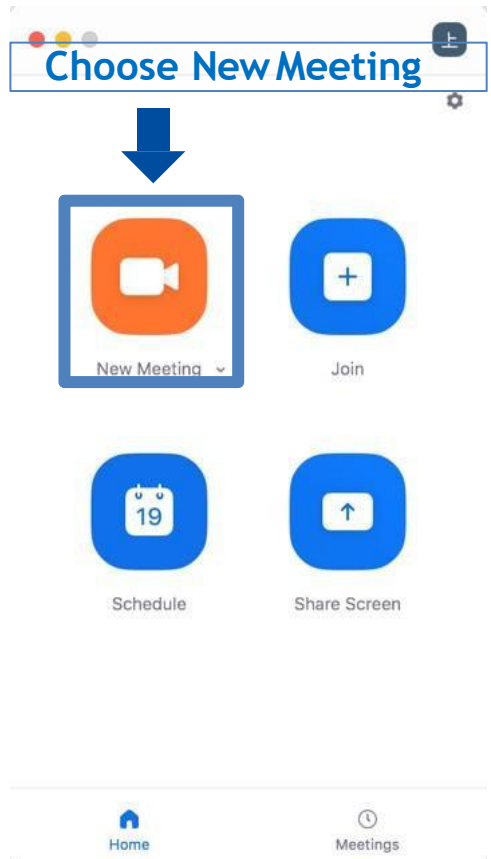
The image shows a Zoom sign-in interface. On the left, there is a 'Sign In' section with a 'Sign Up Free' link. Below the title are two input fields: 'Email' and 'Password'. The 'Password' field has a 'Forgot?' link to its right. Below the password field is a radio button labeled 'Keep me signed in' and a 'Sign In' button. To the right of the password field is the word 'or'. Further right, there are three social sign-in 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). All three social sign-in buttons are highlighted with red rectangular boxes.

# Sign In and Start a Meeting



Sign in  
Zoom

Version: 5.1.54570.0506



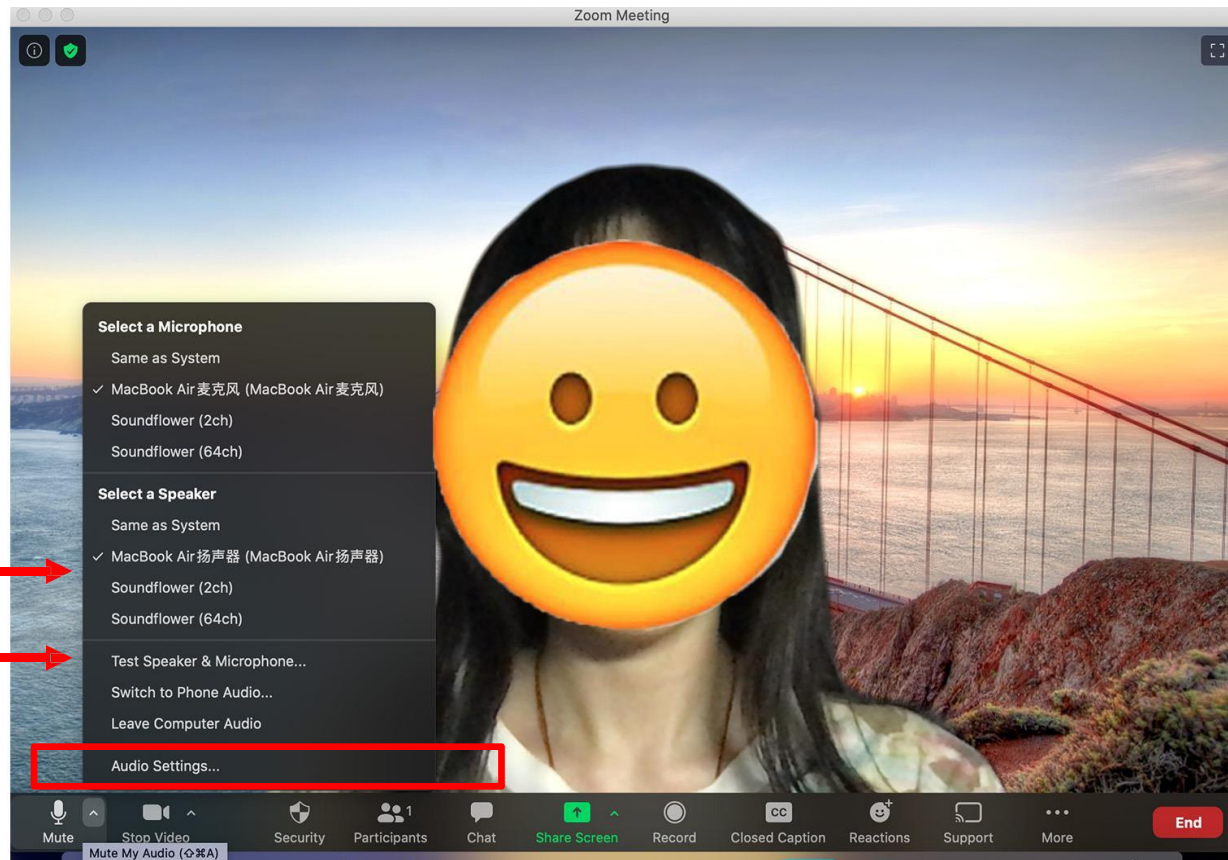
Open the  
video  
and unmute  
yourself



A screenshot of a Zoom meeting interface. The main video feed shows a person with long dark hair, whose face is obscured by a large yellow smiley face emoji. The background of the video is a scenic view of the Golden Gate Bridge in San Francisco at sunset. At the bottom of the screen is a dark toolbar with various icons. The 'Mute' icon, which is a microphone with a slash through it, is highlighted with a red rectangular box. Other icons in the toolbar include 'Stop Video', 'Security', 'Participants' (with a '1' next to it), 'Chat', 'Share Screen' (in green), 'Record', 'Closed Caption', 'Reactions', 'Support', and 'More'. A red 'End' button is located in the bottom right corner. The title bar at the top of the window says 'Zoom Meeting'.

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

Test Your Voice by  
going to the Setting



# Audio Setting


The image shows the Zoom 'Settings' window with the 'Audio' tab selected. The left sidebar contains navigation options: General, Video, Audio (highlighted), 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. A red arrow points to the speaker icon at the end of the slider, with the text '1. Test your speaker here'. The 'Microphone' section includes a 'Test Mic' button, a dropdown menu set to 'Built-in Microphone (Internal Microp...)', an 'Input Level' bar, and an 'Input Volume' slider. A red arrow points to the microphone icon at the end of the slider, with the text '2. Test your Mic here'. Below these sections are three checkboxes: 'Join audio by computer when joining a meeting' (checked), 'Mute microphone when joining a meeting' (checked), and 'Press and hold SPACE key to temporarily unmute yourself' (unchecked). A red arrow points to this last checkbox, with the text '3. Make sure this is off'.

**Settings**

**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

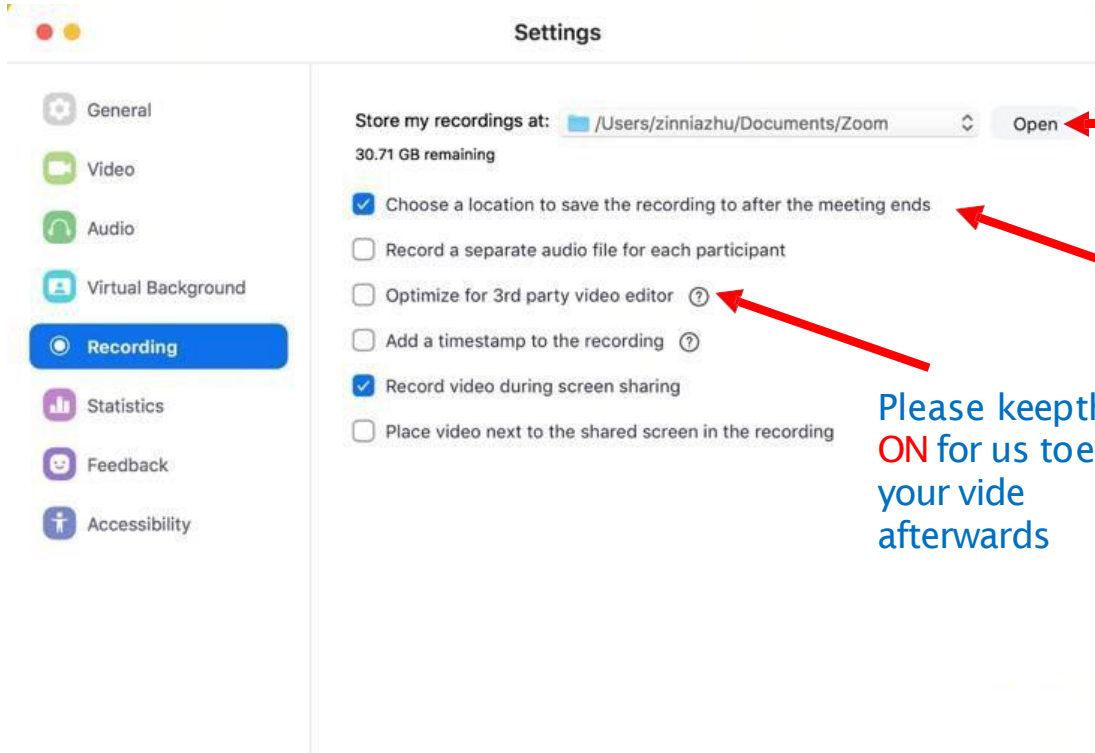
**My Video:**  Enable HD  
 Mirror my video  
 Touch up my appearance

**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

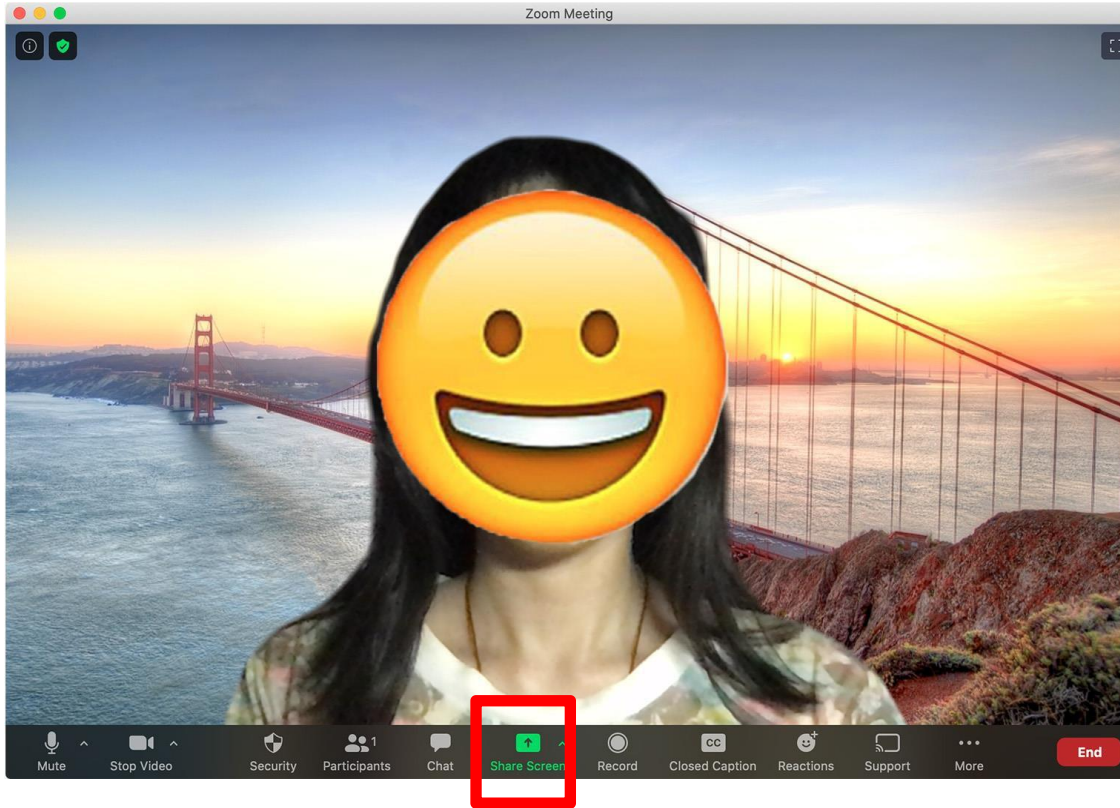


You can set where you would like to store your video

Please keep this ON for us to edit your video 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 **PowerPoint**
- Step 2:  
Go back to Zoom and Click **Share**

# Share Your Slide

Choose Power  
Point



Basic Advanced Files

Desktop 1

Whiteboard

iPhone/iPad via AirPlay

iPhone/iPad via Cable

WPS Office - 演示文稿 1

微信 - 微信 (会话)

Share computer sound  Optimize Screen Share for Video Clip

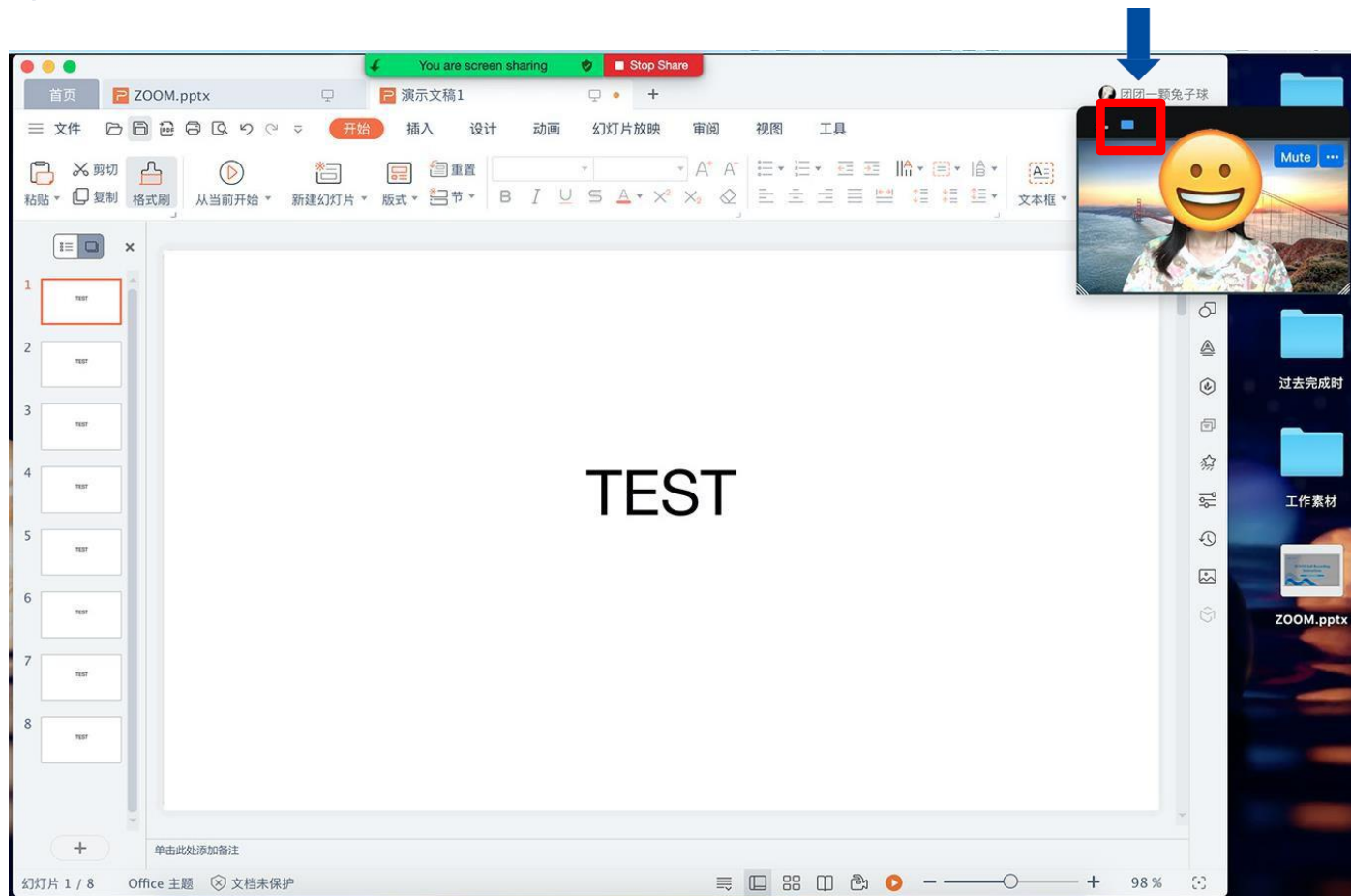
Share



Click Share

# Adjustment

Choose this  
so you can adjust the size of your image

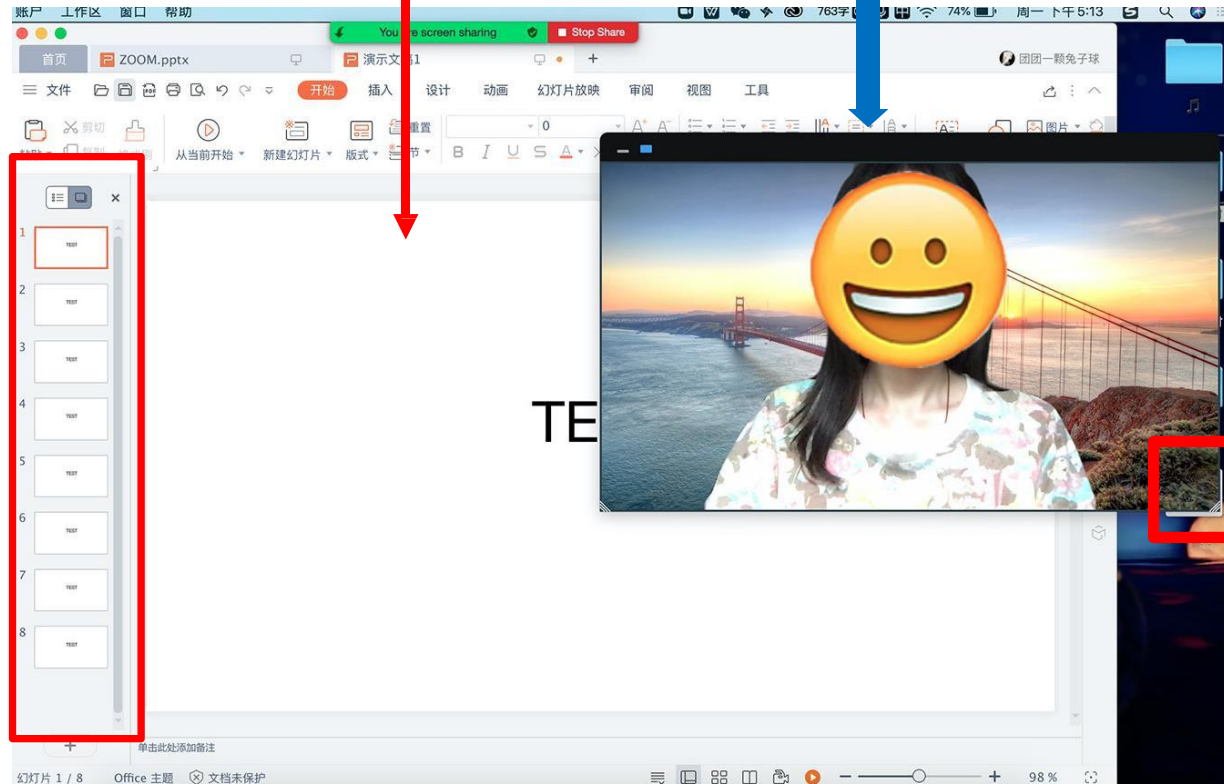


# Adjustment

Slide here  
Bigger

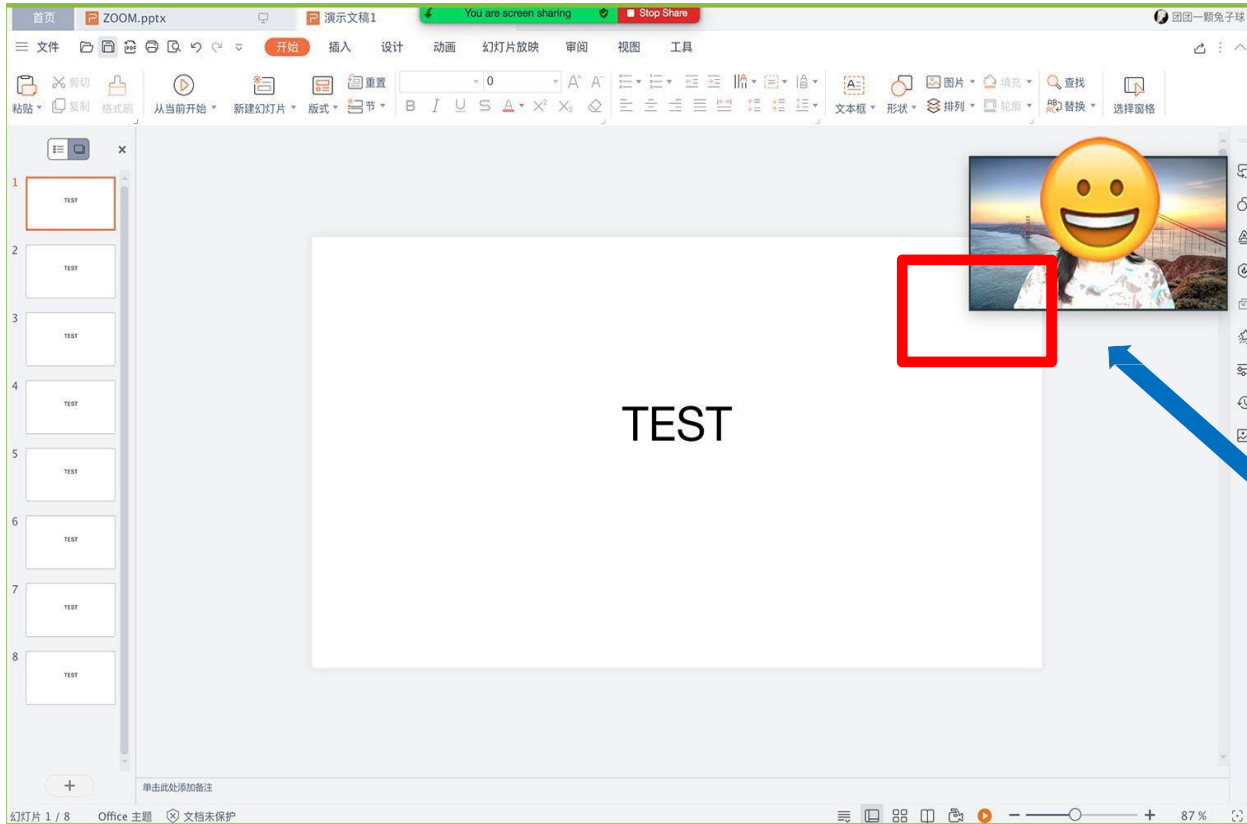
Click other area of the image and you can  
move it to the location required

Slide here  
Smaller



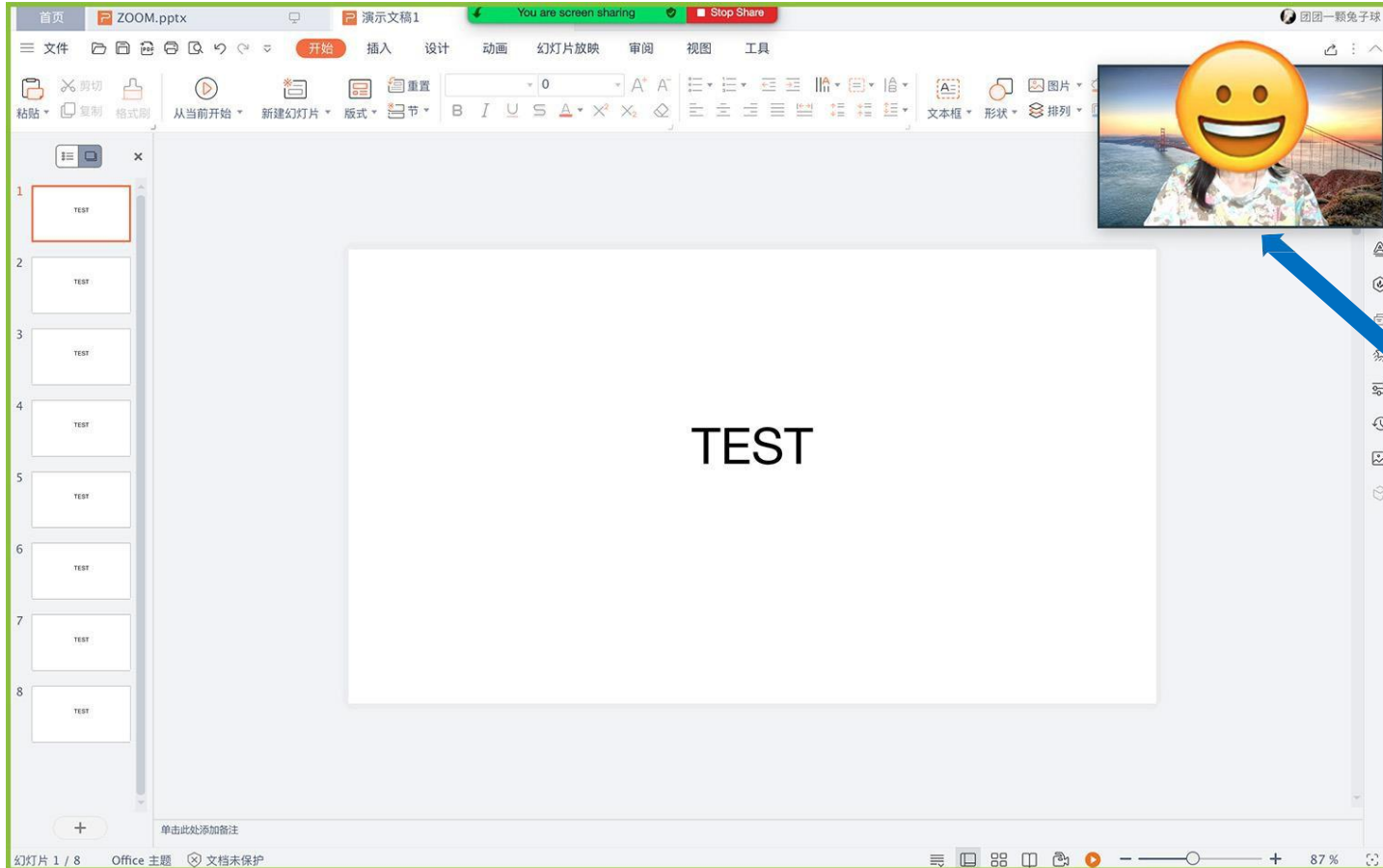
Click on the  
right under  
corner you  
can adjust  
the size of  
your image

# Please avoid overlap



Overlap  
Please  
Avoid X

# Please avoid overlap



No Overlap  
Good

# Start Recording

The image shows a Zoom meeting interface. At the top, there is a toolbar with options like Mute, Stop Video, Security, Participants, New Share, Pause Share, and Annotate. A red triangle points to the 'More' button (three dots). A dropdown menu is open, showing options: Chat, Record on this Computer (highlighted with a red box), Record to the Cloud, Closed Caption, Disable Attendee Annotation, Show Names of Annotators, Hide Video Panel, Hide Floating Meeting Controls, Optimize Screen Share for Video Clip, Live on Custom Live Streaming Service, and End Meeting. A red arrow points from the 'Record on this Computer' option to the right. The main content area shows a slide with the word 'TEST' in the center. On the left, there is a slide navigation pane with 8 slides, each labeled 'TEST'. At the bottom, there is a status bar with '幻灯片 1 / 8', 'Office 主题', '文档未保护', and a zoom level of 87%.

Start Recording  
when all set

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



# End Recording

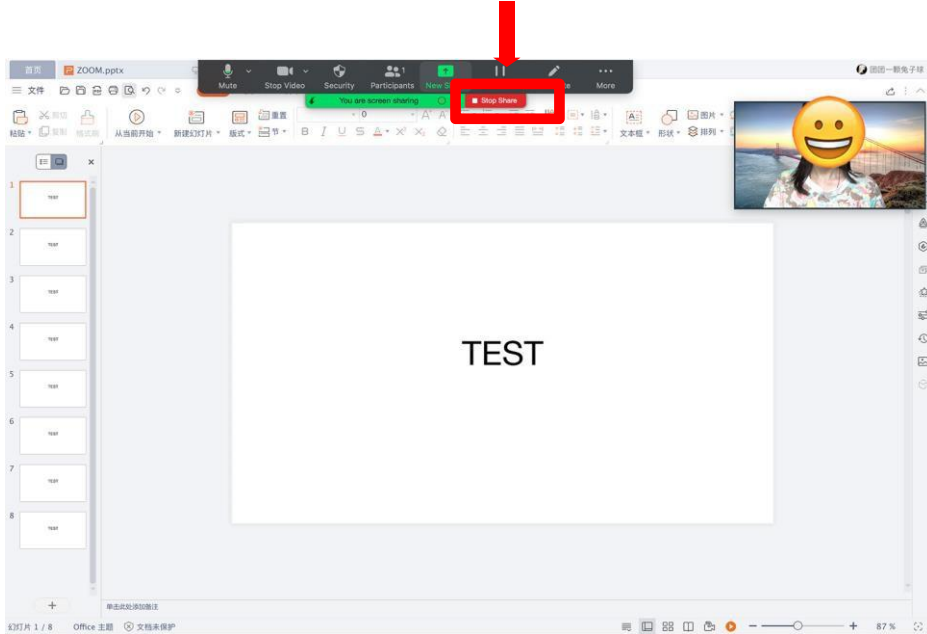
The screenshot shows the WPS Office meeting interface. The top toolbar includes options like Mute, Stop Video, Security, Participants, New Share, Pause Share, Annotate, and More. The 'More' menu is open, displaying a list of options: Chat, Pause Recording, Stop Recording, Closed Caption, Disable Attendee Annotation, Show Names of Annotators, Hide Video Panel, Hide Floating Meeting Controls, Optimize Screen Share for Video Clip, Live on Custom Live Streaming Service, and End Meeting. The 'Stop Recording' option is highlighted with a red box. A red arrow points to the 'More' button in the toolbar. The main content area displays a slide with the word 'TEST'.

End Recording when all Done

Press Stop Recording to finish the recording

# Turn off Zoom and End Meeting

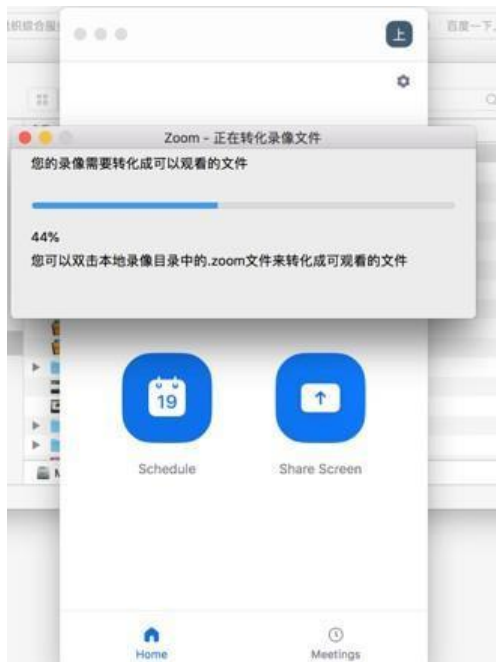
Step 1  
Click Stop Share



Step 2  
Click to End meeting

# Find the Video

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

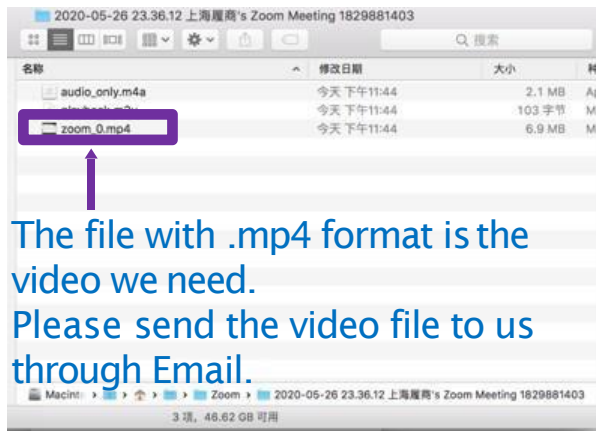


2 You can choose where to save file and click **SAVE**



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

