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How to use Zoom for Presentations

PLEASE CONTACT [*avrequest@arch.columbia.edu*](mailto:avrequest@arch.columbia.edu) ***if you have any questions.***

What are the requirements for Zoom?

- Windows XP or later, or Mac OS 10.6.8 (Snow Leopard) or later
  - Browsers: IE7+, Firefox, Chrome, or Safari5+
  - An internet connection – broadband wired or wireless (3G or 4G/LTE)
  - Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth (we recommend using a headset)

# 1. YOU DON'T NEED TO HAVE A ZOOM ACCOUNT TO USE ZOOM:

A.   Join

I.   **Click on "Join" (top right icon) to join a meeting.**
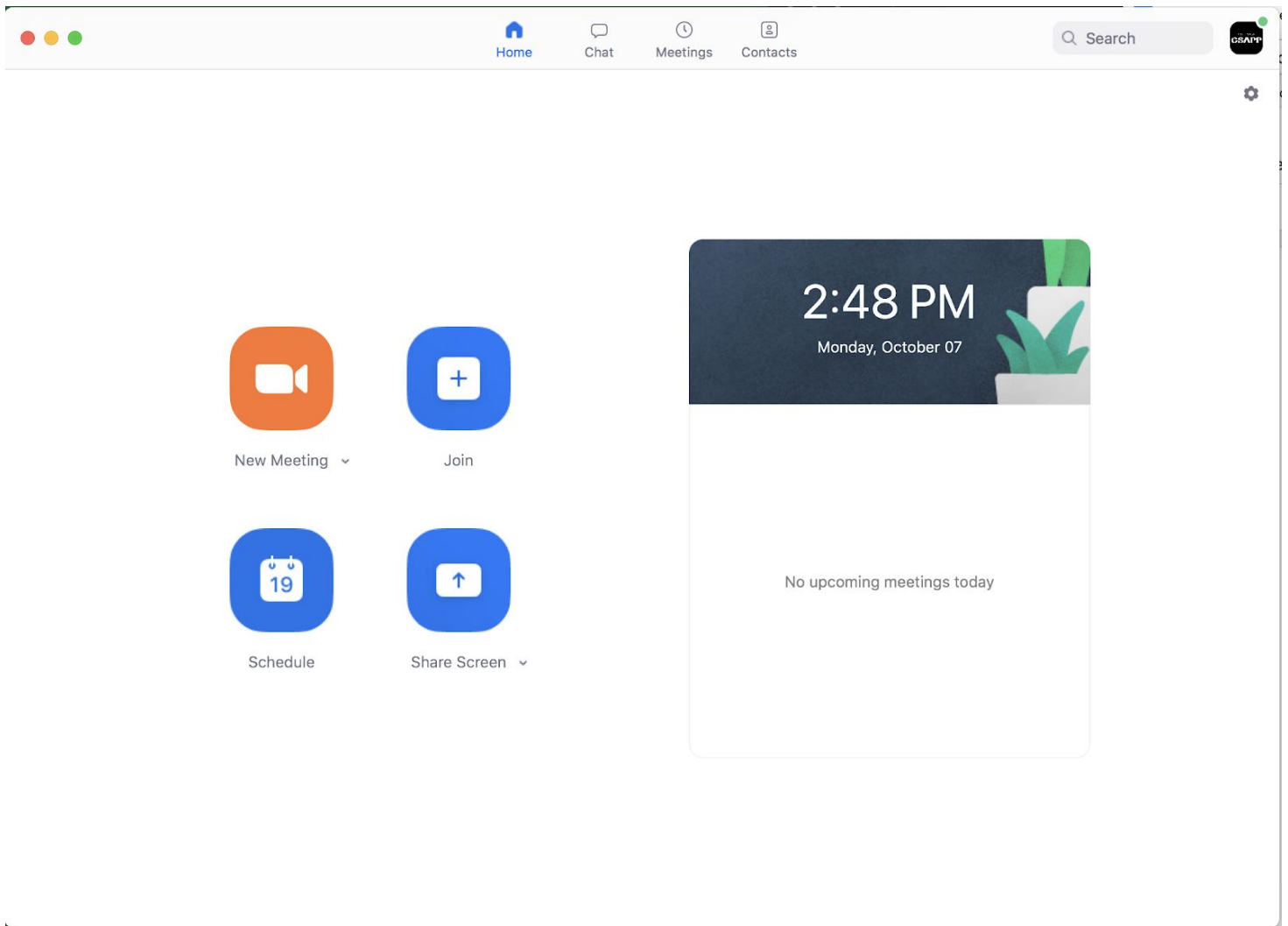
II.   Enter Meeting ID. Click on the Join button.

B.   Make sure that you "Join with Computer Audio" and "Test speaker and microphone" on your computer.

*If you are using an external Webcam or external speakers please select them under "Preferences". The "Settings" window will pop up. Select "Video" to choose the camera. Select "Audio" to choose the speakers and/or mic to use.
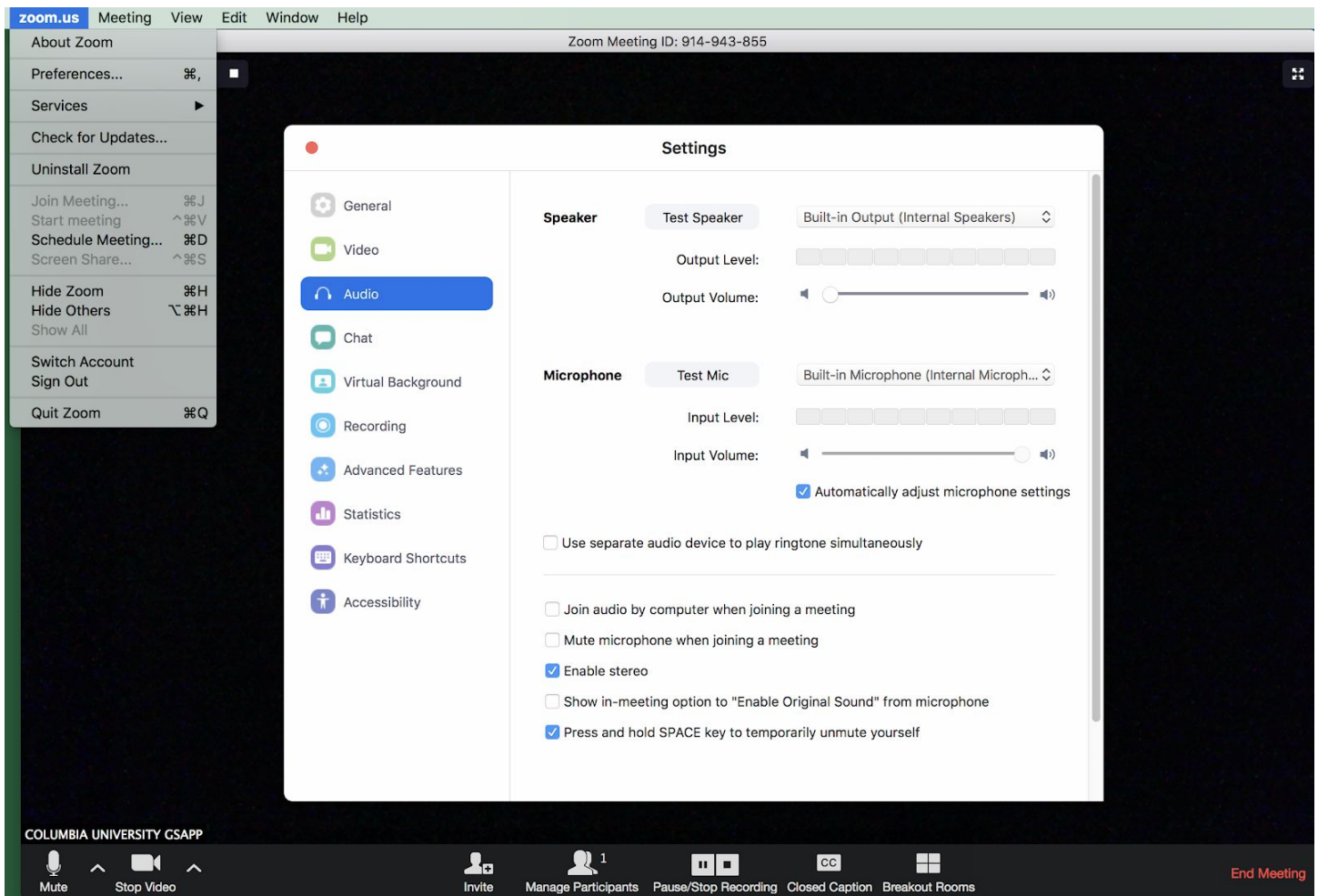
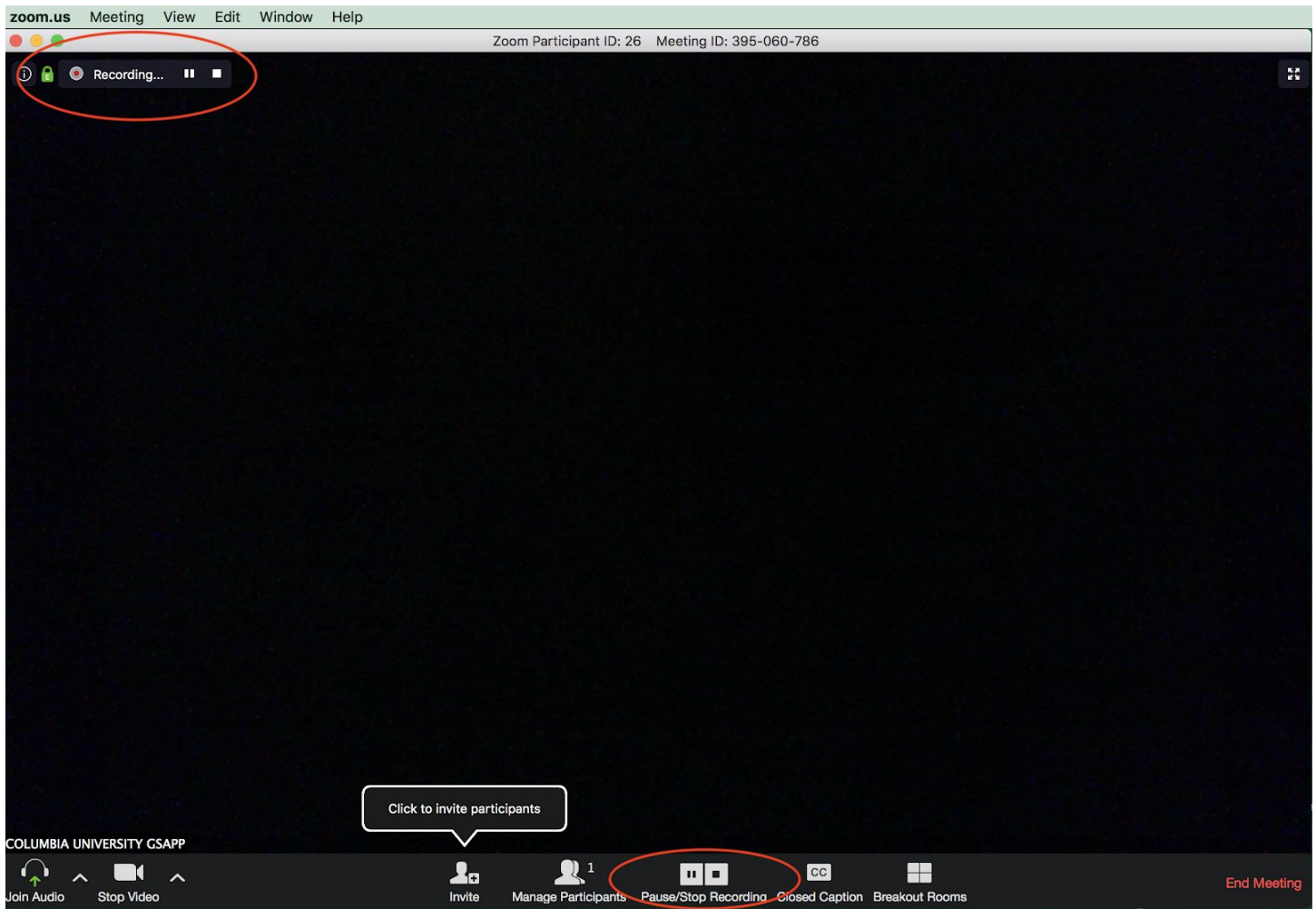# 2. Zoom capabilities:

Group Screen Sharing

A.   Click on the "Share Screen" on the bottom right icon, you might have to download an audio sharing app if you want to share audio:
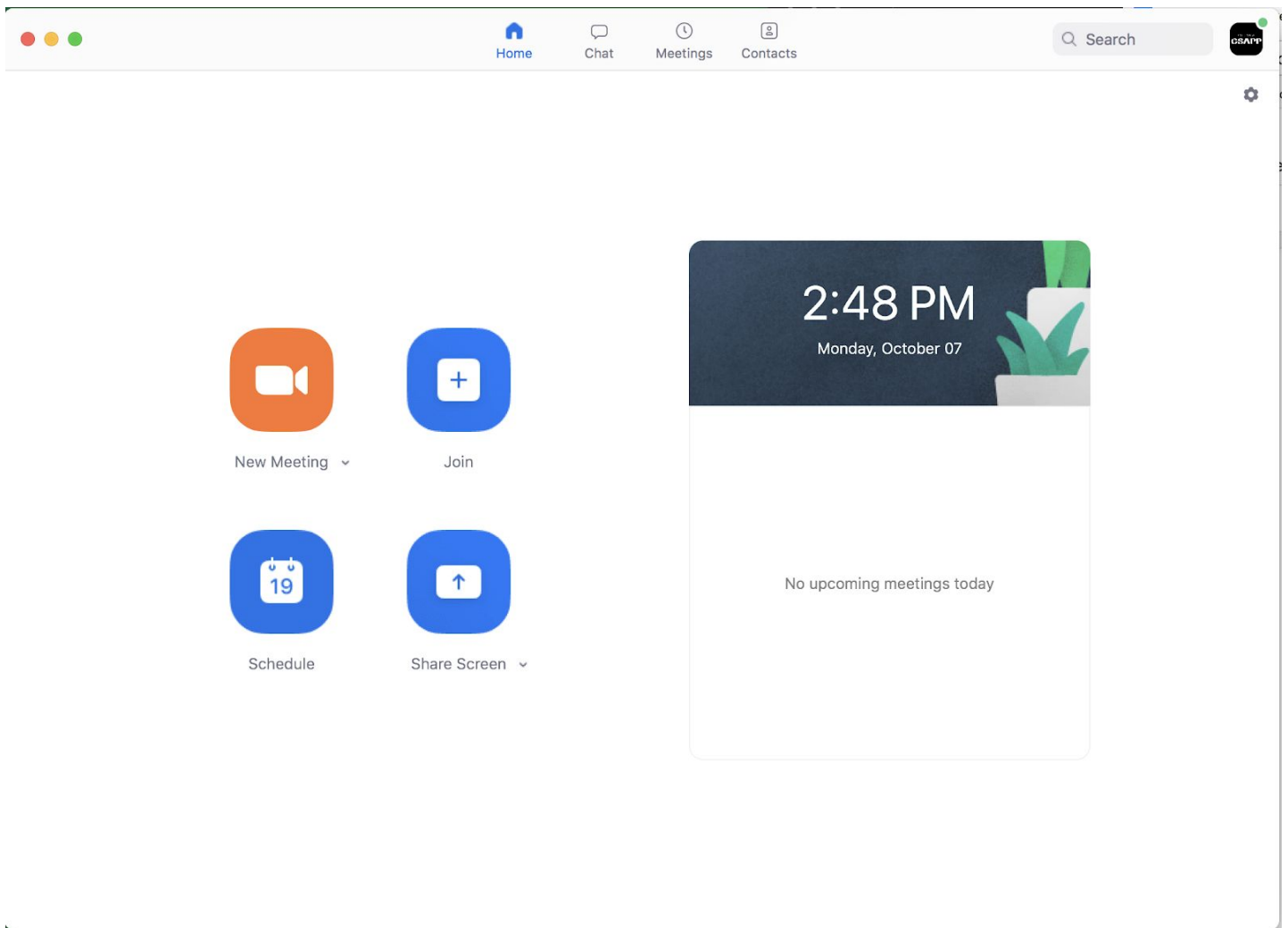
Enter meeting ID to share screens.

Record Meetings

Click on the Recording controls on the top left or bottom center of the meeting screen.

zoom.us   Meeting   View   Edit   Window   Help

Zoom Participant ID: 26   Meeting ID: 395-060-786

Recording...

Click to invite participants

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Join Audio   Stop Video   Invite   Manage Participants   Pause/Stop Recording   Closed Caption   Breakout Rooms   End Meeting

After the meeting ends the recording will convert to a .mp4 file in your document folder.

TO DO LIST WHEN SHARING SCREENS DURING PRESENTATIONS:
1) **Please plug in your headphones into the laptop you are presenting from so there is no feedback loop.**
2) **Please use a cable to connect to the internet and do not use wi-fi so that there is a steady internet connection.**
3) **Please turn off notifications on your laptop so that there are no unwanted sounds during your presentation. Please also have all applications off that do not pertain to your presentation.**
4) **Please do not shout into your laptop mic. Please speak clearly and slowly in even tones. If you shout into your laptop or raise your voice--the audio on your Zoom app with be distorted or clipped.**
5) **At the end of your presentation please unshare your screen and leave the meeting.**

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