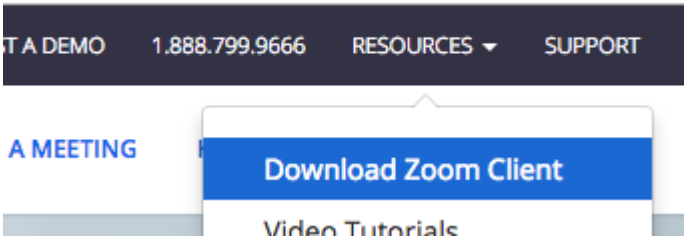
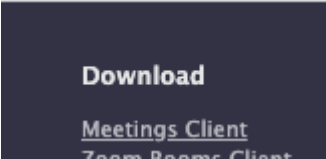
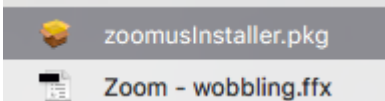
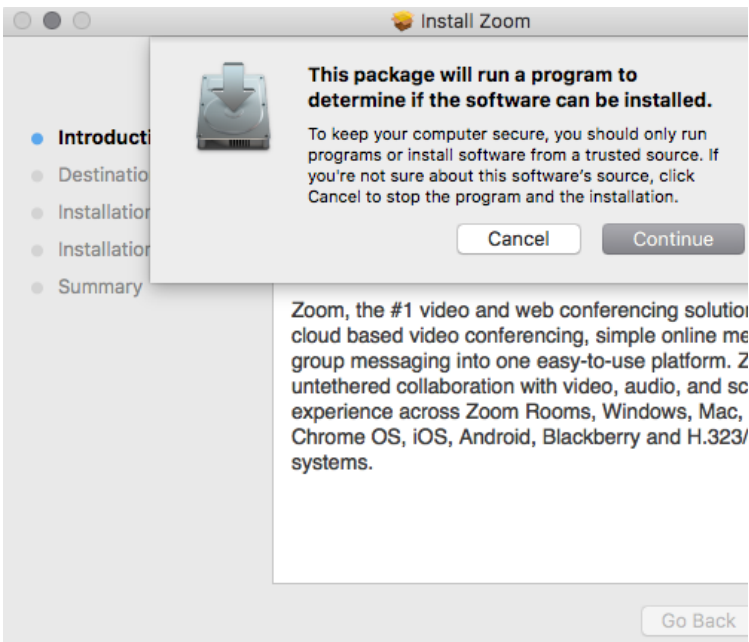
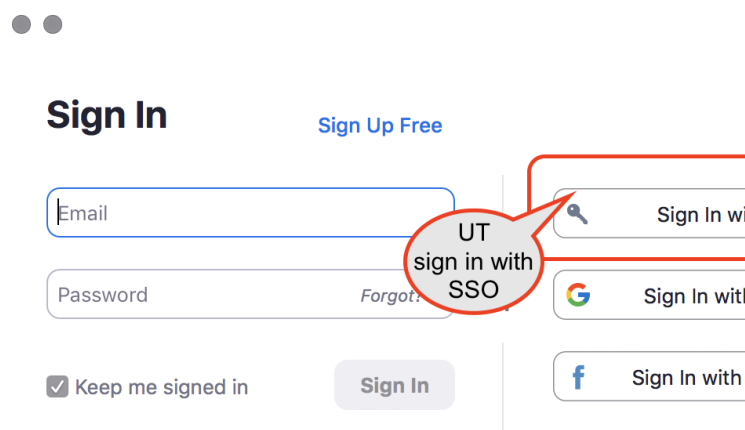
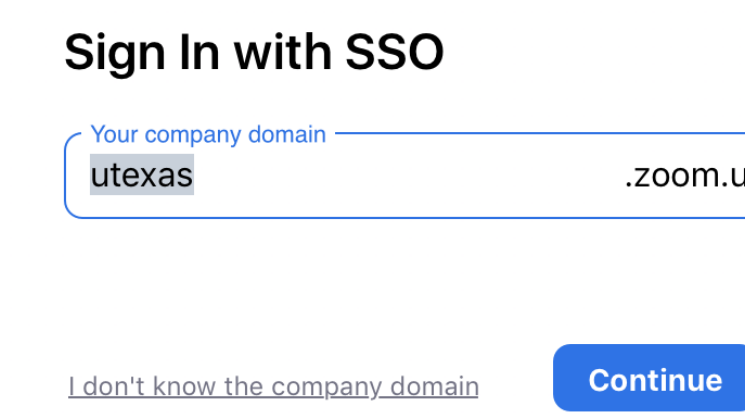
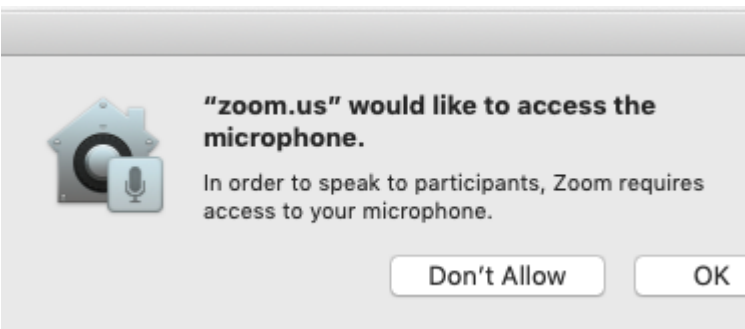
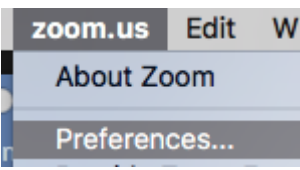
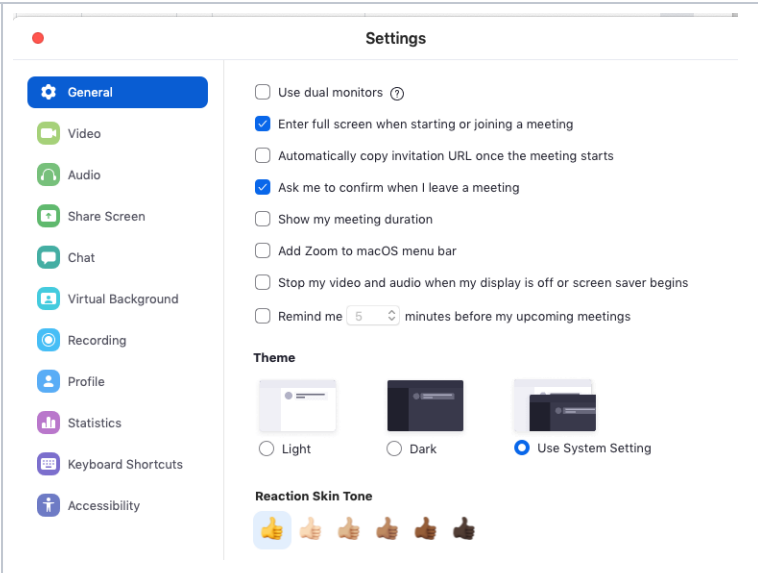


Web Meeting Zoom App how to - Works like Skype but better

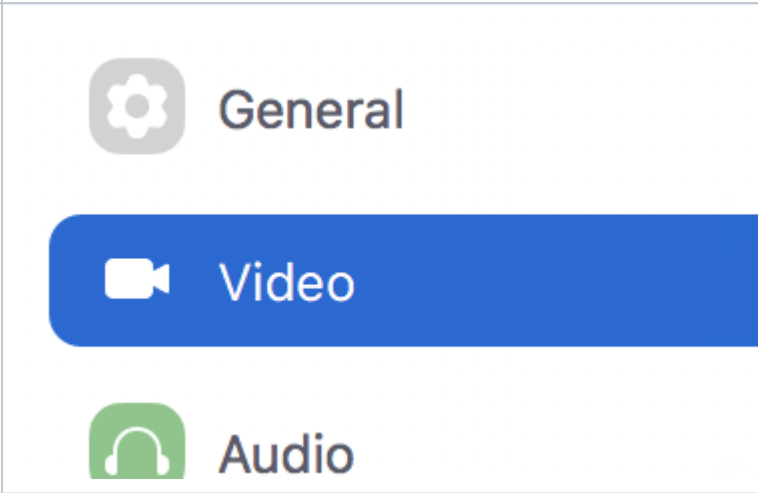
| | |
|--|---|
| <p>Go to the Zoom Home page on the web</p> <p>https://zoom.us/</p> <p>You need to install the zoom .app</p> <p>Go to >Resources>Download Zoom client</p> |  |
| <p>Run the Installer</p> <p>downloads all the way at the bottom of the home page download the meetings client</p> <p>https://zoom.us/download#client_4meeting</p>  |  |
| <p>Install the package</p> |  |

| | |
|--|--|
| <p>Sign into your account</p> <p>Put in your login credentials - If you are a UT Student, Faculty or Staff</p> <p>choose Sign in with SSO</p> <p>Or Sign up for a new account by clicking Sign Up Free</p> |  |
| <p>Your Company Domain for UT is utexas.zoom.us</p> |  |
| <p>allow to use the microphone click OK</p> |  |
| <p>Go to Zoom>Preferences to check the audio and video</p> |  |

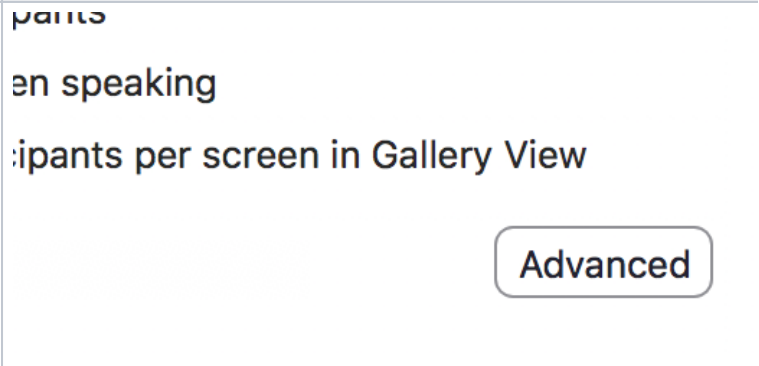
General Preferences should look like this



Click on Video

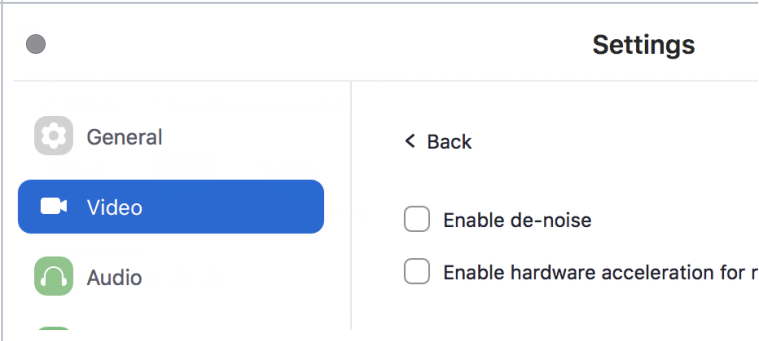


Click on Advanced button in the lower left corner



Click on the Video Tab and choose to turn off hardware acceleration for receiving video

This help with choppy video when sharing screens.



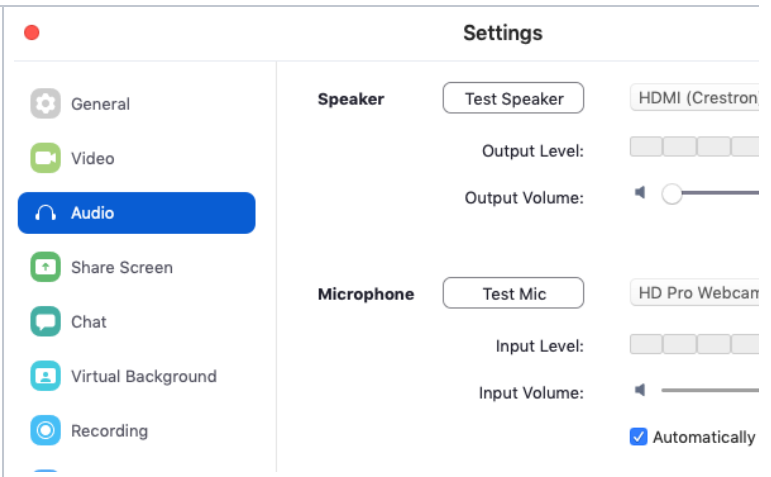
Audio Preferences

You can test the speaker audio

This tests the audio from the other folks in the meeting coming into the room.

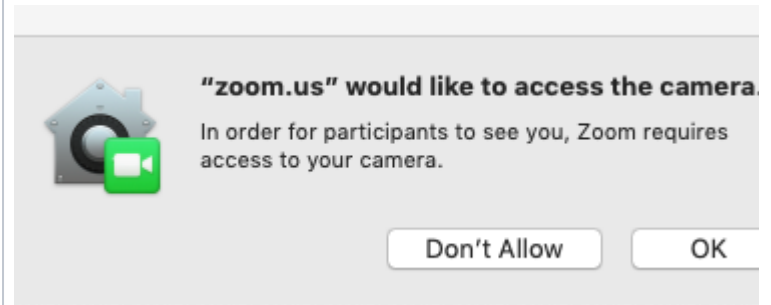
Set to HDMI Crestron for classroom speaker output

Set Mic to HD Pro Webcam or similar



Click on the Video Settings tab

click OK on Video access

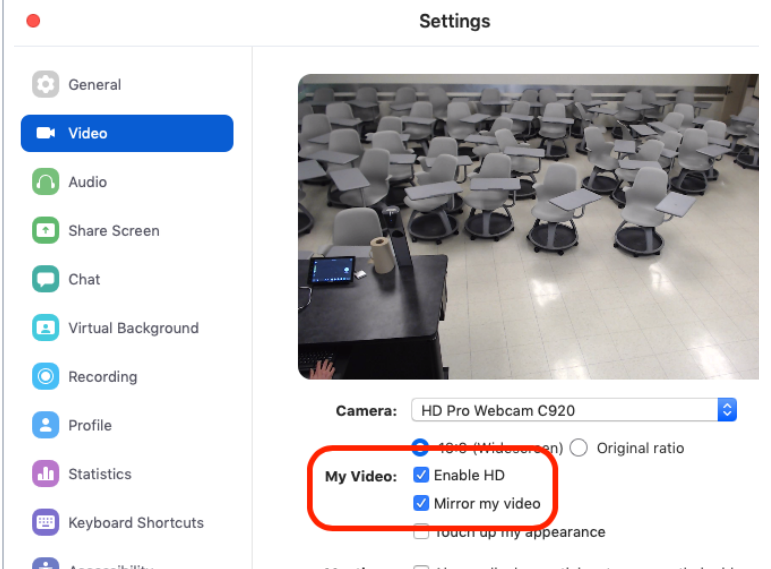
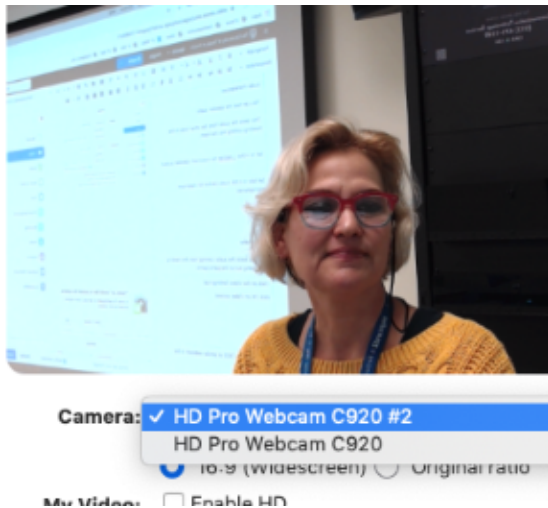


HD Pro Webcam C920 or similar webcam is the Camera Source

you may have a choice if you are in a classroom with 2

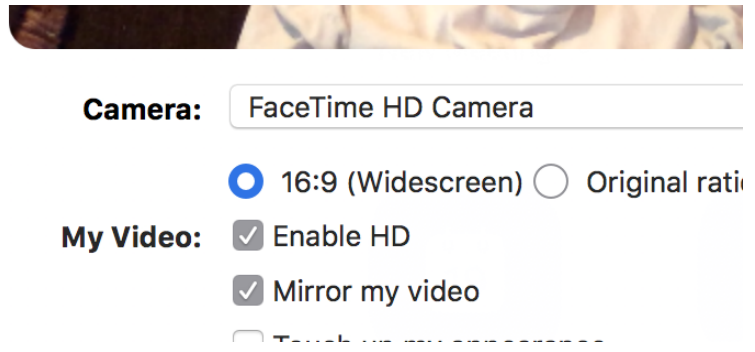
cameras or more choose the camera you want by

selecting it in the drop down

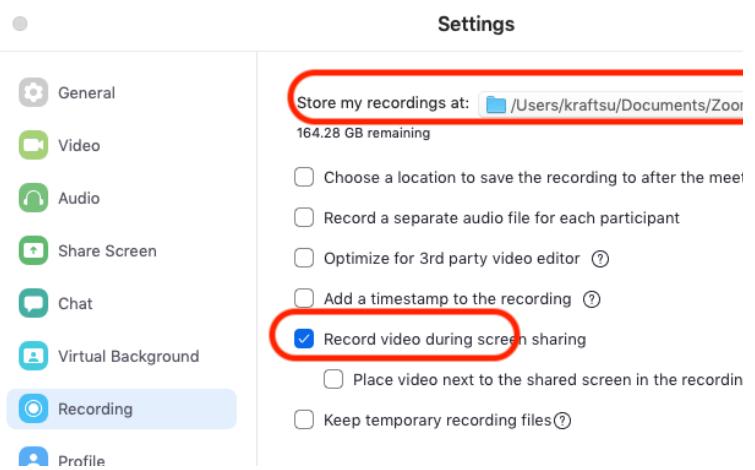


Also very important >check Enable HD it'll look so much better!

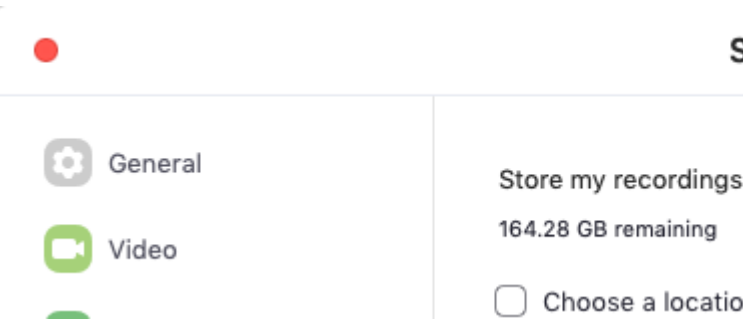
If you are home and using your laptop choose the webcam that is the available choice



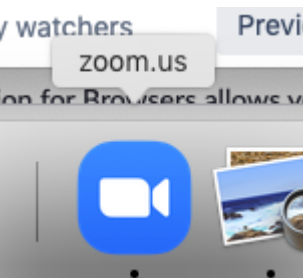
Click on the Recording Tab this will save the files to the recording destination



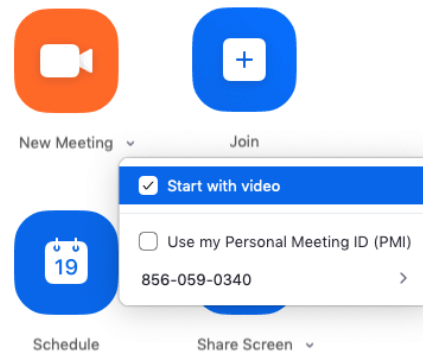
Close the settings window by clicking the red dot in the upper left corner



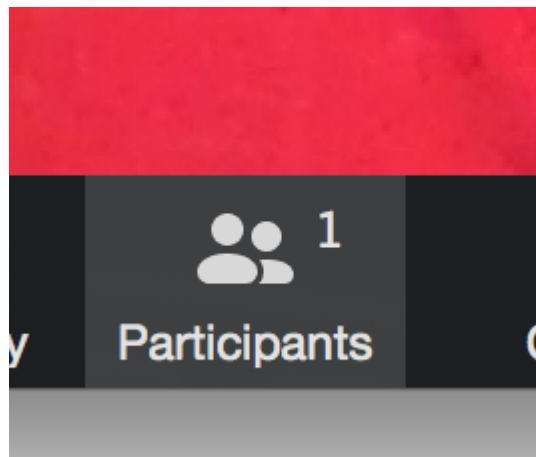
click back on Zoom icon in dock



To start a meeting choose the appropriate Icon
Or click New Meeting to start



Click on the Participants button



Choose to Invite participants
at the bottom of the participants list

Participants (1)

Susanne Kraft (Host, me)

yes

no

go slower

go faster

more

clear all

Invite

Mute All

Unmute All

More

choose a contact or email

You can also copy URL to send via email about the meeting

Invite people to join meeting 989031368

Contacts

Email

Re

RR

Rebecca Ro...

RT

Rebecca Tor...

RL

Rebecca Lie...

Rr

Regina regin...

RG

Rene Gaitan

RS

Rene Salazar

RG

Renee Gads...

Ri

Research Int...

AR

Andi Remoq...

CR

Colleen Reut...

DC

Dana Center...

WR

Wally Reeves

BE

Breanne Ert...

BB

Brenda Berk...

BG

Brenda Geor...

BS

Brenda Schu...

CU

CREEES UT

DH

Drew Hays

FG

Fred Gilmore

GF

Greg Felske

Copy URL

Copy Invitation

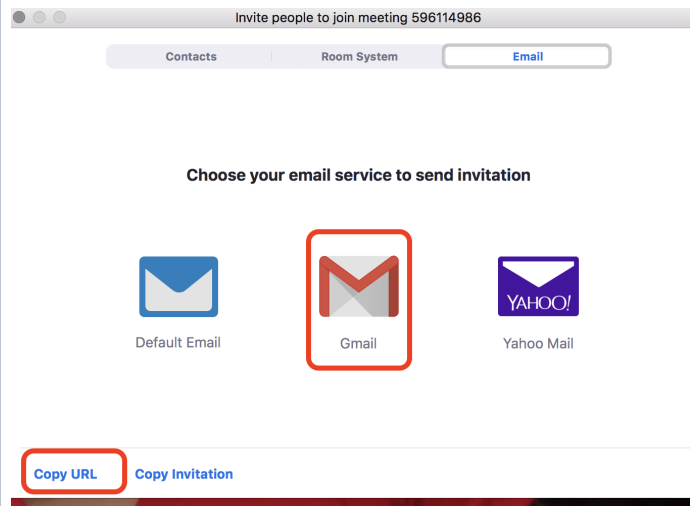
Meeting Password: 441041

Invite

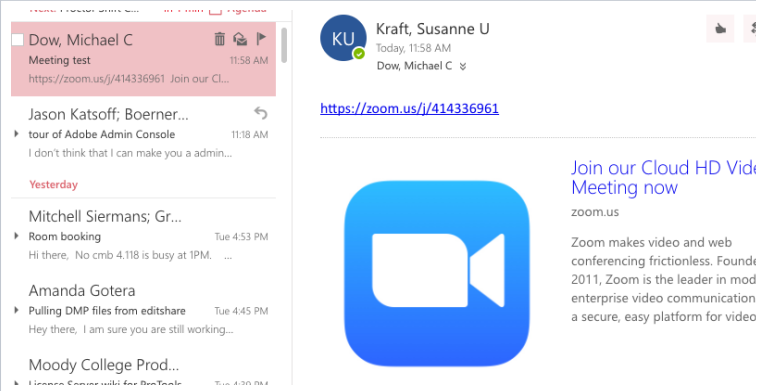
Or you can copy the URL and email that to the guests

Copy URL

Email within the application using your email account

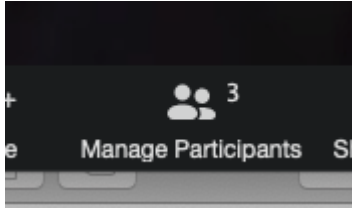


Send the email of the URL of the meeting to the participants

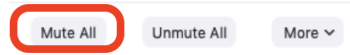


When all your guests are in the meeting you should mute the guests

click on Manage participants

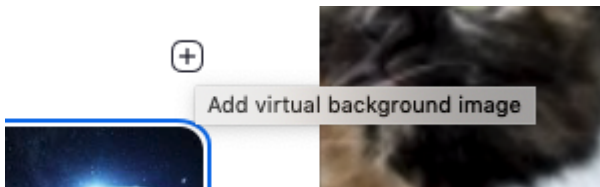
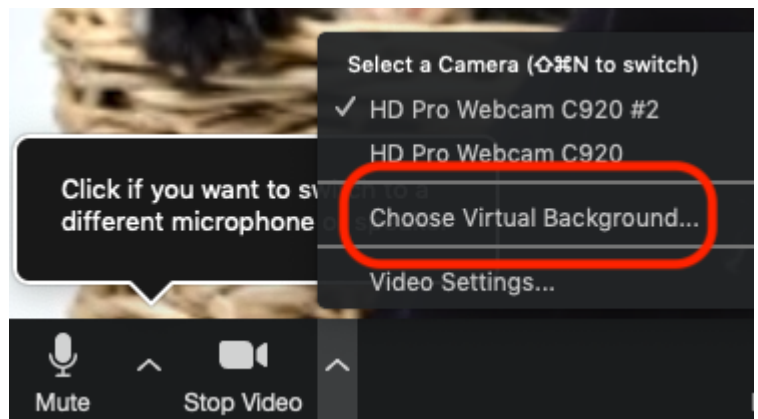


Choose to Mute All participants



You can add a background too!

Click on the up arrow next to the stop video button and Choose Virtual Background

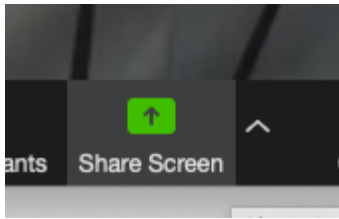


Click on the plus button to add backgrounds you downloaded or pictures you have. You can also use a lecture or presentation too. . . .

or choose one that is already downloaded

zoom also has some pre designed backgrounds too but you have to pay for them.

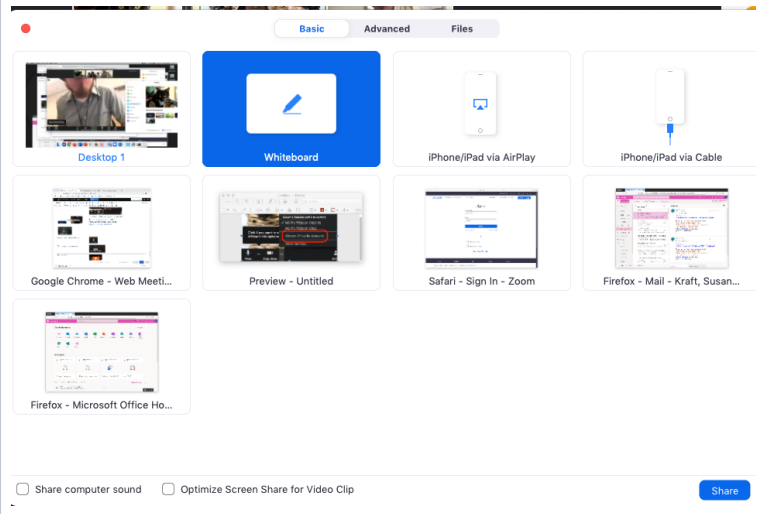
<https://www.zoomvirtualbackgrounds.com/>



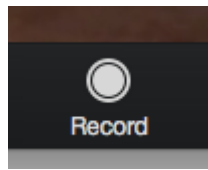
choose Share Screen

>whiteboard >click Share

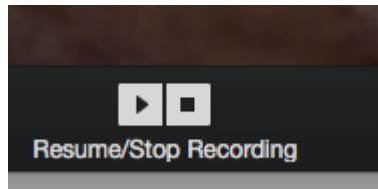
Type draw or whatever on the whiteboard and you can also save it.



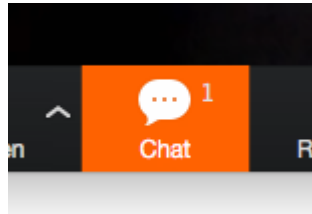
Click on "Record" to record the meeting



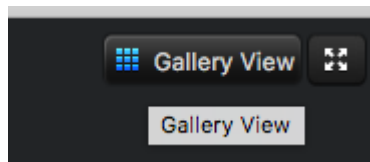
You can pause and or stop at any time



You can also Chat



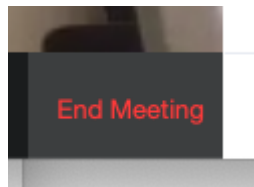
Gallery View will show you the guests all at one time.



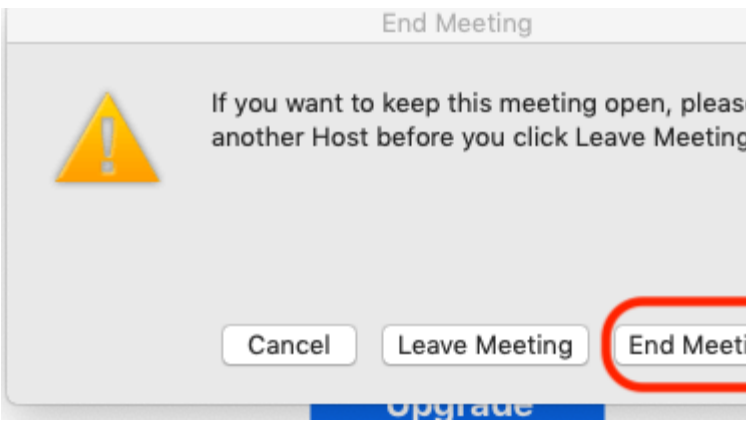
See this wiki link for how to setup and control another users computer to help them with a computer issue

[How to use Remote Support in Zoom.us](https://support.zoom.us/hc/en-us/articles/360038333631-How-to-use-Remote-Support-in-Zoom-us)

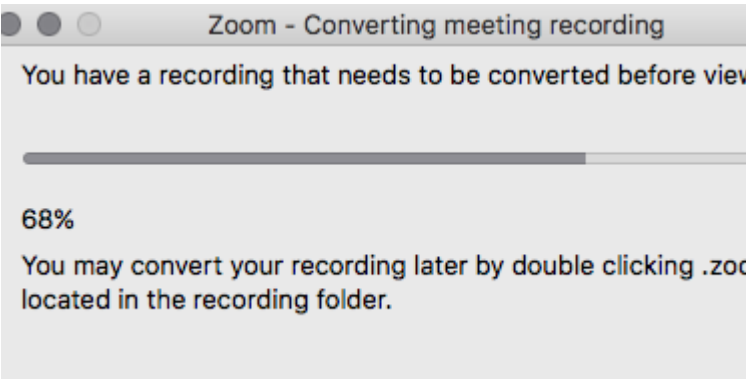
To wrap it up choose End Meeting in the lower left hand corner



Make sure you choose End Meeting for All



When you stop recording the video will process and save to your folder



Here are the saved video files.

