[1] Equipment prepare for class
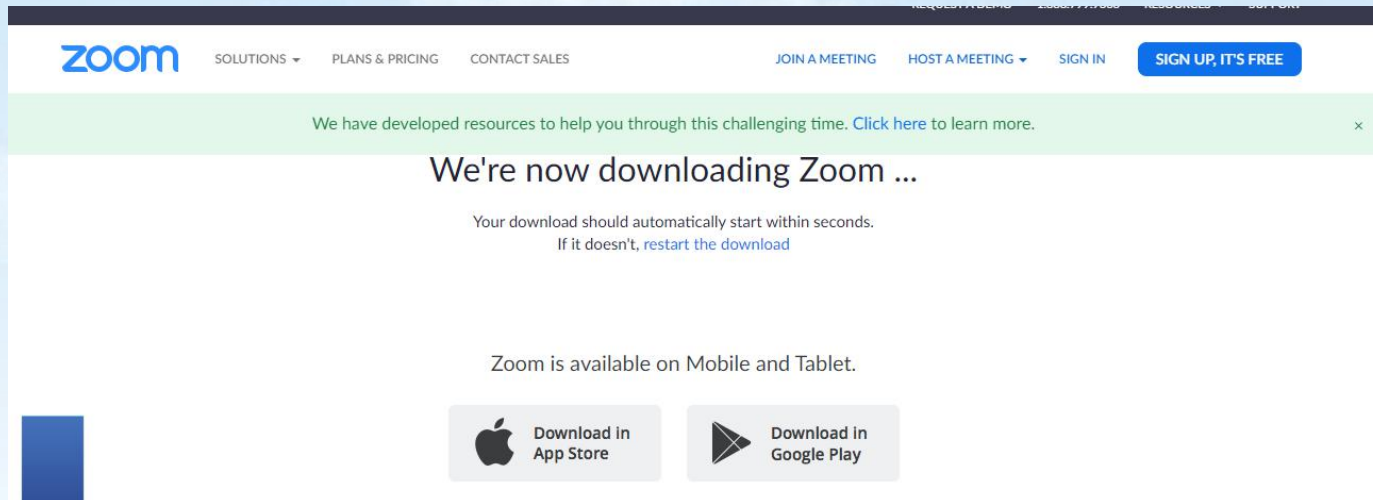
1、Headphone microphone

2、Computer, Video camera

3、Network

Wi Fi

[2] Download and Installation

Window :
click https://zoom.us/support/download
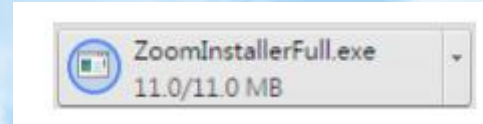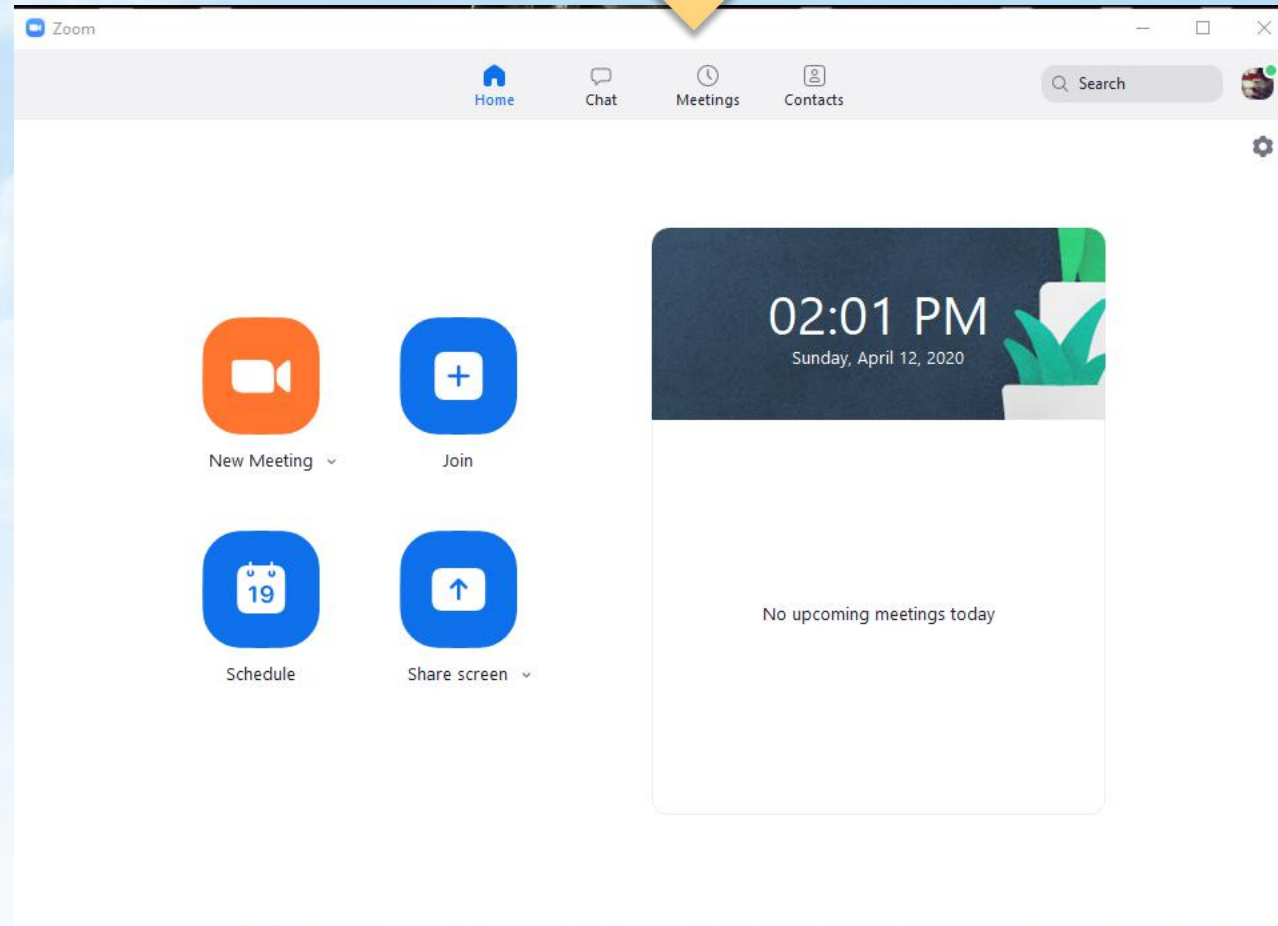
Mobile Apps :
Google Play download ZOOM

Software Installation:
Double click to start
ZOOM installation

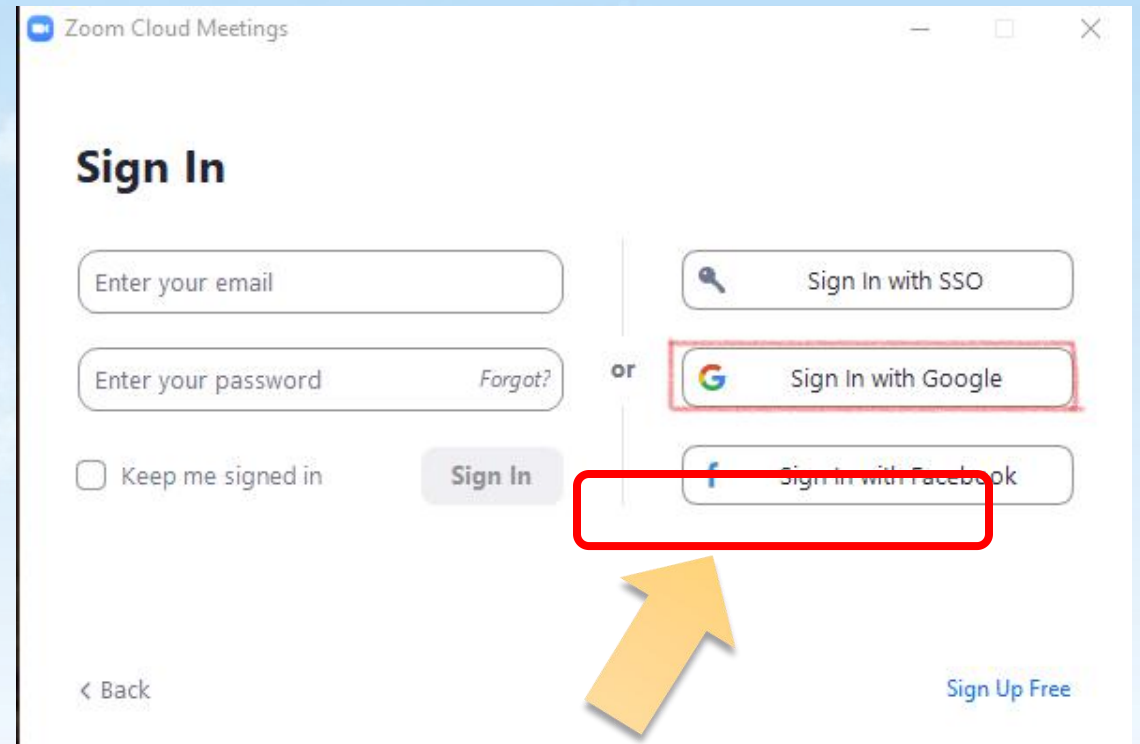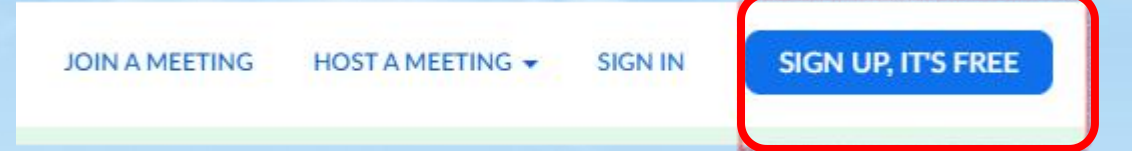ZoomInstallerFull.exe
11.0/11.0 MB

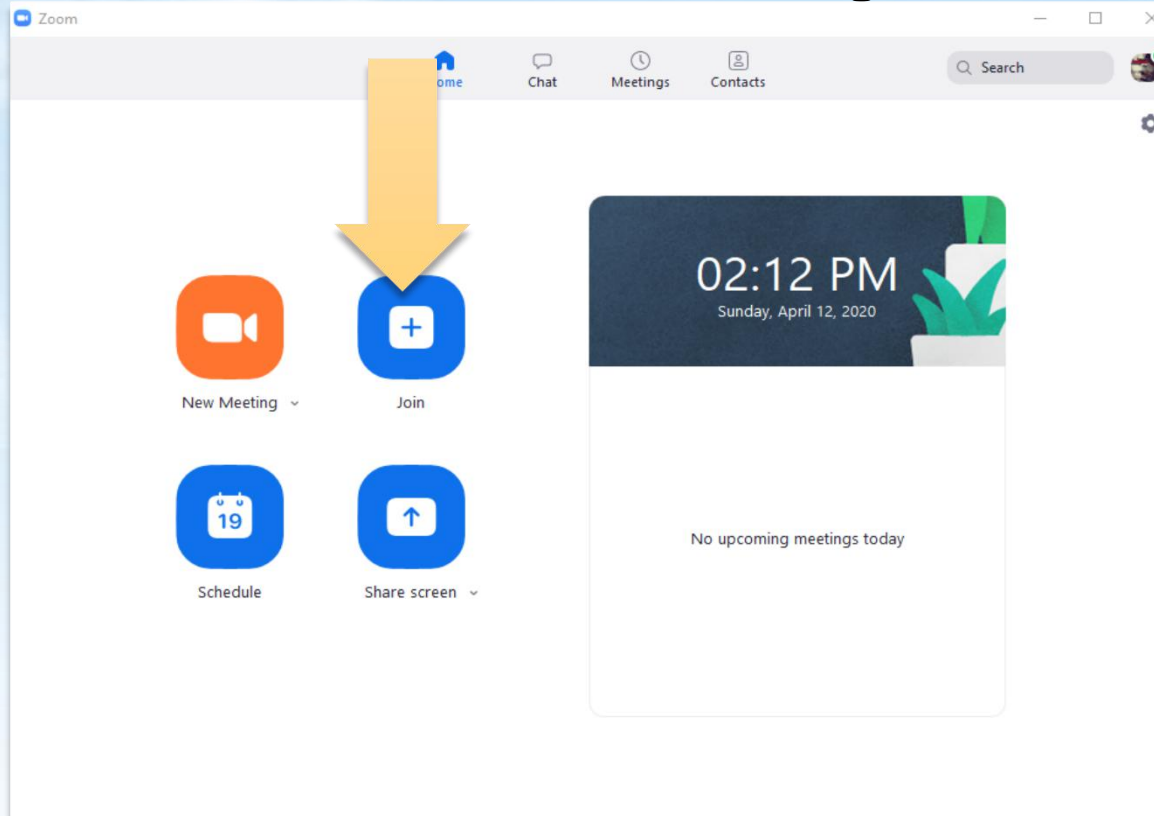**Interface installation**

[3] Account Registration

Click **[**Sign up It's Free**]**

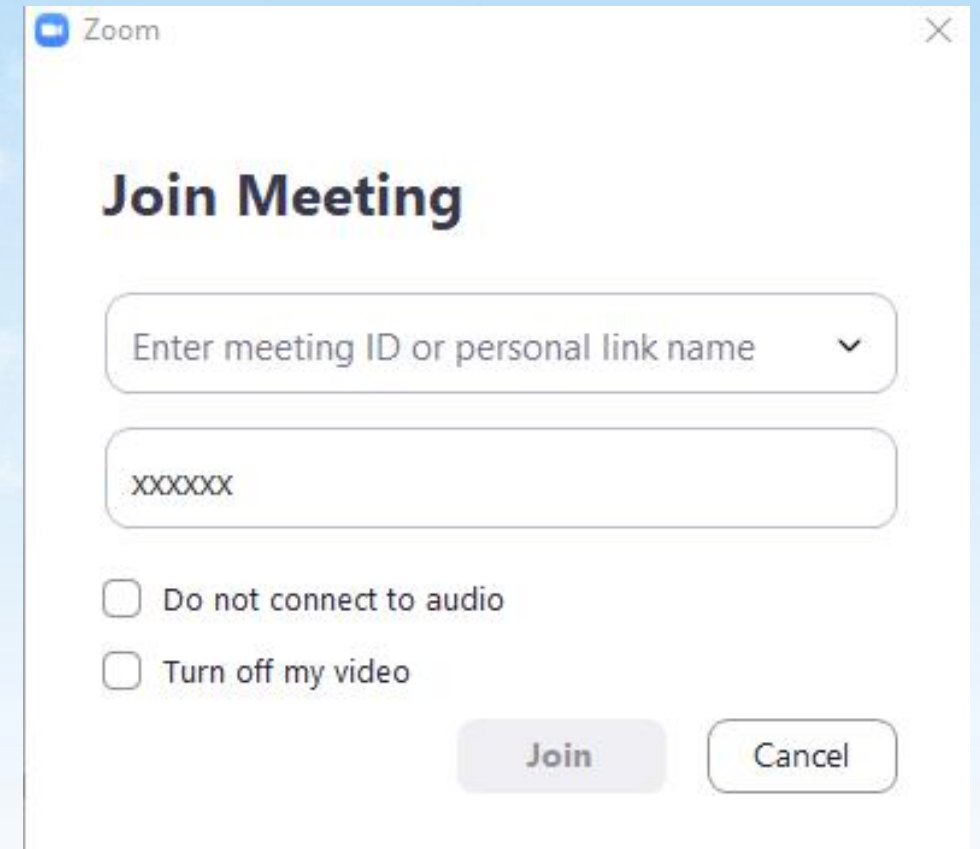**Note: Please use college email (@e.newera.edu.my) to register.**

[4] Join in Meeting

Click "Join" in meeting

(1) Key in Meeting ID to join in (ID and Password: Collect from teacher)

(2) Key in Name and Student ID

[5] Class Begins

[6] ZOOM Function introduction

Note: Please mute the microphone during the class, not to affect the teacher's teaching

(1) Microphone: Mute and unmute

(2) Start/stop room video

View the meeting participants

Share screen : Share content from your laptop or mobile device

Share screen (online presentation)

Recording and save file

- To record, you need to remind teacher to set the consent authorization, then you can click "record" to start recording.

- After finishing the class, the system will convert the mp4 file to your device, and you can it for future review.

Note: The recording function can only be used on the desktop computer

Video storage location

Step 3：Select storage location

Step 1：click "Setting"

Step 2：click "Recording"

Zoom

Home   Chat   Meetings   Contacts   Search

03:37 PM
Sunday, April 12, 2020

New Meeting   Join

Schedule   Share screen

No upcoming meetings today

General
Video
Audio
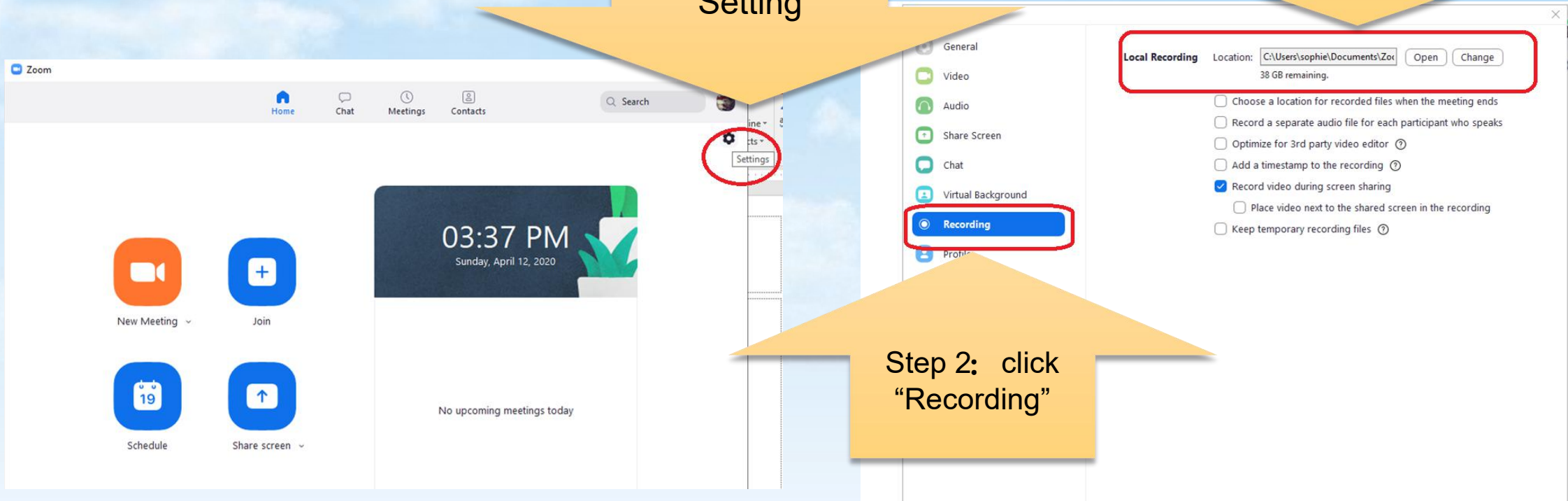Share Screen
Chat
Virtual Background
Recording
Profile

Local Recording   Location: C:\Users\sophie\Documents\Zo   Open   Change
38 GB remaining.

☐ Choose a location for recorded files when the meeting ends
☐ Record a separate audio file for each participant who speaks
☐ Optimize for 3rd party video editor ?
☐ Add a timestamp to the recording ?
☑ Record video during screen sharing
☐ Place video next to the shared screen in the recording
☐ Keep temporary recording files ?