

## **Handout: Online Presentation software Zoom setup and management**

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- I. Characteristics of Zoom application
- II. How to download Zoom for Windows?
- III. How to create a Zoom itesm account?
- IV. What are the differences between Host and Participant when joining a meeting?
- V. Start a meeting as a host
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With the advance of digital platforms, it is now common to present virtually, commonly known as videoconferences. However, it can be hard to start its usage without the proper aid. What are the most useful apps for this purpose and what can be done within them?

A videoconference application allows users to connect via internet with a device with scree, microphone and camera, to start discussions or presentations remotely. Once connected it is possible to see and hear any participant in this meeting as well as other functionalities such as share presentations, write over them, record it, etc. In the following brochure, the characteristics of the software Zoom are presented and its different functions that it has to present virtually.

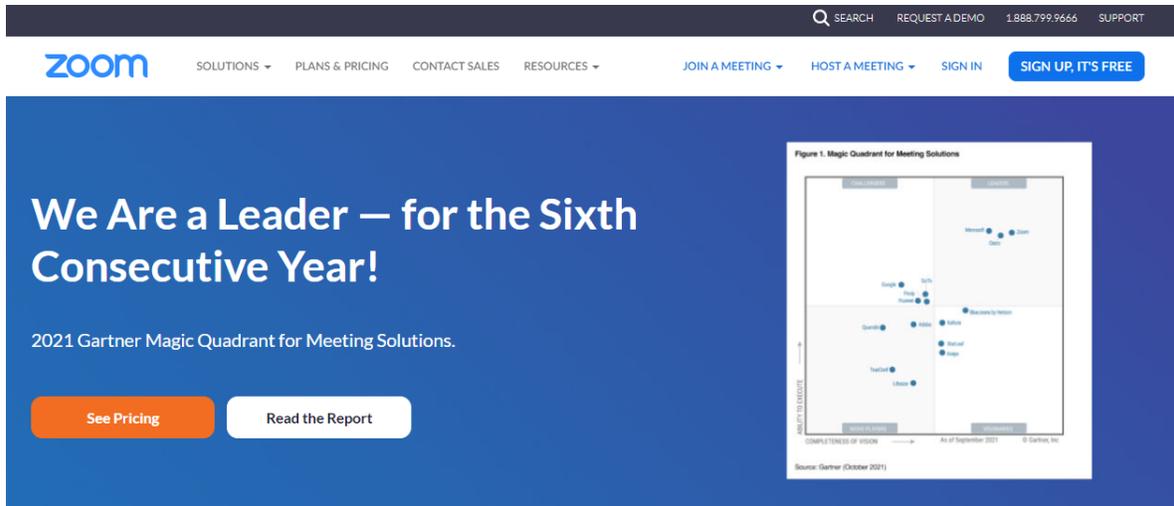
- I. Characteristics of Zoom app

Zoom is an applications available to any type of operative system which has reached the 5<sup>th</sup> most downloaded mobile app. The main advantage is that Tec provides a license that provides a few additional advantages over the free version of 100 participants and 40 minutes meeting limits.

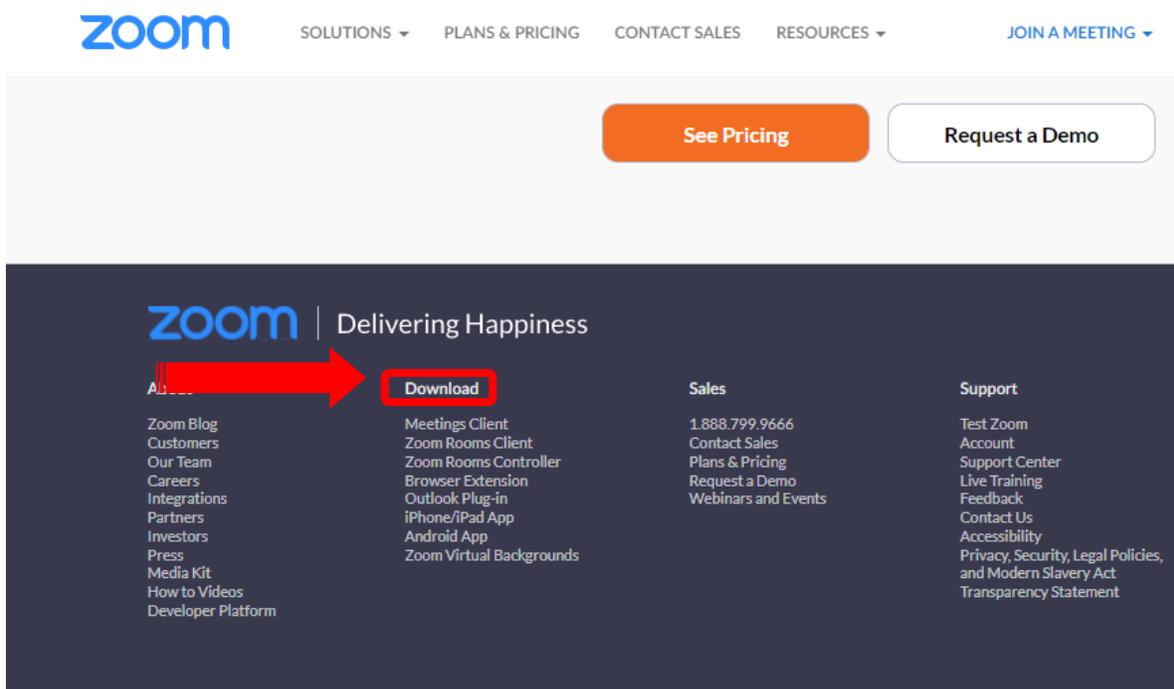
The reason why Zoom is the preferred software are its accessibility advantage. To enter a video call an account is not necessary and in some cases not even the download of the app. With a browser link it is often enough. This will be explained in the following section.

## II. How to download the Zoom software for desktop?

1. Enter the following link: <https://zoom.us/> The following screen should appear.



2. Scroll to the bottom of the page to find the *Download* section.



3. Click on the corresponding button *Download* for the following screen to appear.

## 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 5.10.1 (4420) (64-bit)

[Download 32-bit Client](#)

[Download ARM Client](#)

4. After clicking *Download*, enter the download section in the browser and look for the *ZoomInstaller.exe* file.



5. Run the installer and after starting the application, the following should appear.



Join a Meeting

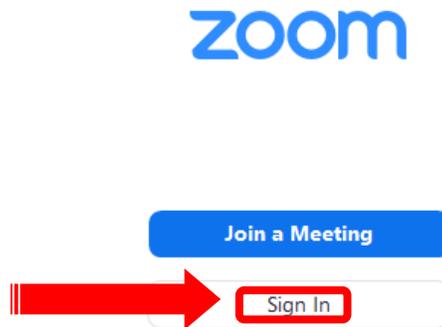
Sign In

Version: 5.9.7 (3931)

From this stage it is possible to access a meeting as a participant with the corresponding ID number of 10 digits. However, we can first create our own account to be able to create our meetings.

III. How to create an itesm Zoom account?

1. From the previous screen, click on the *Sign In*.



Version: 5.9.7 (3931)

2. In the following screen on the bottom right corner we look for the *Sign Up* button which will lead us to the web page.



Enter your email

Enter your password

[Forgot?](#)

Sign In

Keep me signed in

or sign in with



SSO



Google



Facebook

[← Back](#)



[Sign Up](#)

3. The following Verification screen should appear and we input the birth date and click on *Continue*.

#### Verification

For verification, please confirm your date of birth.

Month ▾

Day ▾

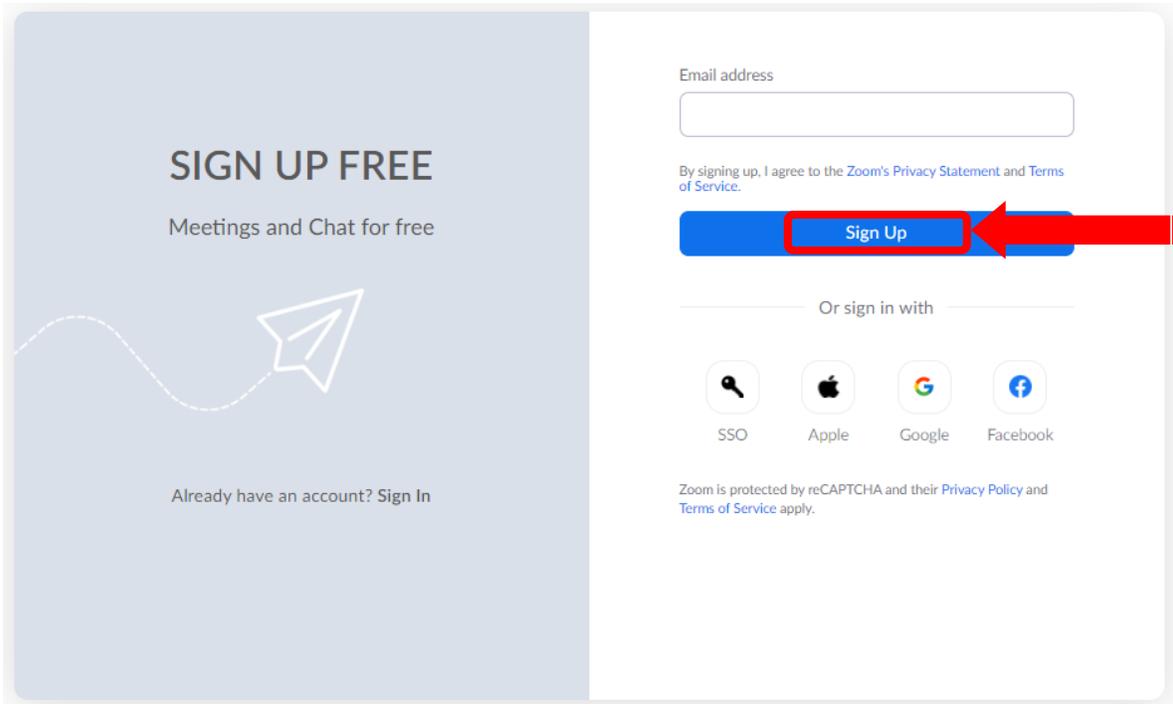
Year ▾



Continue

This data will not be stored

4. In the following screen it is recommended that you use the @tec account to be registered in Tec database. The account is often already registered, but with this procedure we make sure it does. This way you get access to the contact information of all itesm accounts and direct access to their meetings.



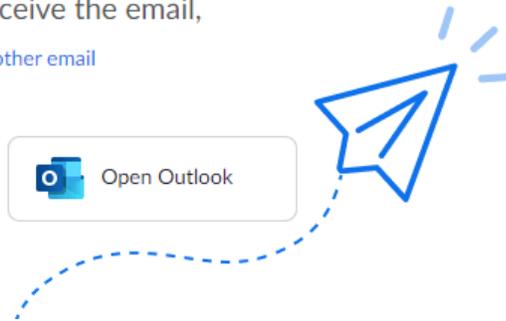
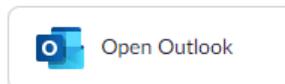
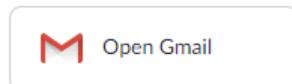
5. After entering the Email Tec address and clicking the *Sign Up* button, the following confirmation should appear.

## Activation Email Sent!

We've sent an email to @tec.mx.  
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)



6. It is then necessary to look for the received email that looks like this.

zoom

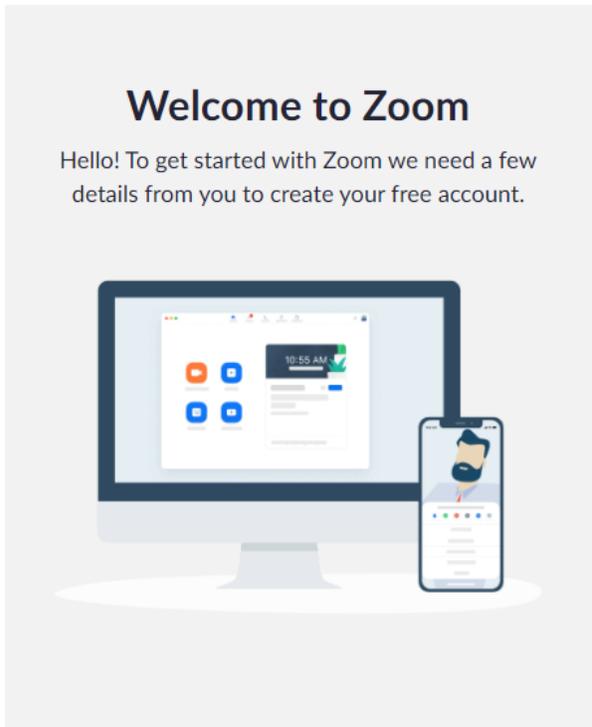
SIGN IN

# Welcome to Zoom, [@tec.mx](#)!

To activate your account, please click on the button below to verify your email address. Once activated, you'll have full access to Zoom Meetings & Chat.

**ACTIVATE ACCOUNT**

7. After clicking *Activate Account* the Zoom page will be opened again in a browser window and the following information needs to be filled.



First Name

Last Name

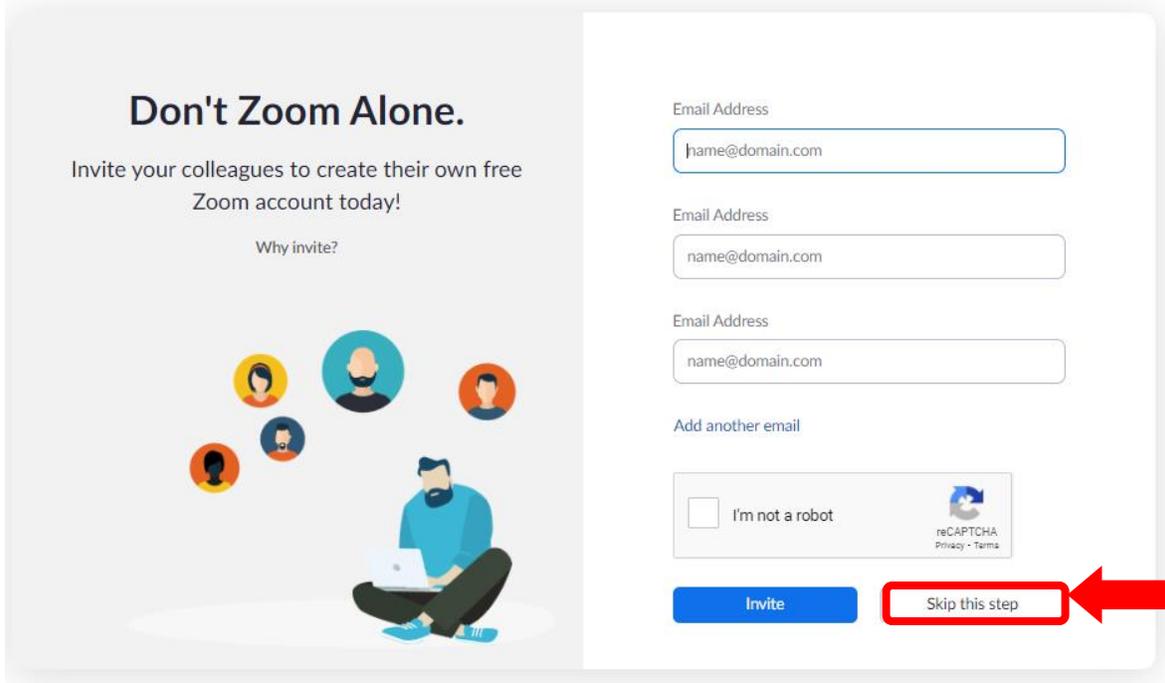
Password

Confirm Password

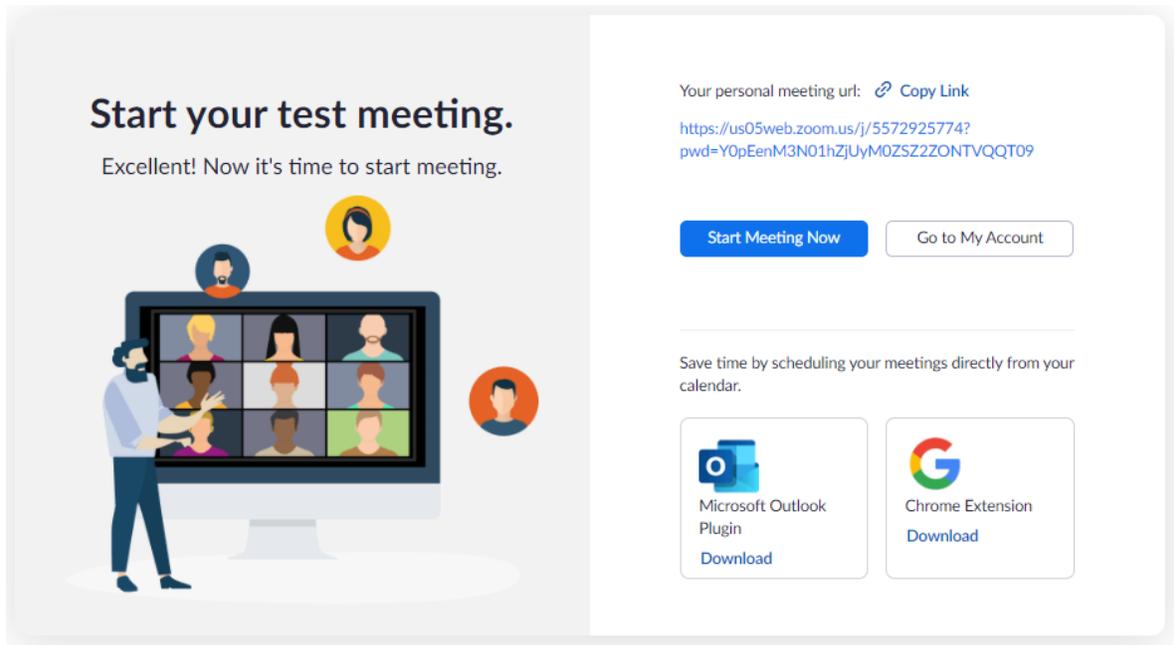
For Educators: Select this option if you are signing up on behalf of a school or other organization that provides educational services to children under the age of 18

By signing up, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

8. After filling the blanks and selecting the *Continue* button, the following should appear.



9. This step could be avoided by clicking *Skip this step*.



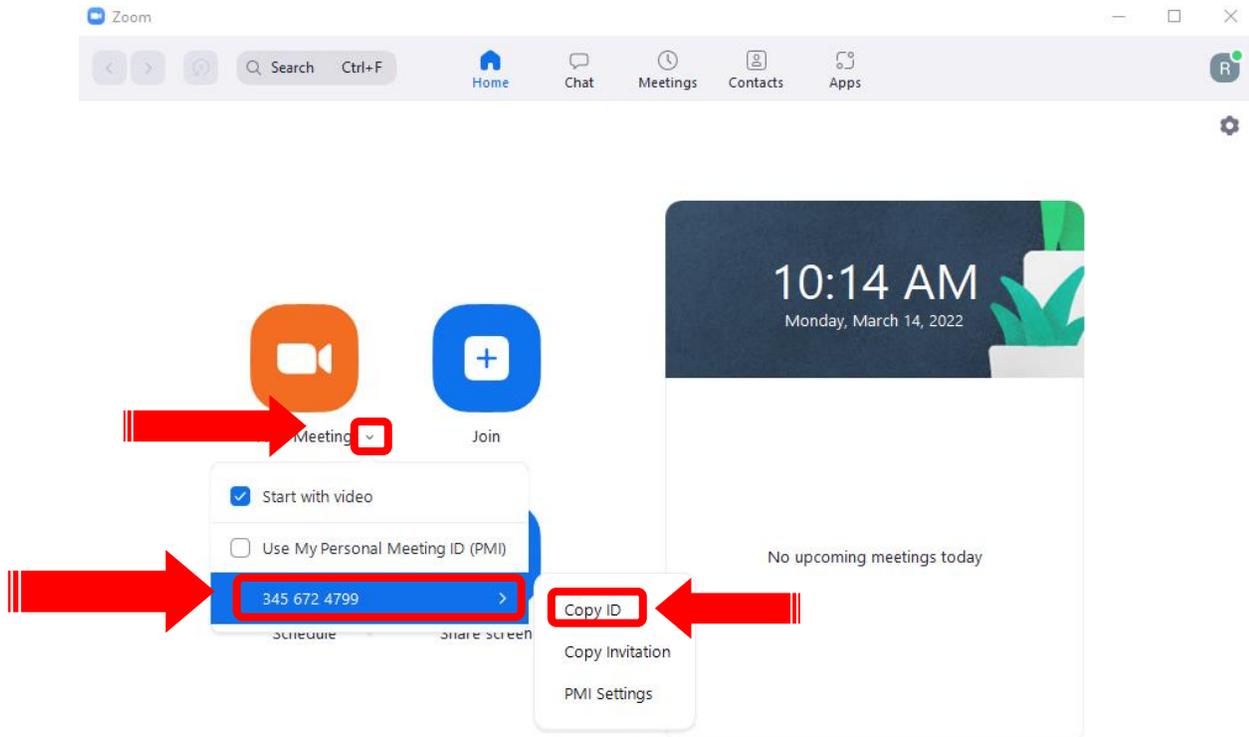
At this point it is possible to start your own meeting. However, the following instructions are to understand what differences are between joining as a participant and being the host.

#### IV. What are the differences between Host and Participant when joining a meeting?

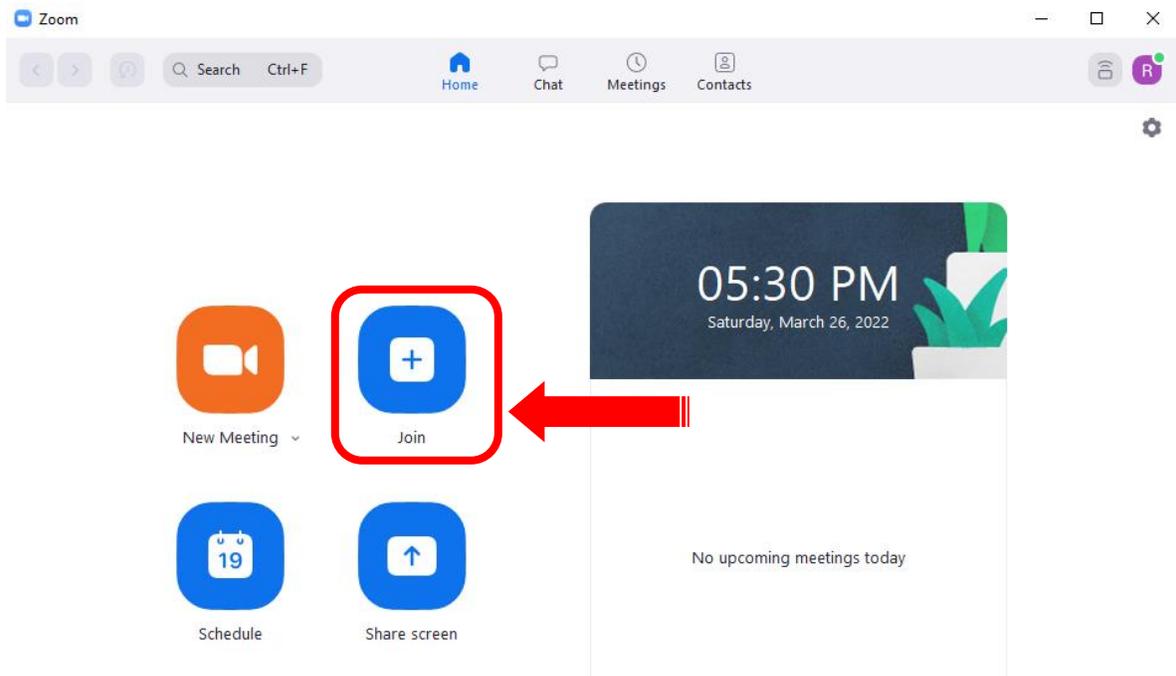
Once our zoom account was created, it is possible to join meetings as a participant or creating one as a host. The main difference is the control options. A host has the possibility of presenting the computer screen, recording the meeting and so on. However, he also can enable these features to the participants, so they can also make these changes.

The next following steps are shown on how to join a meeting as a *Participant*.

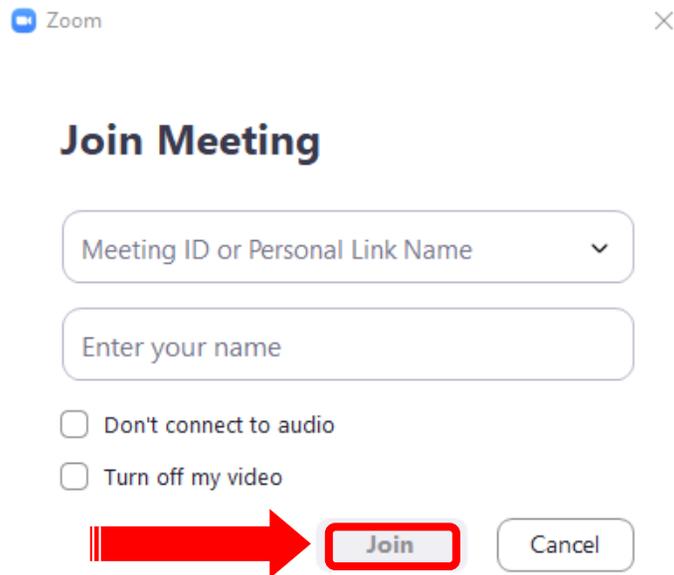
1. To join a Zoom meeting as a participant it is necessary to have a Zoom web link or a meeting ID. These are obtained in the homepage, next to the *New Meeting* a menu is deployed. When placing the mouse over it, it is possible to copy the invitation or the ten-digit number.



2. Once copied, anyone with this number can enter the meeting selecting the *Join* button as the next image shows.



3. The next window will pop up.



Zoom

## Join Meeting

Meeting ID or Personal Link Name

Enter your name

Don't connect to audio

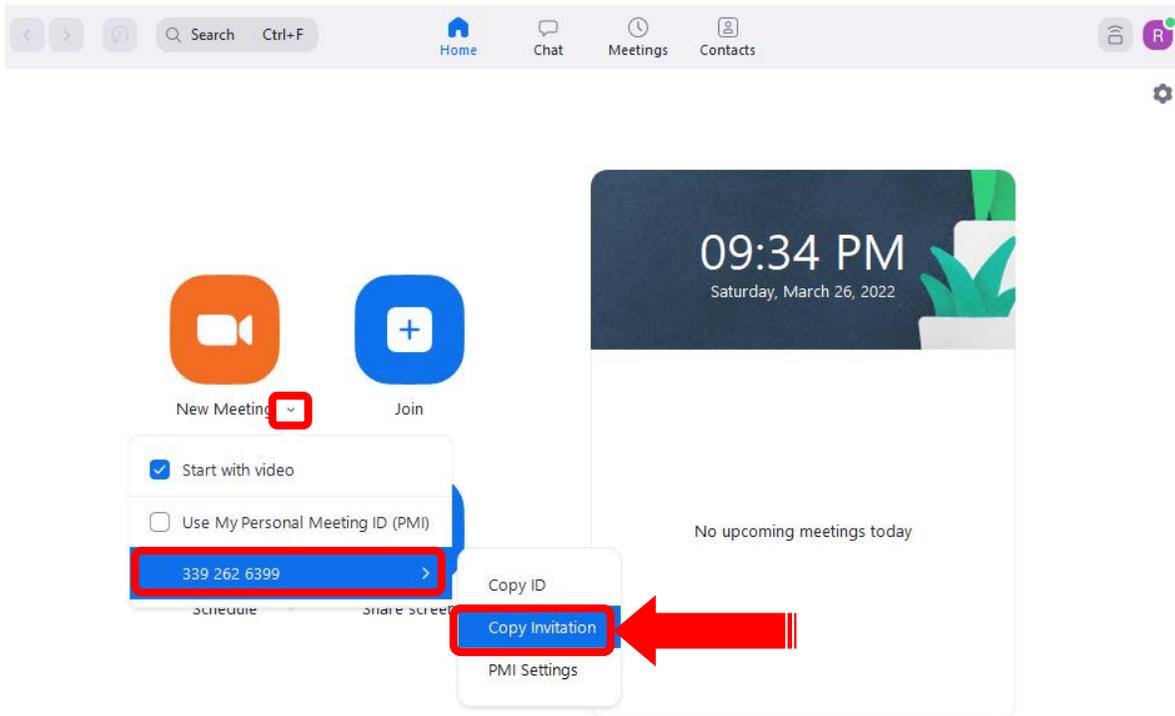
Turn off my video

**Join** Cancel

4. Here the participant will write the ID number and after entering the name information he can decide if joining audio and video by marking the brackets and clicking *Join*.

If you want to enter someone else's meeting you should ask for and ID. Otherwise, it is possible to join via web link. The next steps shows how.

1. To obtain your meeting link it is necessary to follow similar steps of obtaining the ID, but this time we select *Copy Invitation*.



1. The copied invitation consists of a long text with several ways to enter the meeting, but what we need is at the bottom of the text. When we click the web link browser, the following page should appear.

Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)



2. When clicking *Launch Meeting* we should be joining the meeting in process.

## I. Start a meeting as a host

There are several ways of starting a meeting as a host. In this brochure we will explain two of them: start by the home page and schedule. The next steps are on how to start one by the function *New meeting*.

1. Open the zoom app and click *Sign in*.

The Zoom logo is displayed in a blue, lowercase, sans-serif font.

2. Fill the corresponding information with the institutional email and password that we defined earlier and click the *Sign In* button.

 [Forgot?](#) A red arrow points to the "Sign In" button, which is a blue rounded rectangle with the text "Sign In" in white. Keep me signed in

or sign in with



SSO



Google

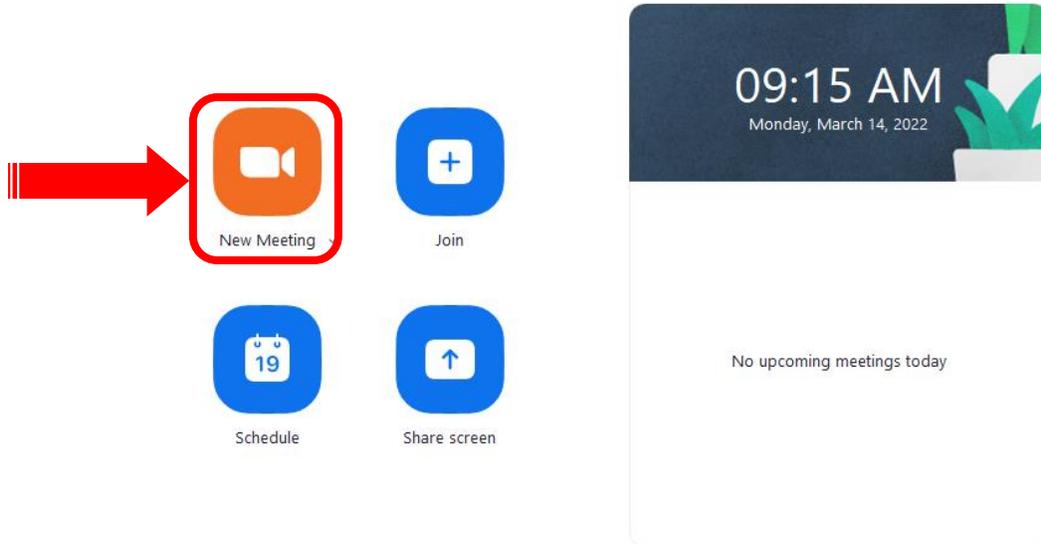
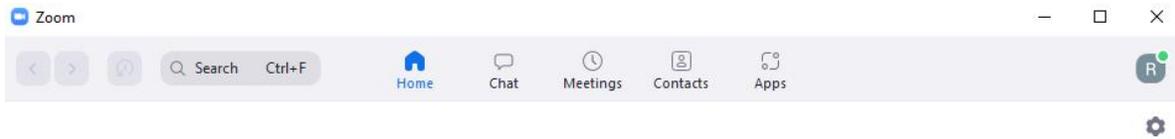


Facebook

[← Back](#)

[Sign Up](#)

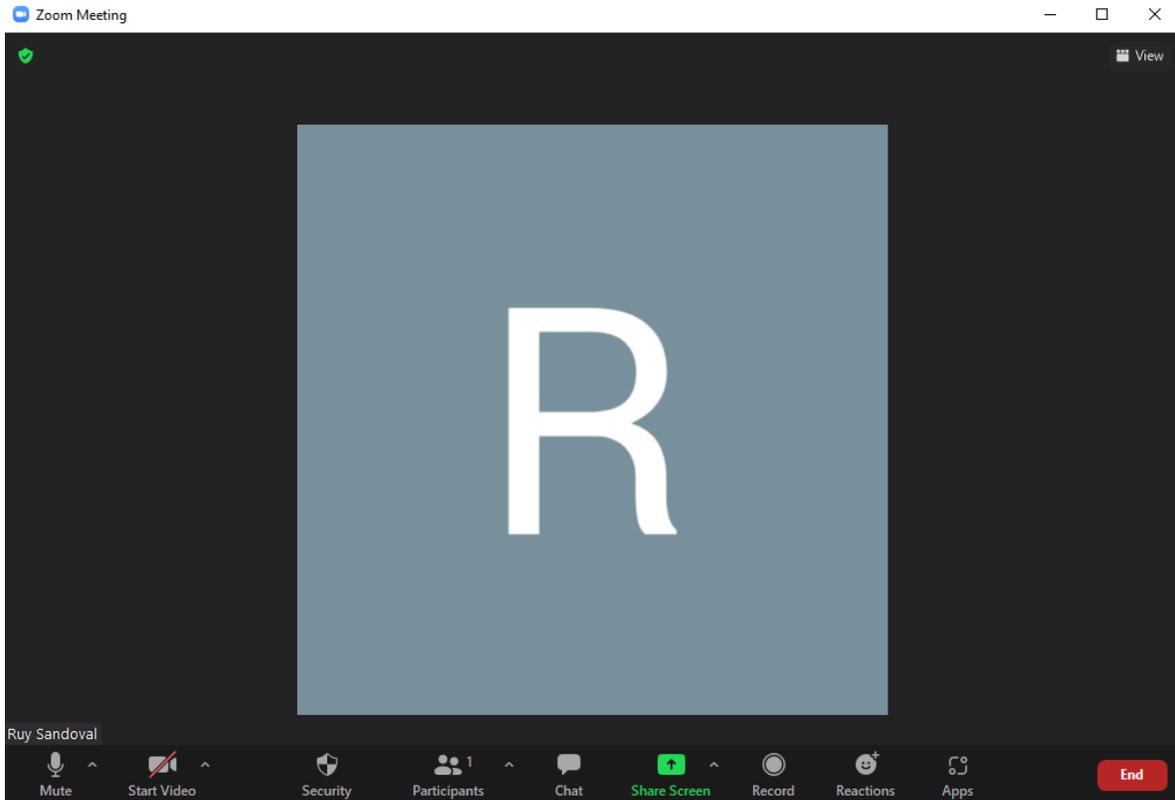
3. On the Zoom homepage, we click *New meeting*.



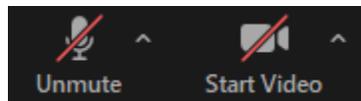
4. A pop up window will ask us to connect the computer audio.



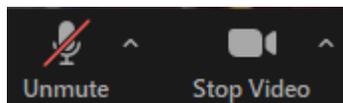
5. When selecting *Join with Computer Audio* the meeting will start and we should see the following.



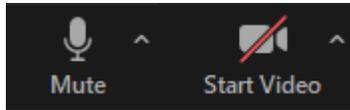
There are a few key elements that we need to understand in this screen. The first two icons on the bottom left are indicators of audio and video. It is possible to turn them on an of by clicking them. The red line indicates they are off. Therefore the following configurations are possible.



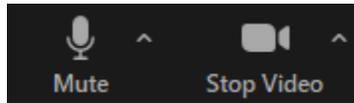
Microphone and camera off



Microphone off and camera on

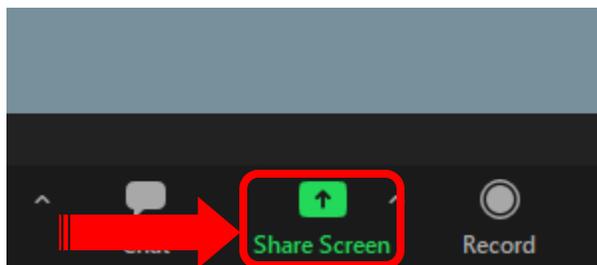


Microphone on and camera off

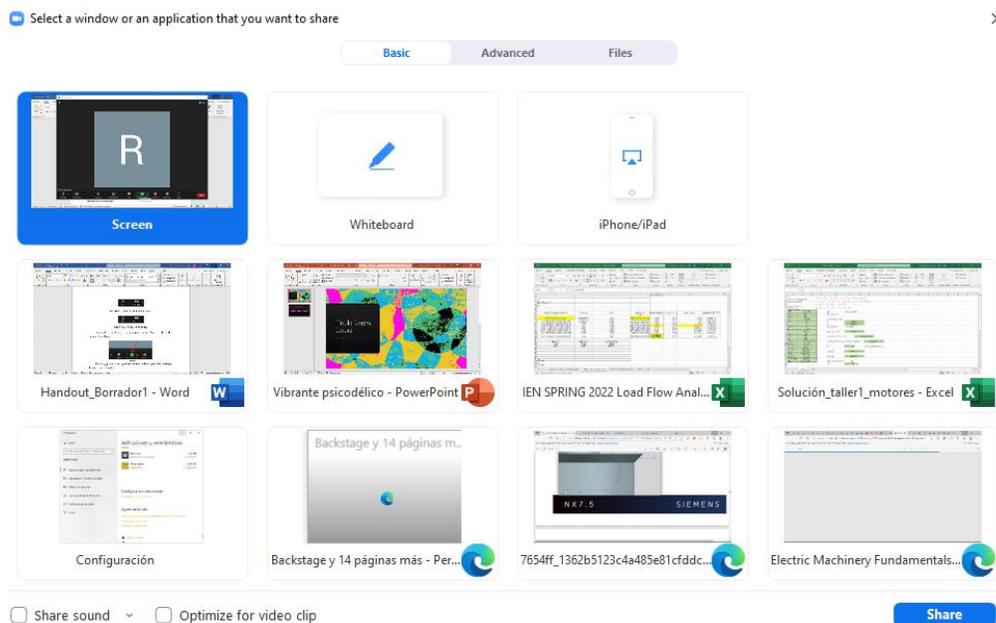


Microphone and camera on

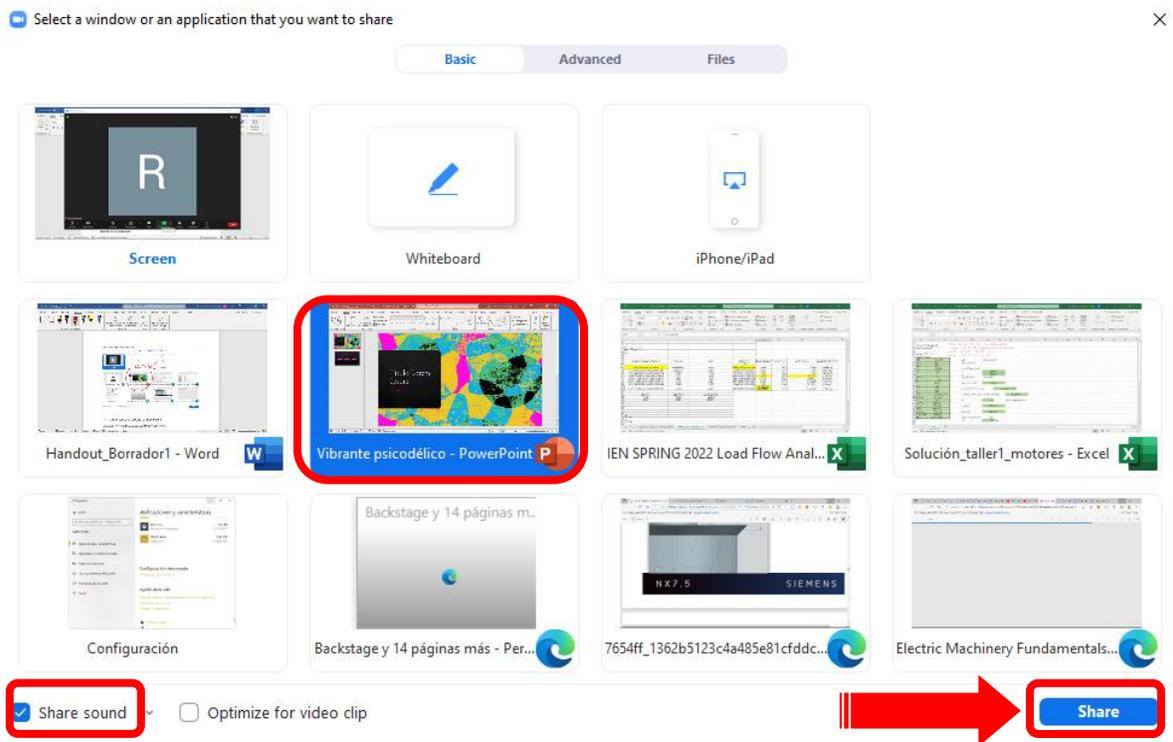
The next important element is the green square at the middle of the window  
*Share Screen.*



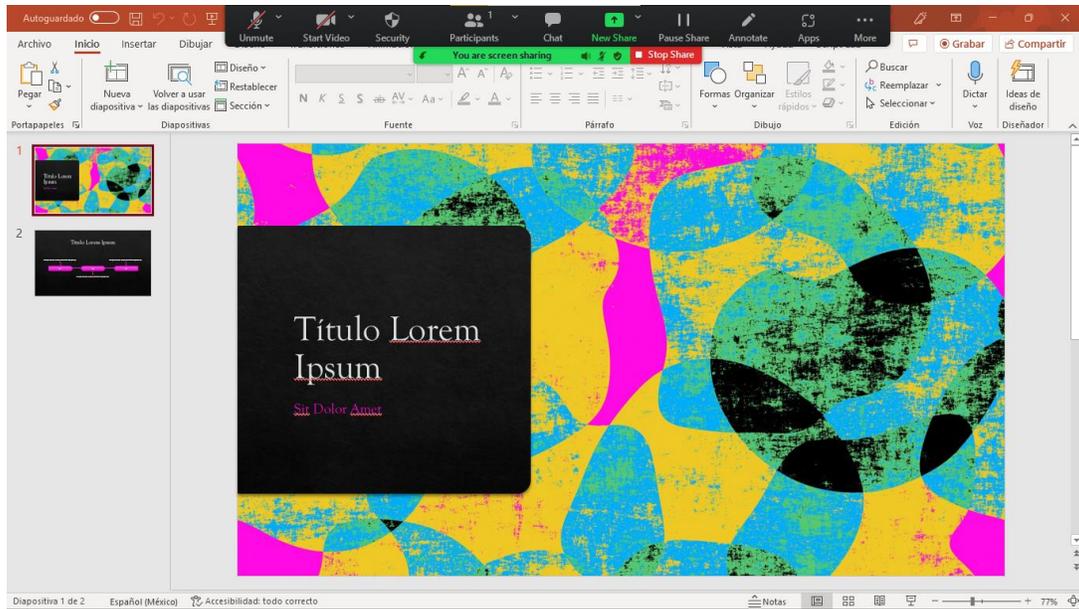
When clicking it, a menu will show up with all the tabs opened in our computer.



We can select the one we want to show to the participants as the next image shows. And enable the box *Share Sound* in case a video is played.

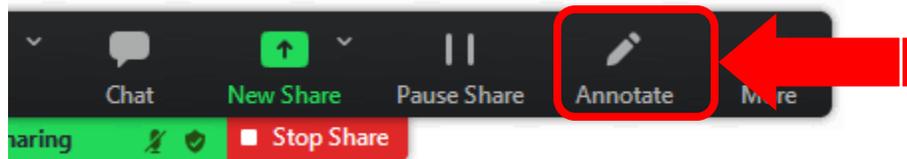


After selecting *Share*, we will observe the selected tab and we will have the same view the participants are watching. A menu will also be displayed, but this will only be visible for us. *Be aware that if you change tab, the participants will still see the previous one. If you want them to see a different tab, you will have to stop sharing screen and start a new one. An alternative solution could be to share the whole screen to be able to change to any tab without losing visibility to the participants.*

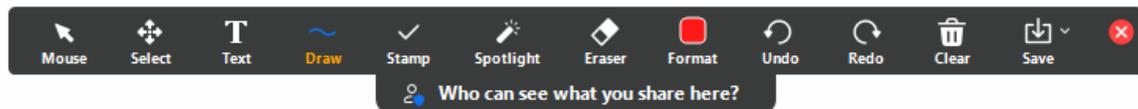


At this point it is possible to put the full screen in the presentation and change slideshows and make the complete desired presentation. There are several tools in the menu shown that could also be useful, such as:

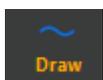
Function Annotate: If you click the corresponding icon it is possible to draw above the slideshow without altering it.



When clicking it, the following menu will appear.



The main functions that it provides are the following:



It allows to draw with the mouse above the presentation.



Allows to erase previous annotations.

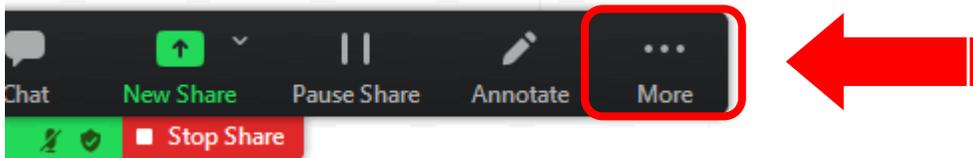


Lets us choose the color in which we will start drawing.

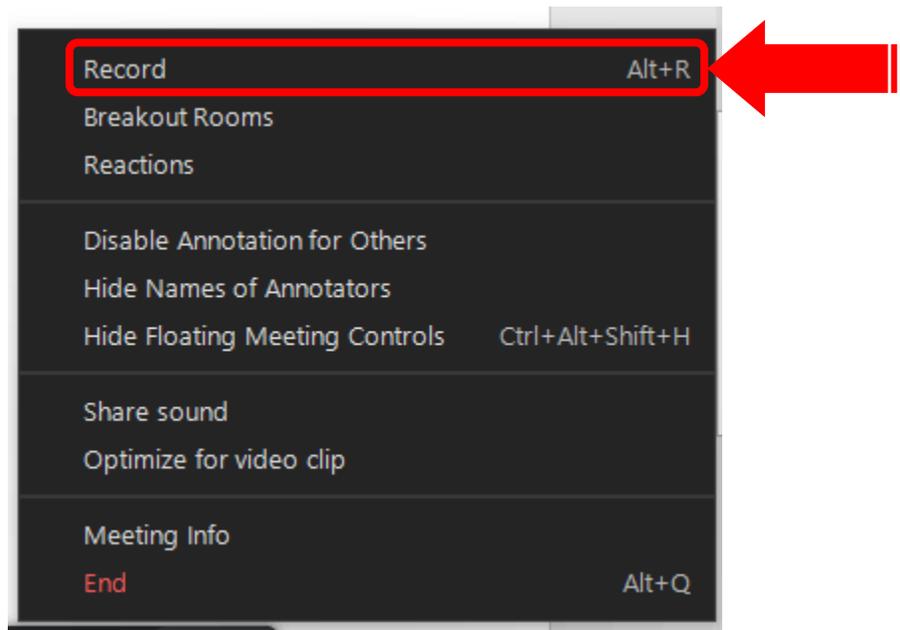


It lets us return to the previous menu without altering the drawings.

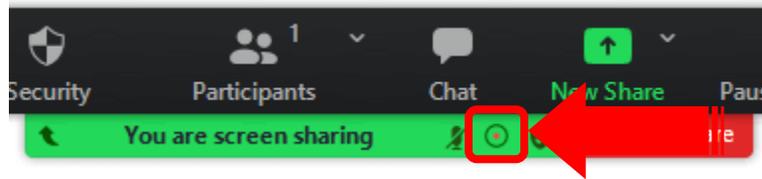
The second important feature is to record the presentation. For this we will go to the *More* option at the main menu while presenting a tab and click the three dot display for more options.



Here the next menu will appear. The *record* option can be selected to start the recording, or as it shows, the keys Alt + R will also start the recording.

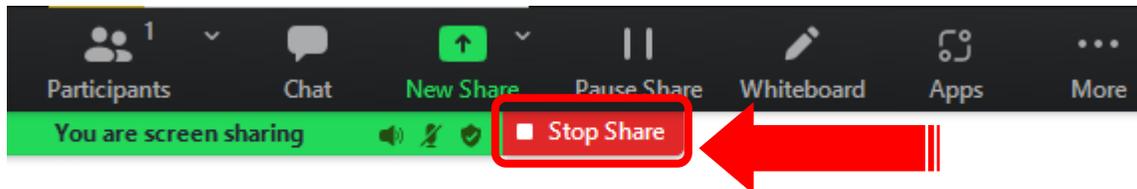


The next icon will show if the meeting is successfully being recorded.

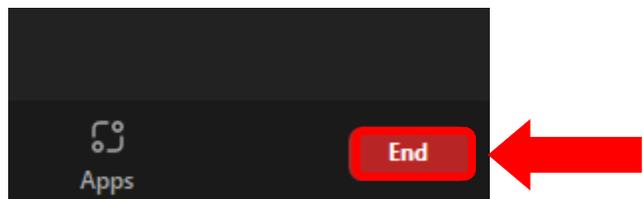


The recording will end when the meeting is ended.

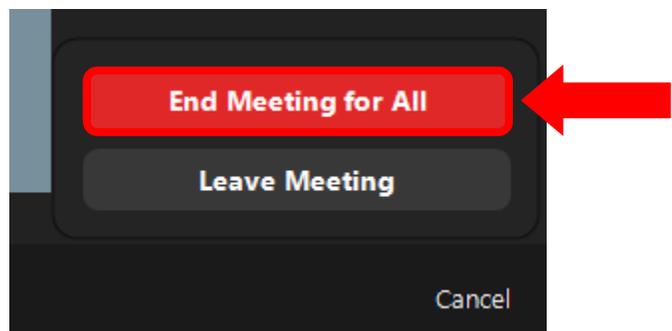
To stop sharing screen we need to see the main menu and click *Stop Share*.



And to end the meeting, we click at the bottom right *End*.

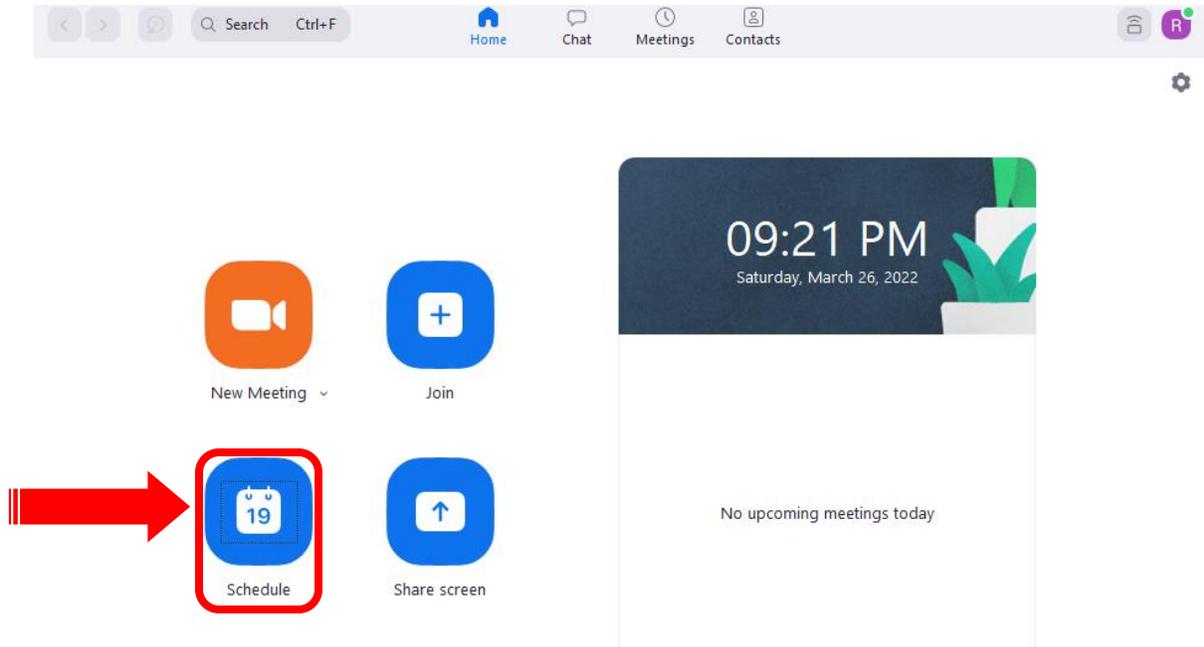


And afterwards *End Meeting for All*.



The second way of starting a meeting is by schedule one. Shown in the next following steps.

1. Back at the homepage we select *Schedule*.



2. A menu will be displayed regarding the characteristics of the meeting (Date, Hour, and other details). Once specified we select the option Save.

### Schedule Meeting

#### Topic

Zoom test meeting

Start: sáb. marzo 26, 2022 09:30 p. m.

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Mexico City

#### Meeting ID

Generate Automatically  Personal Meeting ID 339 262 6399

#### Security

- Passcode  
Only users who have the invite link or passcode can join the meeting
- Waiting Room  
Only users admitted by the host can join the meeting
- Only authenticated users can join

#### Video

Host:  On  Off Participants:  On  Off

#### Audio

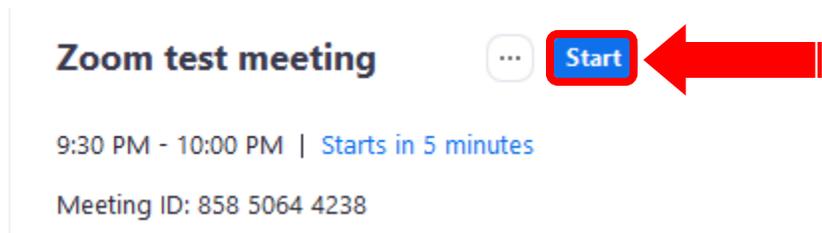
Telephone  Computer Audio  Telephone and Computer Audio

Dial in from Mexico and United States [Edit](#)

#### Calendar

Outlook  Google Calendar  Other Calendar

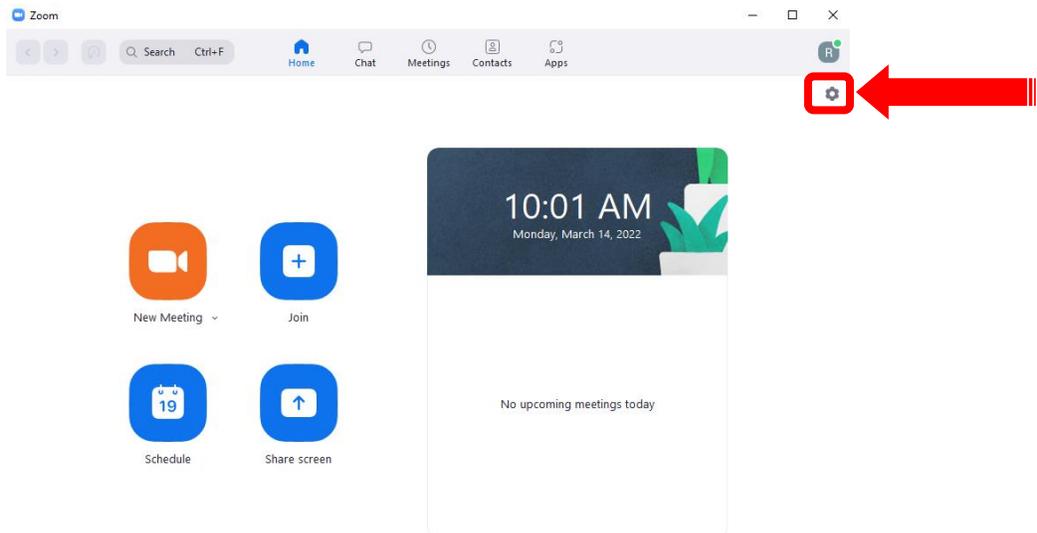
3. At the Zoom menu, the next information will appear, In order to star the meeting when the time comes, we only need to click on *Start*.



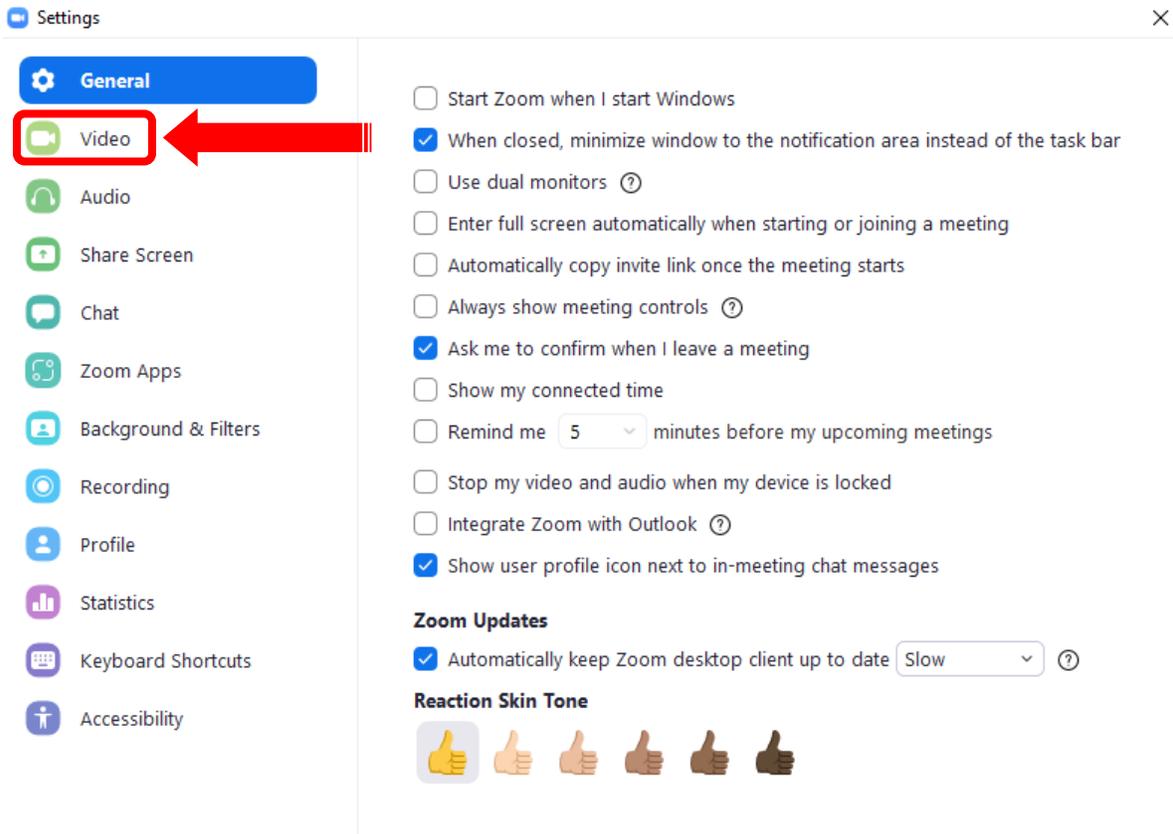
## II. Advanced Adjustments

### 1. Audio and Video Preparation

To make sure the video and audio are working properly, we can test them in the settings before entering a meeting. In the home page, click the settings icon at the top left.



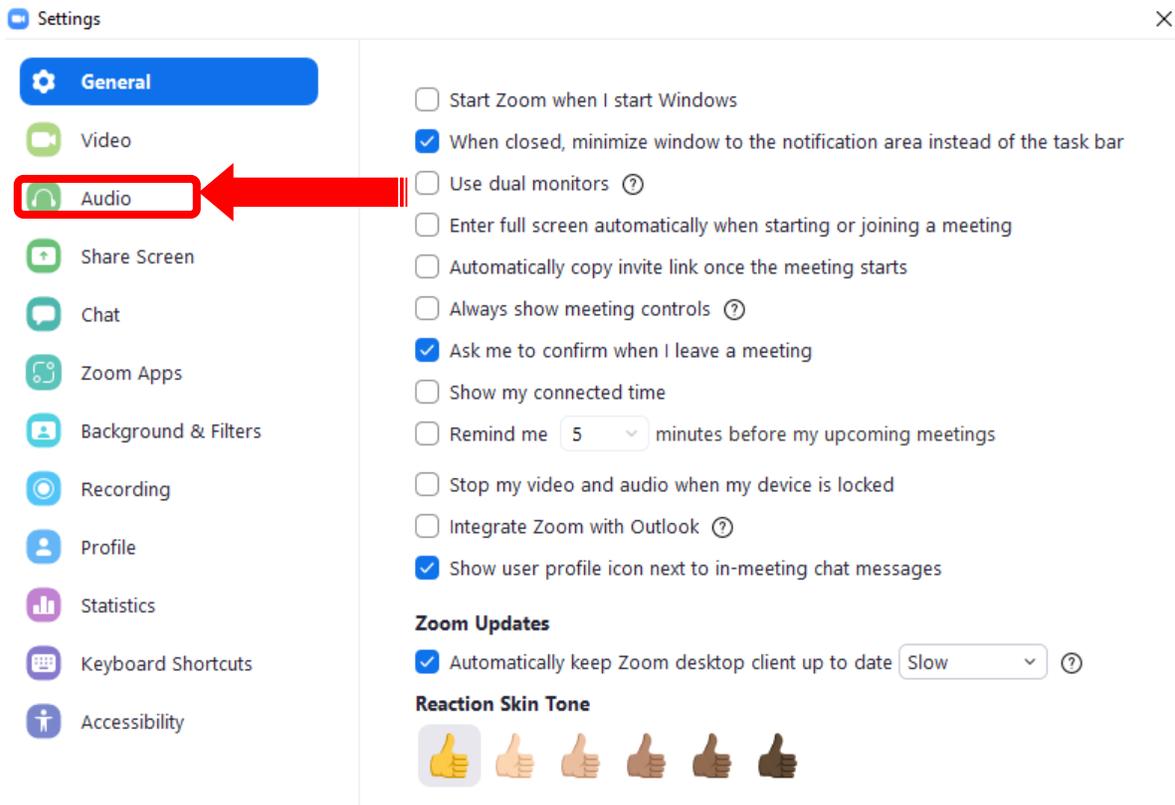
In the displayed menu, select the video section.



Here, the video shown when turning on the camera during a meeting will be displayed. If you have an external web cam, here could be selected in the *Camera* menu.



To test the microphone, in the settings menu we select the *Audio* section.



Here you need to choose the device that you will be using (headphones or computer speaker and microphone). After choosing properly, the tests can be made to make sure that the devices are working properly.

