



Make Zoom[®] your friend or your loyal subordinate

Junichi Noumaru

Agenda

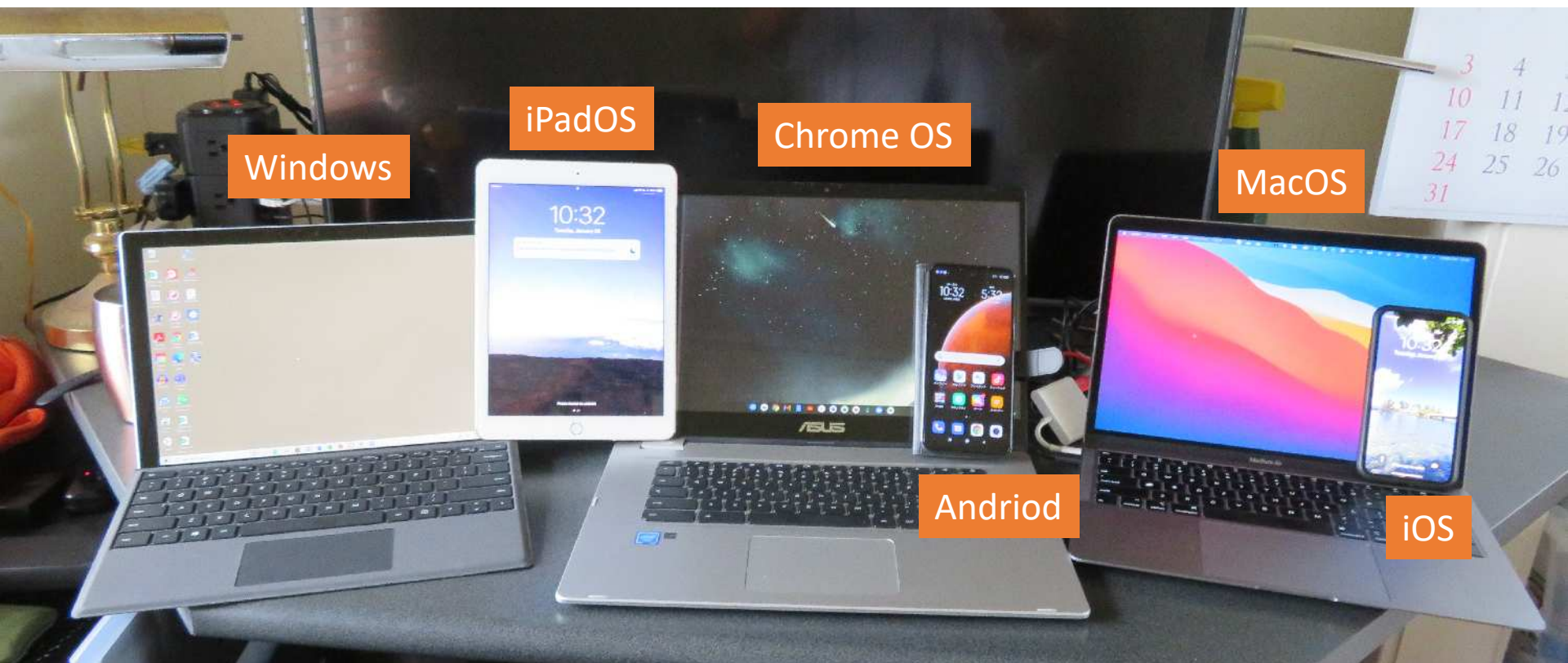
- Virtual Background
- How to set up presentation
- Speaker, headphone and microphone
- Participants and Chat
- Screen Sharing
- Other considerations



Prerequisites

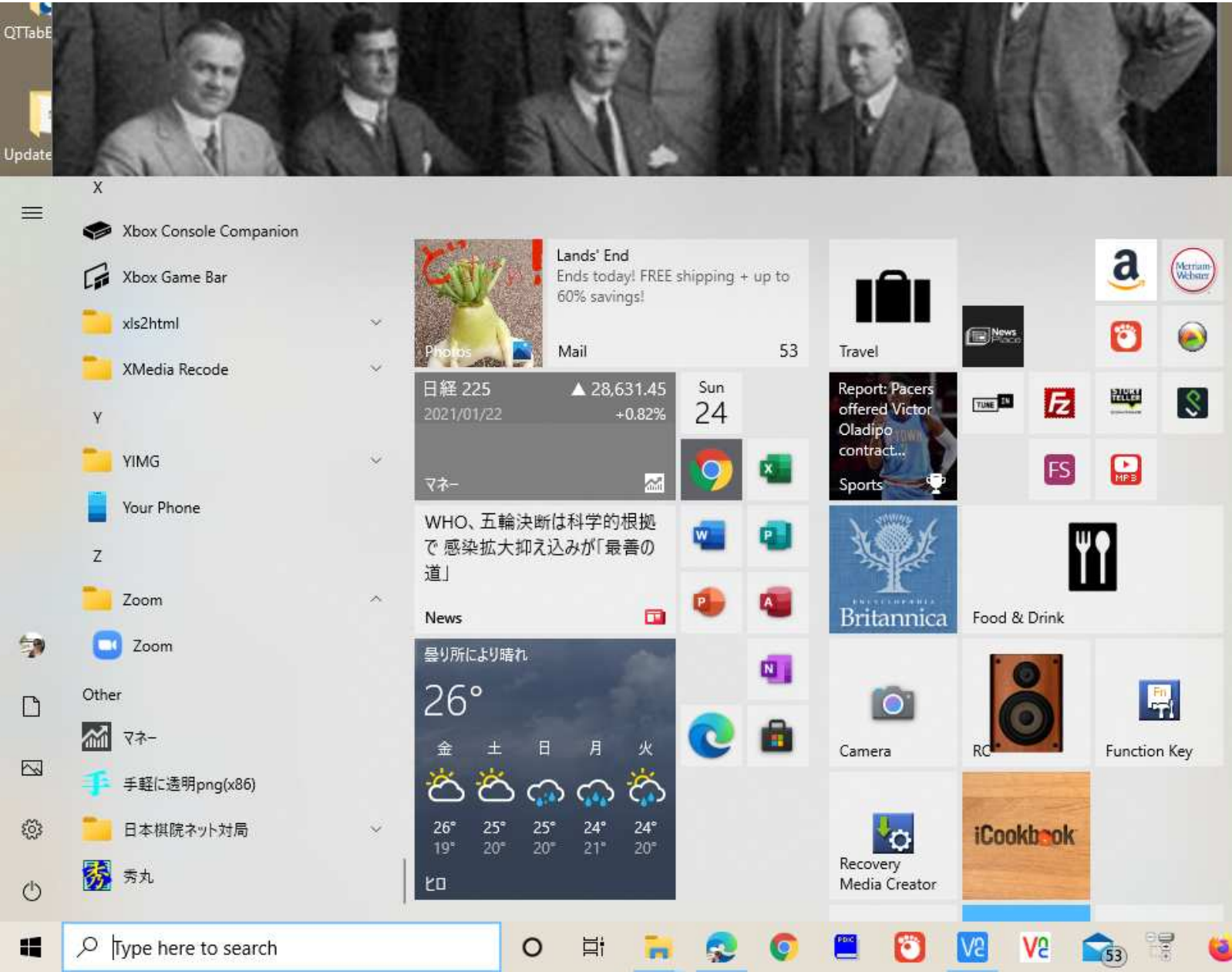
- You have a device to connect to Zoom.
- You are able to connect to a Zoom meeting from a Zoom app, not by a phone, by entering the Meeting ID and the passcode, or by clicking a link.

Great compatibility/interoperability



Phone

For Windows users only

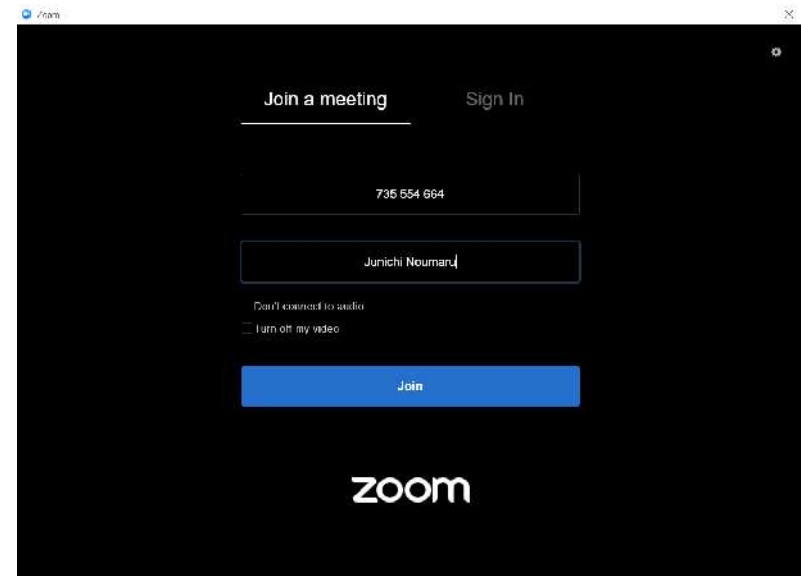


For Windows users only

Good



Bad



This is the addon for Chrome browser and version is old.

Virtual Background

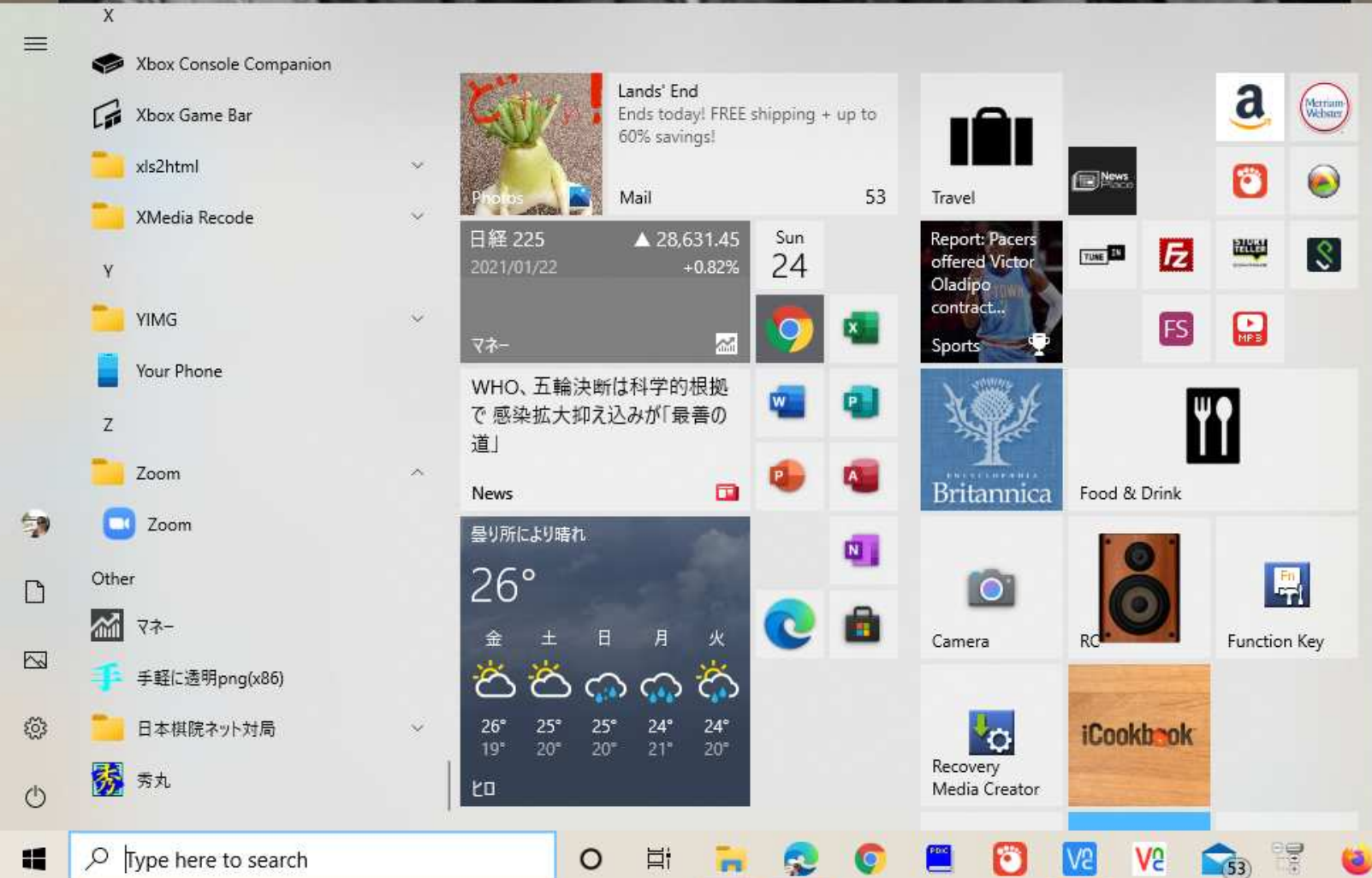


What you need to have a virtual background

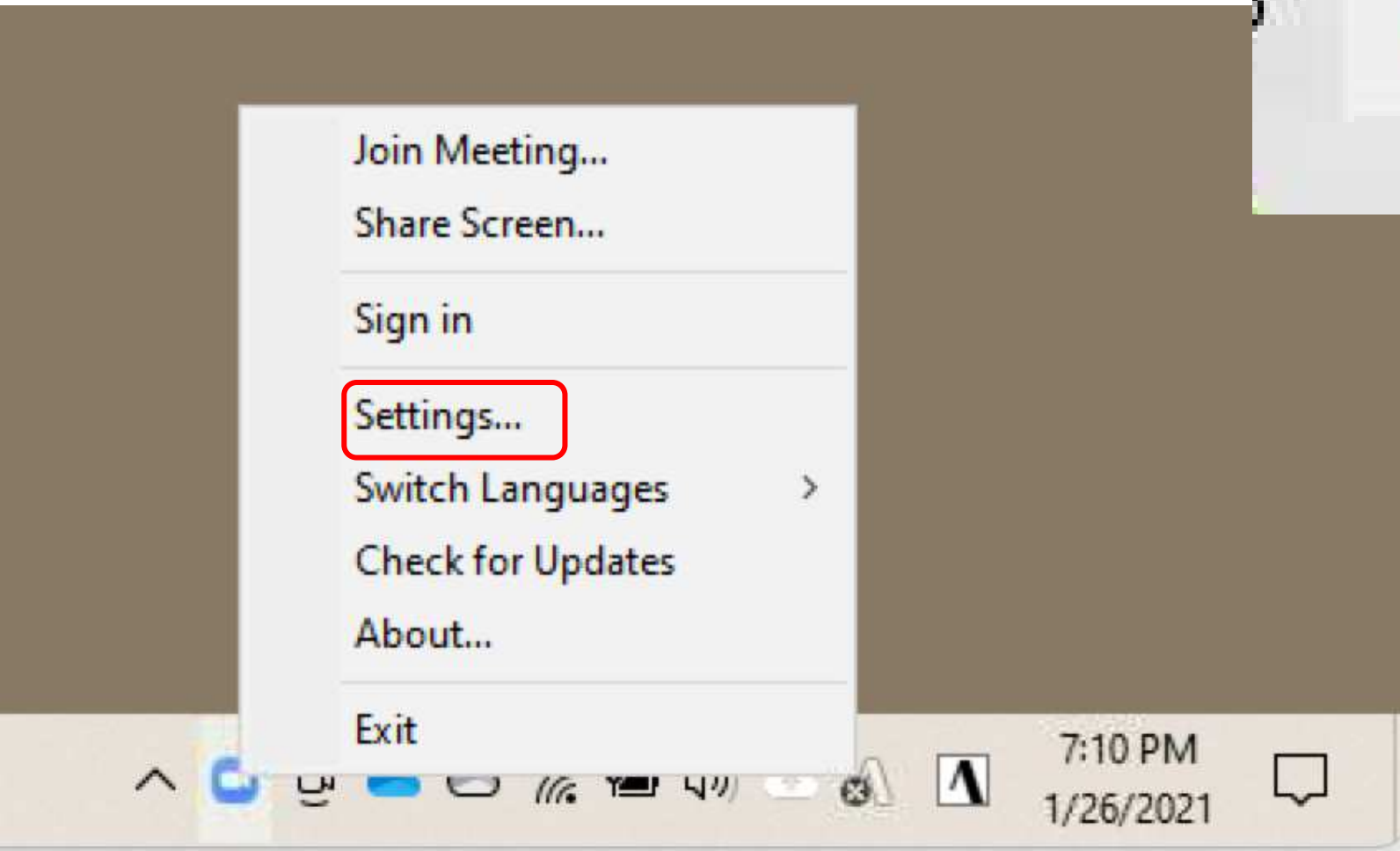
- A picture in jpg, png, etc. stored in your computer.
- A decent performance of computer.

QTTabE

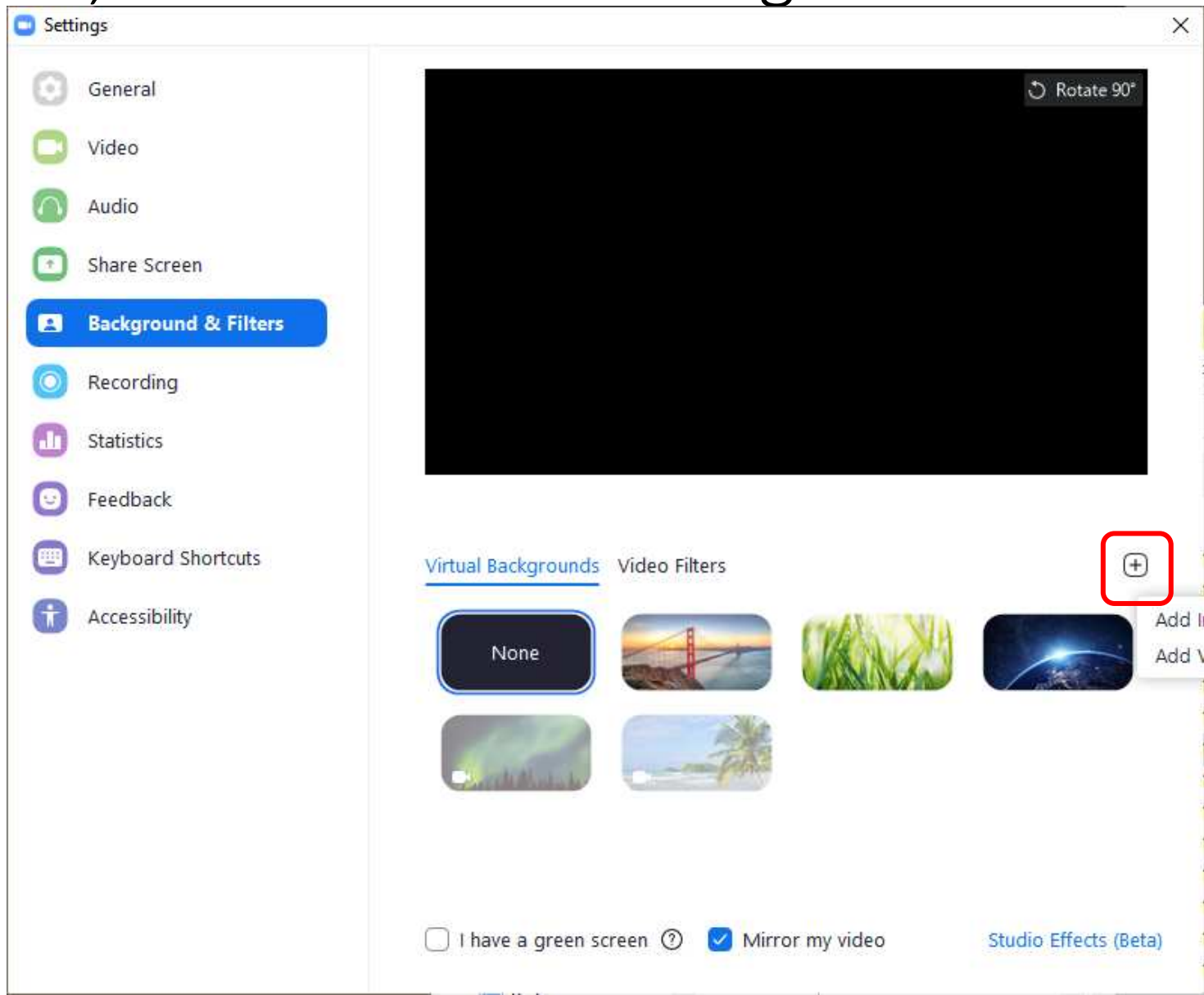
Update



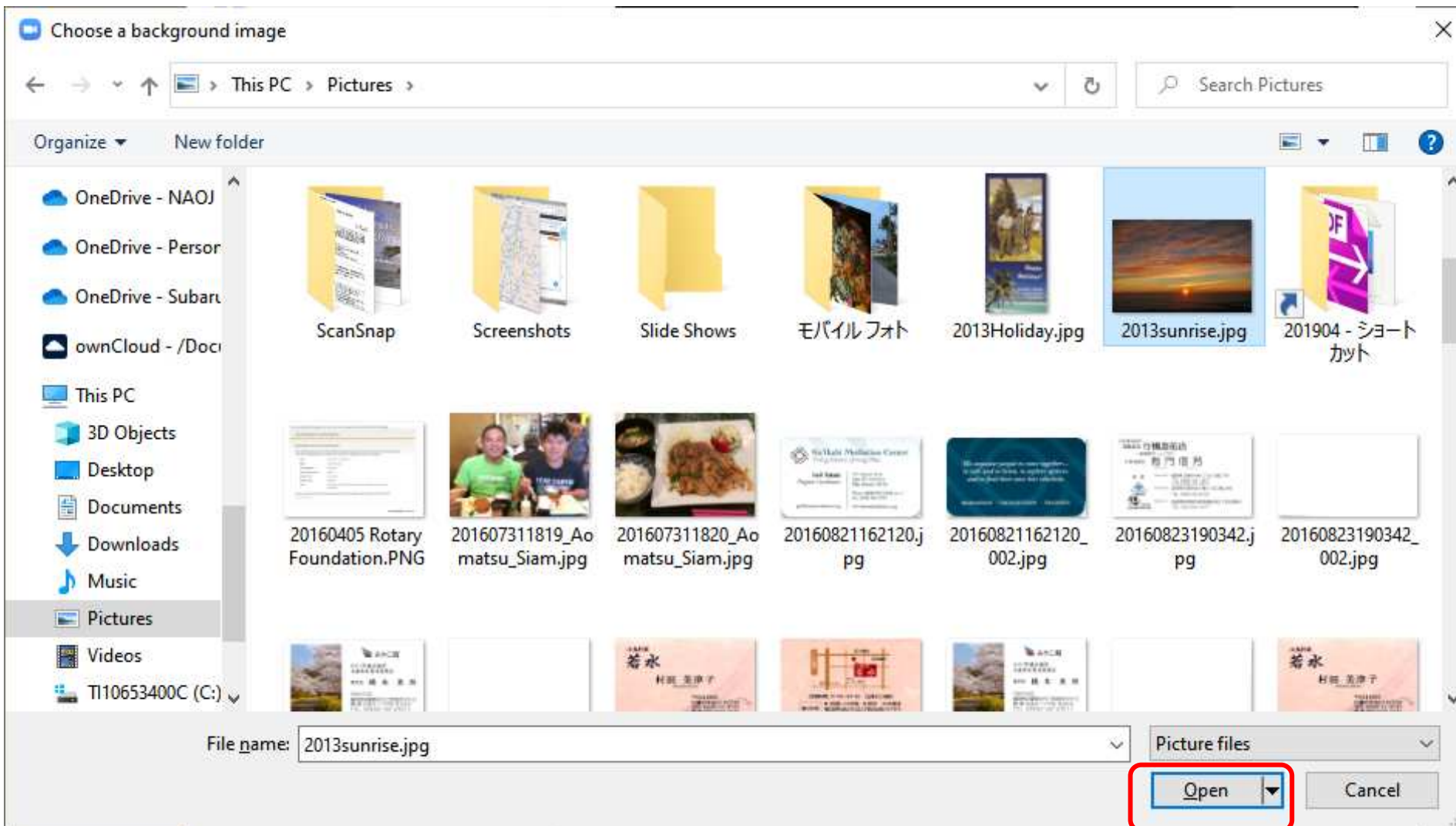
2. Find the Zoom icon in the task tray, right click the icon and choose Settings...



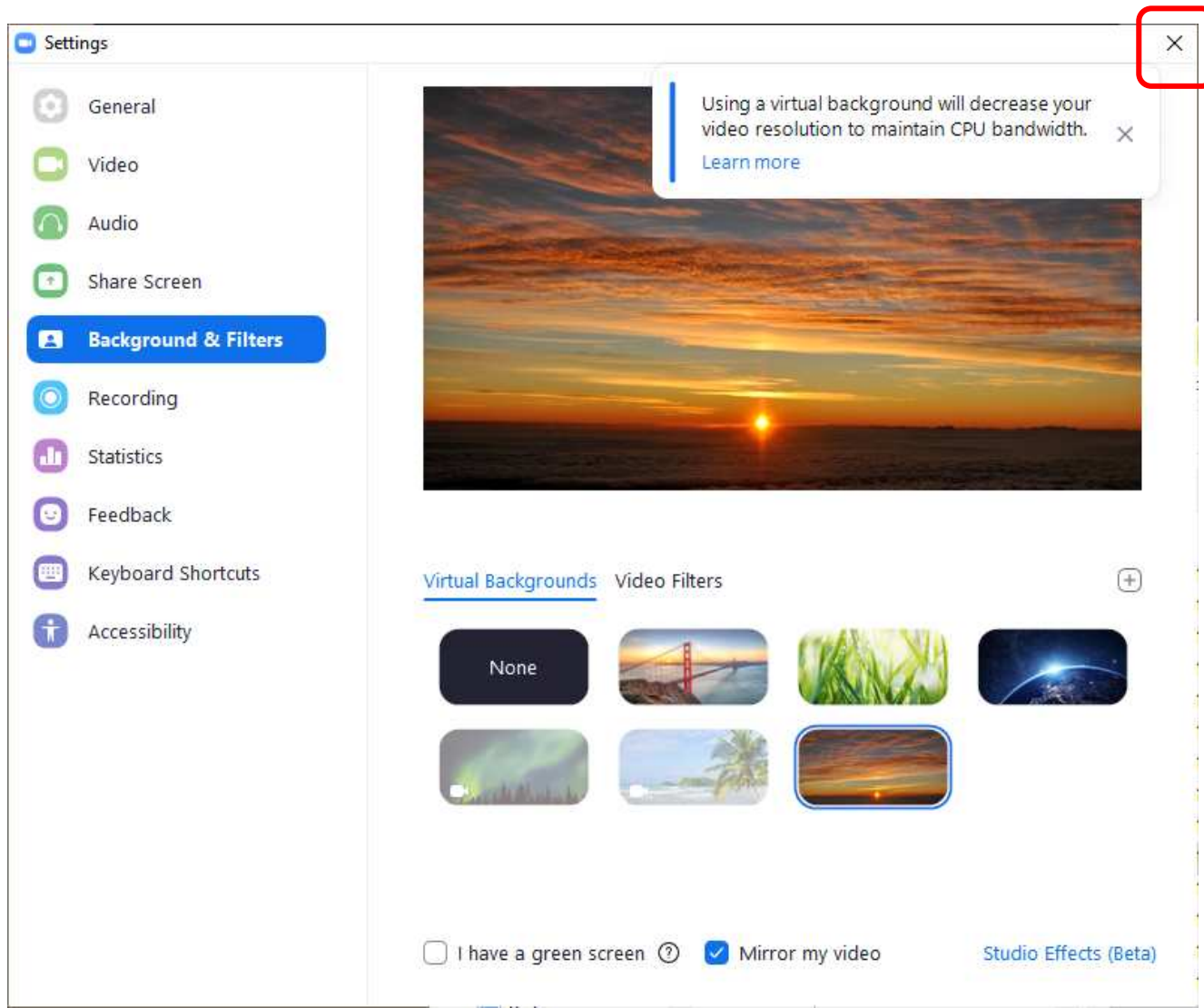
3. Choose Background & Filters and click “+”, then select “Add Image.”



4. Select your picture in the dialog box and click “Open.”



5. Your picture will appear in the Settings. Your picture is already selected as the background. Click on “X” to close this settings window.



6. Start your meeting by clicking on “Join a Meeting” and by entering the Meeting ID and the passcode.



Or click on the link for the Zoom meeting.

hilobayrotary.com

Our Zoom meeting information can be found here:

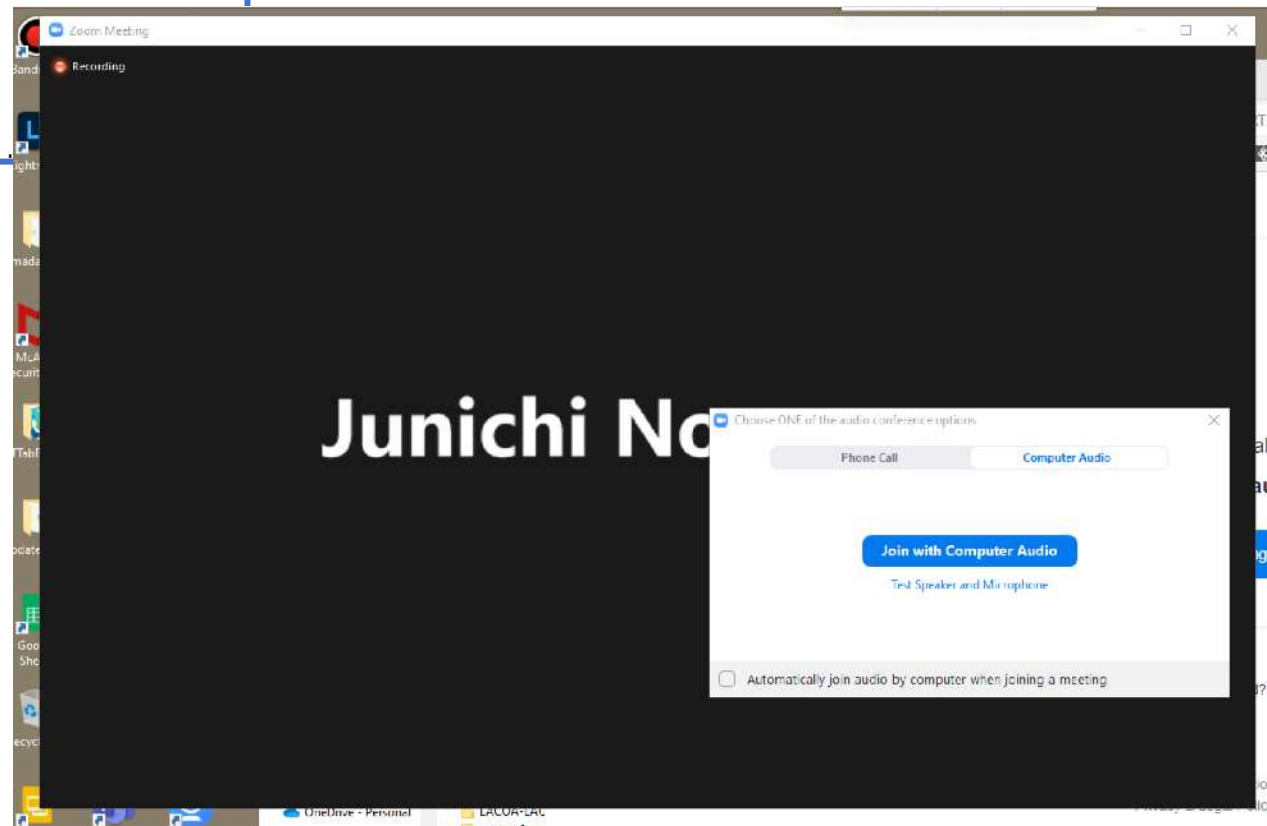
<https://us02web.zoom.us/j/735554664?pwd=bGlrTDduTmJDT0NHWU9PRTFl>

Meeting ID: 735 554

Password: 256

One tap mobile

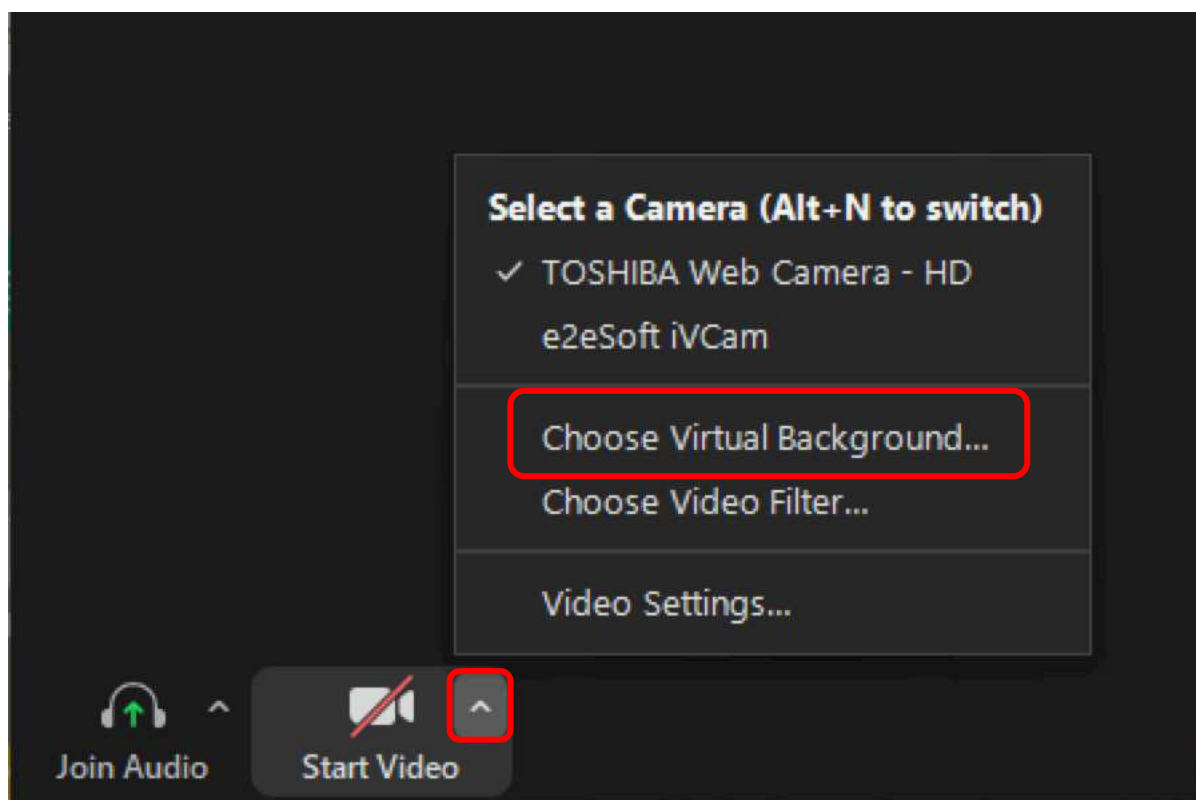
+18558456789 7355546641#



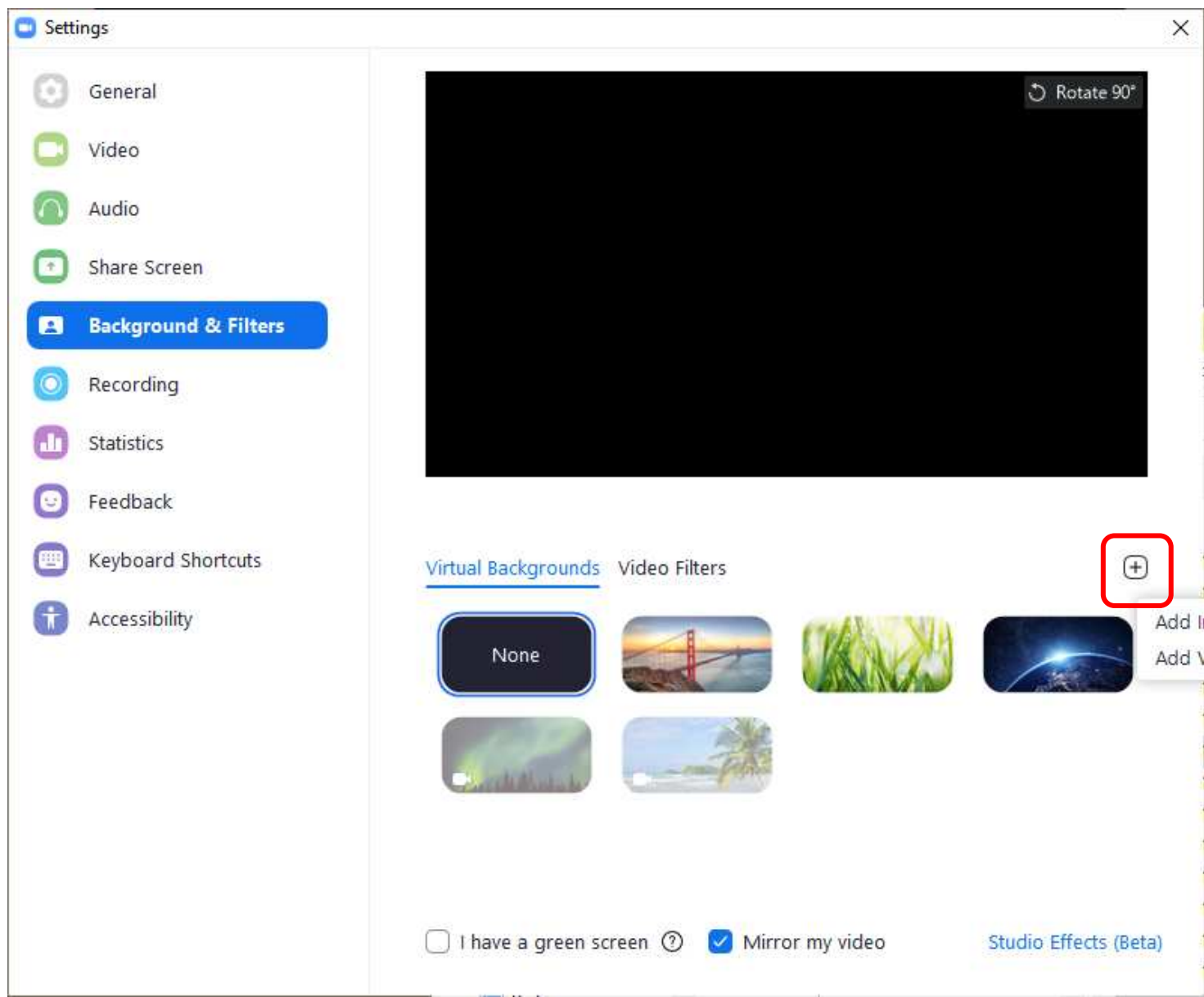
7. When you start video, your virtual background should be the picture of your choice.



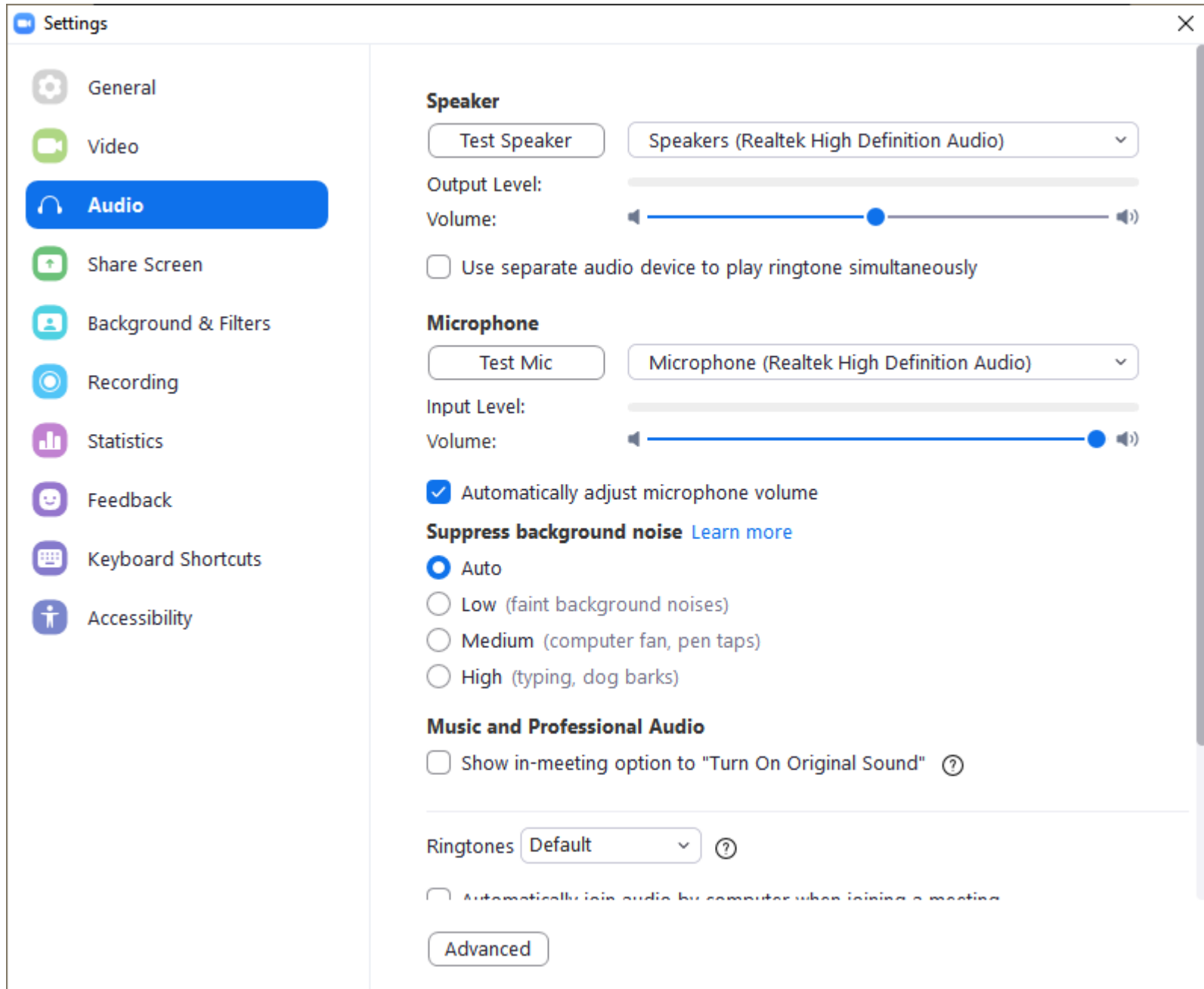
8. If you want to change or cancel Virtual Background after you join the meeting, click “^” in Start Video or Stop Video, then “Choose Virtual Background...”



9. Choose Background & Filters and click “+”, then select “Add Image.” Then follow steps 4 and 5.



Speaker, headphone and microphone



The screenshot shows the Zoom application settings window, specifically the 'Audio' tab. The left sidebar contains navigation options: General, Video, Audio (selected), Share Screen, Background & Filters, Recording, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. The main content area is divided into sections for Speaker, Microphone, and Music and Professional Audio. The Speaker section includes a 'Test Speaker' button, a dropdown menu set to 'Speakers (Realtek High Definition Audio)', and a volume slider. The Microphone section includes a 'Test Mic' button, a dropdown menu set to 'Microphone (Realtek High Definition Audio)', an input level slider, a checked checkbox for 'Automatically adjust microphone volume', and a 'Suppress background noise' section with radio buttons for 'Auto', 'Low', 'Medium', and 'High'. The 'Music and Professional Audio' section has a checkbox for 'Show in-meeting option to "Turn On Original Sound"'. At the bottom, there is a 'Ringtones' dropdown set to 'Default' and an 'Advanced' button.

Settings

General

Video

Audio

Share Screen

Background & Filters

Recording

Statistics

Feedback

Keyboard Shortcuts

Accessibility

Speaker

Test Speaker

Speakers (Realtek High Definition Audio)

Output Level:

Volume:

☐ Use separate audio device to play ringtone simultaneously

Microphone

Test Mic

Microphone (Realtek High Definition Audio)

Input Level:

Volume:

☒ Automatically adjust microphone volume

Suppress background noise [Learn more](#)

☒ Auto

☐ Low (faint background noises)

☐ Medium (computer fan, pen taps)

☐ High (typing, dog barks)

Music and Professional Audio

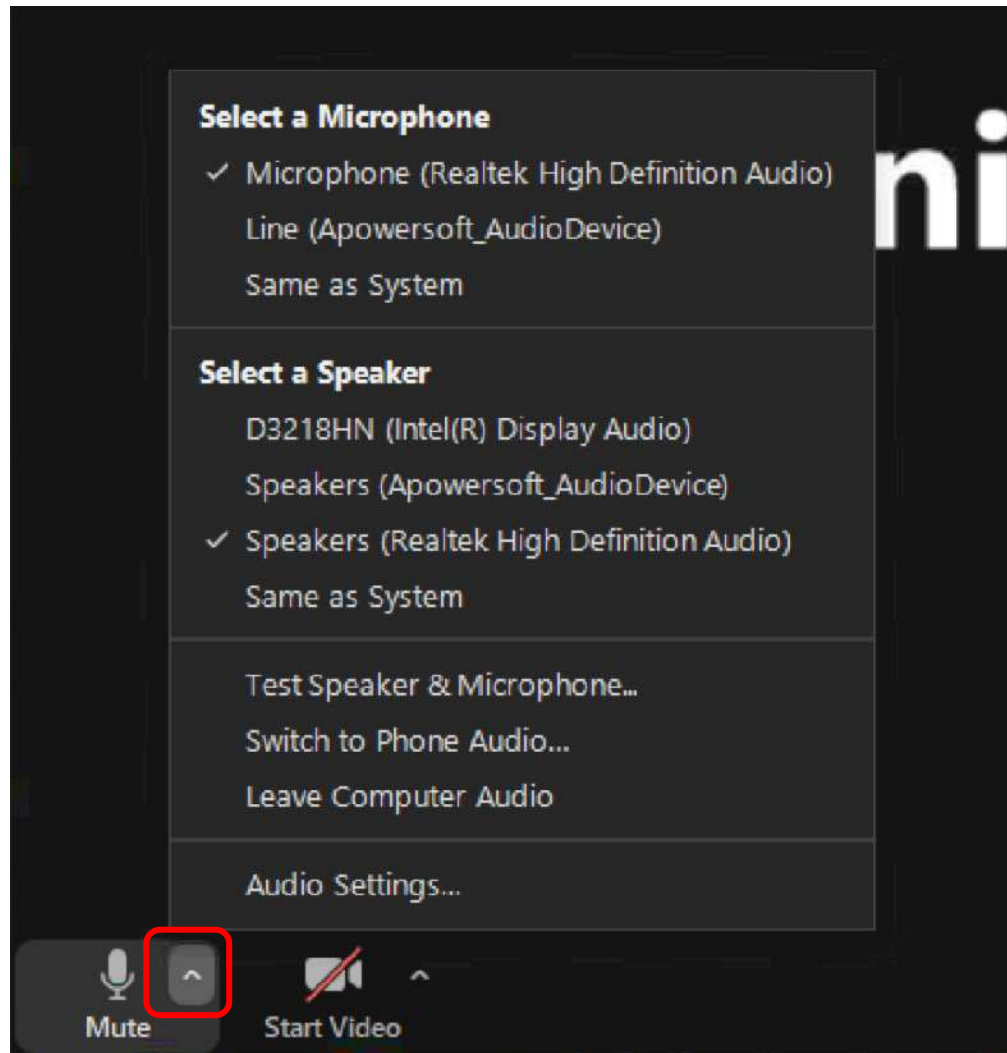
☐ Show in-meeting option to "Turn On Original Sound" ?

Ringtones: Default ?

☐ Automatically join audio by computer when joining a meeting

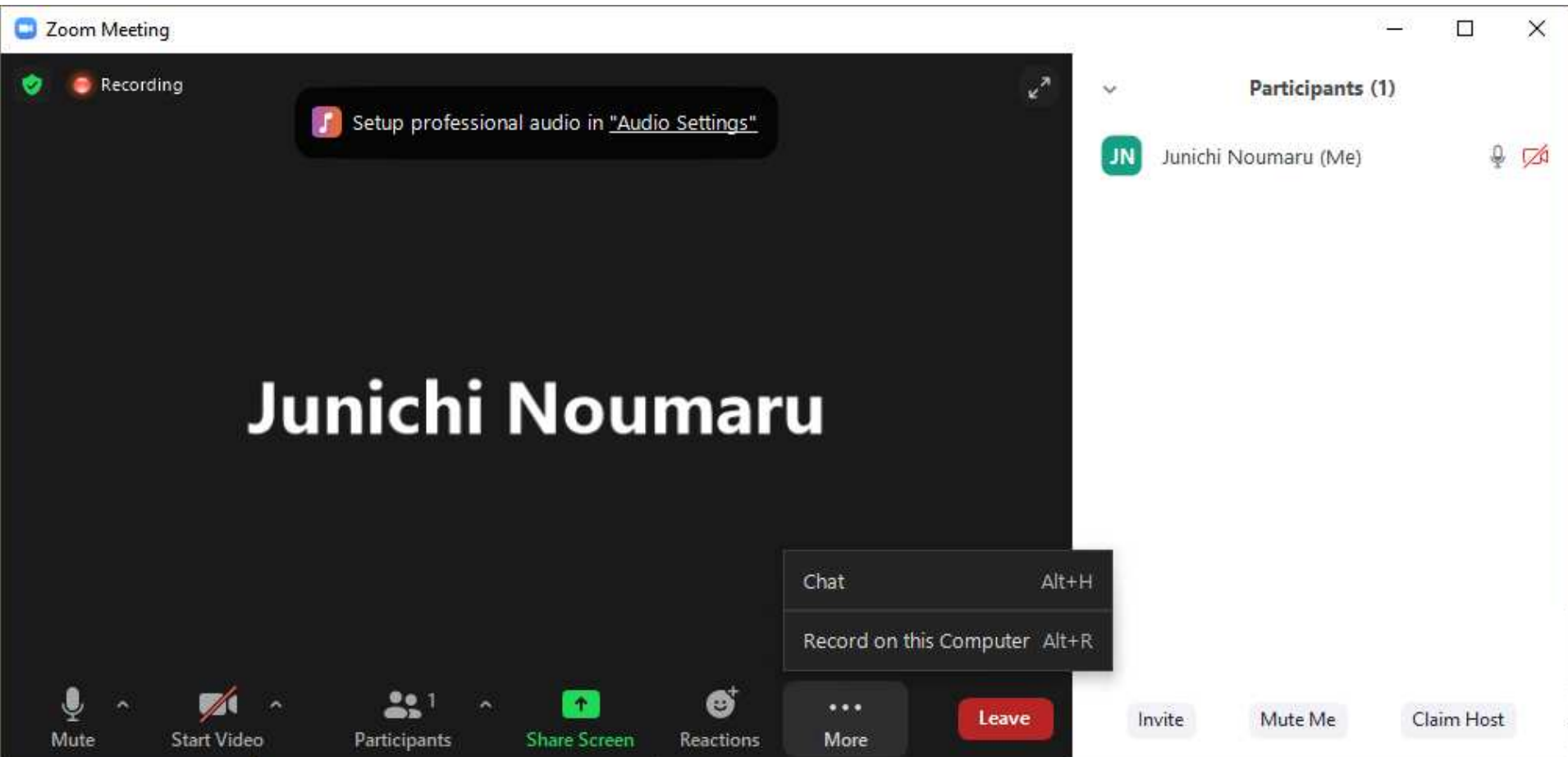
Advanced

Setting up speaker, headphone and microphone while the meeting is in progress



Choose a right device.
You can test.

Participants and Chat



Participants and Chat

The screenshot displays the Zoom Meeting interface. The main window shows two video thumbnails, both labeled "Junichi Noumaru". Above the thumbnails, a notification bar states "Setup professional audio in 'Audio Settings'". The top bar includes a "Zoom Meeting" title, a "Recording" status, and a "View" button. The bottom toolbar contains icons for Mute, Start Video, Participants (showing 2), Share Screen, Reactions, More, and a red "Leave" button.

On the right side, a sidebar is open, showing the "Participants (2)" list. The list includes "Junichi Noumaru (Me)" and "Junichi Noumaru", both with icons indicating they are muted. Below the list are buttons for "Invite", "Mute Me", and "Claim Host". The "Chat" section is also visible, showing a "To: Everyone" dropdown and a text input field labeled "Type message here...".

Junichi Noumaru

Position of icons
may change when
you resize the Zoom
window.

Invite Alt+I

Participants 1 ^

Chat

Share Screen

Record

Reactions

Junichi Noumaru

Mute ^

Start Video ^

Participants 1 ^

Share Screen

Reactions

More

Chat Alt+H

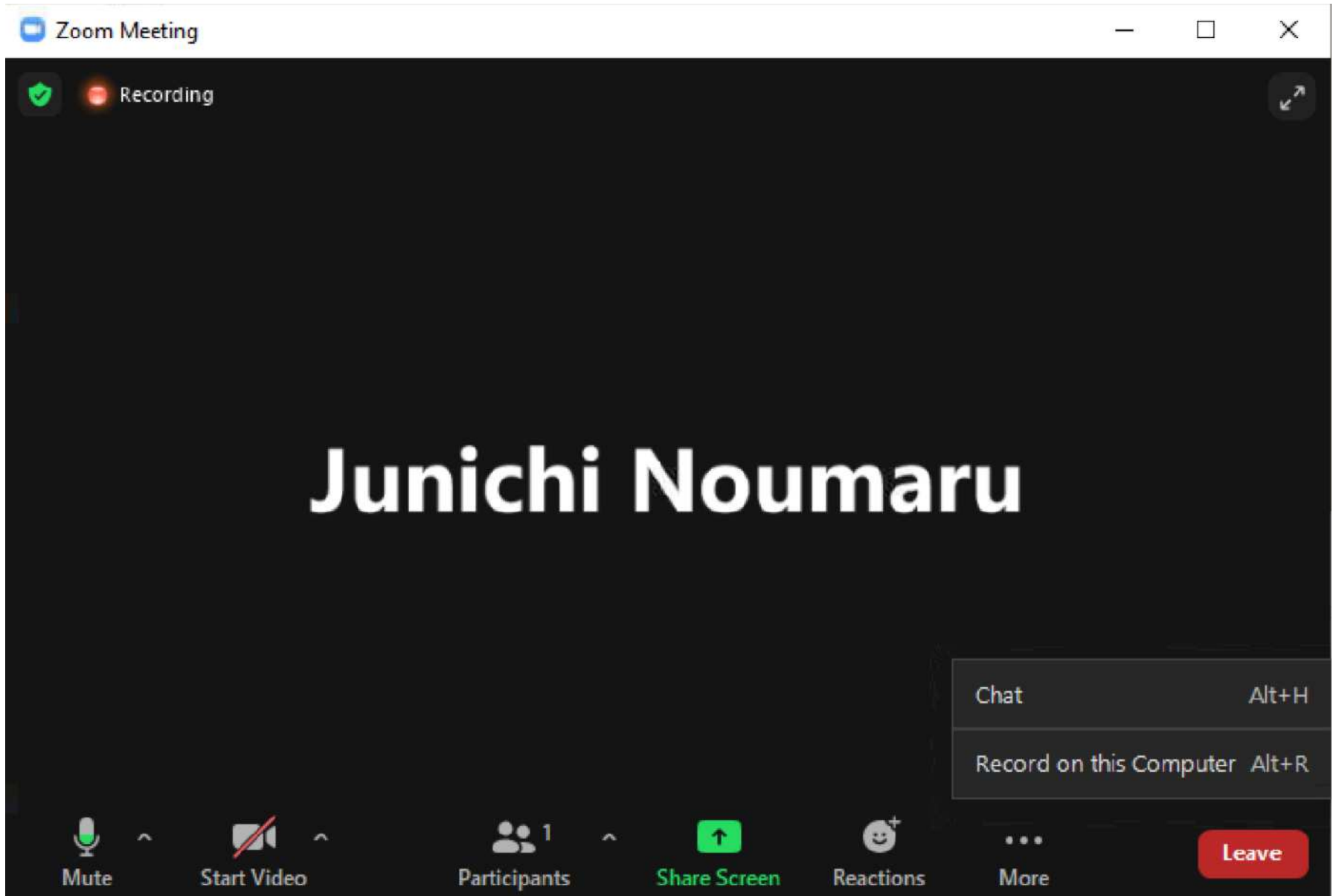
Record on this Computer Alt+R

Leave

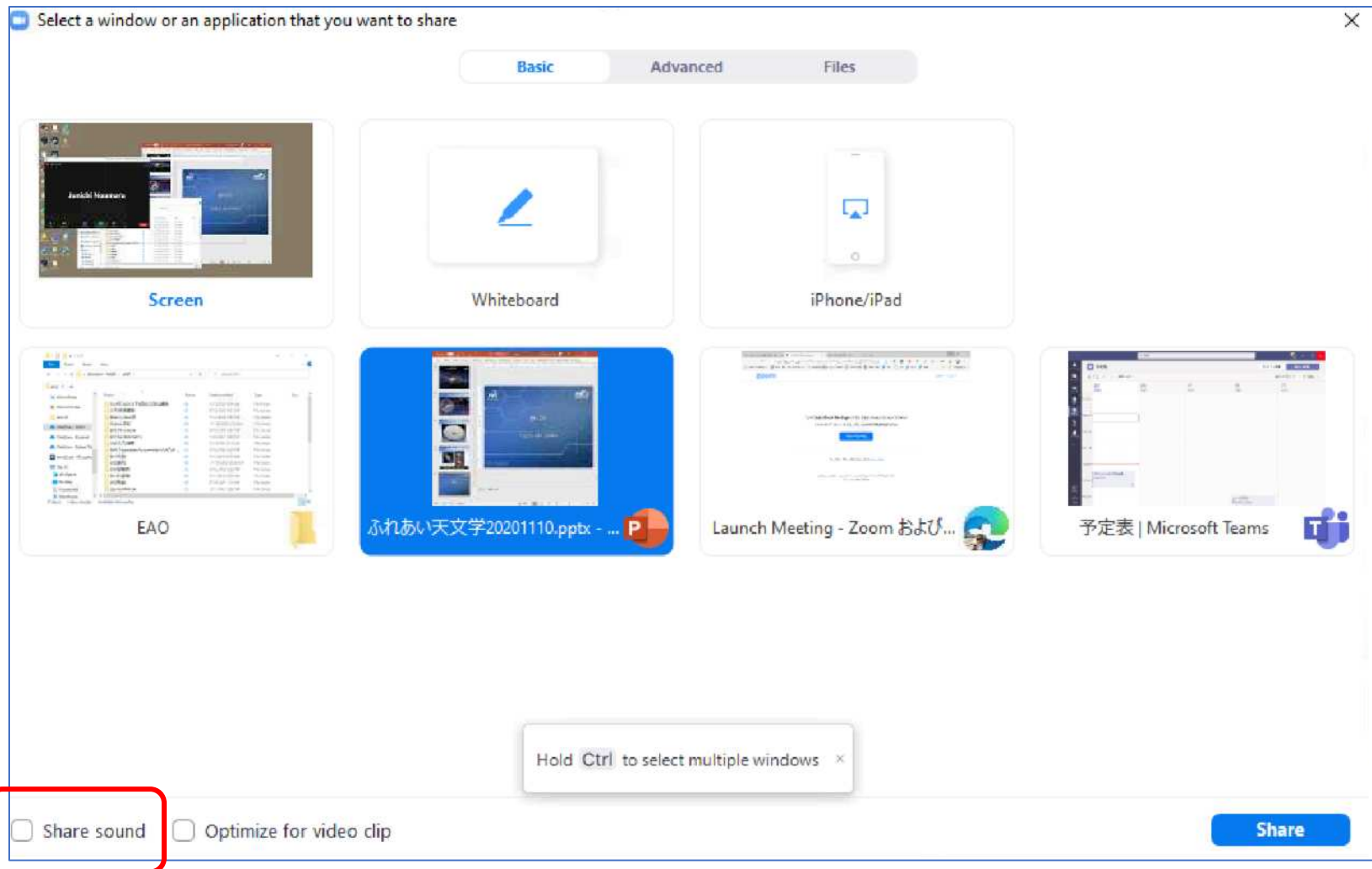
Sharing Screen

- Prepare the windows you want to share.
- If you use PowerPoint, open the presentation file on PowerPoint. Do not start slide show yet.

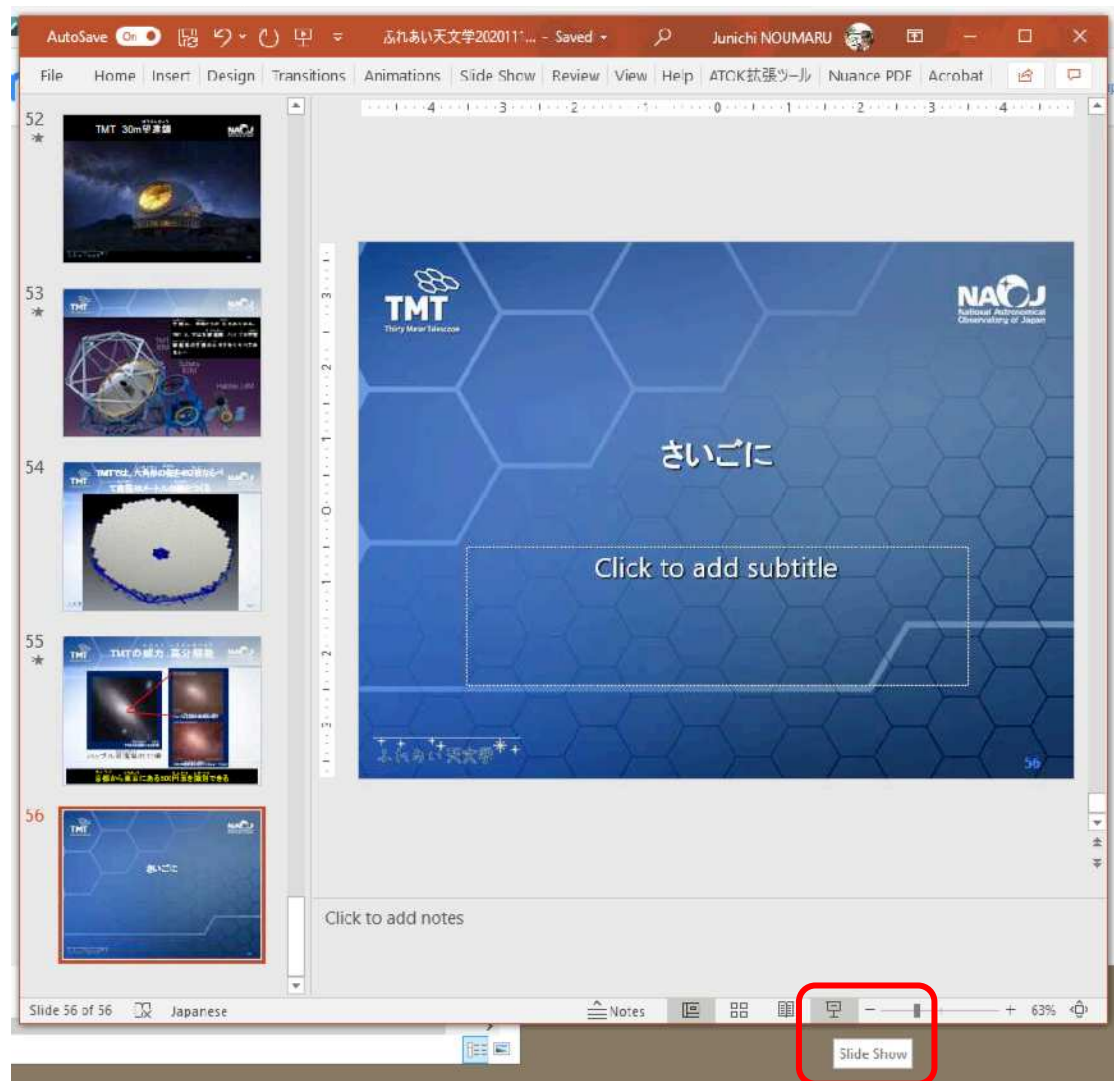
1. Click on “Share Screen” icon.



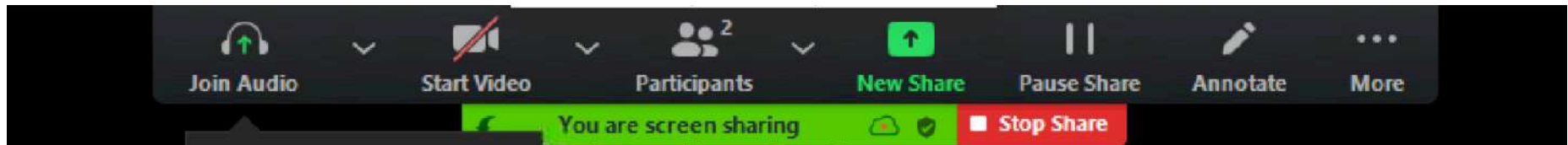
2. In a window that appears, choose PowerPoint window, then click on “Share.”



3. Start slide show.



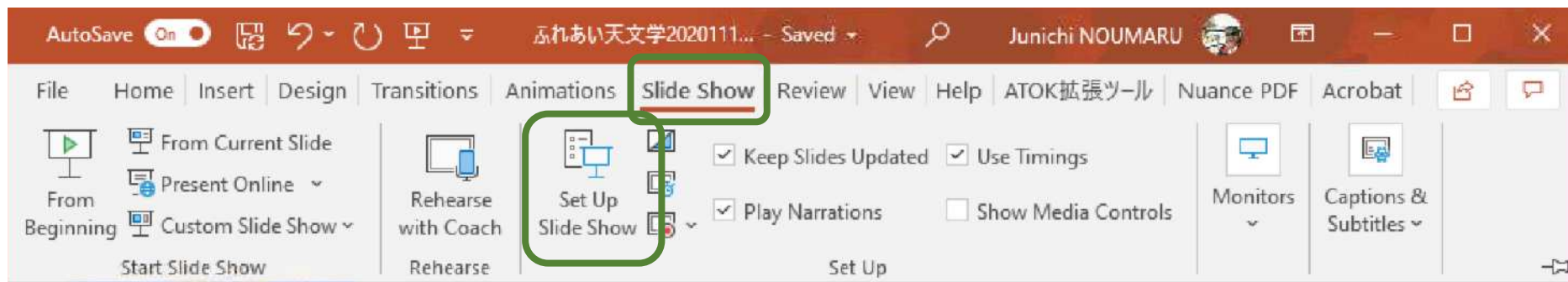
4. When you start screen share, Zoom window disappears and this menu bar appears at the top of the screen. If the menu bar is hidden, move the mouse cursor at the top edge of the screen.



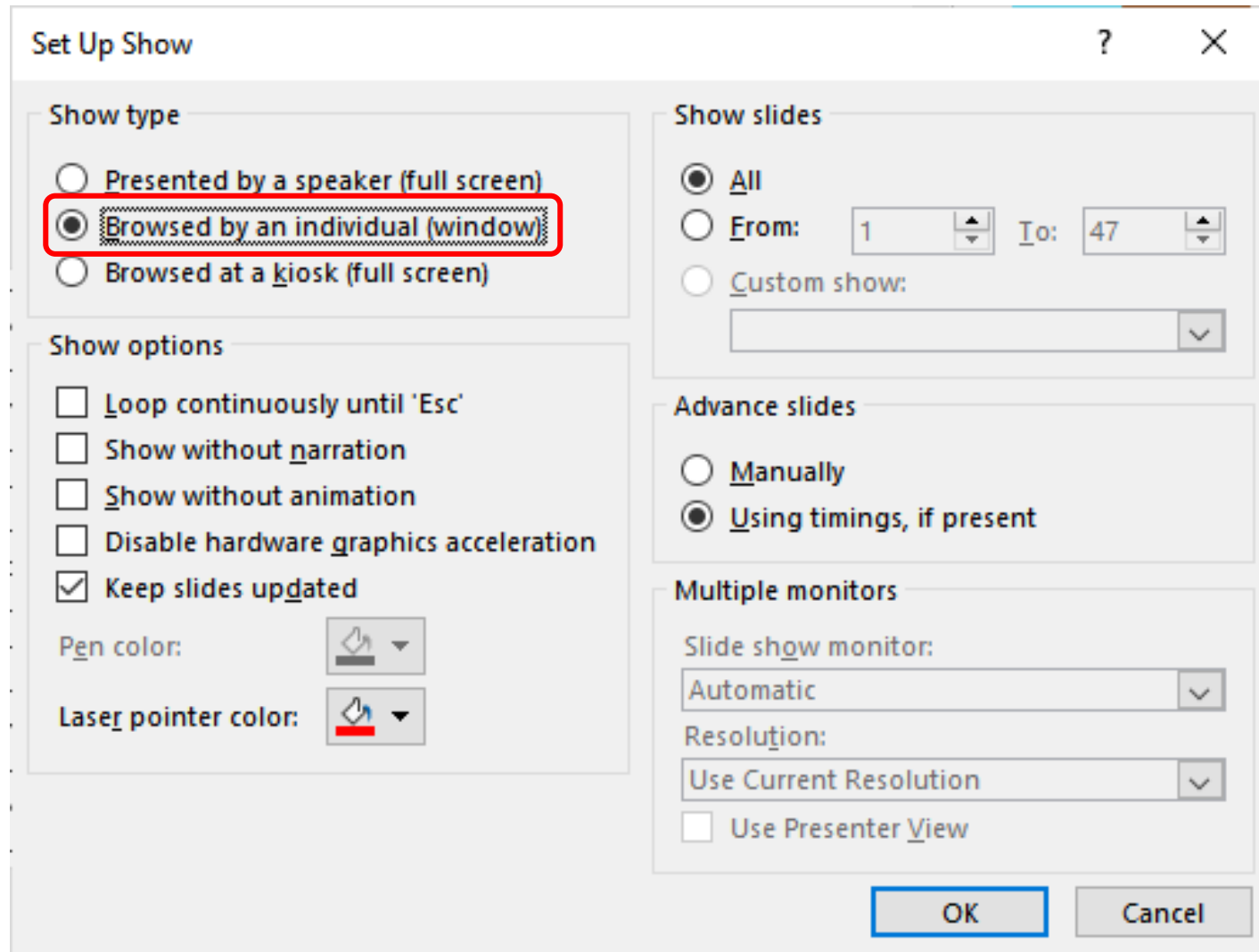
5. To stop screen sharing, click on the red icon “Stop Share.”

5. If you want to see other windows during presentation, you can run a slide show within the PowerPoint window.

Choose “Slide Show” – “Set Up Slide Show.”



6. Choose “Browsed by an individual (window)” in Show type, then click OK.



7. Your slide show becomes like this. Then start Screen Share and choose PowerPoint in Zoom window. Viewers only see your slide show in their screen. You are free to open other windows.



Other considerations

- Keep your presentation simple – use one presentation file or window for presentation.
- Avoid unnecessary animation in your slide. *Like this.*
- Preparation will be rewarded.
- Restart Windows before joining an important Zoom meeting.
- Restart Windows at least once a week. Restarting will reset memory and install update programs. Closing the laptop screen or shutdown and power-on Windows will not do the same thing.
- Update Zoom and Windows when instructed.
- Test, test, test: You can test using our club's Zoom account and two of your devices. You can also create your Zoom account free. Up to a 40-minute meeting with participants of three or more is allowed with a free account. No time limit for a meeting with two participants.

Be prepared and happy Zoom life!

