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
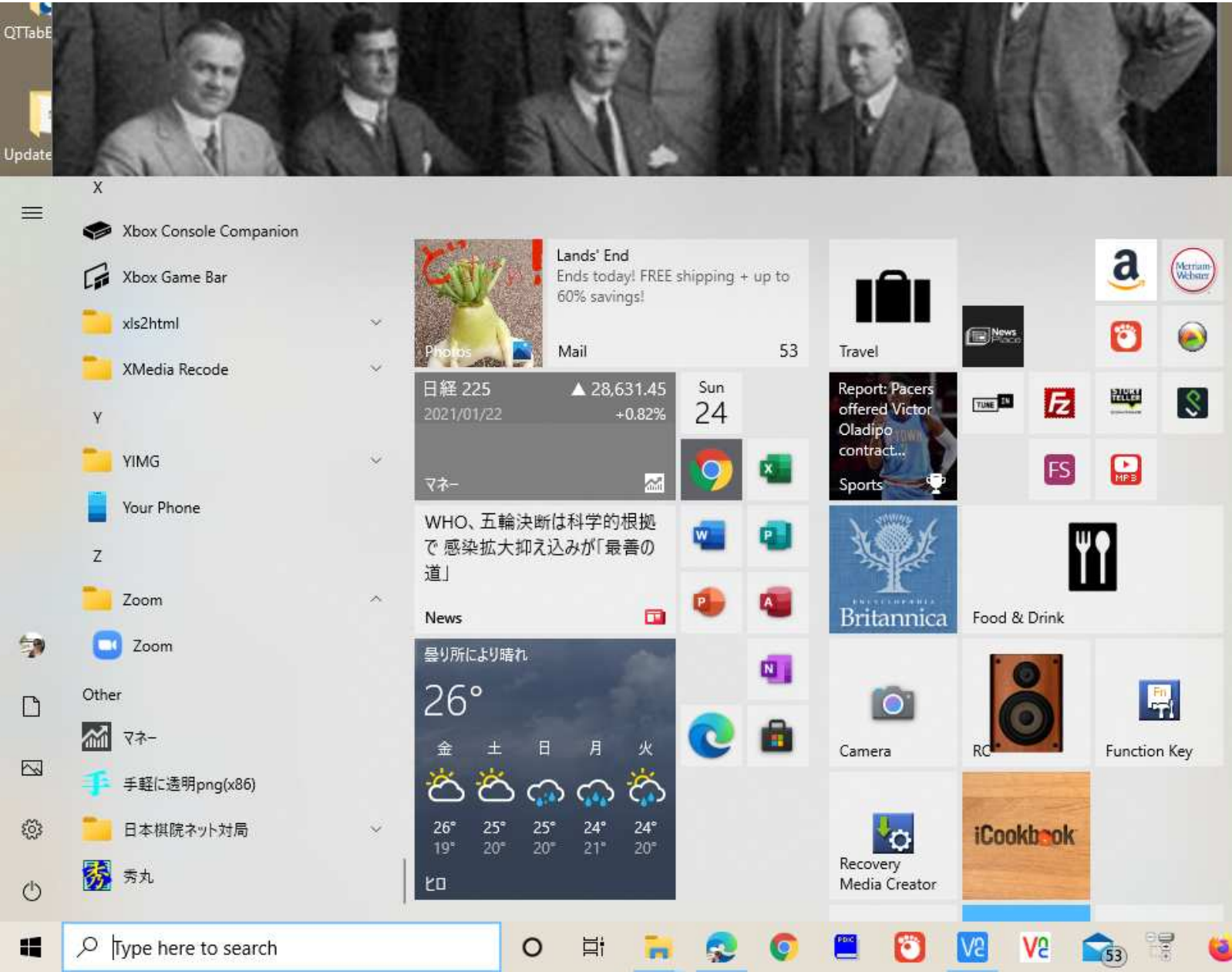- Other considerations

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.
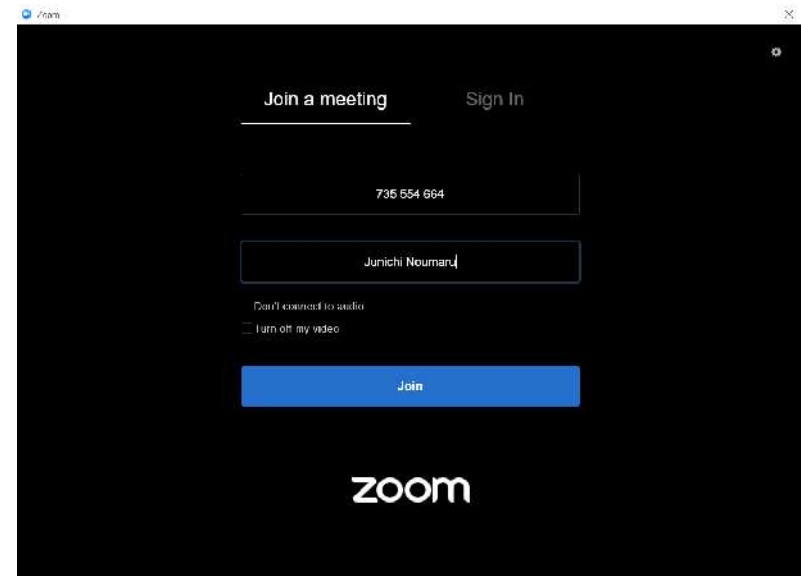
Great compatibility/interoperability
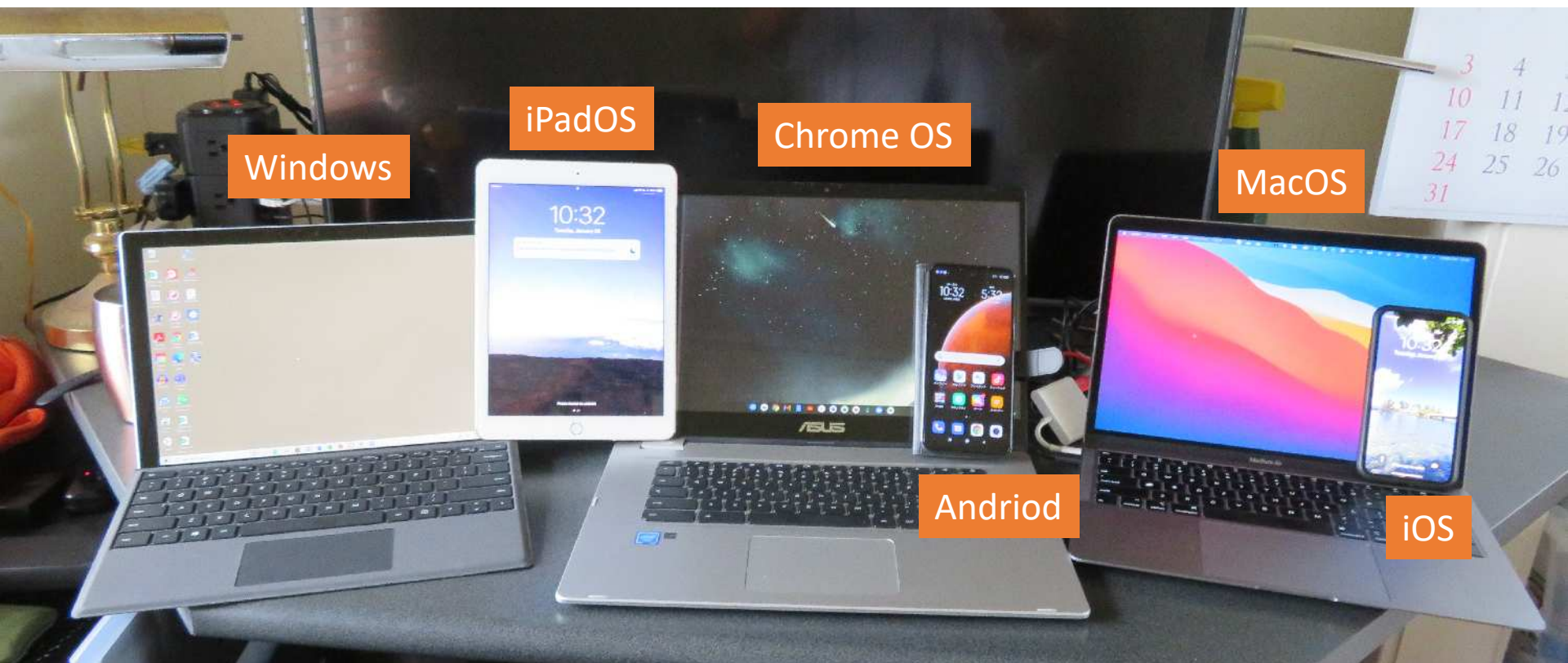
Windows
iPadOS
Chrome OS
MacOS
Andriod
iOS
Phone

For Windows users only

For Windows users only

Good

Bad

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

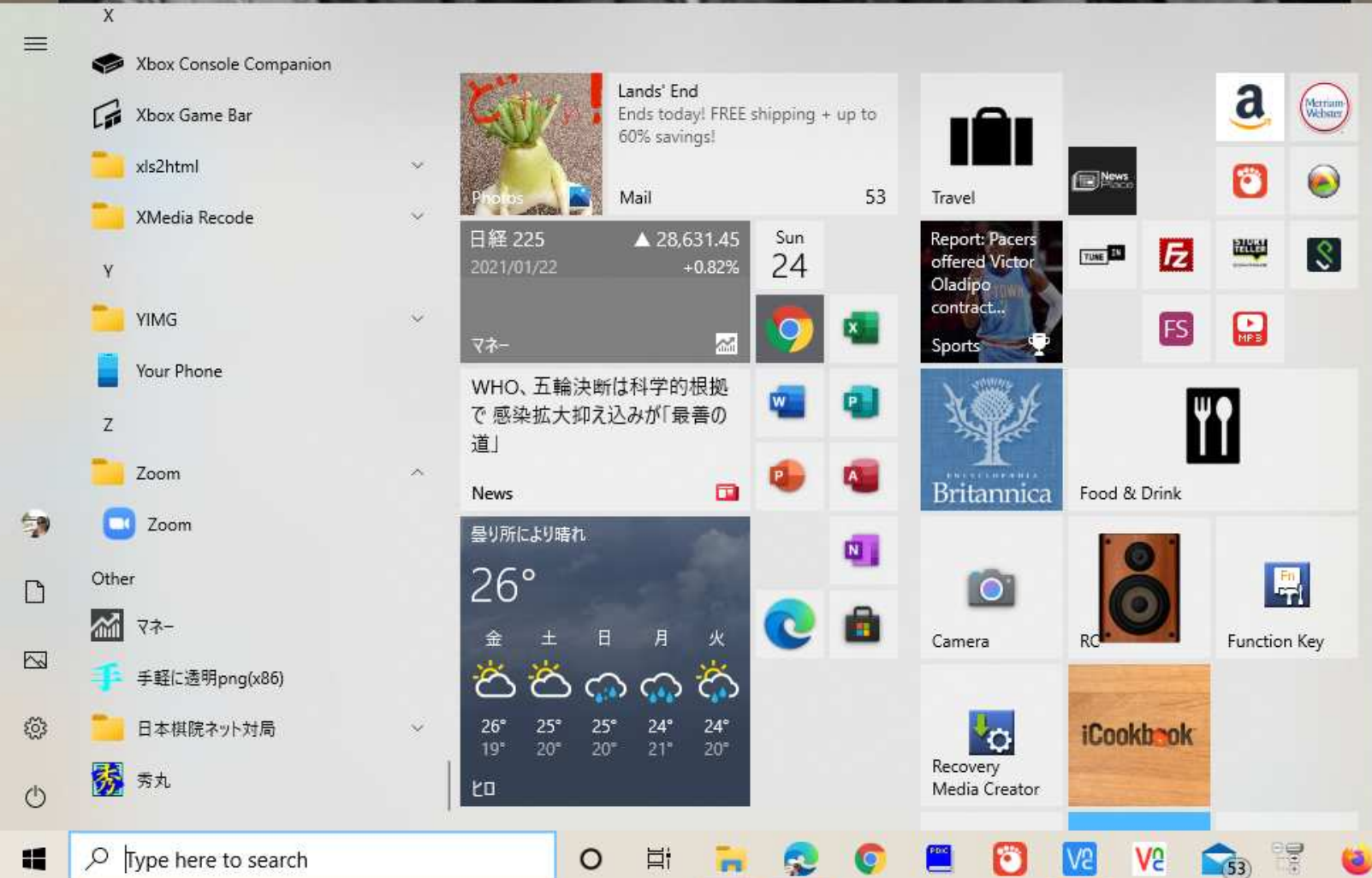# Virtual Background

Rotary Club of Hilo Bay Hilo Hawaii USA

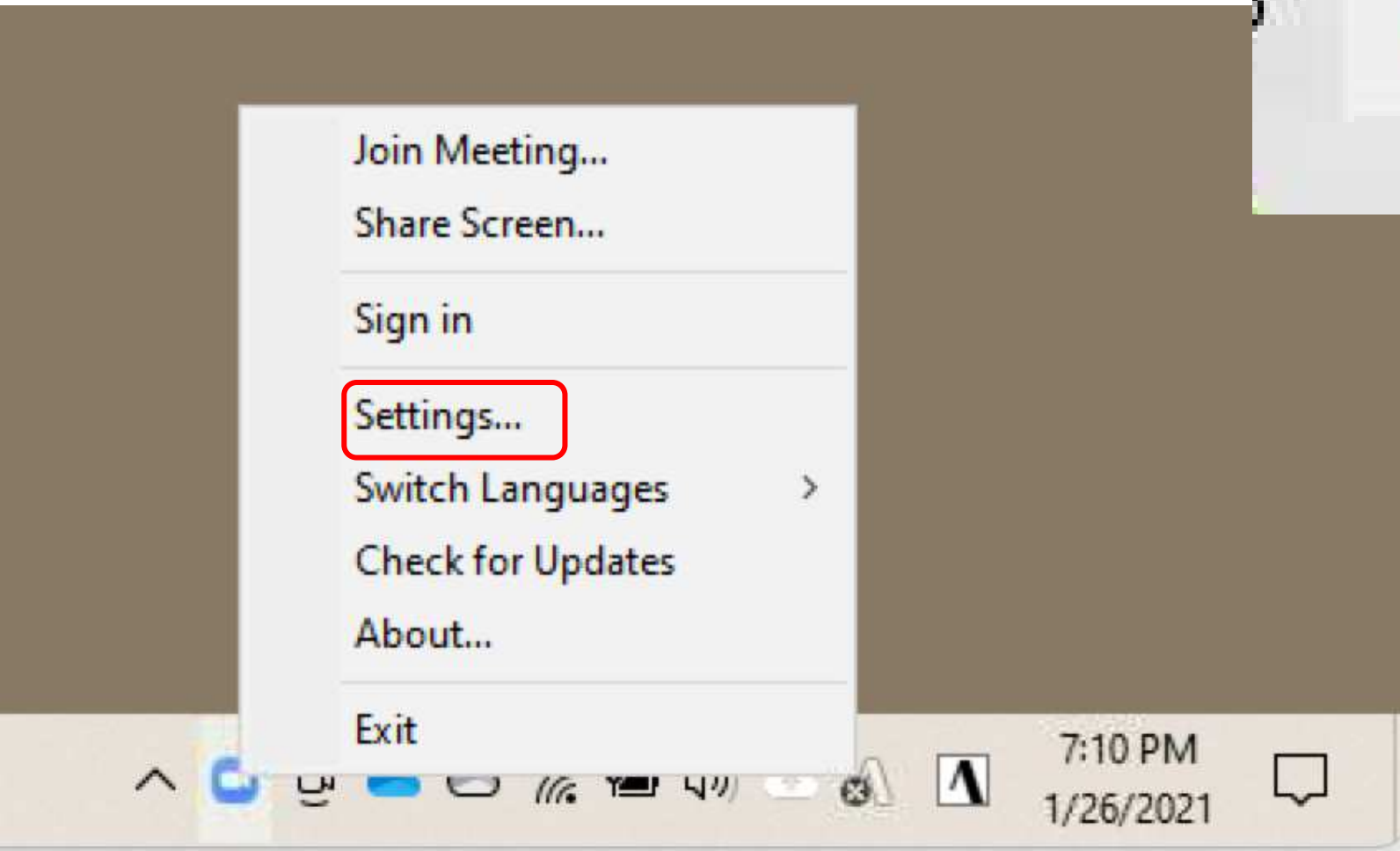# What you need to have a virtual background

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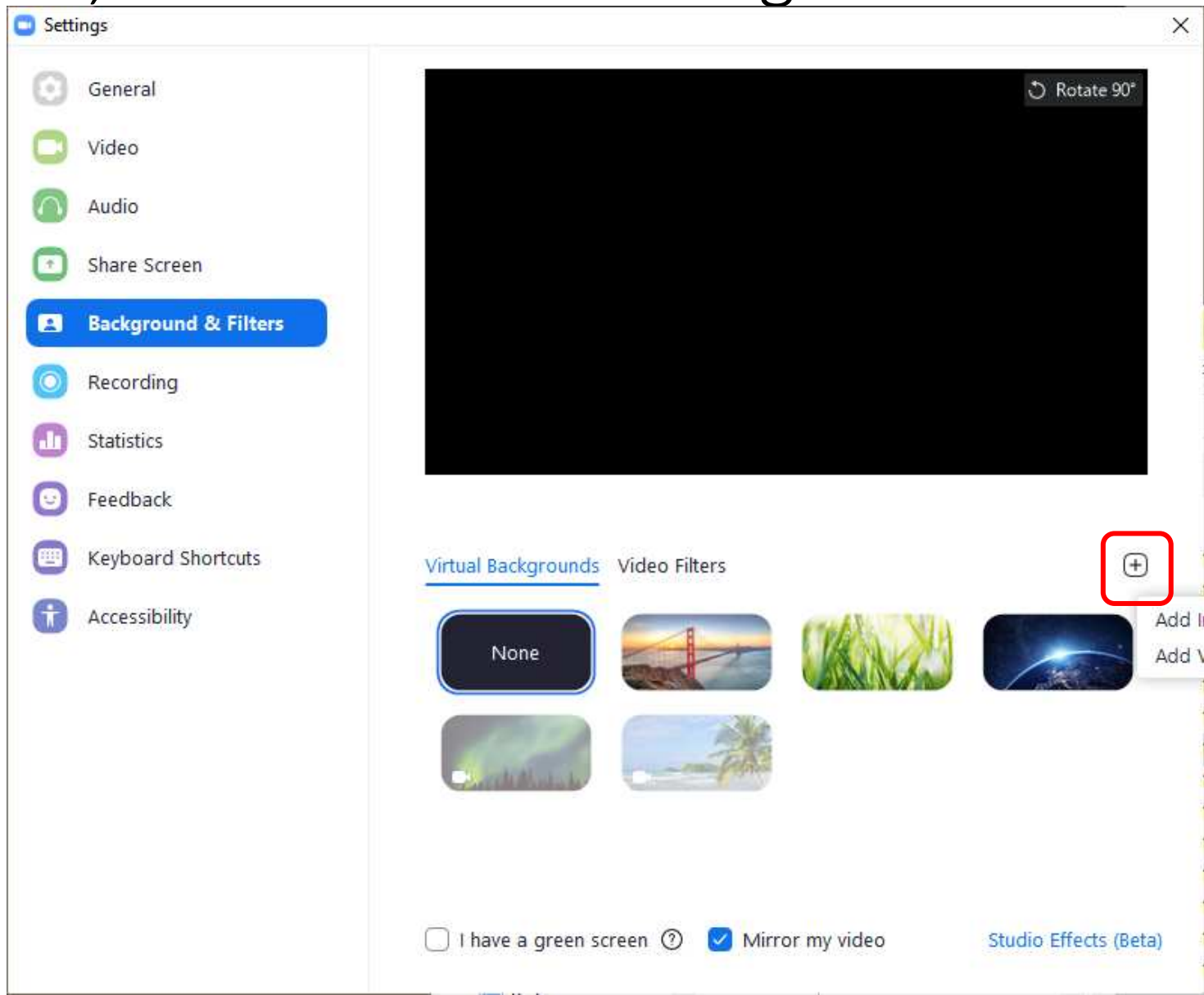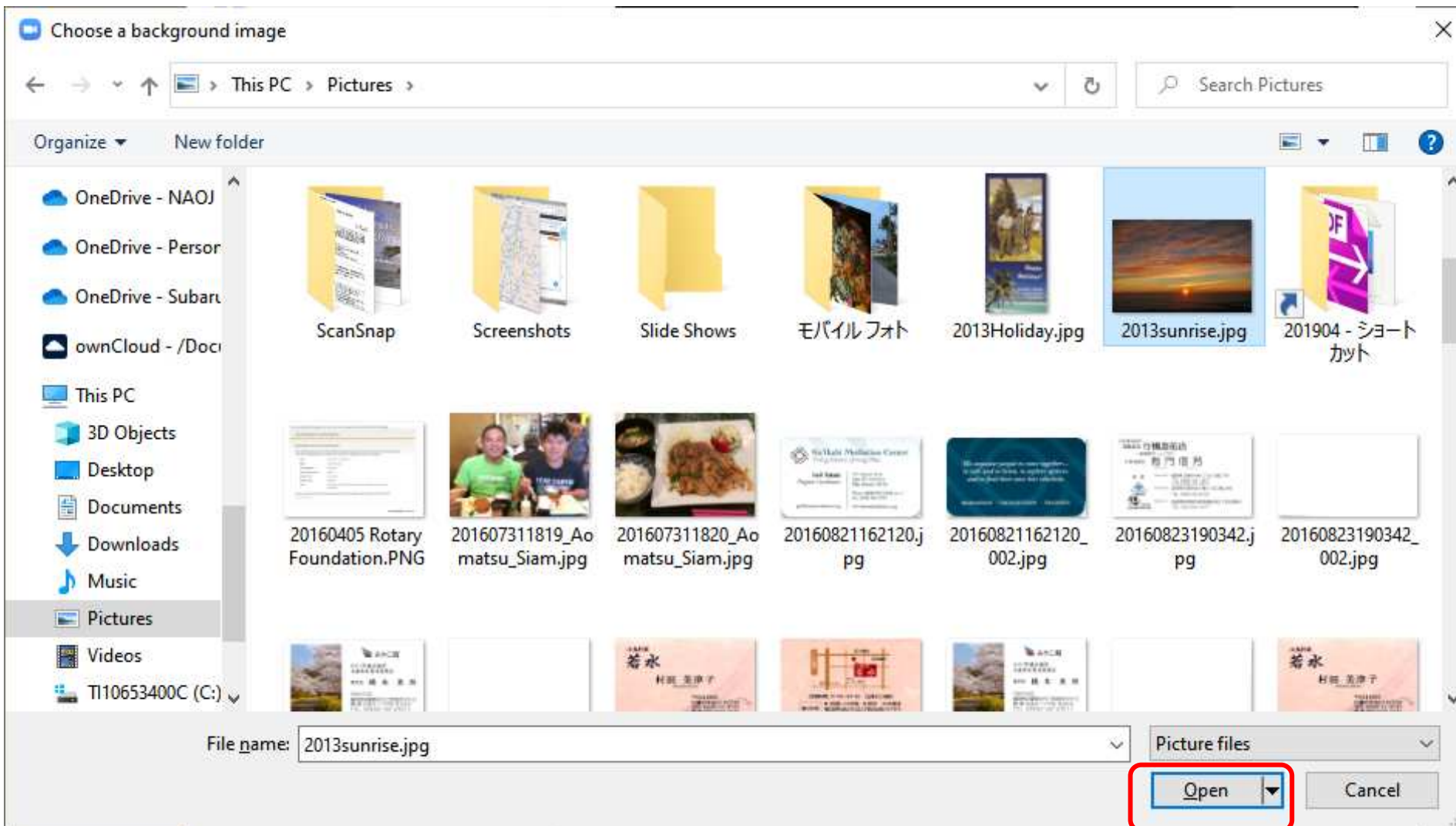- A decent performance of computer.

1. Start Zoom

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

Join Meeting...

Share Screen...

Sign in

Settings...

Switch Languages   >

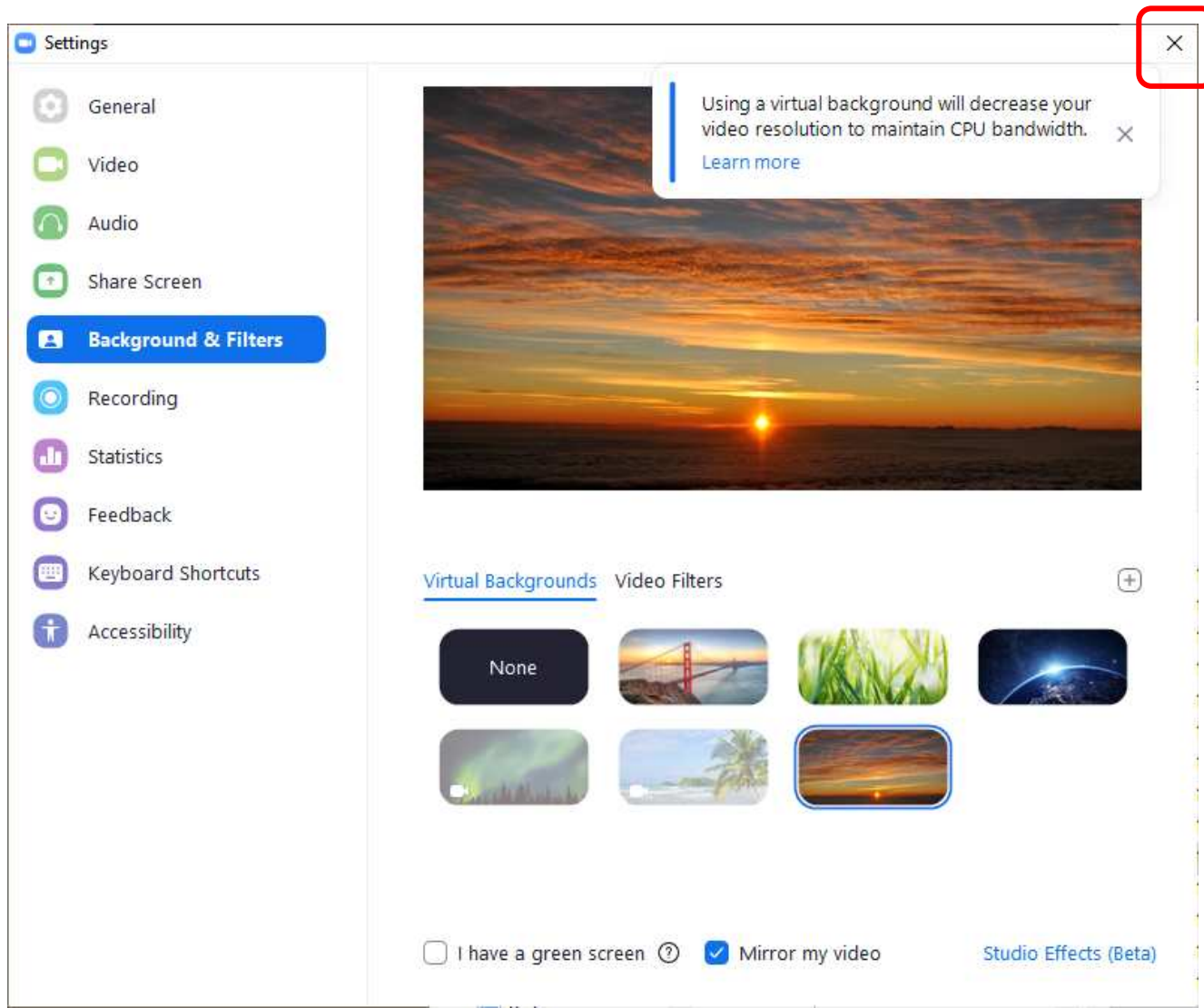Check for Updates

About...

Exit

7:10 PM
1/26/2021

3. Choose Background & Filters and click "+", then select "Add Inage."

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

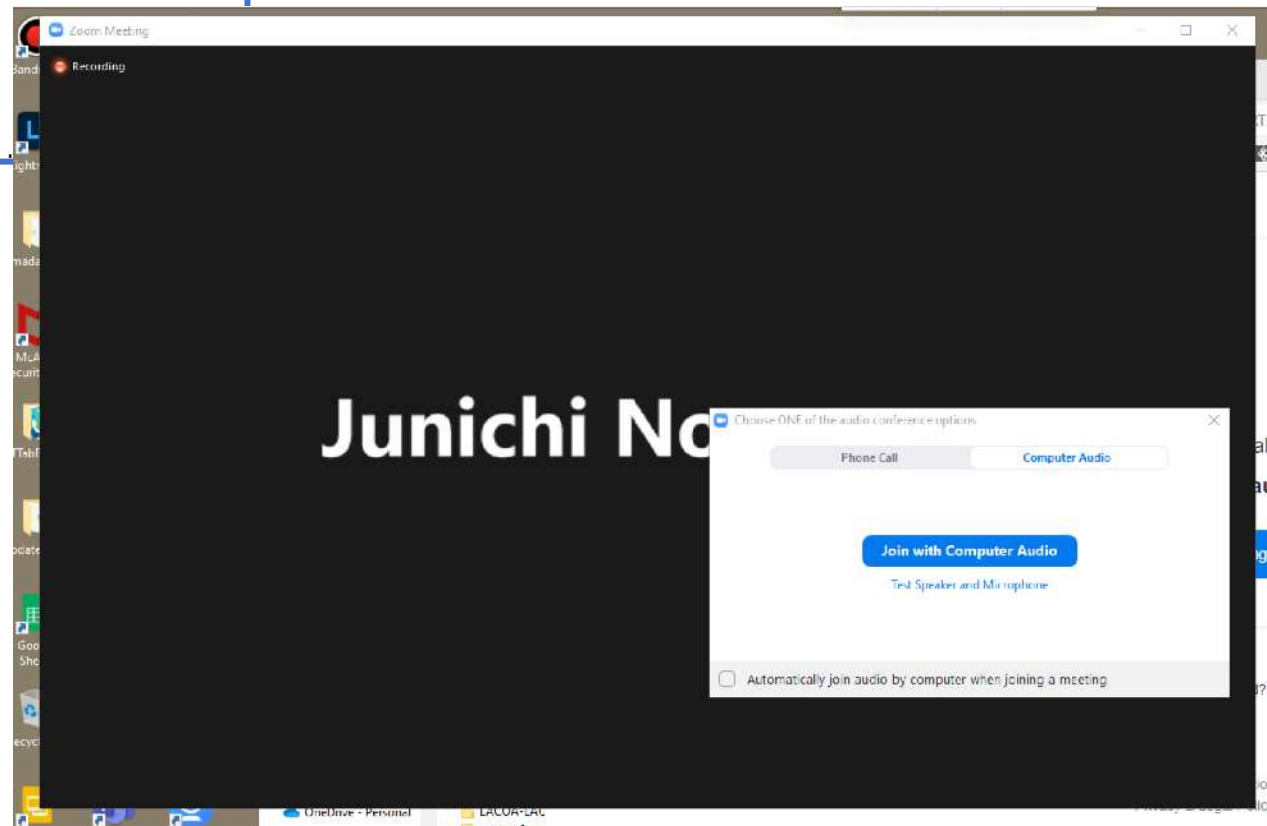Our Zoom meeting information can be found here:

https://us02web.zoom.us/j/735554664?pwd=
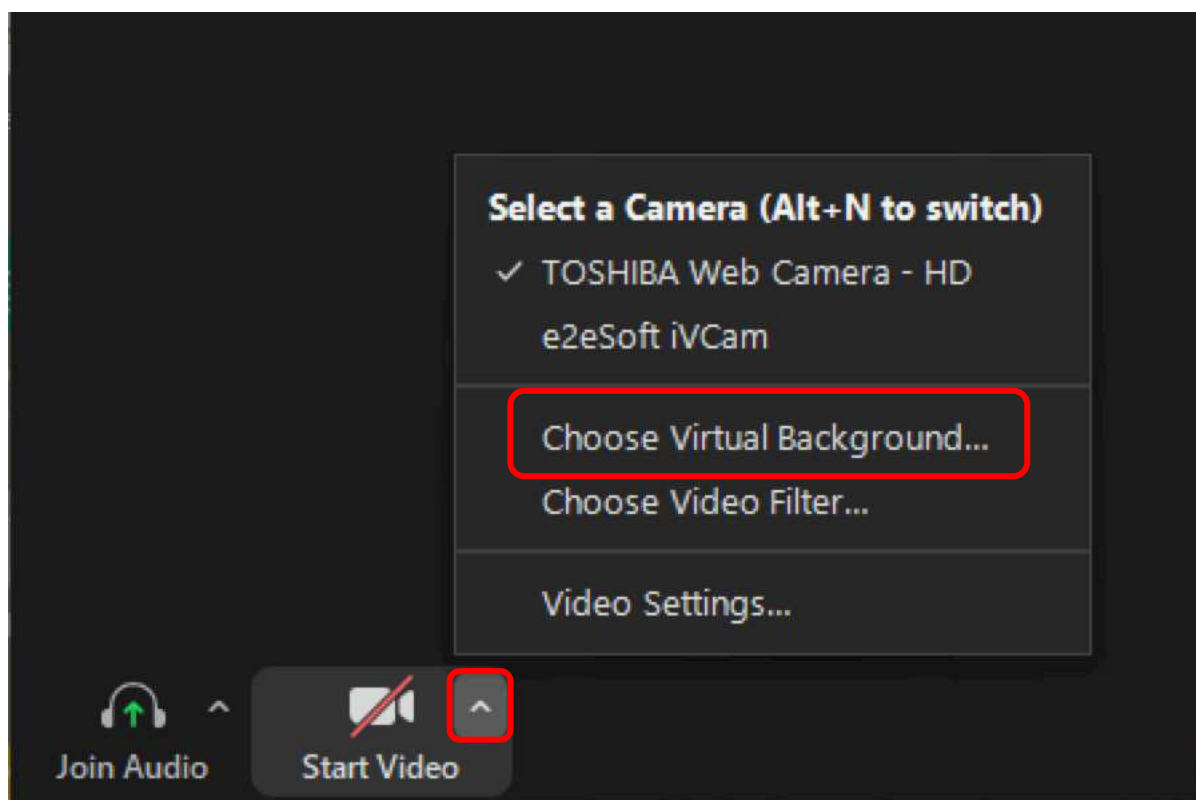bGlrTDduTmJDT0NHWU9PRTFI

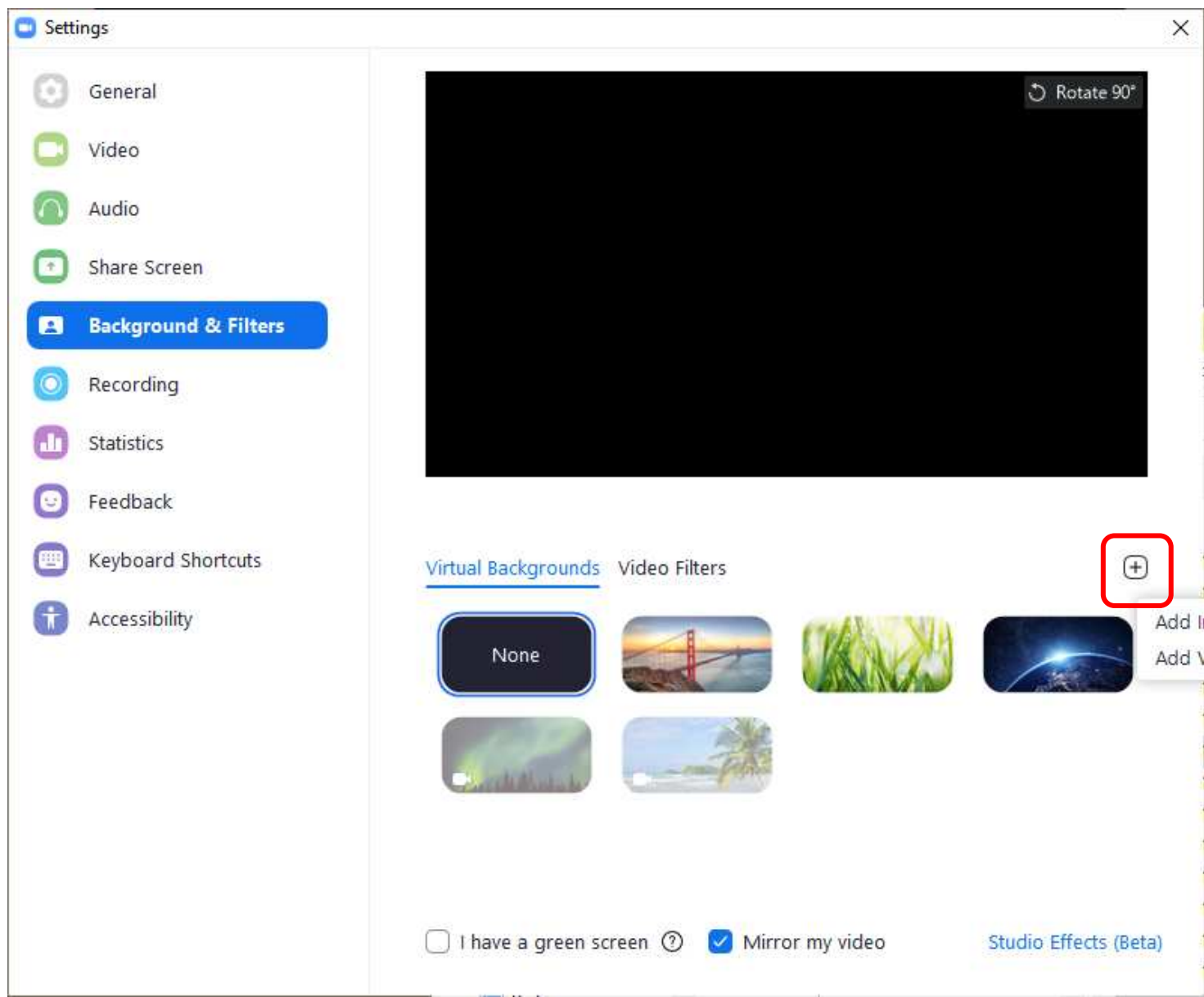Meeting ID: 735 554
Password: 256
One tap mobile

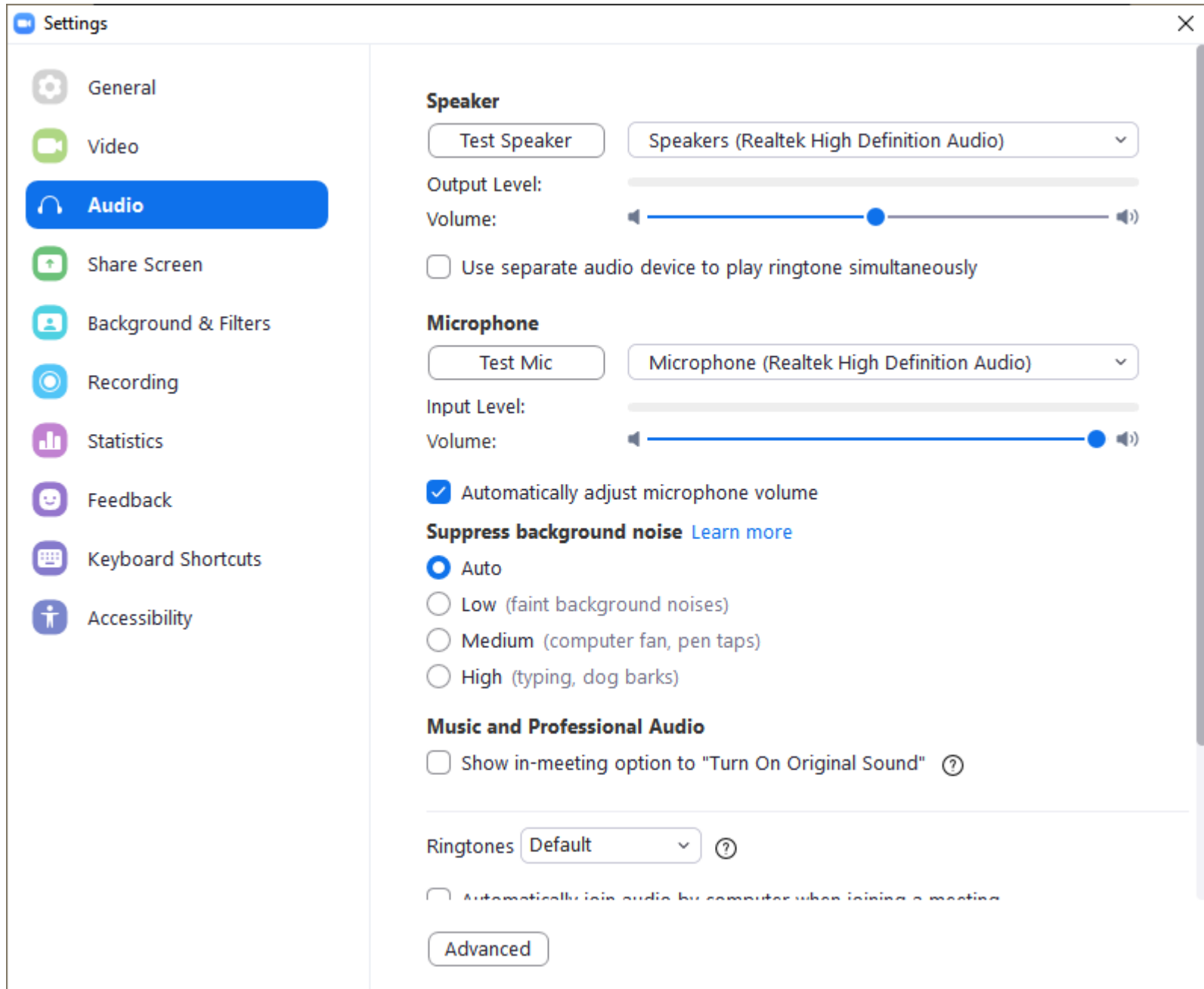7. When you start video, your virtual background should be the picture of your choice.

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 Inage." Then follow steps 4 and 5.

Speaker, headphone and microphone

Setting up speaker, headphone and microphone while the meeting is in progress
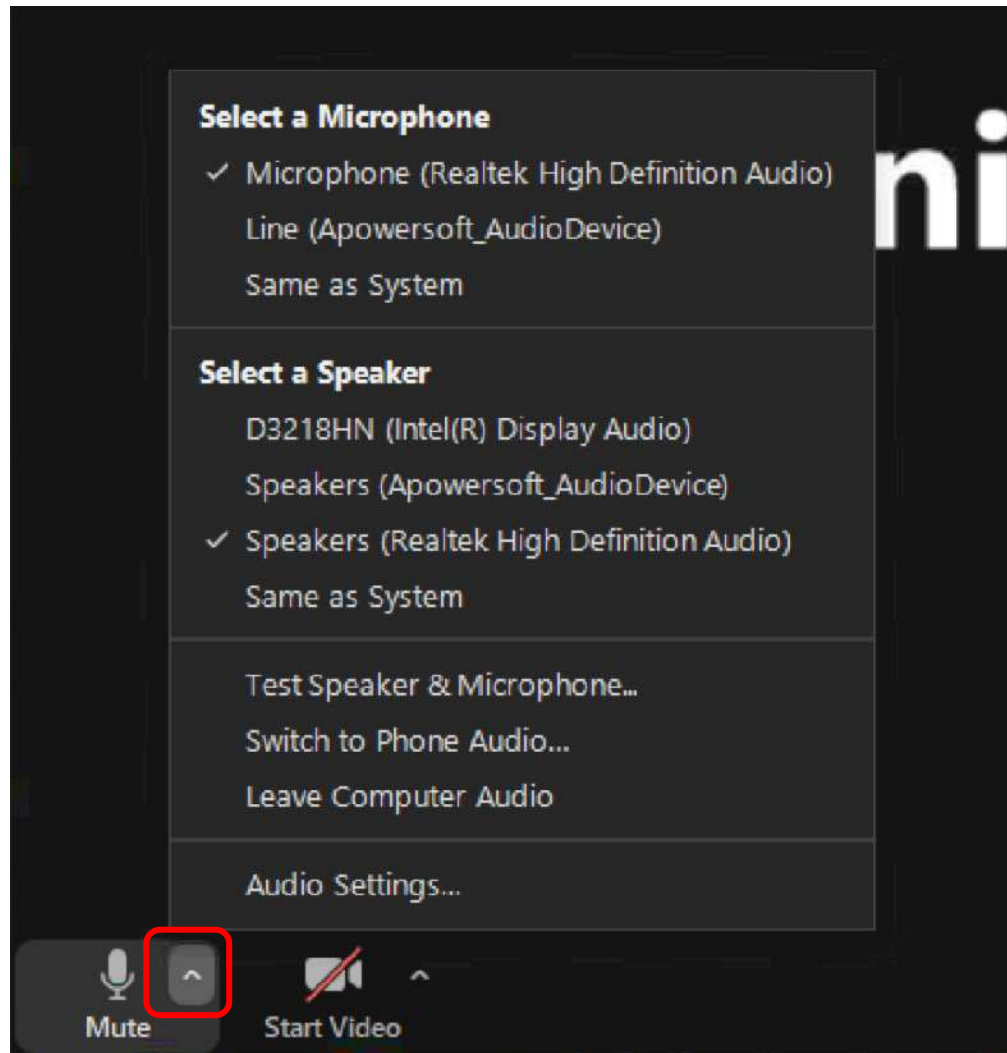
Choose a right device.
You can test.

Participants and Chat

Participants and Chat

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

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Invite   Alt+I

Participants   Chat   Share Screen   Record   Reactions
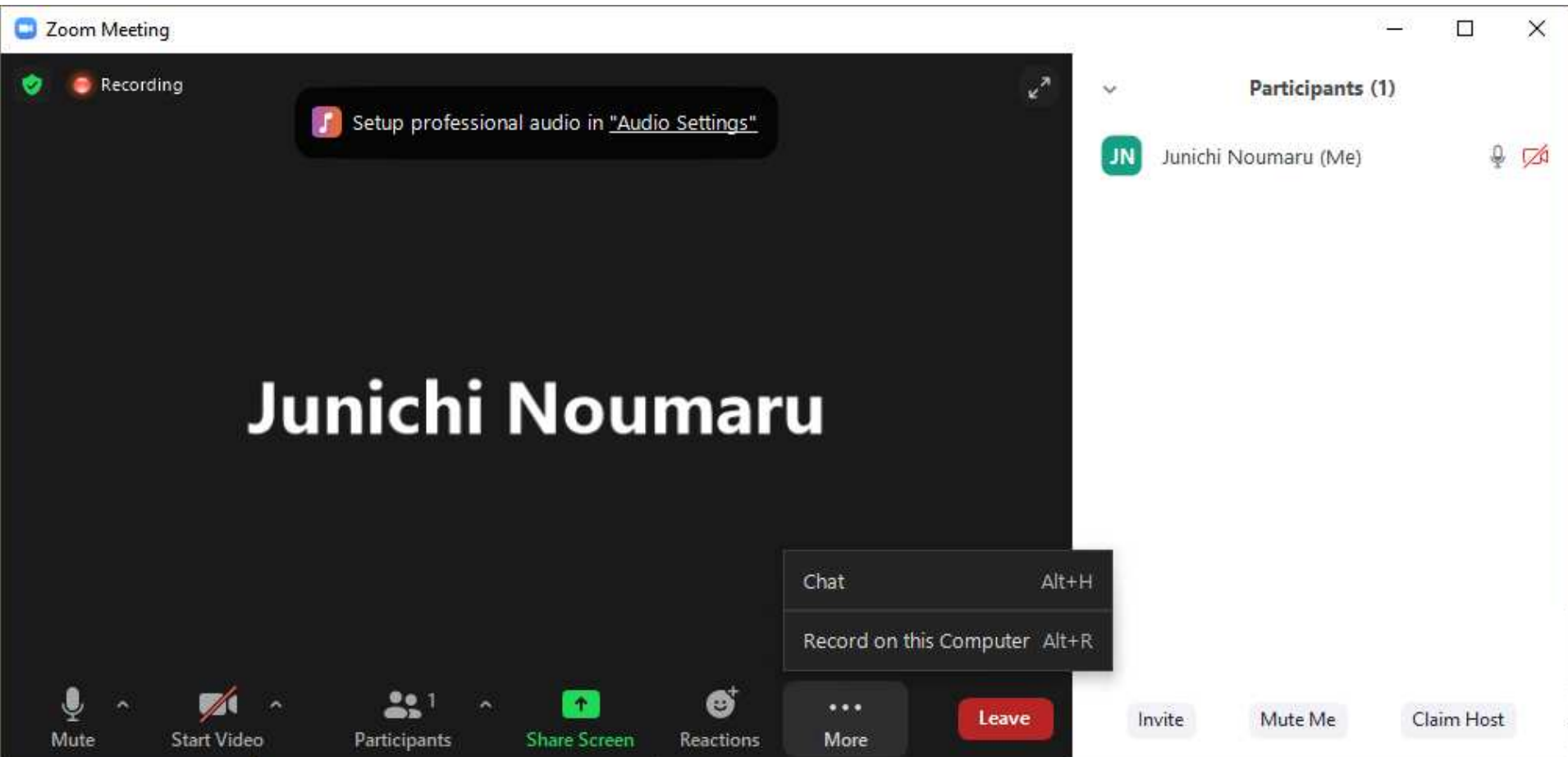
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Chat   Alt+H

Record on this Computer Alt+R

Mute   Start Video   Participants   Share Screen   Reactions   More   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.
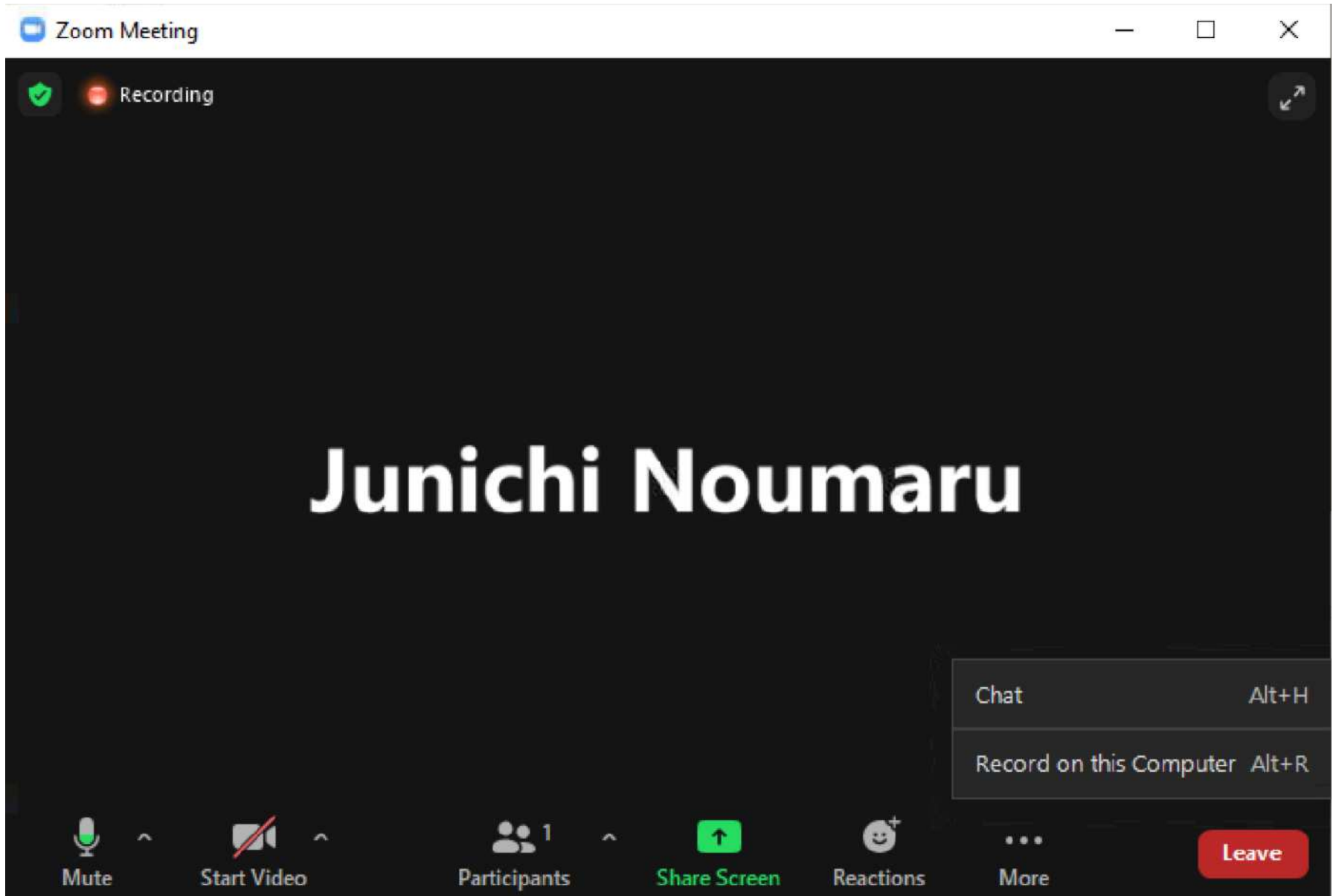
2. In a window that appears, choose PowerPoint window, then click on "Share."
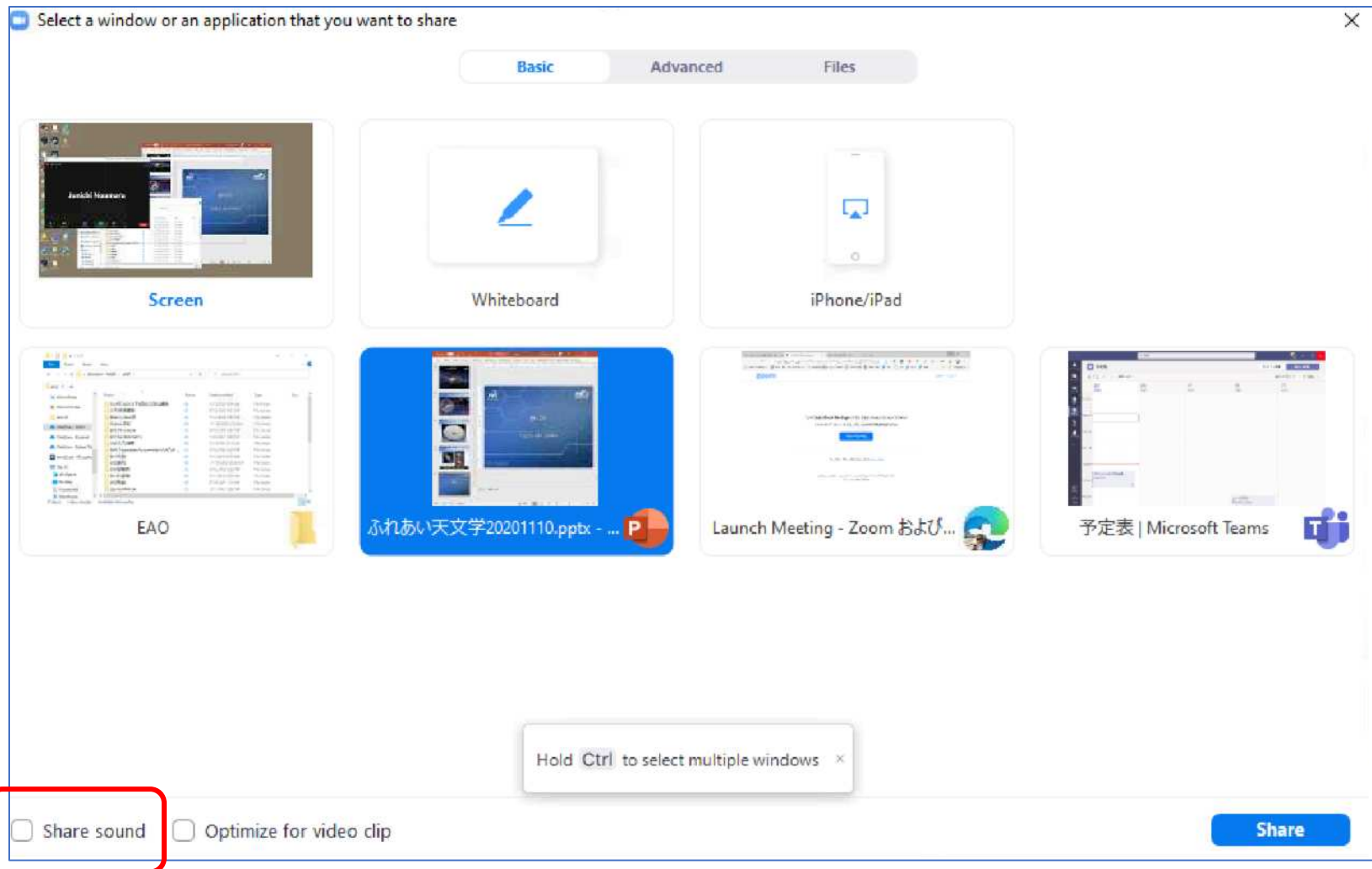
3. Start slide show.
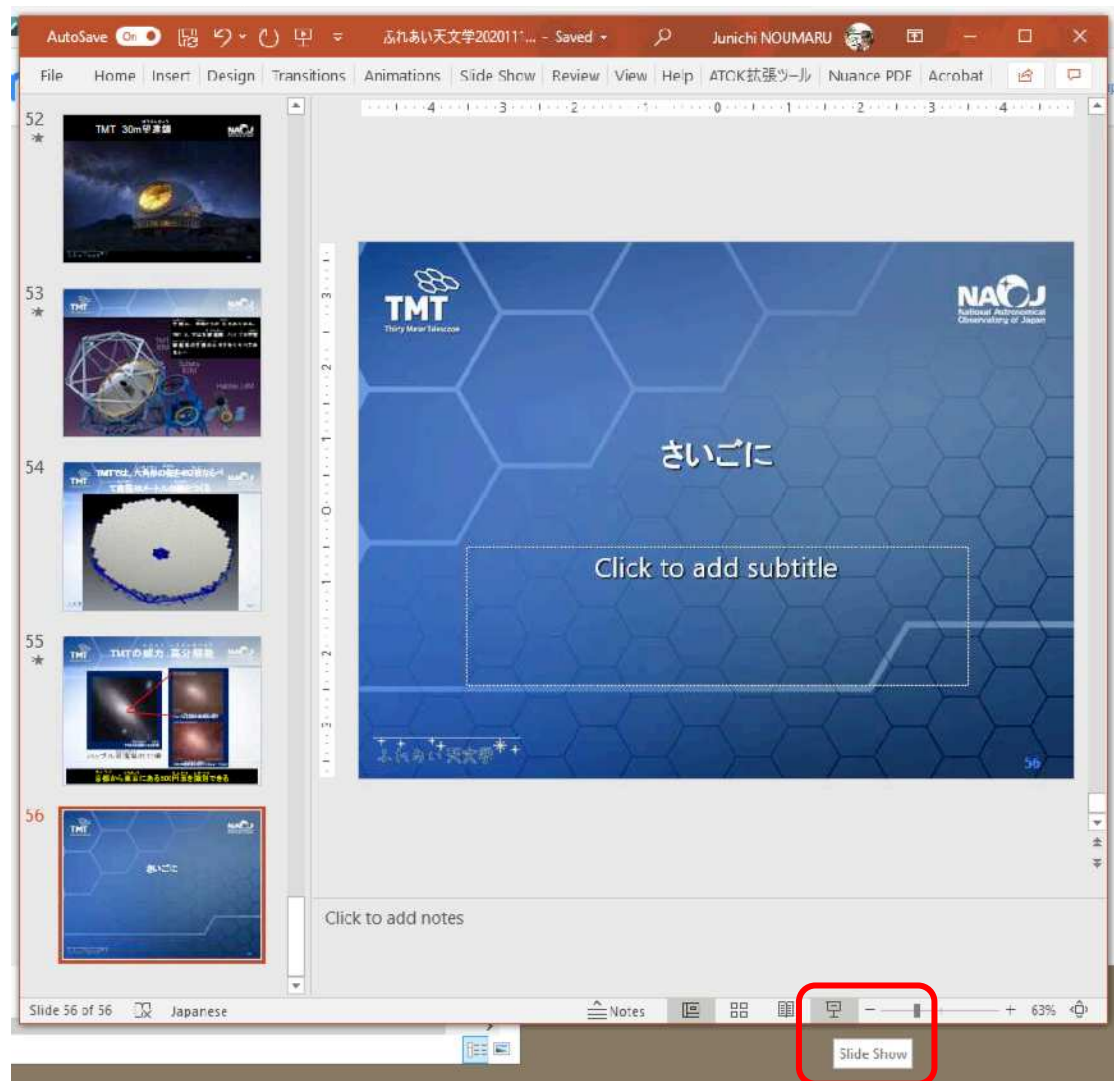
4. When you start screen share, Zoom window disappears and this menu bar appears at the top of the screen. If the menu bar is hidden, move the mouse cursor at the top edge of the screen.
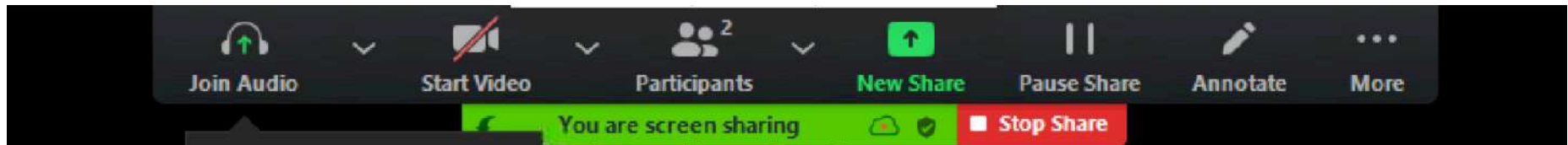
5. To stop screen sharing, click on the red icon "Stop Share."

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."
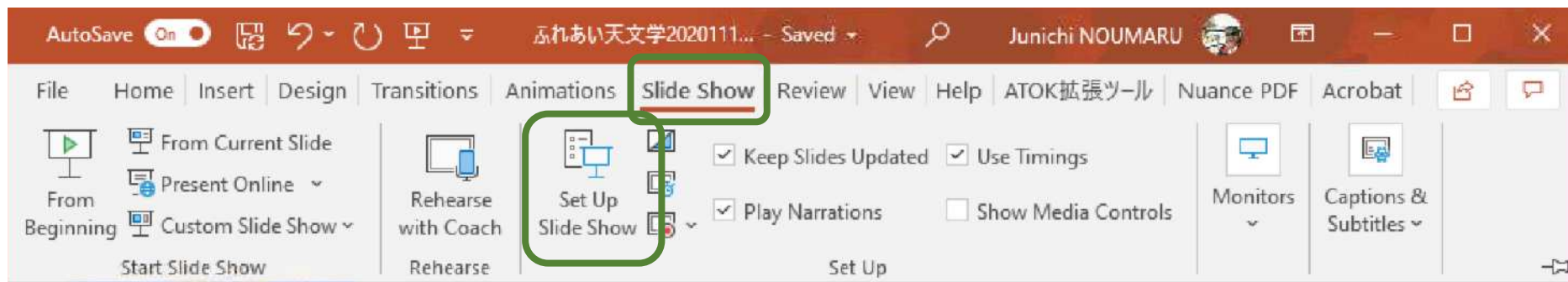
6. Choose "Browsed by an individual (window) in Show type, then click OK.
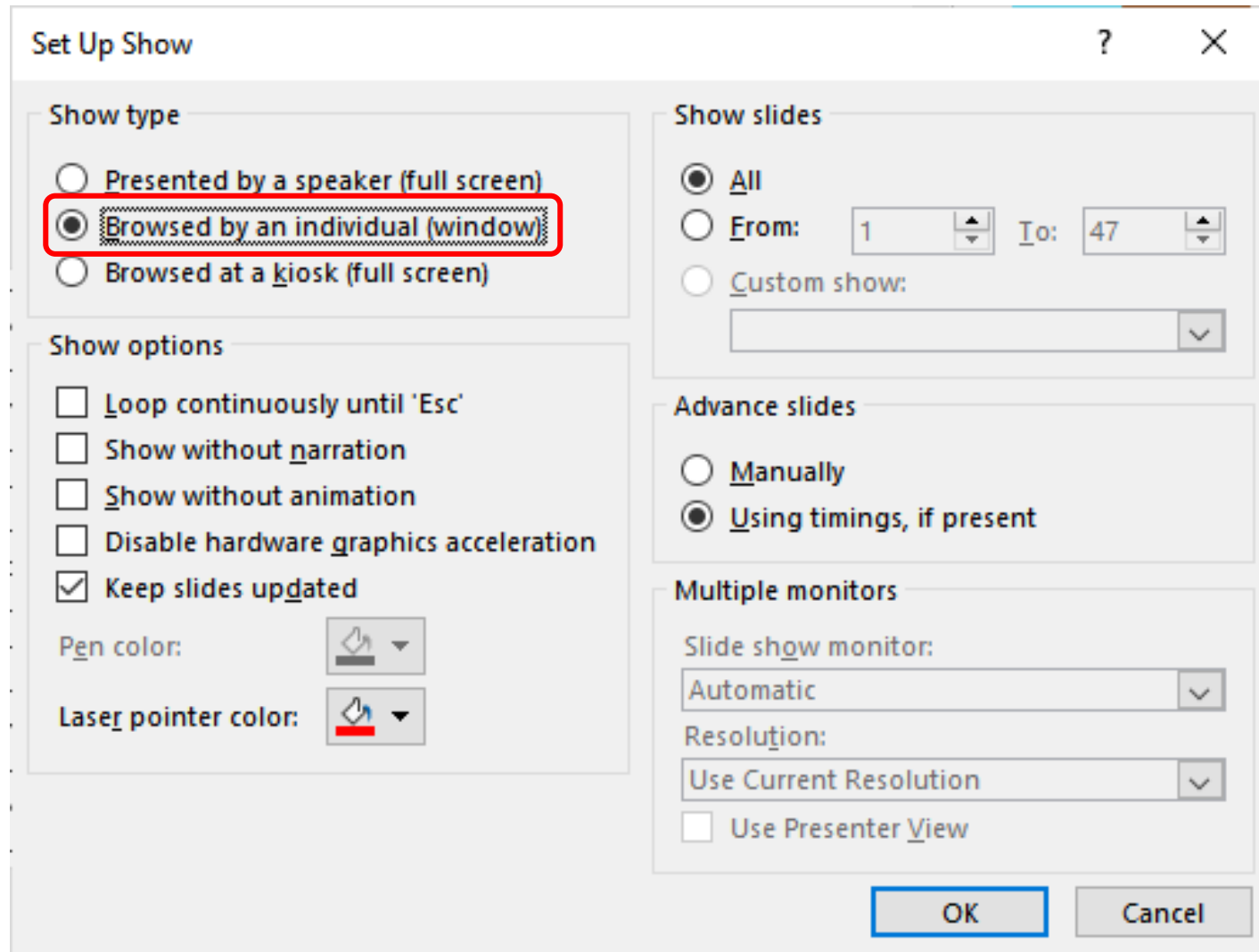
7. Your slide show becomes like this. Then start Screen Share and choose PowerPoint in Zoom window. Viewers only see your slide show in their screen. You are free to open other windows.

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!