



College of Medicine Tutorial Series

Basic Controls

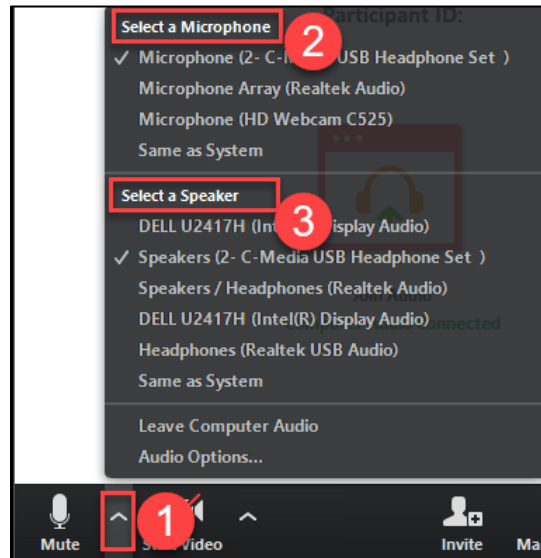
1. Click the Unmute button to unmute your microphone



2. Click the Up Arrow to choose a microphone



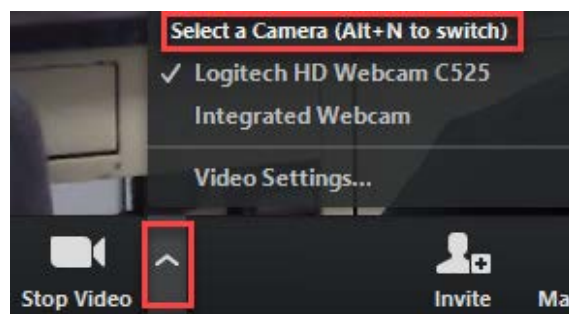
3. Choose a microphone



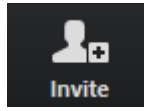
4. Click the Start Video button to activate your webcam
5. Click the Up Arrow to choose a webcam



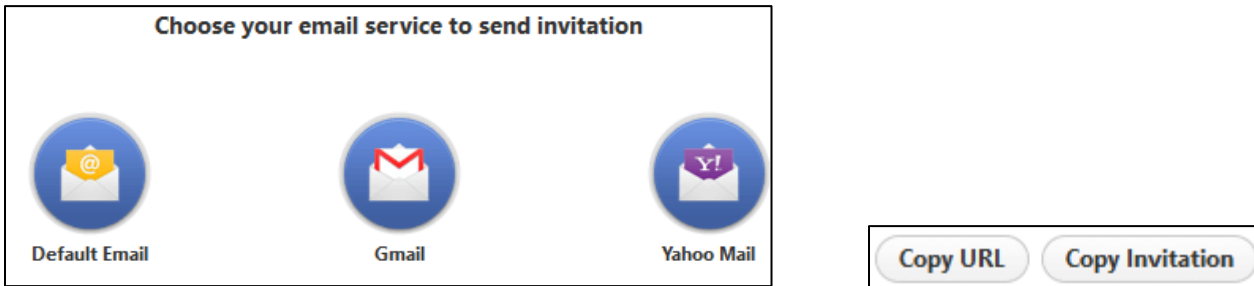
6. Choose a webcam
7. Click the Stop Video button to deactivate your webcam



8. Click the Invite button to share invitations to your meeting immediately



9. Choose an email method or copy the invitation or URL link for the meeting



10. Click the Close button to return to the meeting

11. Click the Share Screen button to show participants what's on your screen



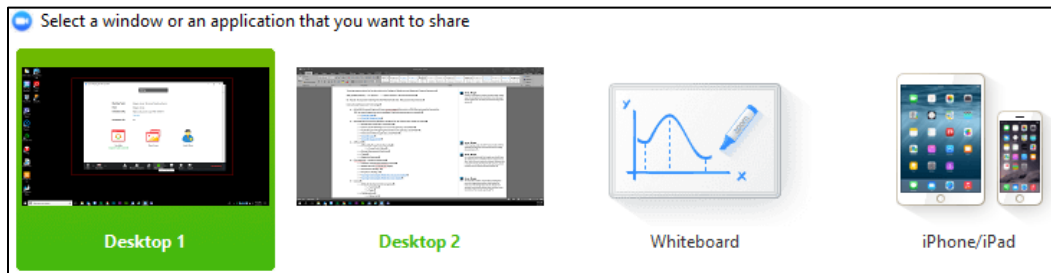
12. Select a window or an application that you want to share

13. Click the Desktop button to share your whole screen

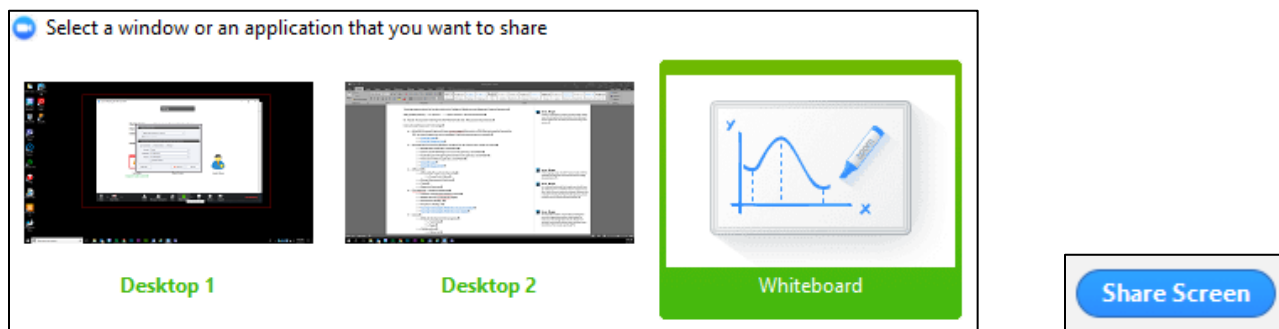
14. If you have more than one monitor, Zoom will detect it, and you can share it as well

15. Click the Whiteboard button to bring up a blank screen to draw or write notes for the audience

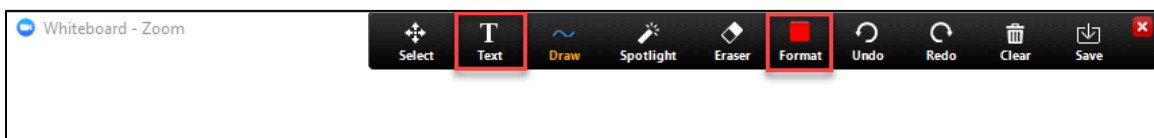
16. Regardless of the option, click Share Screen to start sharing it with the audience



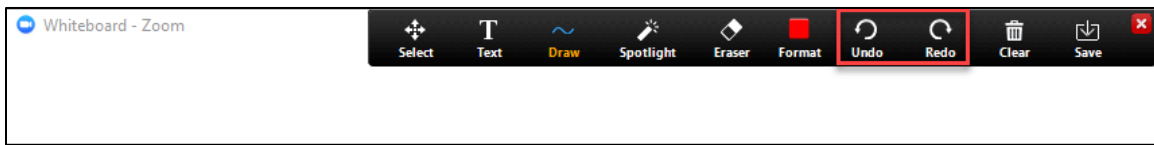
17. As an example, the Whiteboard will fill the screen after it is selected and shared



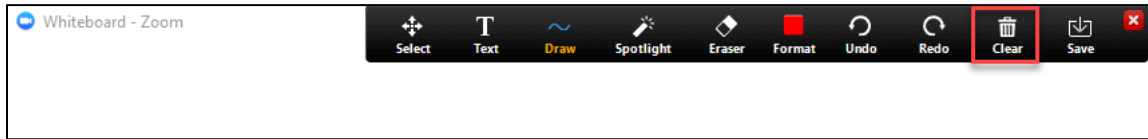
18. Color can be changed, and text can be added



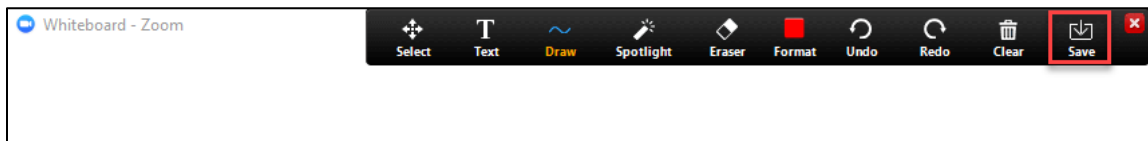
19. Drawings and notes can be undone or redone at any time, much like Undo and Redo in Office programs



20. Any alterations can be erased with the Clear button, producing a clean canvas



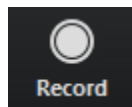
21. Finally, users can Save whiteboard drawings to share with others later



22. Click the Close button to turn off the whiteboard for the meeting

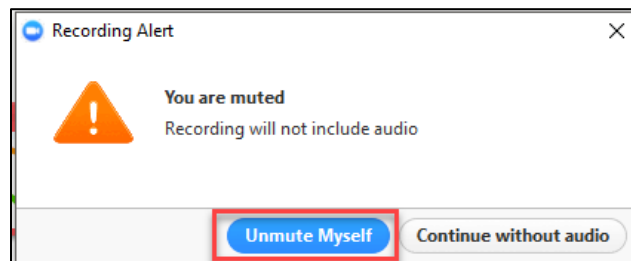


23. Click the Record button to begin recording the presentation for later use



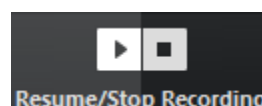
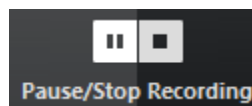
24. If you are muted, Zoom will produce an alert to unmute or continue without audio

25. Click Unmute Myself to activate your microphone



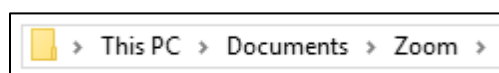
26. You can also Pause and Continue the recording

27. Click the Stop button to finish the recording

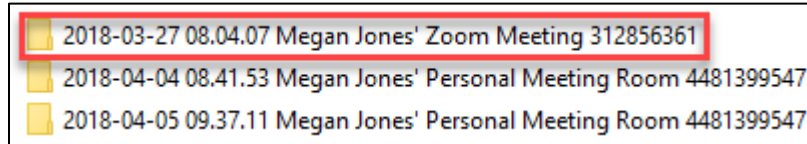


28. Your file will be processed as a MP4 after the meeting is ended, and other files (audio, text of chat responses) will be included

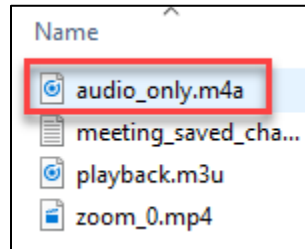
29. Your recordings from Zoom are located in your Documents > Zoom folder by default



30. The dates and times of the meetings are shown on the folder(s), as well as the name of the meeting and the Meeting ID

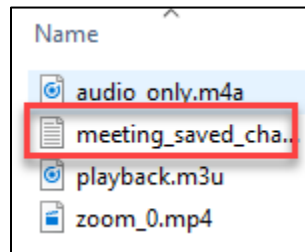


31. Audio only of the meeting is produced, which can be uploaded to another platform as a podcast

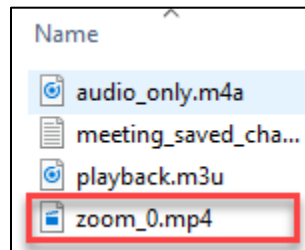


32. Chat logs are included for recordings as well

33. Meeting chat logs are opened by Notepad, but the text can be copied and pasted to other programs



34. The MP4 file can be uploaded to other platforms, like YouTube, Canvas, and Echo360



35. Double click to open the video and watch it immediately