



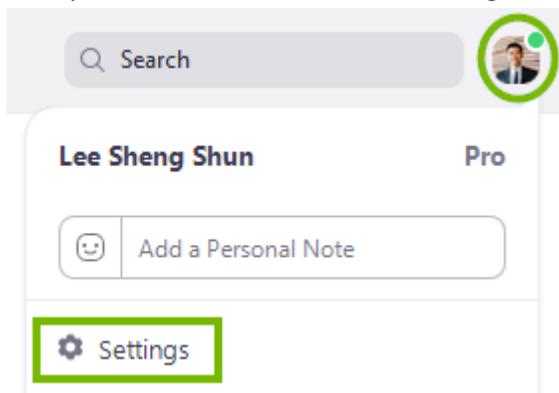
Checking your Zoom setup

You will need:

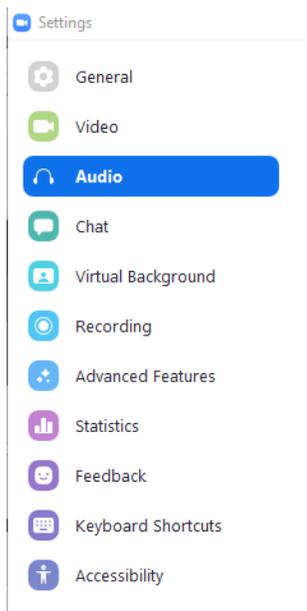
- Microphone, such as the built in microphone, a USB microphone or an inline microphone on headphones
- Speaker or headphones

If you are a speaker, using a USB microphone is strongly recommended so that you can be heard clearly. Even a [\\$20 usb mic](#) will make a big difference.

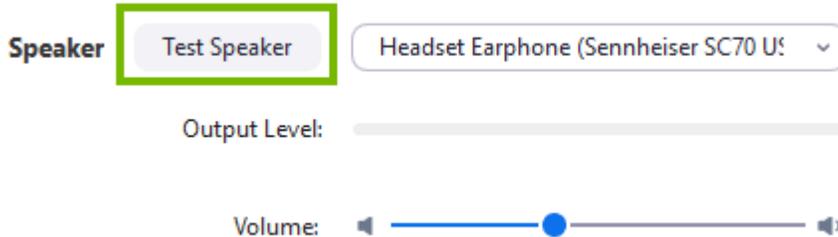
1. Log into your Zoom Account.
2. Click your Profile Picture and then Settings.



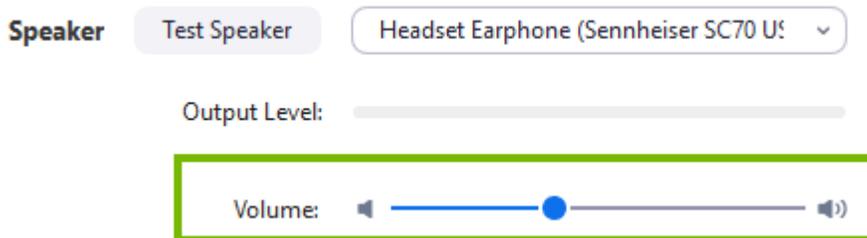
3. Select Audio.



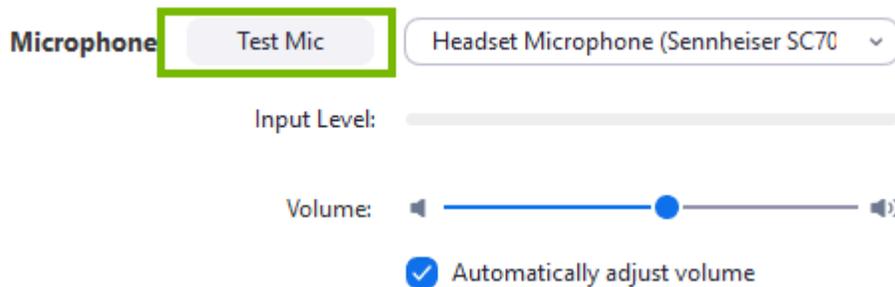
4. The Audio settings page contains settings for both Speakers and Mic. Let's start with speakers. Checking your speaker works correctly just means that you are able to hear the call properly. Click Test Speaker.



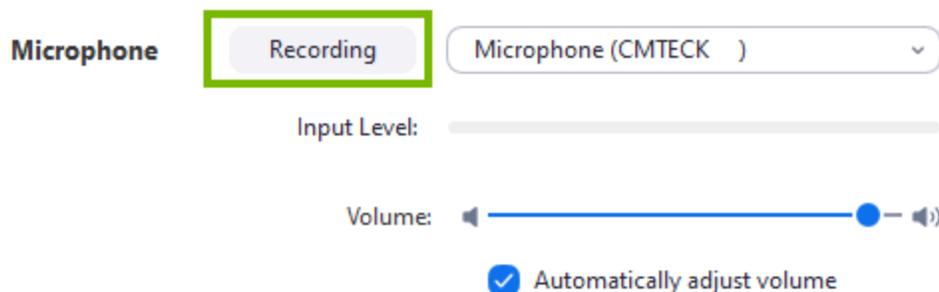
5. If you can't hear the speaker tone, select another speaker from the drop down or adjust the volume.



6. Now onto the microphone, click Test Mic.



7. Zoom will start recording so you can talk into your mic. When done, click Recording to begin playback. Like with your speakers, if you don't hear it, you should cycle through available devices and adjust the volume.





Recording a Zoom Presentation

The best way to record and share your presentation with us is to:

- Use Zoom
- Enable Cloud Recording (we'll explain how later)
- Start a meeting without inviting anyone on it and which you will record
- Give your presentation
- Once the presentation has ended, stop recording, retrieve the cloud link and share it with us.

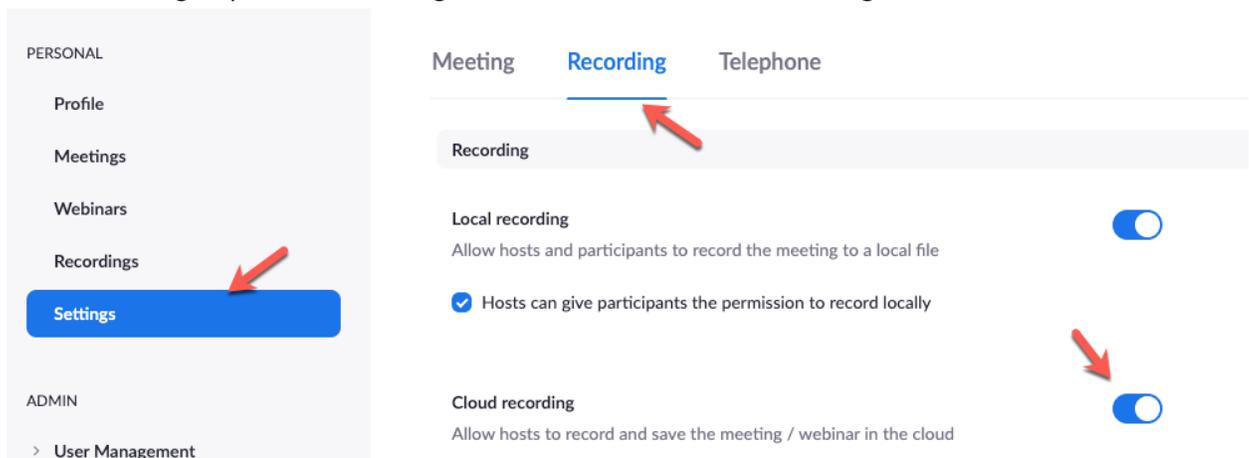
Zoom Account

You will need a paid Zoom account to use the Cloud Recording feature.

If your Zoom account is of type Pro, Business or Enterprise, then you will have a Cloud Recording option.

The Pro account is €13.99 per month and is the [cheapest option](#) that has this feature.

1. Login to your Zoom Account in the browser [here](#).
2. Click on Settings, open the Recording tab and check that Cloud Recording is enabled



3. Open the Zoom application (or click host a meeting in the top right corner). If it is not already installed, you can install it by visiting their website [here](#).
4. Once you are logged-in to the Zoom application, click the icon for New Meeting



New Meeting ▾



Join



Schedule



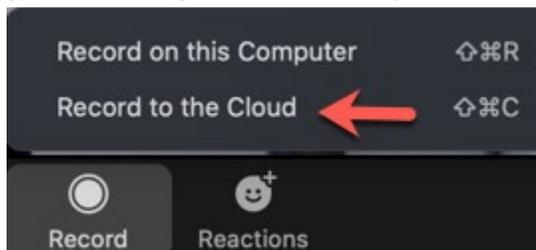
Share Screen ▾

- Now you can join with computer audio. It's a good idea to test your speaker and microphone here first.



Test Speaker and Microphone

- To begin recording, you will see a Record option in the bottom menu. Click on this and then select *Record into the Cloud*. Note that if you plan to present slides from the start it's best to share your screen before clicking this button (so that you are not recording the moments while you are clicking around to share your screen).



- When you are finished with your presentation, click Stop Cloud Recording.



Stop Cloud Recording?

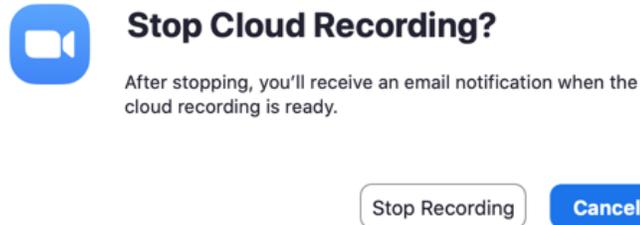
After stopping, you'll receive an email notification when the cloud recording is ready.

Stop Recording

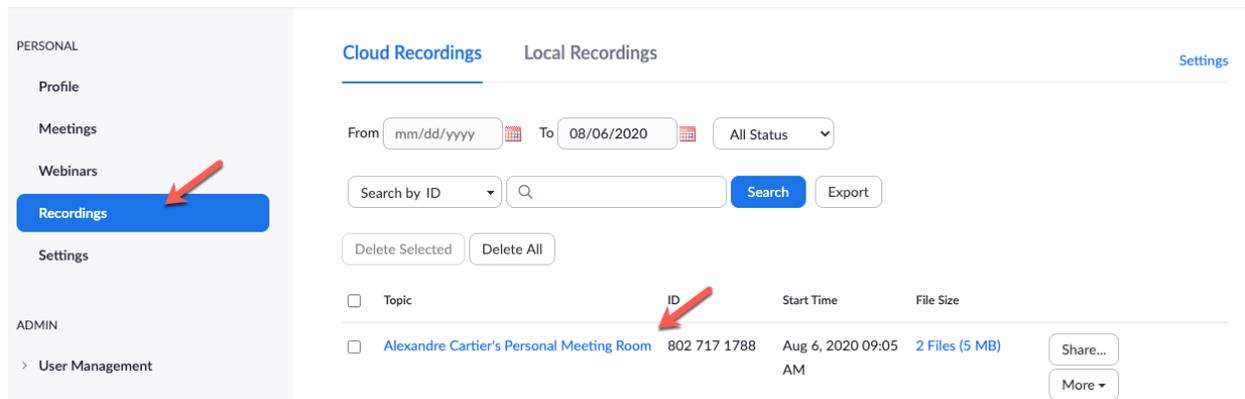
Cancel



- You will now be told that you will receive an email notification when the cloud recording is ready.

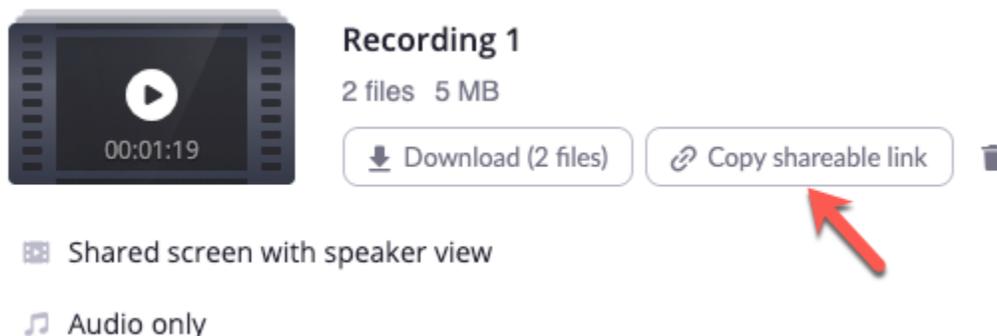


- If you now log back into the website and click the Recordings tab, you will see a list of recordings. Most likely, yours will be available at the top of the list and you can click on it to open it.



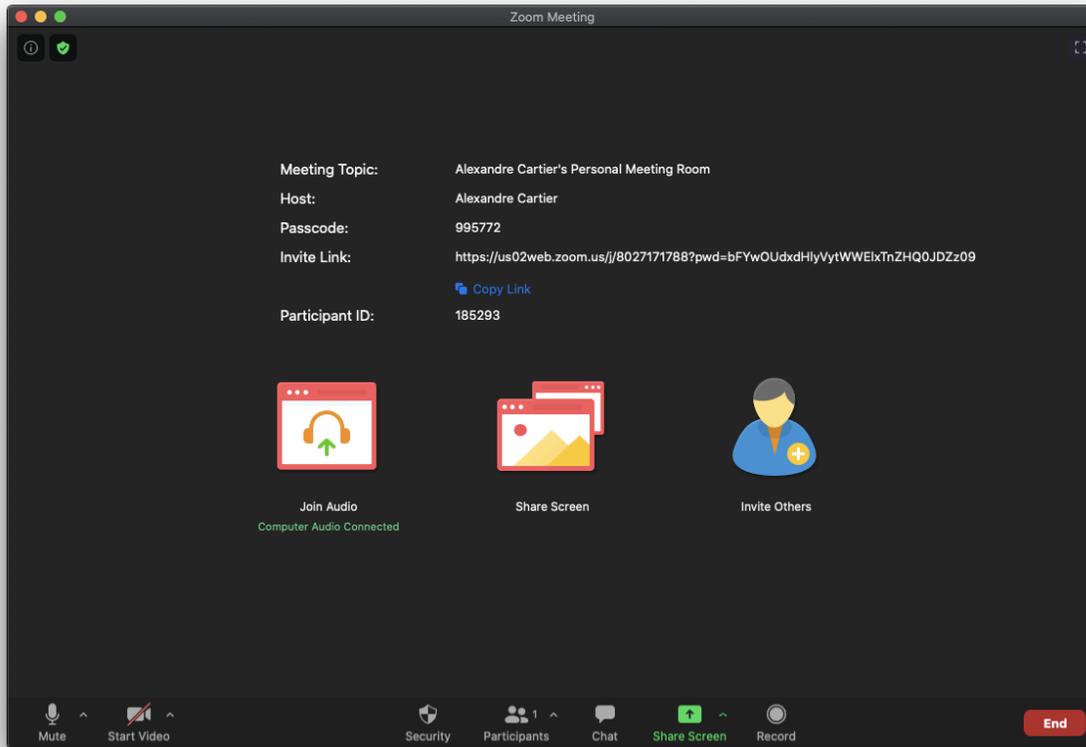
- You should now watch the video you have created to make sure you are happy with the quality.

- Once you open this meeting in your Zoom web account, you will see additional options including share. You can retrieve the link and send it to us.
(note that it is important *not to delete your recording* even after sending the link)





Appendix - The Zoom interface explained



The menu is located on the bottom on the screen.



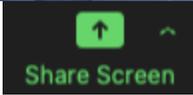
Mute/Unmute yourself (useful if, for example during your presentation, you want to share a video).

The little arrow on the right hand side of the microphone lets you change your audio settings (choose your microphone, choose your speakers)



Start/Stop Video - it is always better to show your video when presenting. Start Video will enable your camera, Stop video will disable your camera

The little arrow on the right hand side of the camera lets you change your video settings. It also gives you the possibility add a **virtual background** to your video



- **Share Screen** - click on this button to share your screen. This will let you share your presentation material (powerpoint, video, PDF, poster, etc) on the recording

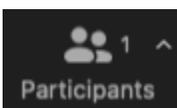


- **Record** - once you are comfortable and your environment is set-up, proceed with the recording.
Few tips:

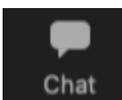
- Recording your voice with a headset/earset microphone will always give better results than a laptop microphone.
- Recording your voice within a quiet environment will always give better results.
- Recording your screen without any other application opened than the ones that are necessary for your presentation will always give better results.
- Always play your record once you've finished. You can decide to record yourself again several times. Only the recording that you submit to us, the best one, will be played during the conference.
- If you record on Zoom Cloud - **don't delete your recording** for the next 6 months as it will be played directly from Zoom Cloud to the conference room.



- **Security** - useless for the purpose of a self-recording



- **Participants** - useless for the purpose of a self-recording



- **Chat** - useless for the purpose of a self-recording