

- 5. Basic Usage Manual -

2020.06.17. APU Academic Office

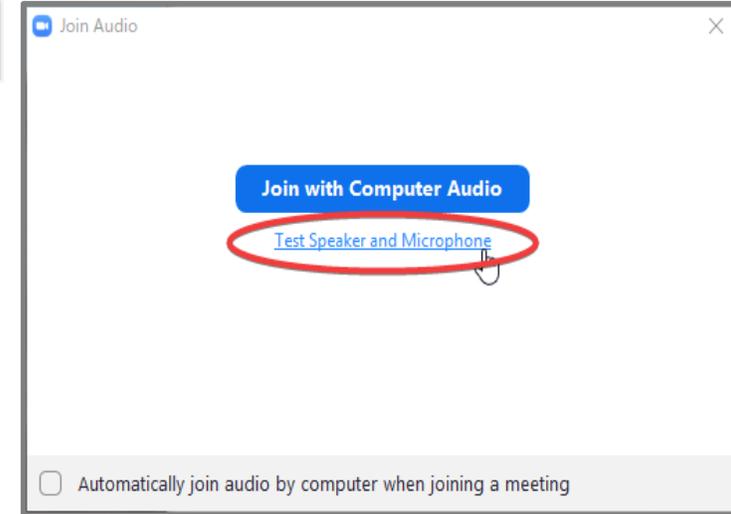


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Testing Microphone/Speaker Function (1/2)

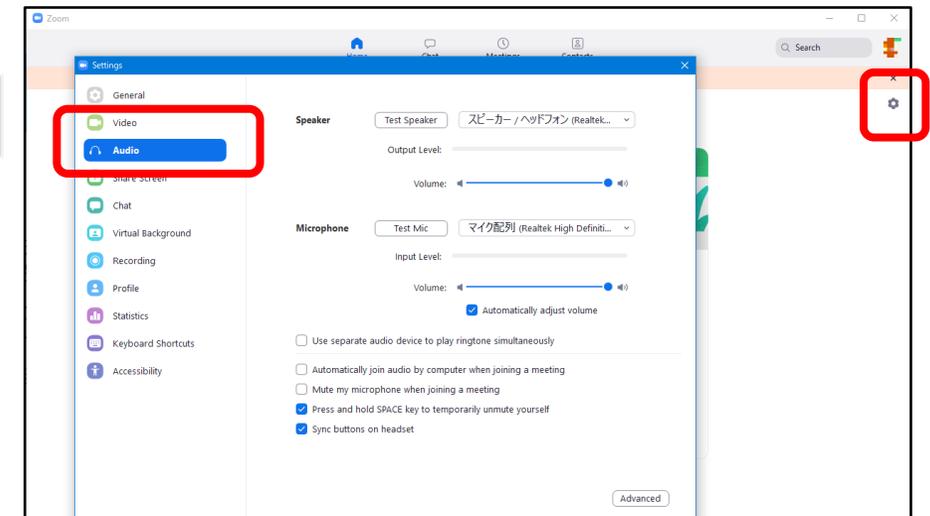
Before Class Starts

- When you enter the meeting ID, the message to the right will automatically be displayed on your screen
- Click “Test Computer Audio” and you will be able to test your speaker and microphone
- Follow the instructions on your screen
(Reference: see next page)

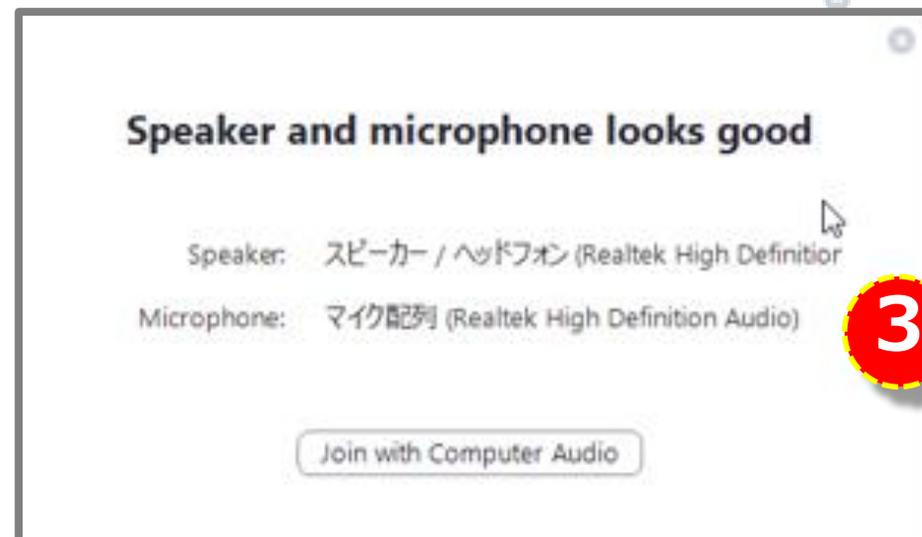
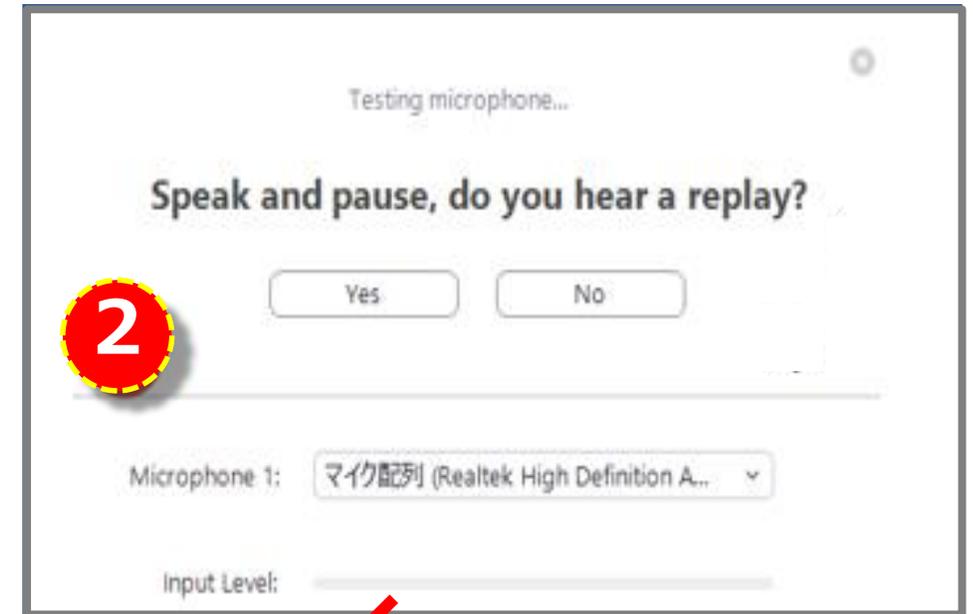
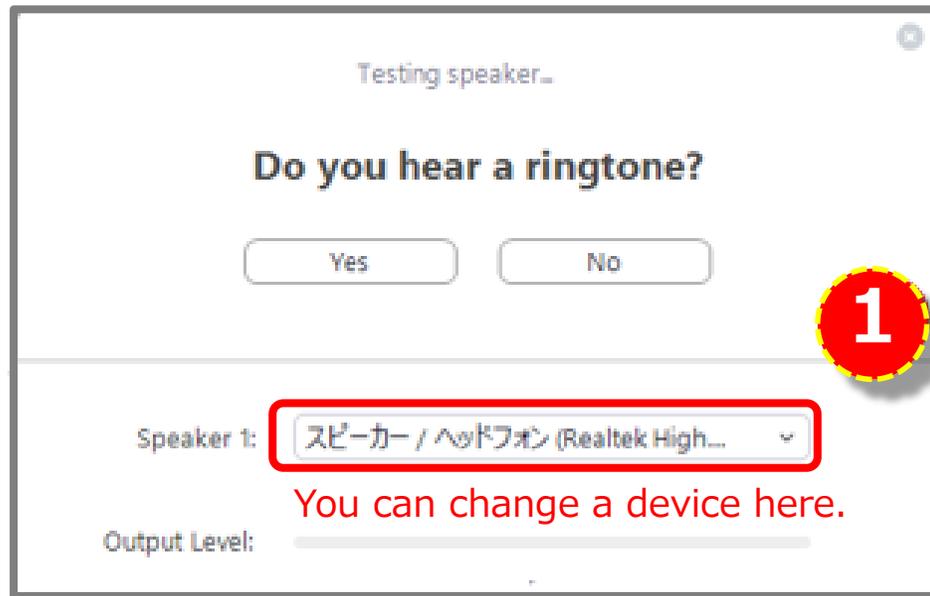


Outside of Class

- As shown on the left, when you are not in a class it is also possible to start up the Zoom application and test your audio or camera from the settings screen



Testing Microphone/Speaker Function (2/2)

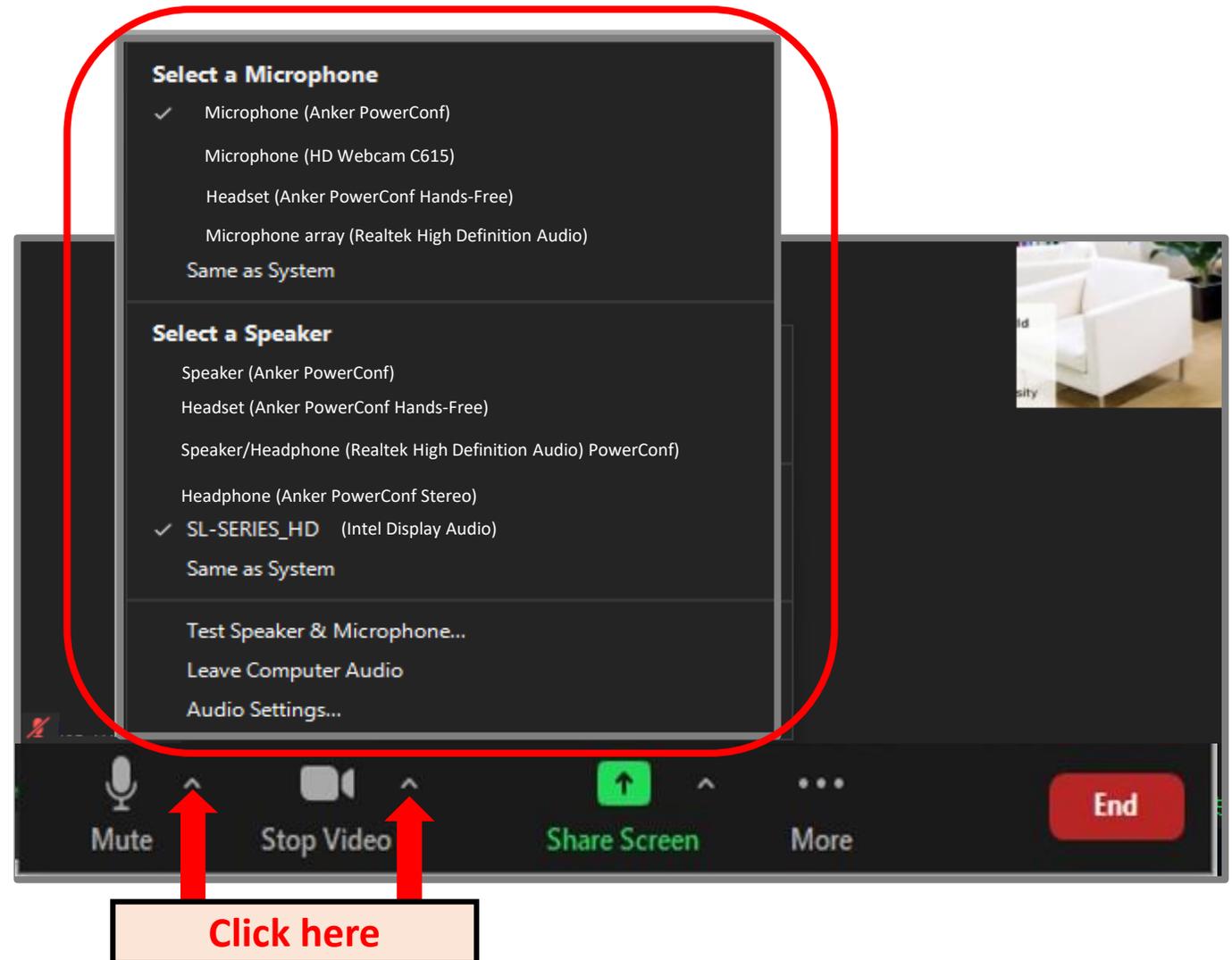


Selecting Microphone/Speaker/Camera

If you use multiple microphones / speakers / cameras, you can select which you would like to use from the menu toolbar on the right.

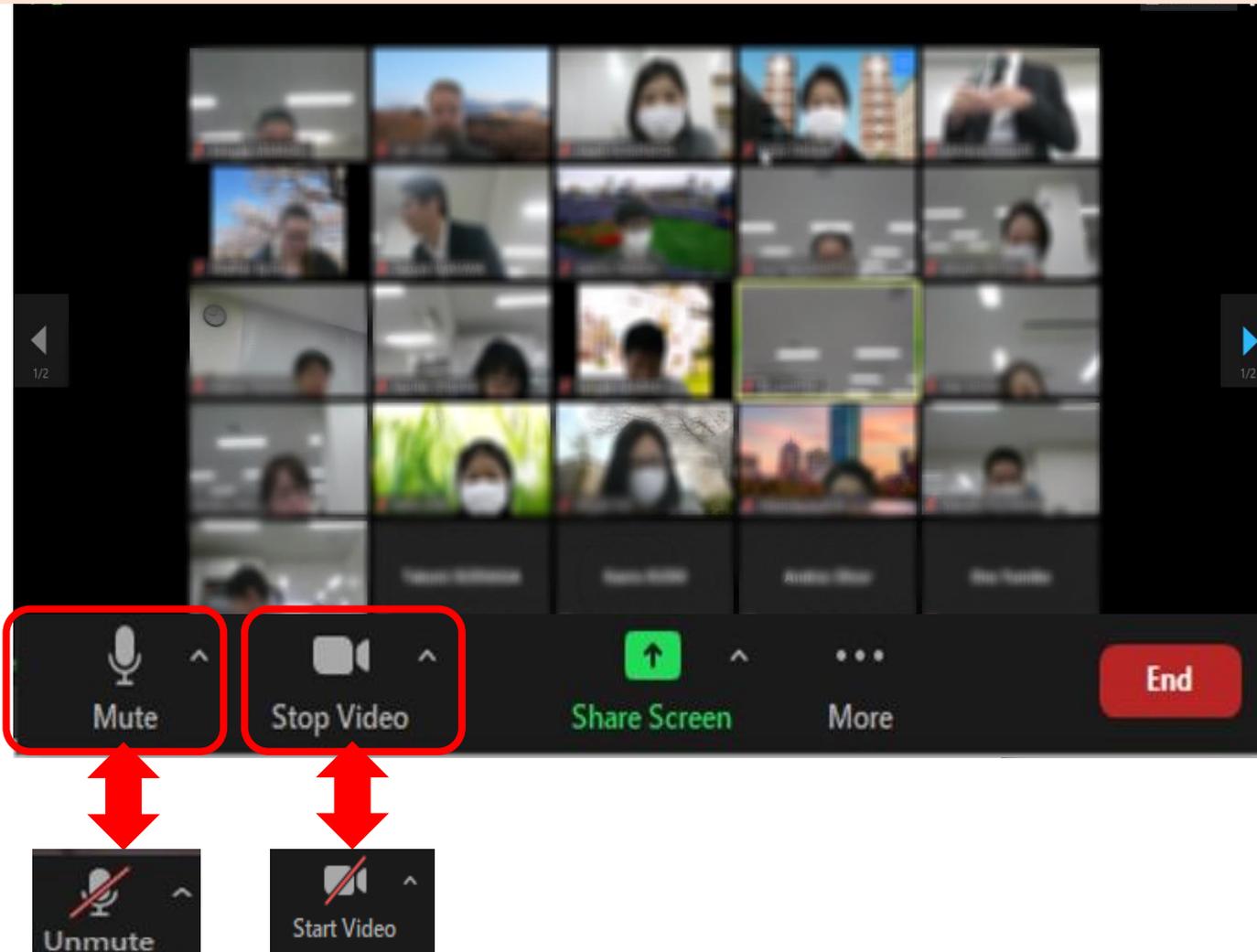
Audio/Video Issues

The device you are using and the device selected by Zoom may differ. Please double check your settings.



Turning Video/Audio On and Off

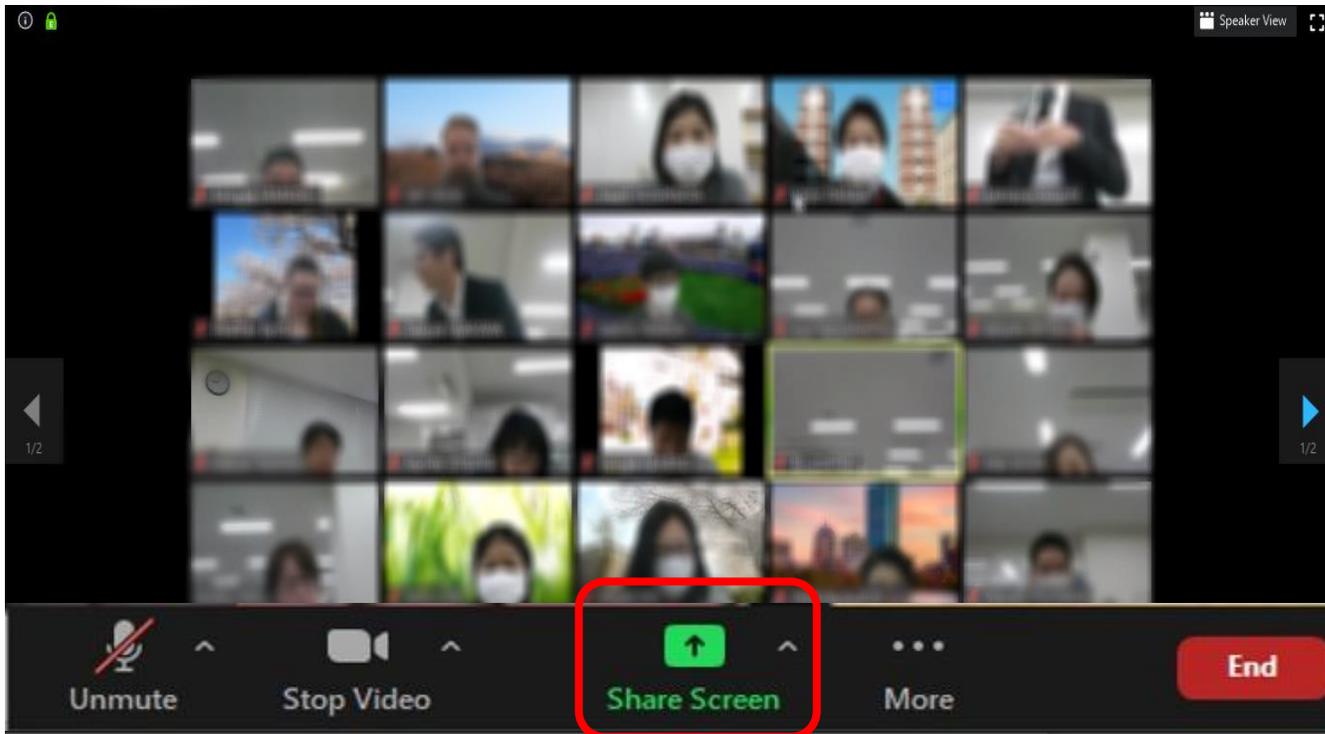
You can turn your Audio/Video on and off during class.



Screen Sharing (1/2)

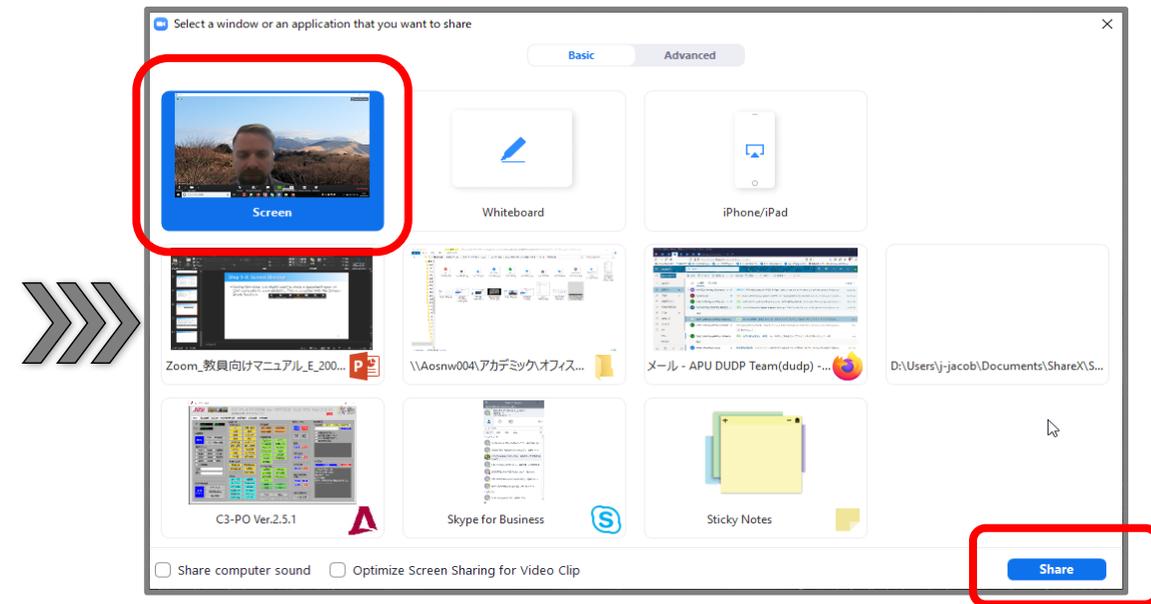
1

- In some classes you may be asked to share your screen with other people.
- To share your screen, click “Share Screen” from the toolbar at the bottom of the window.



2

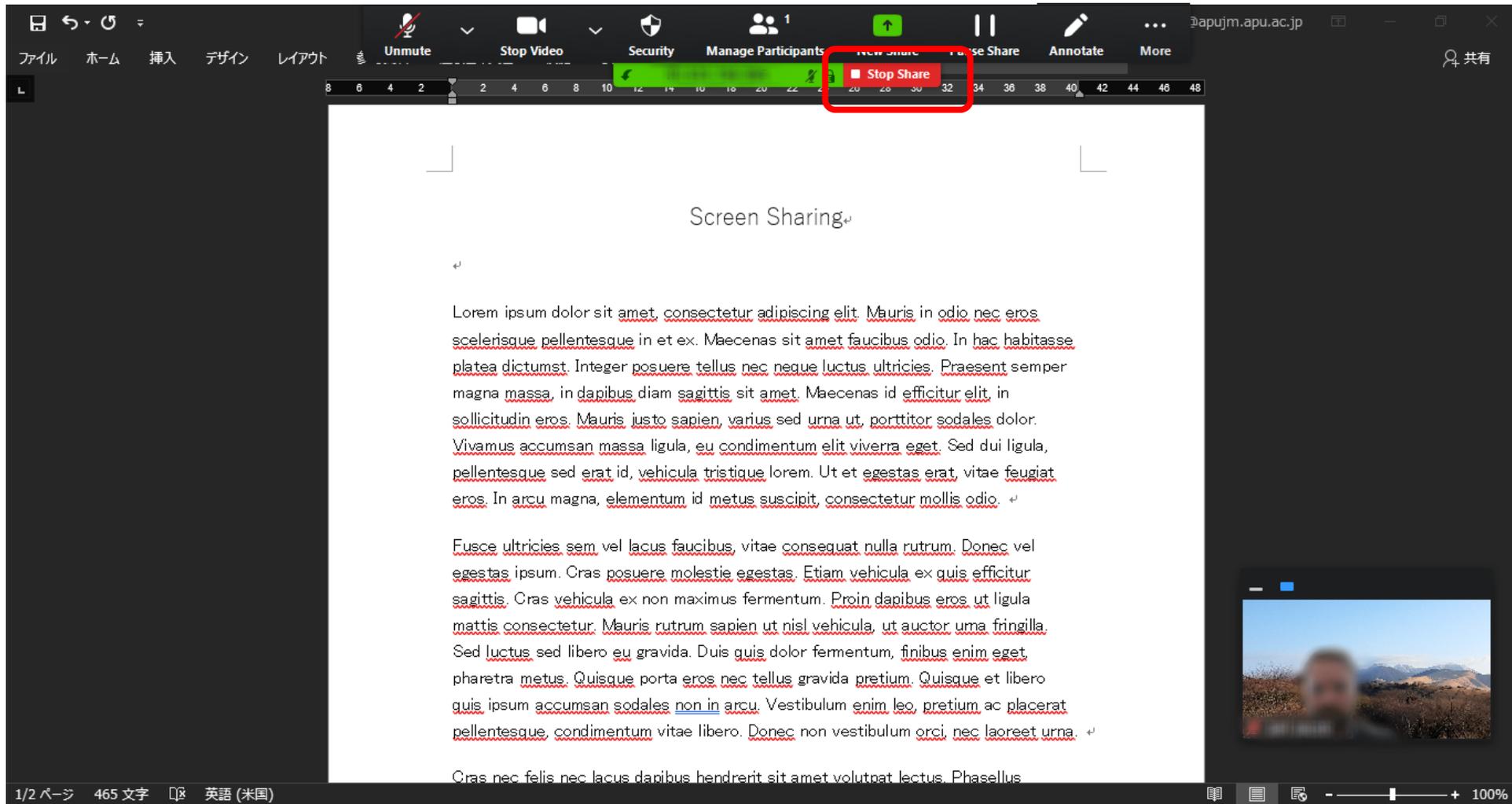
- After clicking “Share screen” you can select which windows or materials to share
- Click what you want to share.



※In some classes, only the instructor will have access to this function.

Screen Sharing (2/2)

- If you share your screen, your screen will appear like this to other participants.
- To stop screen sharing, click “Stop Share” at from the toolbar.



Adding Comments or Notes

- In some classes, you may be able to add comments or notes to shared screens.
- Please follow your instructors directions to add comments or notes

