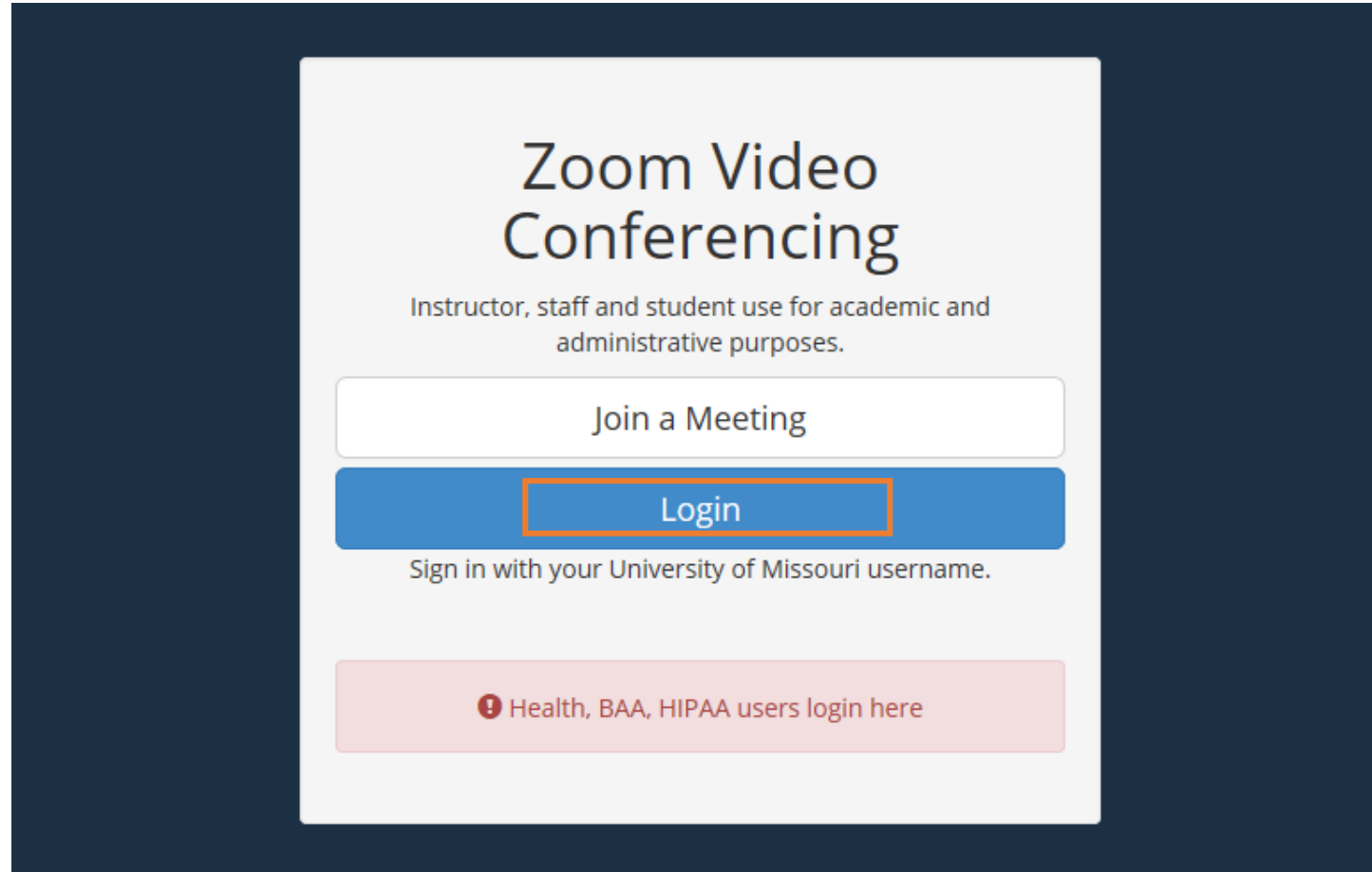


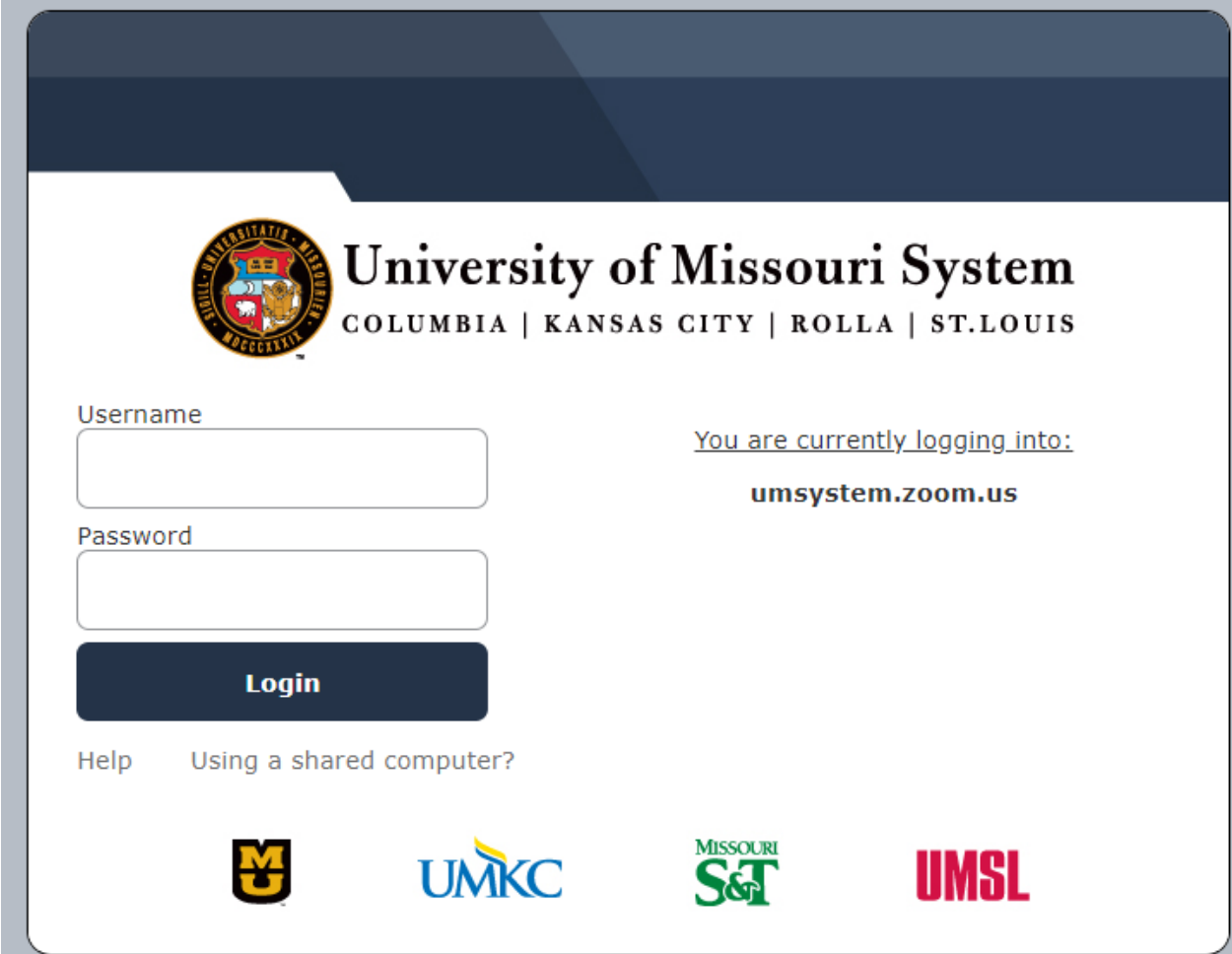
Zoom Meetings

Step-by-step guide to using Zoom to record a lecture

1. Go to umsystem.zoom.us.
2. Click “Login.”



3. Enter your username and password, and login.



The image shows a login page for the University of Missouri System. At the top left is the university's seal, followed by the text "University of Missouri System" and "COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS". Below this are two input fields: "Username" and "Password". To the right of the "Username" field, it says "You are currently logging into:" followed by "umsystem.zoom.us". Below the input fields is a dark blue "Login" button. At the bottom left, there are links for "Help" and "Using a shared computer?". At the bottom, there are four logos: "MU", "UMKC", "MISSOURI S&T", and "UMSL".

University of Missouri System
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS





Username

Password

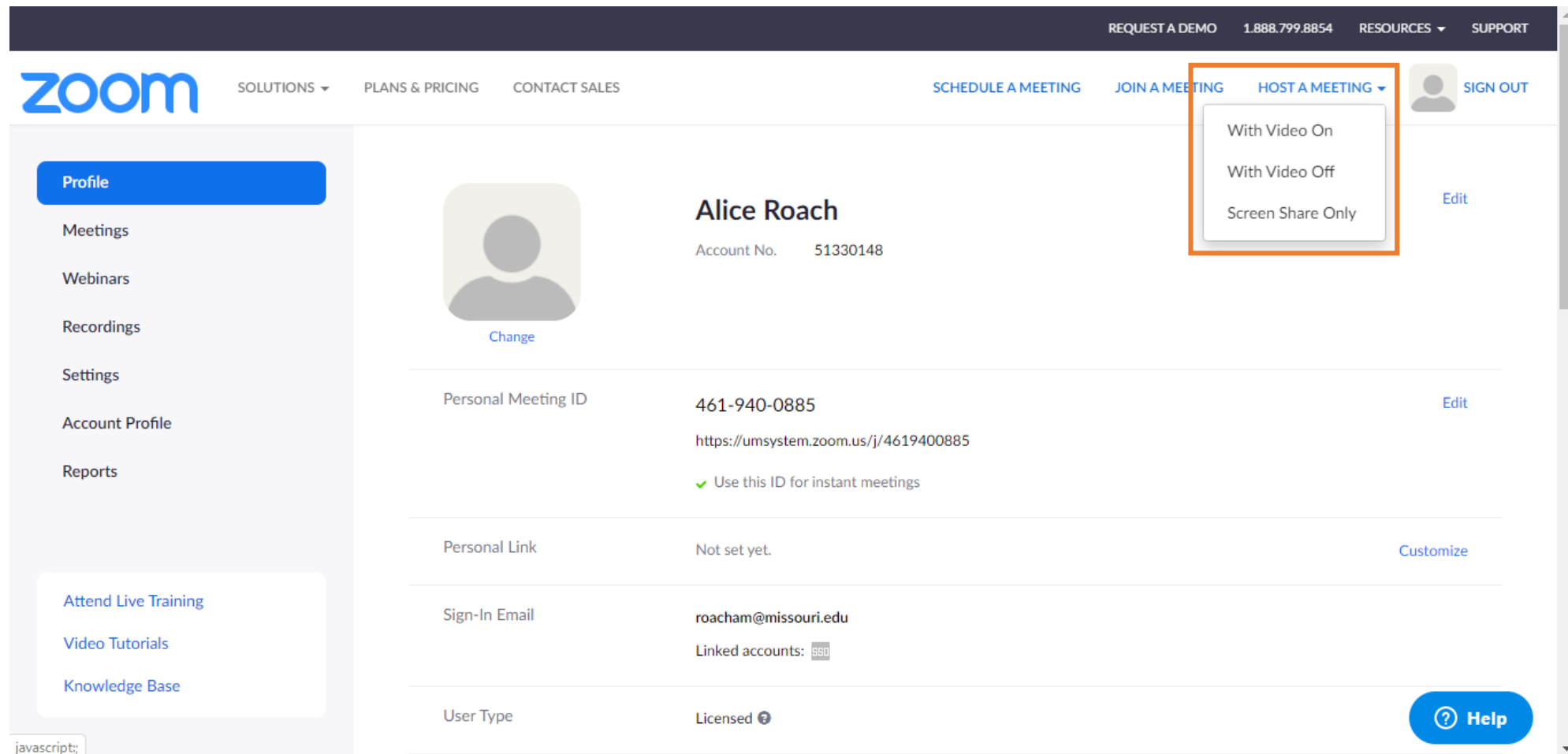
[You are currently logging into:](#)
umsystem.zoom.us

Login

[Help](#) [Using a shared computer?](#)

4. Your profile page will load. If you want to record a lecture, then hover over “Host A Meeting.” Choose whether you want to use video or only screen share. You can change your selection after you open the meeting.



The screenshot shows the Zoom user profile page for Alice Roach. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links for Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. The main content area displays the user's name, account number, and various meeting settings. A dropdown menu is open under the 'HOST A MEETING' link, showing three options: 'With Video On', 'With Video Off', and 'Screen Share Only'. The 'With Video On' option is highlighted with an orange border.

REQUEST A DEMO 1.888.799.8854 RESOURCES ▾ SUPPORT

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base


`javascript;`

Alice Roach
Account No. 51330148

Change

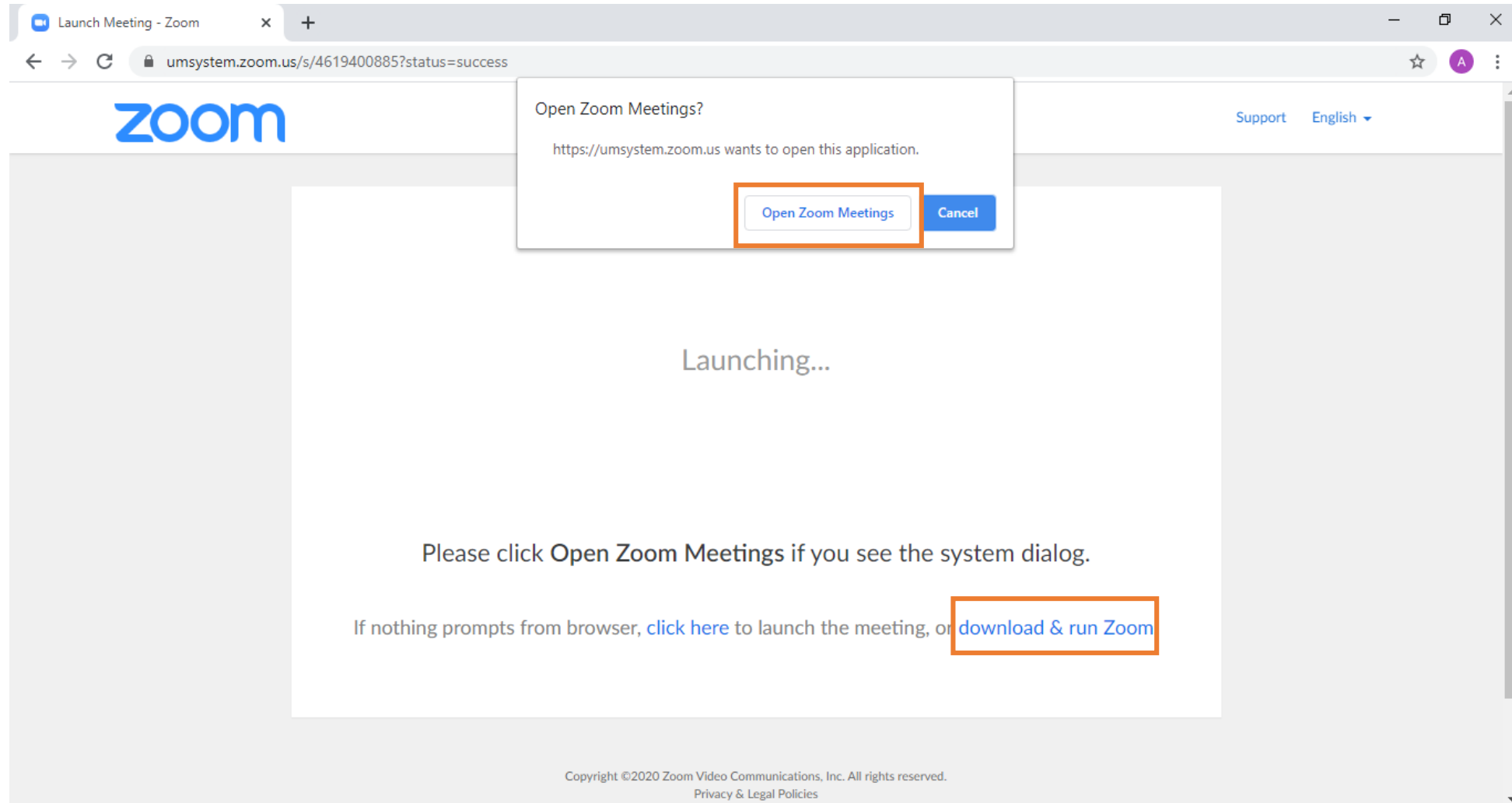
Personal Meeting ID 461-940-0885 Edit
<https://umsystem.zoom.us/j/4619400885>
✓ Use this ID for instant meetings

Personal Link Not set yet. Customize

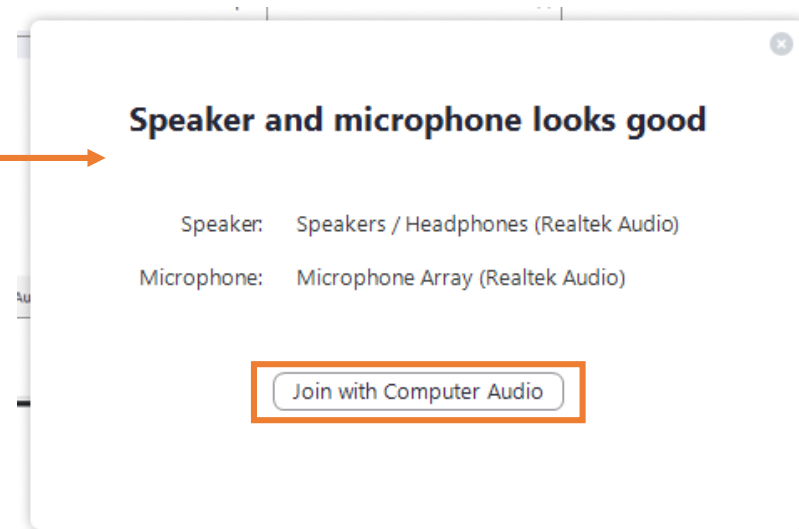
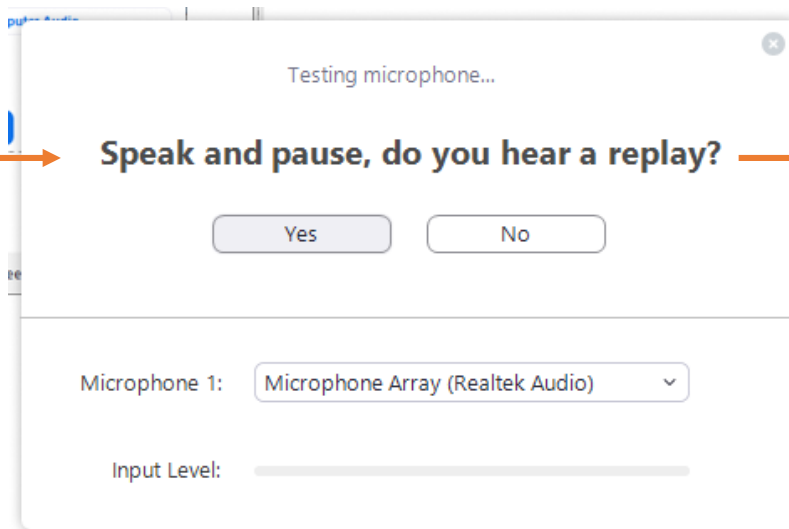
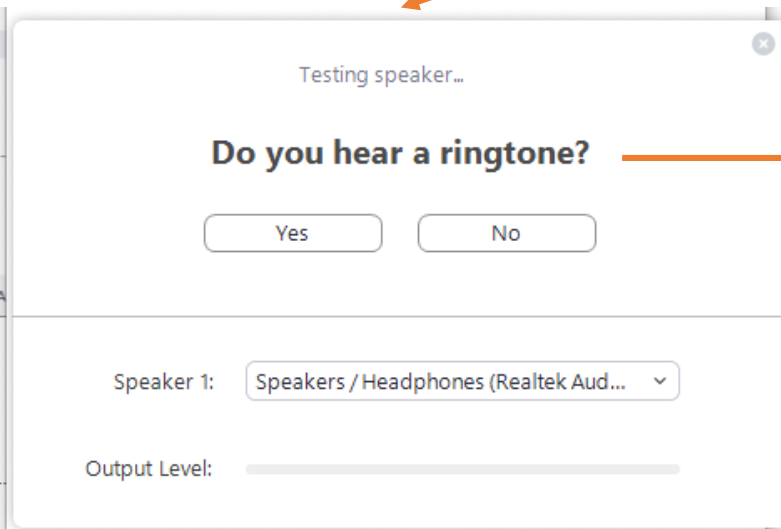
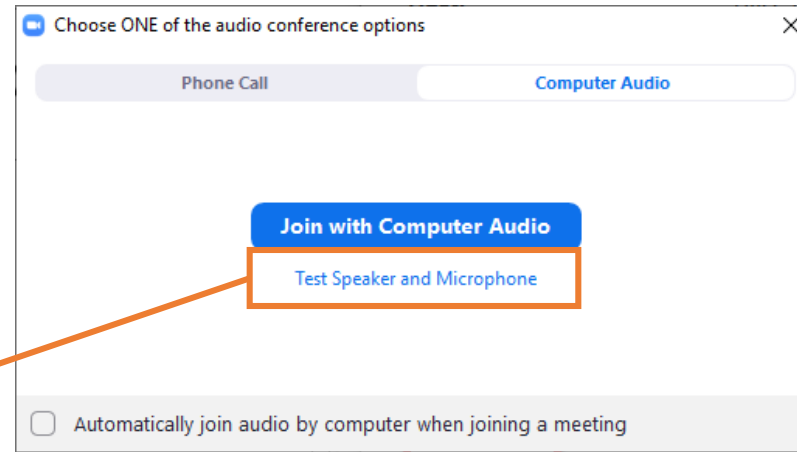
Sign-In Email roacham@missouri.edu
Linked accounts: 

User Type Licensed ⓘ Help

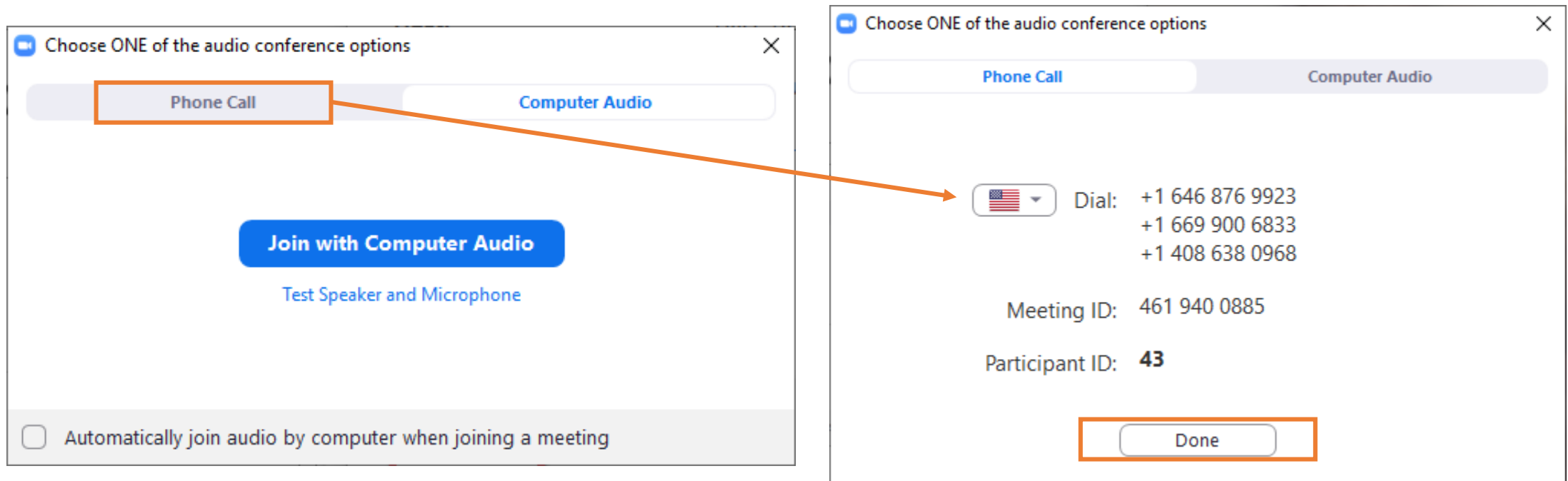
5. Follow the prompts. Either “Open Zoom Meetings,” or if you don’t have the app installed, then go to “download & run Zoom.”



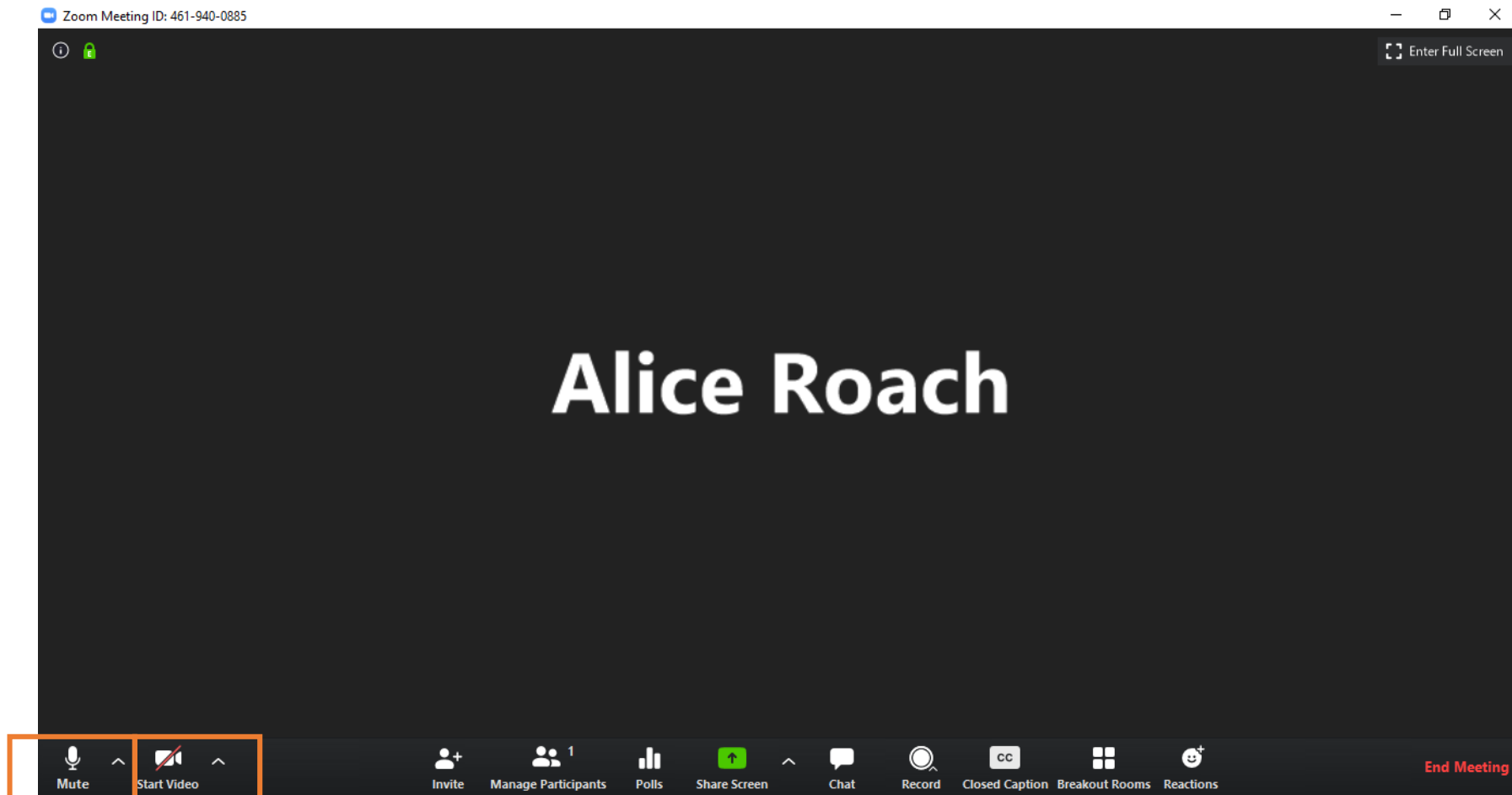
6. The screen will ask you to choose an audio option. “Test Speaker and Microphone” first if you haven’t used Zoom recently. Zoom will ask whether you hear a ringtone and a replay after you’ve spoken. Answer the questions. If both tests work, then you can “Join with Computer Audio.”



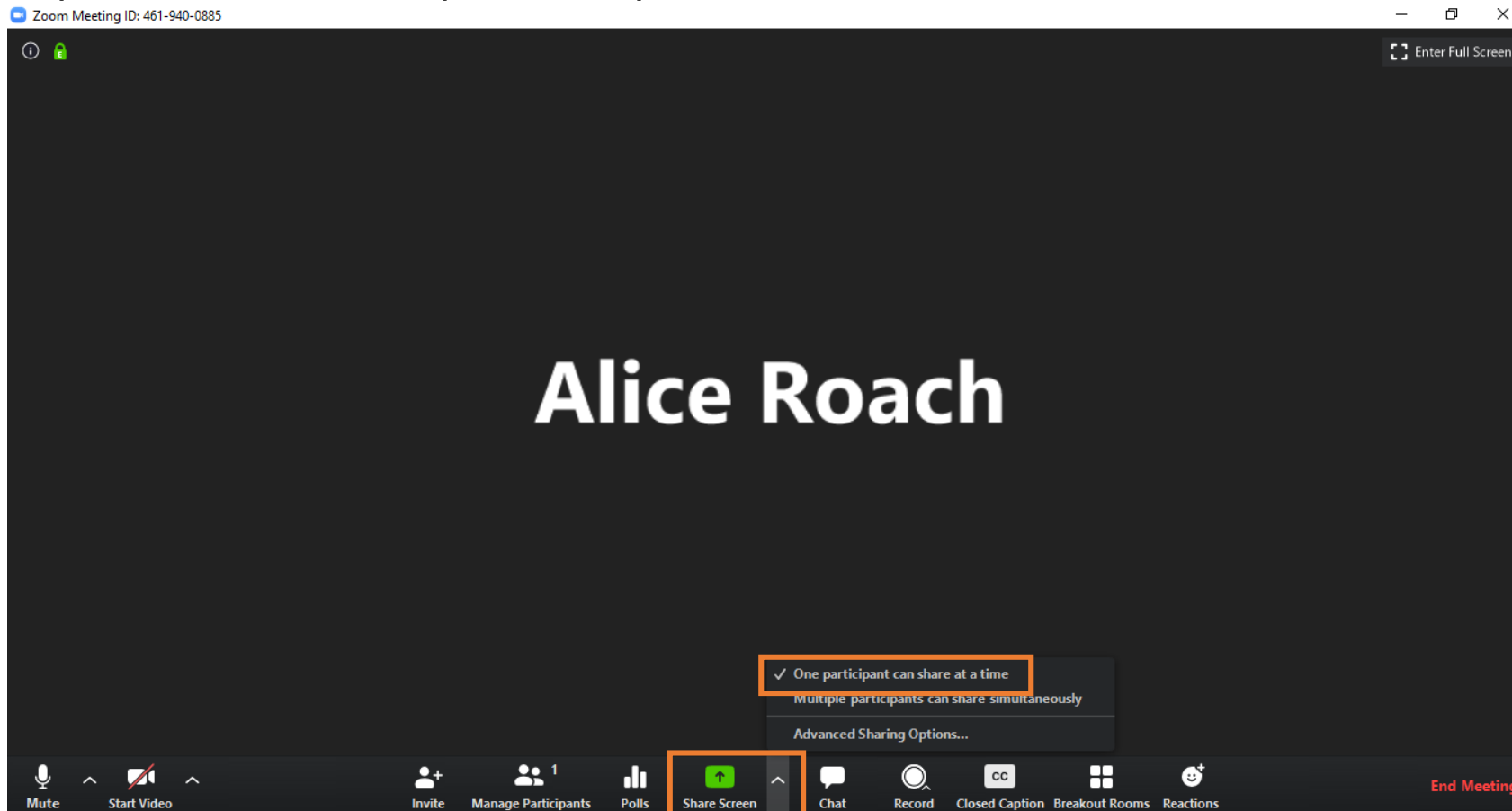
7. You also have a choice to join via a “Phone Call.” Choose either a phone call and click “Done,” or “Join with Computer Audio.”



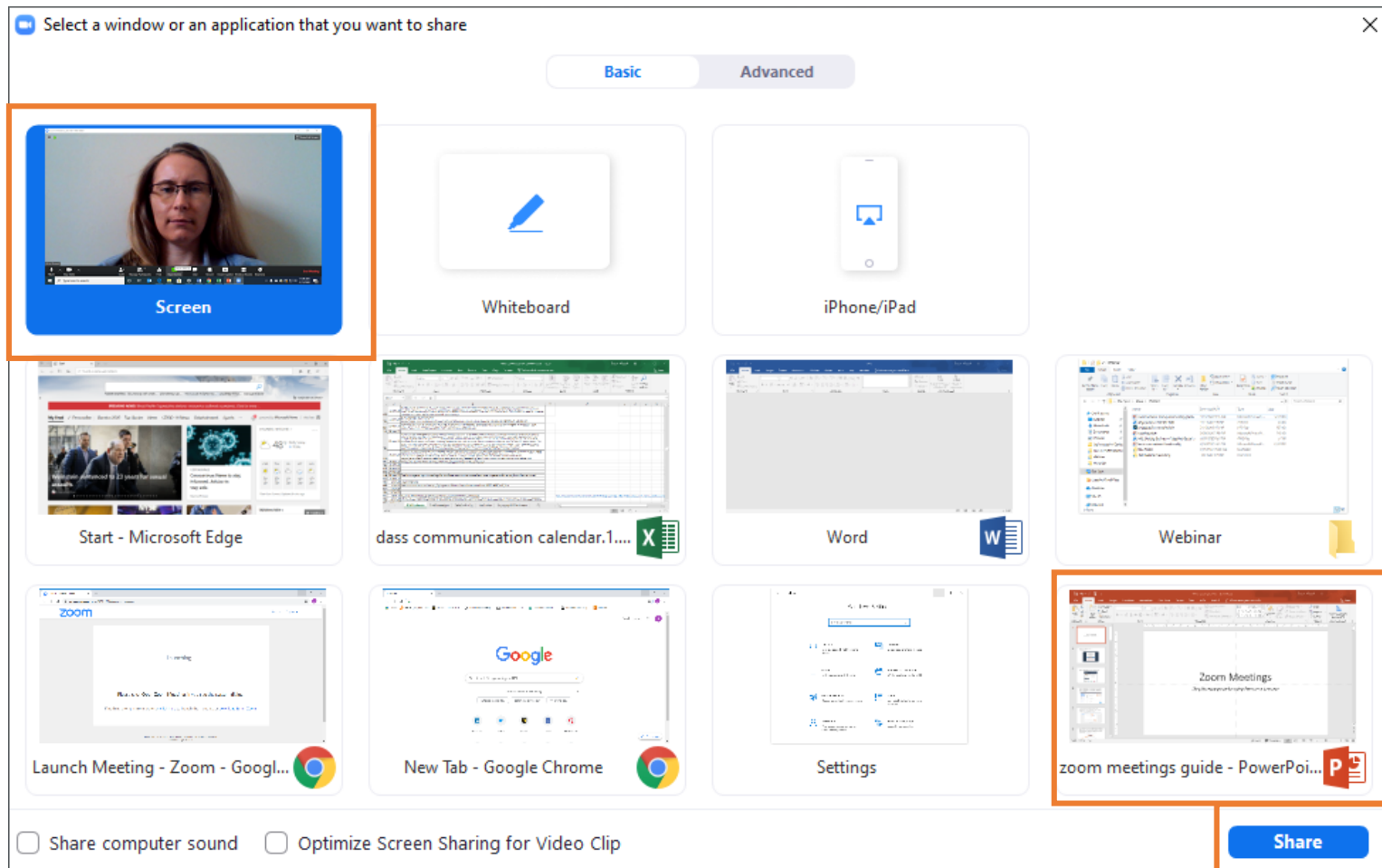
8. Familiarize yourself with the meeting options. Check you can “Mute” and “Unmute” your microphone. If you want to add a video component, then check that you can “Start Video”. Click the arrows to the side of both buttons for more options.



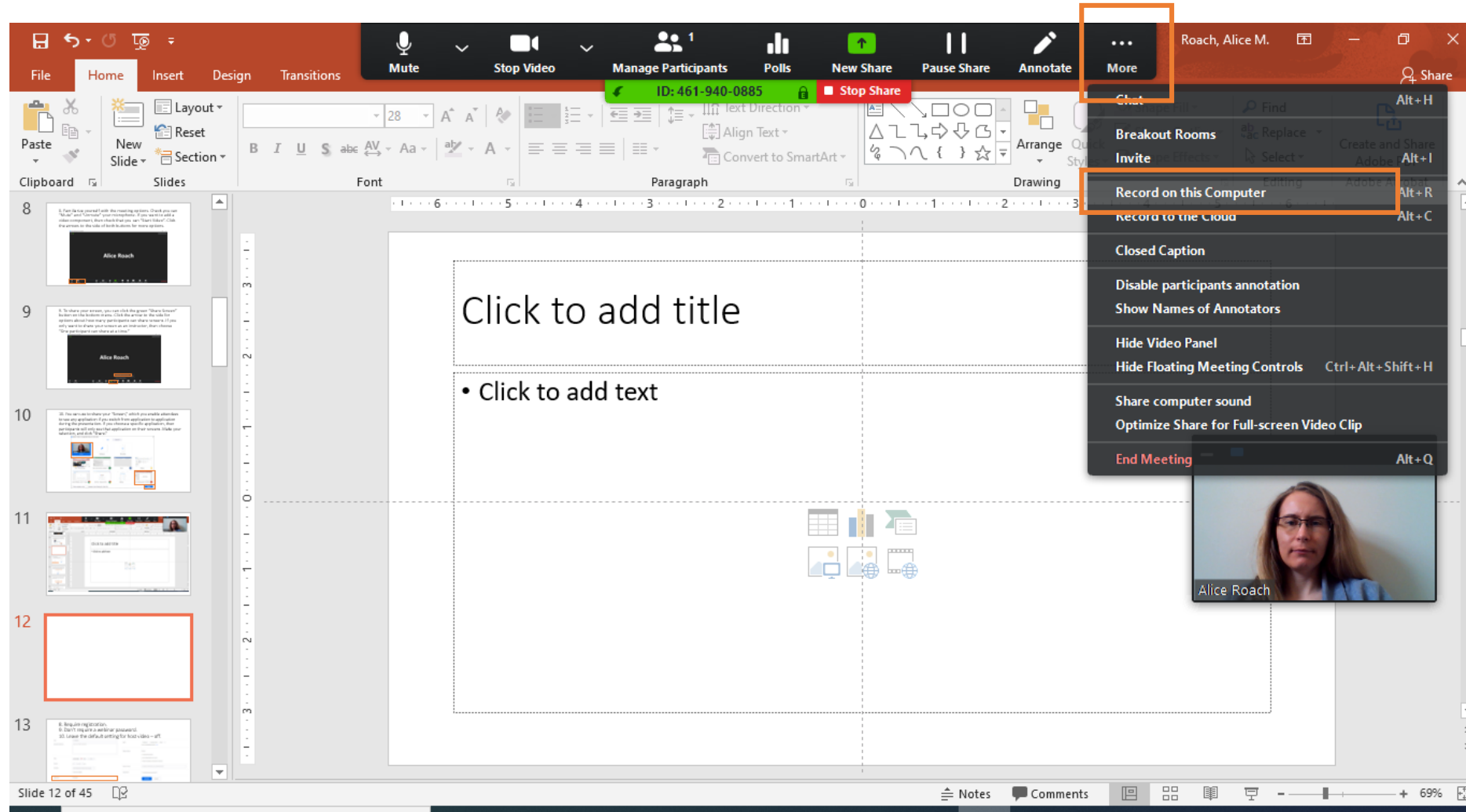
9. To share your screen, you can click the green “Share Screen” button on the bottom menu. Click the arrow to the side for options about how many participants can share screens. Because this example assumes you’re recording a presentation without participants, “One participant can share at a time” is sufficient.



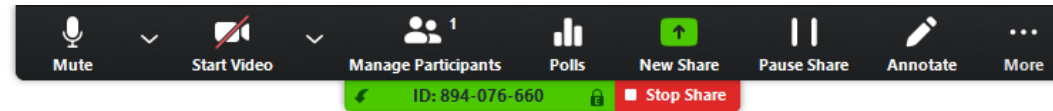
10. You can choose to share your “Screen,” which will capture a recording of any application if you switch from application to application during the presentation. If you choose a specific application, then the recording will only capture that application. Make your selection, and click “Share.” Make sure the files you wish to share are open. Otherwise, they won’t appear in the list.



11. When you share your screen, the Zoom menu will move to the top of the screen. To record a lecture, click “More” and then “Record on this Computer.”



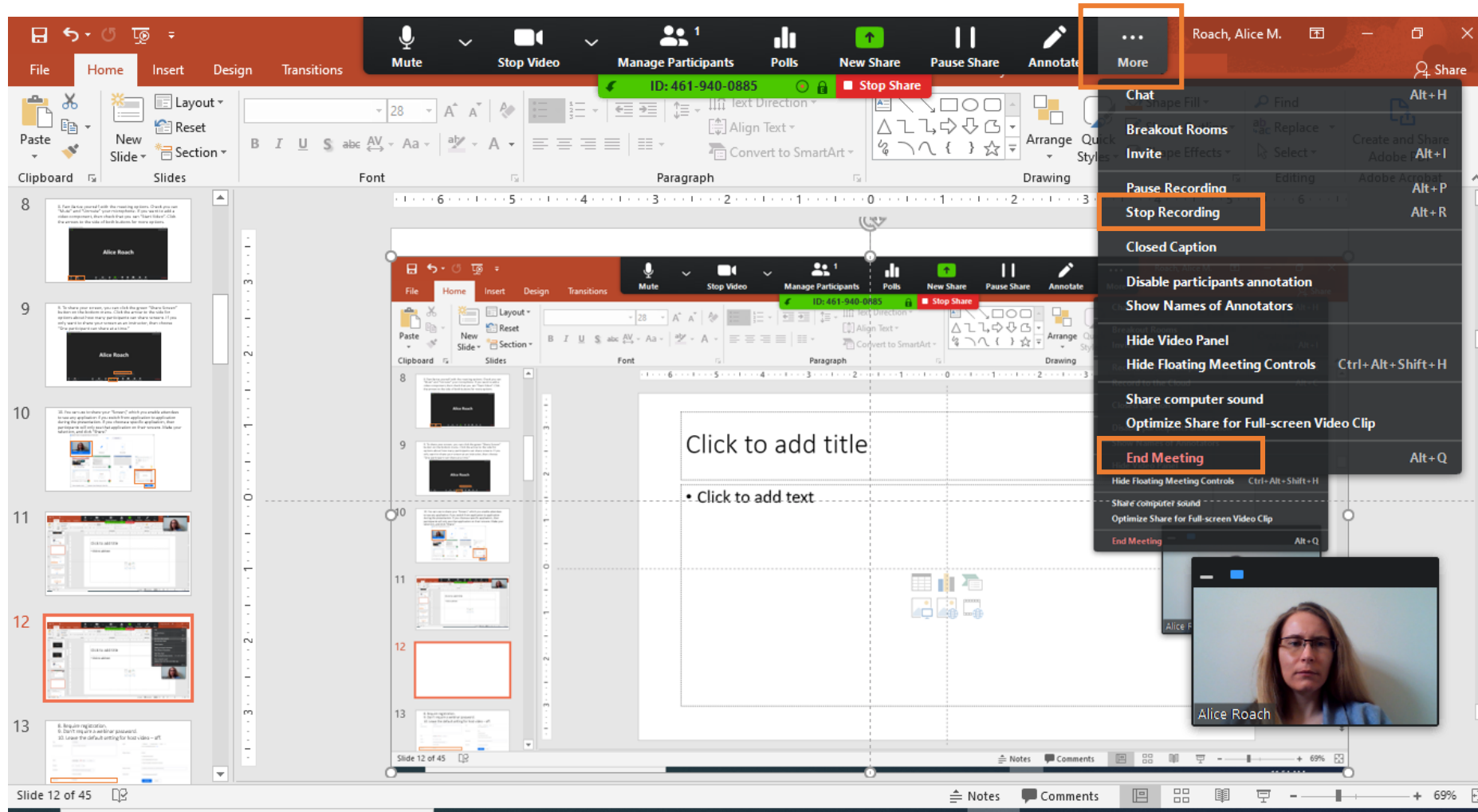
12. You can enter the presentation mode in PowerPoint, and speak as you would when presenting in person.



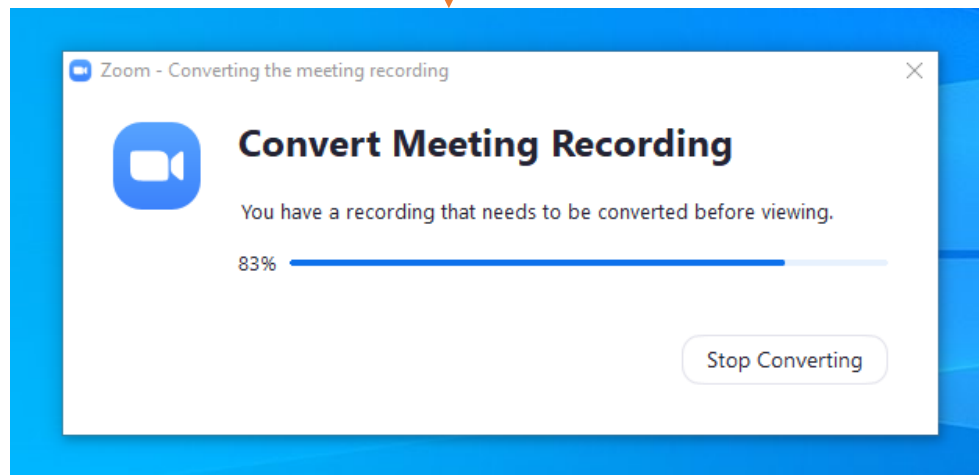
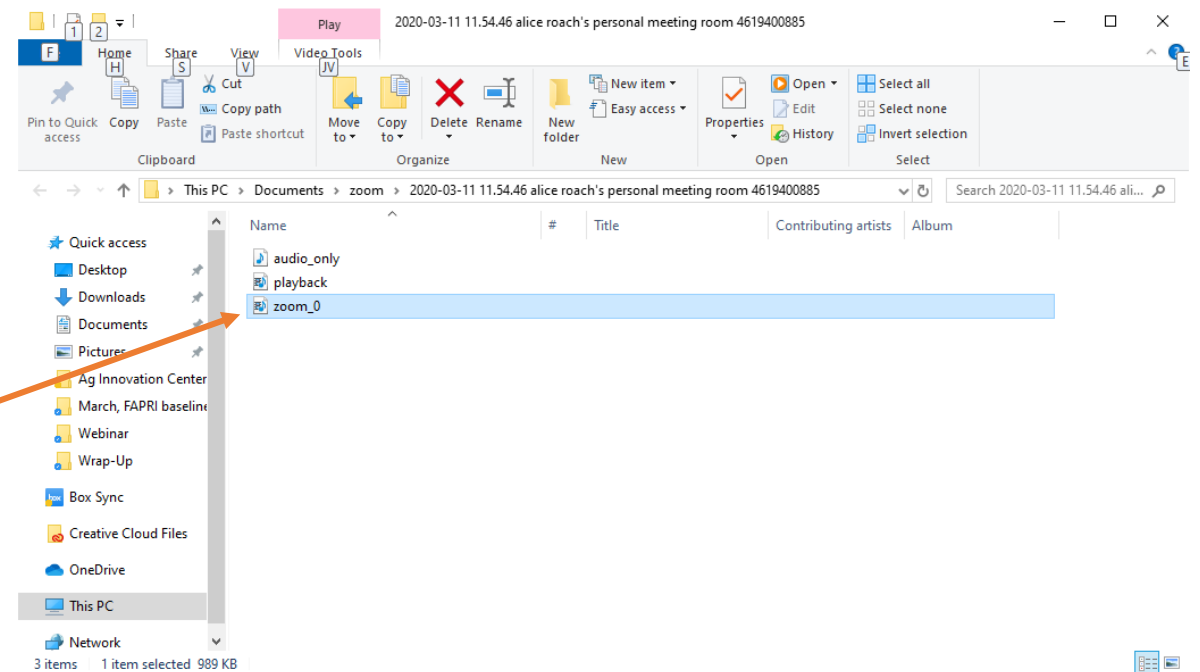
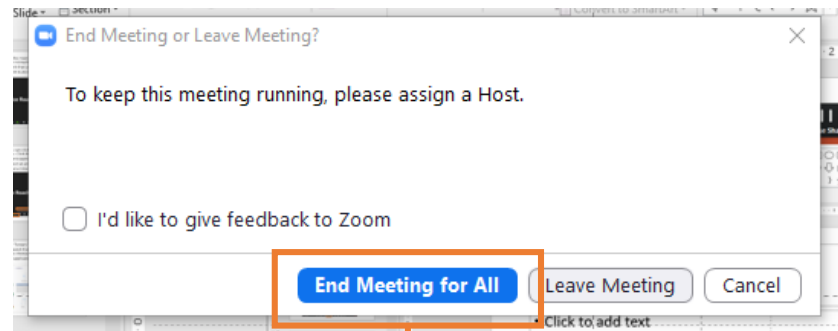
Zoom Meetings

Step-by-step guide to using Zoom to record lecture

13. When your presentation concludes, click “More” and “Stop Recording.” You can then click “End Meeting” under the “More” tab.



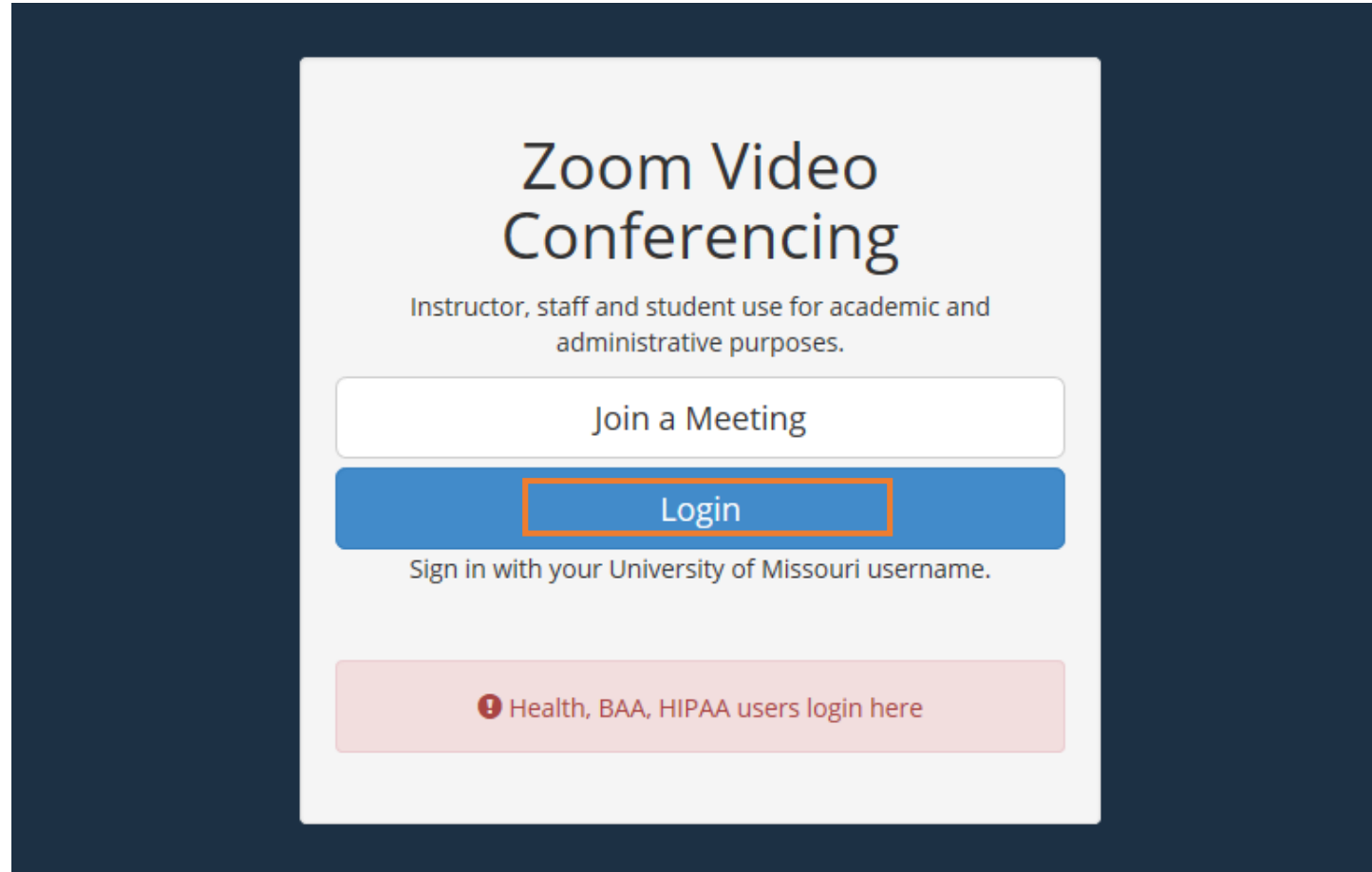
14. Confirm to “End Meeting for All.” Then, Zoom will convert the meeting recording into a usable file. A folder will open where the file is saved. The file with “zoom” in the name is the mp4 to rename and save in a different folder. You can then share the mp4.



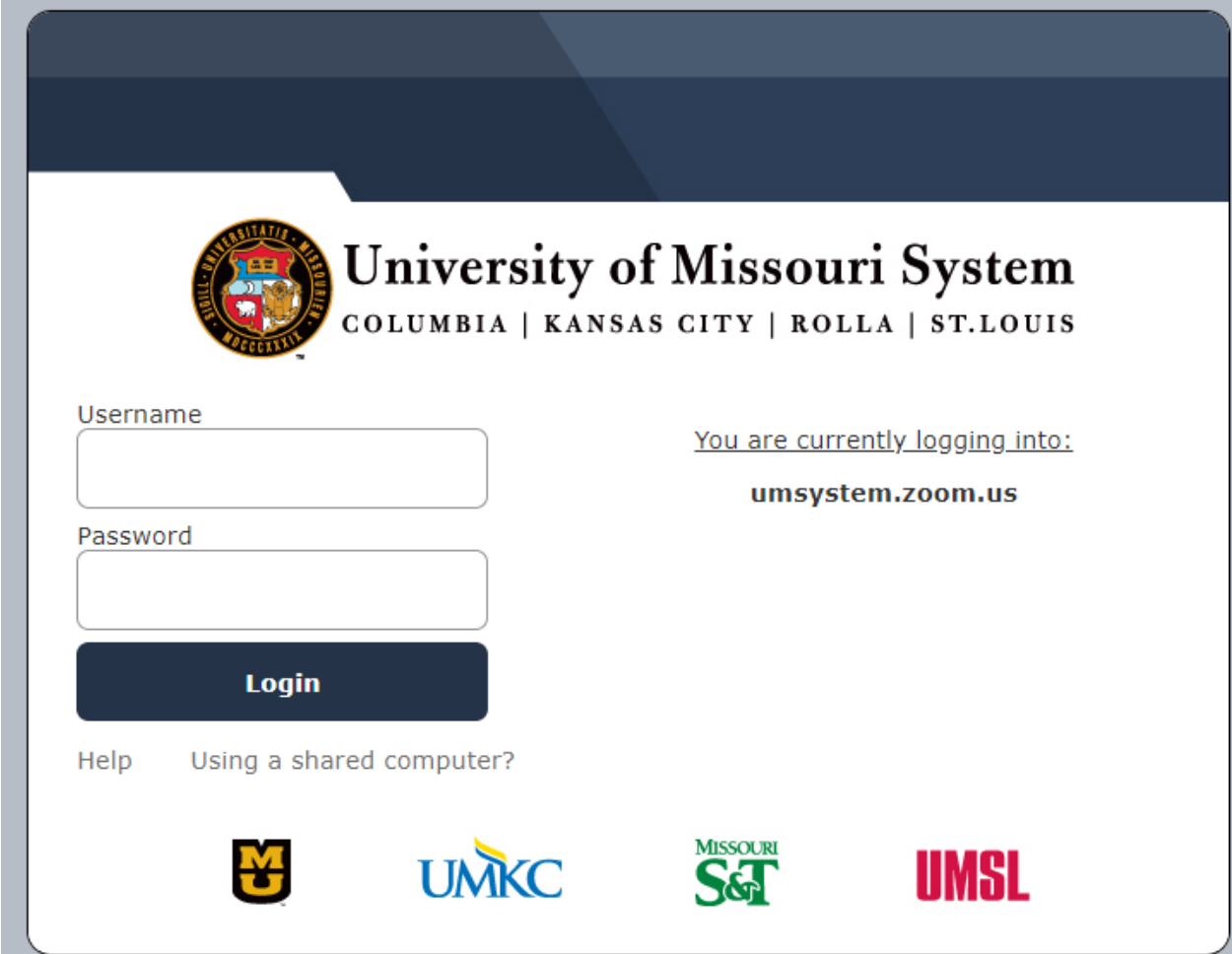
Zoom Meetings

Step-by-step guide to using Zoom to **host a live class**

1. Go to umsystem.zoom.us.
2. Click “Login.”



3. Enter your username and password, and login.



The image shows a login page for the University of Missouri System. At the top left is the university's seal, followed by the text "University of Missouri System" and "COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS". Below this are two input fields: "Username" and "Password". To the right of the "Username" field, it says "You are currently logging into:" followed by "umsystem.zoom.us". Below the input fields is a dark blue "Login" button. At the bottom left, there are links for "Help" and "Using a shared computer?". At the bottom, there are four logos: "MU", "UMKC", "MISSOURI S&T", and "UMSL".





University of Missouri System
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Username

Password

Login


[Help](#) [Using a shared computer?](#)

4. Your profile page will load. To schedule a live class, then click “Meetings.”

The screenshot displays the Zoom user profile page for Alice Roach. The left sidebar contains a menu with 'Meetings' highlighted in an orange box. The main content area shows the user's profile information, including their name, account number, and various meeting settings. A dropdown menu is open over the profile picture, showing options for video and screen sharing settings.

REQUEST A DEMO 1.888.799.8854 RESOURCES ▾ SUPPORT

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾  SIGN OUT

Profile

Meetings

Webinars

Recordings

Settings


Account Profile

Reports

Attend Live Training

Video Tutorials


Knowledge Base

 **Alice Roach**
Account No. 51330148 [Edit](#)

[Change](#)

Personal Meeting ID 461-940-0885 [Edit](#)
<https://umsystem.zoom.us/j/4619400885>
✓ Use this ID for instant meetings

Personal Link Not set yet. [Customize](#)

Sign-In Email roacham@missouri.edu
Linked accounts: 

User Type Licensed ⓘ [Help](#)

javascript;

5. Choose “Schedule a New Meeting.”

The screenshot displays the Zoom web interface in a browser window. The address bar shows 'umsystem.zoom.us/meeting'. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.8854', 'RESOURCES', and 'SUPPORT'. The Zoom logo is on the left, with navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. A left sidebar contains a menu with 'Profile', 'Meetings' (highlighted in blue), 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. Below the sidebar, there are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area has tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates', with a 'Get Training' button. Under the 'Upcoming Meetings' tab, a blue button labeled 'Schedule a New Meeting' is highlighted with an orange border. Below this button is a link: 'Join a meeting from an H.323/SIP room system'. A table with columns 'Start Time', 'Topic', and 'Meeting ID' is shown, but it is empty. A message states: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' At the bottom, there is a section titled 'Save time by scheduling your meetings directly from your calendar.' with links for 'Microsoft Outlook Plugin Download' and 'Chrome Extension Download'. A 'Help' button is in the bottom right corner.

6. Add a meeting name in the “Topic” box, and write a description. Choose a date and time. If you make the meeting recurring, then the meeting room will open on the days and frequency you specify. If you require registration, then attendees must complete a registration form before they receive a link to join the meeting.

The screenshot shows the Zoom 'Schedule a Meeting' interface. The left sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below the sidebar are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'My Meetings > Schedule a Meeting' and contains the following fields:

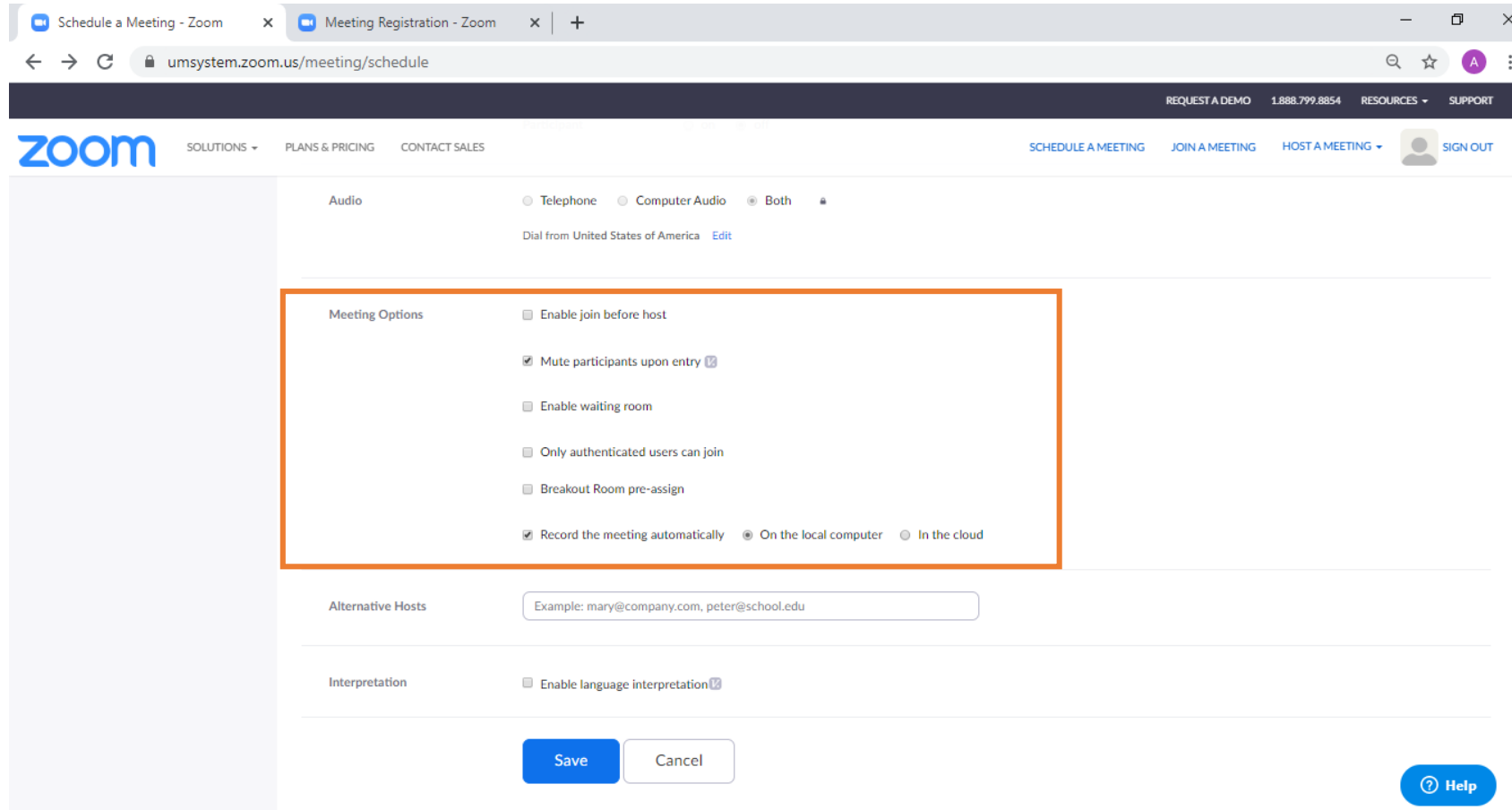
- Topic:** A text input field containing 'My Meeting'.
- Description (Optional):** A text area with the placeholder text 'Enter your meeting description'.
- When:** A date picker set to '03/11/2020', a time picker set to '1:00', and a PM/AM selector set to 'PM'.
- Duration:** A time picker set to '1' hour and '0' minutes.
- Time Zone:** A dropdown menu set to '(GMT-5:00) Central Time (US and Canada)'.
- Recurring meeting:** A checkbox that is currently unchecked.
- Registration:** A checkbox labeled 'Required' that is currently checked.

At the bottom of the form, there is a 'Meeting ID' section with two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID 461-940-0885'. A 'Help' button is located in the bottom right corner.

7. Scroll down to choose video and audio options. Leave video off for participants. You can choose whether you as the host will have video turn on automatically. Consider allowing phone and computer audio.

The screenshot displays the Zoom meeting settings interface. At the top, the Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT' are on the right. The main content area is divided into sections: 'Meeting Password' with a 'Require meeting password' checkbox; 'Video' settings where 'Host' video is set to 'off' and 'Participant' video is also set to 'off'; 'Audio' settings where 'Both' (Telephone and Computer Audio) is selected, and the dial-in number is 'Dial from United States of America'; and 'Meeting Options' with several checkboxes, including 'Enable join before host' which is checked. At the bottom, there is an 'Alternative Hosts' field with the example text 'mary@company.com, peter@school.edu' and a 'Help' button.

8. Under “Meeting Options,” unclick “Enable join before host” to have attendees wait until you’ve started the meeting. Choose to “Mute participants upon entry” to avoid background noise. Easily make a recorded version by clicking “Record the meeting automatically.”



The screenshot shows the Zoom meeting scheduling interface. The browser address bar displays `umsystem.zoom.us/meeting/schedule`. The page header includes the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. The main content area is divided into sections: Audio, Meeting Options, Alternative Hosts, and Interpretation. The Meeting Options section is highlighted with an orange border and contains the following settings:

- Telephone
- Computer Audio
- Both
- Dial from United States of America [Edit](#)
- Enable join before host
- Mute participants upon entry [?](#)
- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign
- Record the meeting automatically On the local computer In the cloud

Below the Meeting Options section, there is a text input field for Alternative Hosts with the placeholder text "Example: mary@company.com, peter@school.edu". The Interpretation section has a checkbox for "Enable language interpretation [?](#)". At the bottom, there are "Save" and "Cancel" buttons, and a "Help" button in the bottom right corner.

9. You can assign an alternative host, such as a co-teacher or teaching assistant. As an alternative host, this person could start the meeting/class in the host's absence. To add an alternative host, enter an email address.

10. Click "Save."

The screenshot shows the Zoom 'Schedule a Meeting' interface. The browser address bar is 'umsystem.zoom.us/meeting/schedule'. The page includes a navigation bar with 'zoom' logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. The main content area is divided into sections: 'Audio' (Telephone, Computer Audio, Both), 'Meeting Options' (Enable join before host, Mute participants upon entry, Enable waiting room, Only authenticated users can join, Breakout Room pre-assign, Record the meeting automatically), 'Alternative Hosts' (a text input field with an example email address), and 'Interpretation' (Enable language interpretation). The 'Alternative Hosts' field and the 'Save' button are highlighted with orange boxes.

Audio

Telephone Computer Audio Both

Dial from United States of America Edit

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically On the local computer In the cloud

Alternative Hosts

Example: mary@company.com, peter@school.edu

Interpretation

Enable language interpretation

Save Cancel

Help

11. The screen that loads will include a URL. This is the link to send to students to invite them to the meeting. You can copy and paste this link in an email to share. Or you can click the “Outlook Calendar” button and generate an Outlook calendar invite from your own calendar. The invite will include the “Join Zoom Meeting” link.

The image shows two side-by-side screenshots. The left screenshot is a web browser displaying the Zoom meeting registration page for a meeting with ID 894076660. The page includes a navigation menu on the left and a main content area with fields for Topic, Time, Add to (with buttons for Google Calendar, Outlook Calendar (Lics), and Yahoo! Calendar), Meeting ID, Meeting Password, and Invite Attendees. The 'Invite Attendees' section is highlighted with an orange box, showing the 'Join URL: https://umsystem.zoom.us/j/894076660'. The right screenshot is an Outlook 'Appointment' window for the same meeting. It shows the subject 'My Meeting', location 'https://umsystem.zoom.us/j/894076660', start time 'Wed 3/11/2020 1:00 PM', and end time 'Wed 3/11/2020 2:00 PM'. The body of the appointment contains an invitation message from Alice Roach, including the 'Join Zoom Meeting' link, Meeting ID (894 076 660), mobile phone numbers for New York and San Jose, dial-in numbers for New York and San Jose, and a local number link. An orange arrow points from the 'Outlook Calendar (Lics)' button in the Zoom screenshot to the Outlook appointment window.

Meeting Information - Zoom x Meeting Registration - Zoom x +
umsystem.zoom.us/meeting/894076660

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Profile Meetings Webinars Recordings Settings Account Profile Reports

My Meetings > Manage "My Meeting" Start this Meeting

Topic My Meeting

Time Mar 11, 2020 01:00 PM Central Time (US and Canada)

Add to Google Calendar Outlook Calendar (Lics) Yahoo! Calendar

Meeting ID 894-076-660

Meeting Password Require meeting password

Invite Attendees Join URL: <https://umsystem.zoom.us/j/894076660> Copy the invitation

Video Host Off Participant Off

Audio Telephone and Computer Audio Dial from: United States of America

Meeting Options Enable join before host Mute participants upon entry

My Meeting - Appointment

File Appointment Insert Format Text Review Help Tell me what you want to do

Save & Delete Close Scheduling Assistant Skype Meeting Meeting Notes Invite Attendees Options Tags

Subject My Meeting

Location <https://umsystem.zoom.us/j/894076660>

Start time Wed 3/11/2020 1:00 PM All day event

End time Wed 3/11/2020 2:00 PM

Alice Roach is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://umsystem.zoom.us/j/894076660>

Meeting ID: 894 076 660

One tap mobile
+16468769923,,894076660# US (New York)
+14086380968,,894076660# US (San Jose)

Dial by your location
+1 646 876 9923 US (New York)
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)

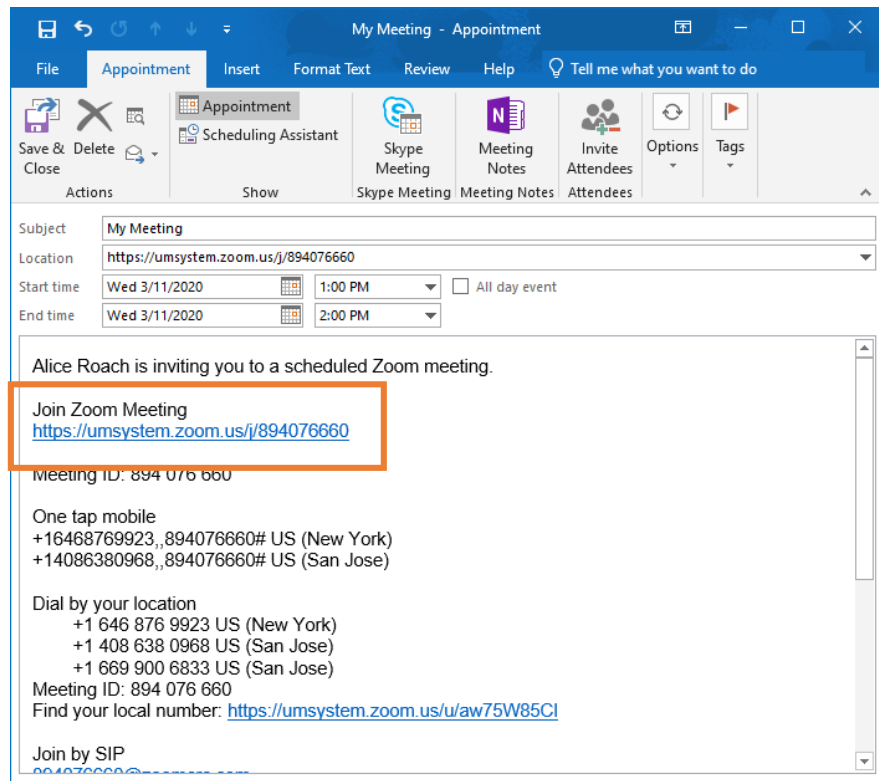
Meeting ID: 894 076 660
Find your local number: <https://umsystem.zoom.us/u/aw75W85C>

Join by SIP

12. Scroll to the bottom of the meeting confirmation page to add polls to display during the presentation. Just click “Add.” Then, create poll question from the form that loads. Click “Save.”

The image shows a screenshot of the Zoom meeting registration page. The main page displays meeting details and options like 'Delete this Meeting', 'Save as a Meeting Template', 'Edit this Meeting', and 'Start this Meeting'. At the bottom, there is a message: 'You have not created any poll yet.' with an 'Add' button highlighted by an orange box. An orange arrow points from this 'Add' button to a modal window titled 'Add a Poll'. The modal window contains a text input field with 'Financial Statement', a checkbox for 'Anonymous?' (unchecked), and a list of poll questions. The first question is '1. Which of the following financial statements do you understand how to interpret the least?' with a count of 165. Below the question are radio buttons for 'Single Choice' (selected) and 'Multiple Choice'. The list of options includes 'Income statement', 'Statement of cash flows', 'Balance sheet', 'Answer 4 (Optional)', and 'Answer 5 (Optional)'. At the bottom of the modal, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by an orange box.

13. To start the meeting, click “Join Zoom Meeting” in calendar invite, or login to Zoom, click “Meetings,” find the meeting, and click “Start.”



The screenshot shows a Microsoft Outlook appointment window titled "My Meeting - Appointment". The ribbon includes "Appointment", "Insert", "Format Text", "Review", and "Help". The "Appointment" ribbon has buttons for "Save & Close", "Delete", "Scheduling Assistant", "Skype Meeting", "Meeting Notes", "Invite Attendees", "Options", and "Tags". The appointment details are as follows:

- Subject: My Meeting
- Location: <https://umssystem.zoom.us/j/894076660>
- Start time: Wed 3/11/2020, 1:00 PM
- End time: Wed 3/11/2020, 2:00 PM

The body of the appointment contains the following text:

Alice Roach is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://umssystem.zoom.us/j/894076660>

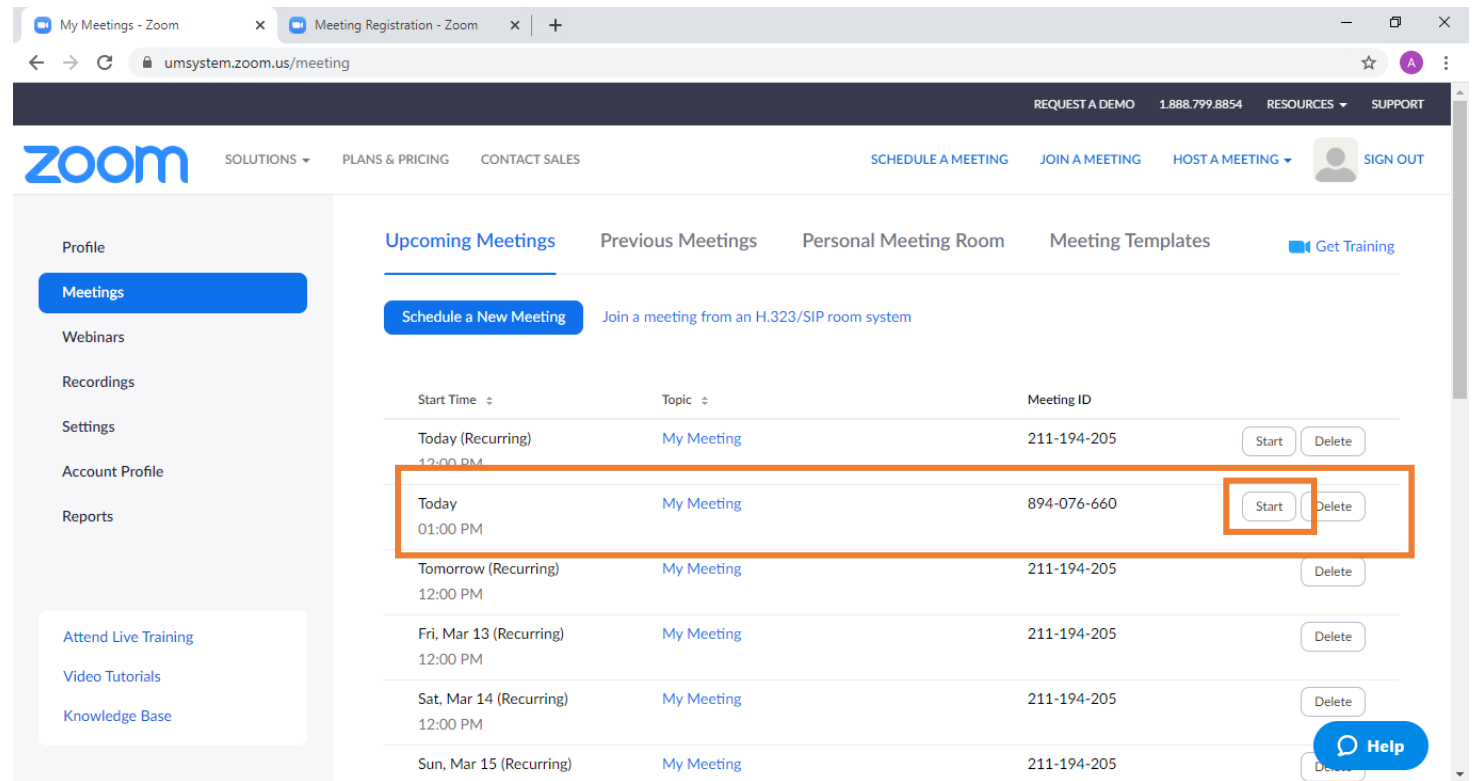
Meeting ID: 894 076 660

One tap mobile
+16468769923,,894076660# US (New York)
+14086380968,,894076660# US (San Jose)

Dial by your location
+1 646 876 9923 US (New York)
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)

Meeting ID: 894 076 660
Find your local number: <https://umssystem.zoom.us/u/aw75W85C1>

Join by SIP

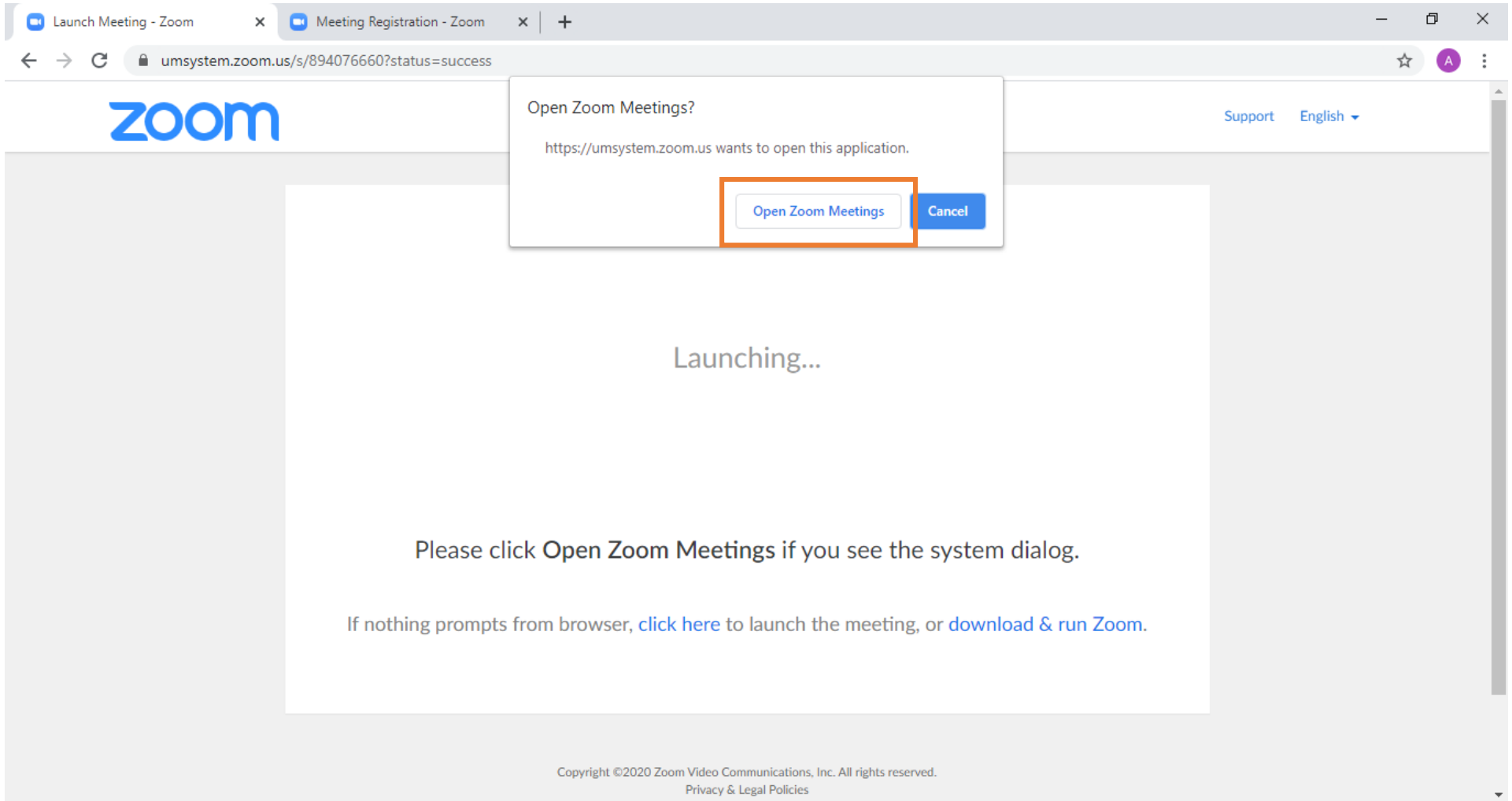


The screenshot shows the Zoom web interface. The browser address bar is umssystem.zoom.us/meeting. The page has a navigation bar with "zoom" logo, "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "SCHEDULE A MEETING", "JOIN A MEETING", "HOST A MEETING", and "SIGN OUT". The main content area is titled "Upcoming Meetings" and includes a "Schedule a New Meeting" button and a link to "Join a meeting from an H.323/SIP room system".

Start Time	Topic	Meeting ID	Start	Delete
Today (Recurring) 12:00 PM	My Meeting	211-194-205	Start	Delete
Today 01:00 PM	My Meeting	894-076-660	Start	Delete
Tomorrow (Recurring) 12:00 PM	My Meeting	211-194-205	Delete	Delete
Fri, Mar 13 (Recurring) 12:00 PM	My Meeting	211-194-205	Delete	Delete
Sat, Mar 14 (Recurring) 12:00 PM	My Meeting	211-194-205	Delete	Delete
Sun, Mar 15 (Recurring)	My Meeting	211-194-205	Delete	Delete

The "Meetings" section on the left sidebar includes links for "Attend Live Training", "Video Tutorials", and "Knowledge Base". A "Help" button is visible in the bottom right corner.

14. Click to “Open Zoom Meetings.”

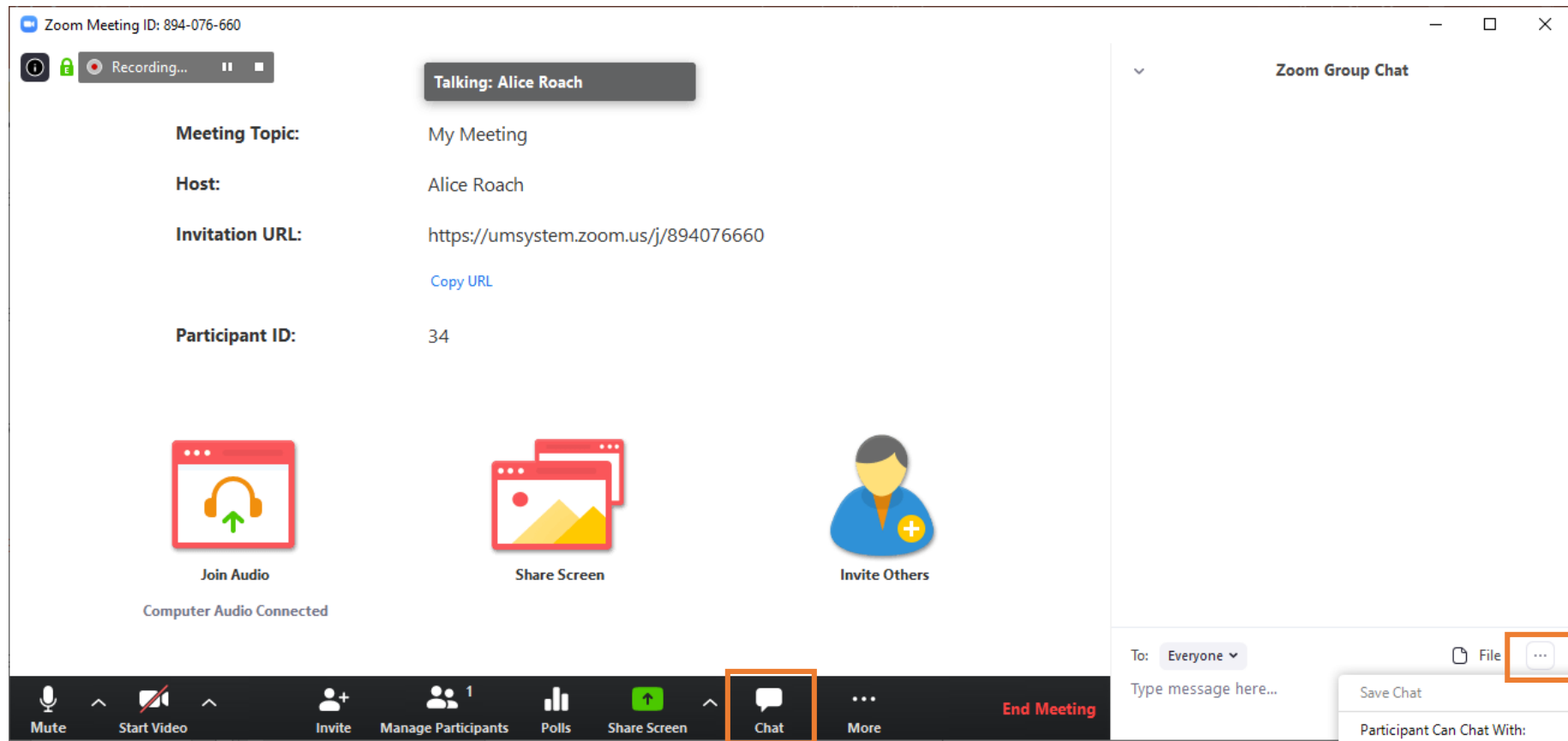


15. Choose how to connect your audio.

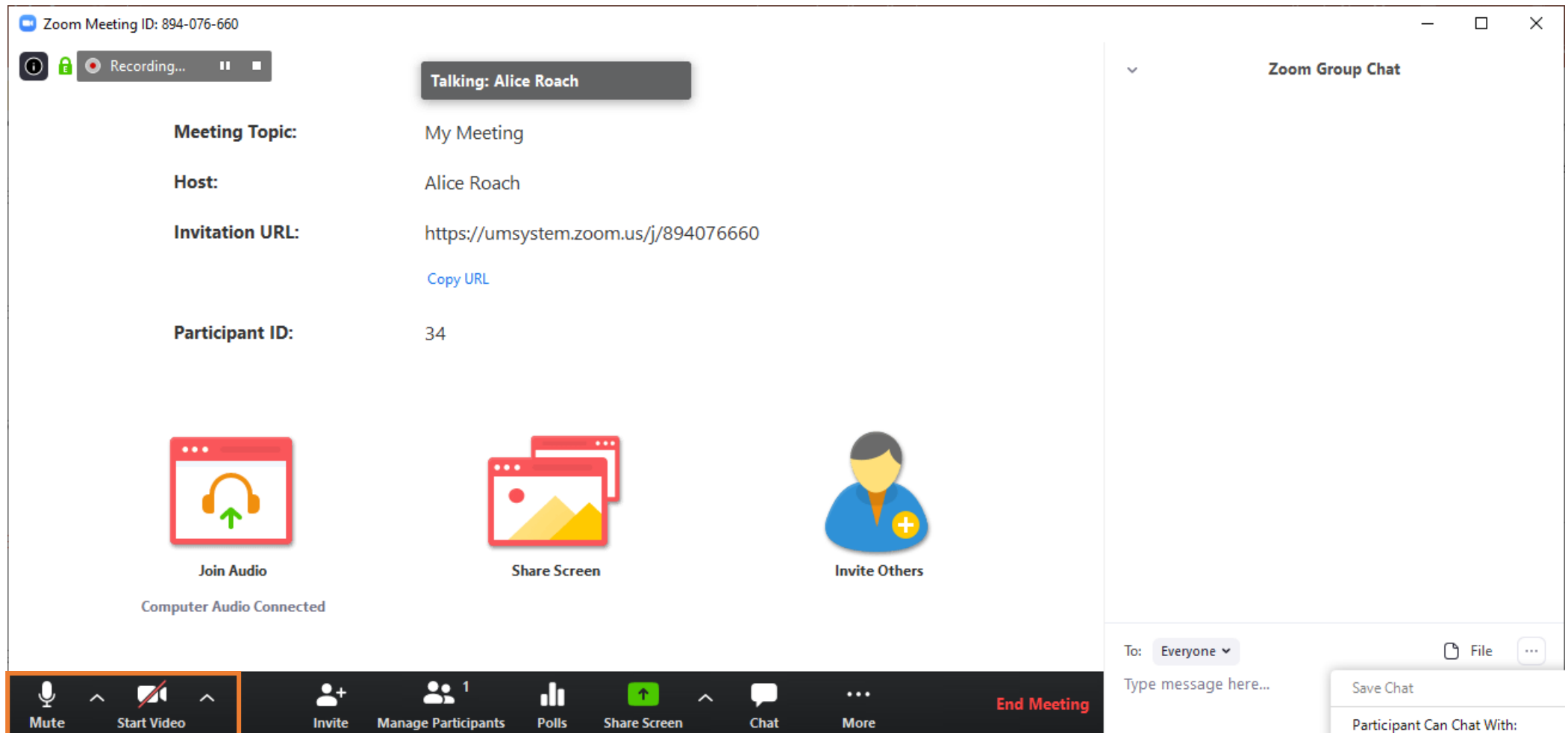
16. Note, because we chose to record automatically in the meeting setup, we can choose to pause or stop the recording in the menu.

The screenshot displays a Zoom meeting window. At the top left, it shows 'Zoom Participant ID: 34 Meeting ID: 894-076-660' and a 'Recording...' indicator. A 'Talking:' bar is visible. The meeting details on the left include 'Meeting Topic: My Meeting', 'Host: Alice Roach', and 'Invitation: Choose ONE of the audio conference options'. A dialog box is open, allowing selection between 'Phone Call' and 'Computer Audio'. The 'Join with Computer Audio' button is highlighted with an orange box, and the 'Test Speaker and Microphone' link is visible below it. At the bottom of the dialog, there is a checkbox for 'Automatically join audio by computer when joining a meeting'. The bottom toolbar contains icons for 'Join Audio', 'Start Video', 'Invite', 'Manage Participants', 'Polls', 'Share Screen', 'Pause/Stop Recording' (highlighted with an orange box), 'Closed Caption', 'Breakout Rooms', and 'End Meeting'.

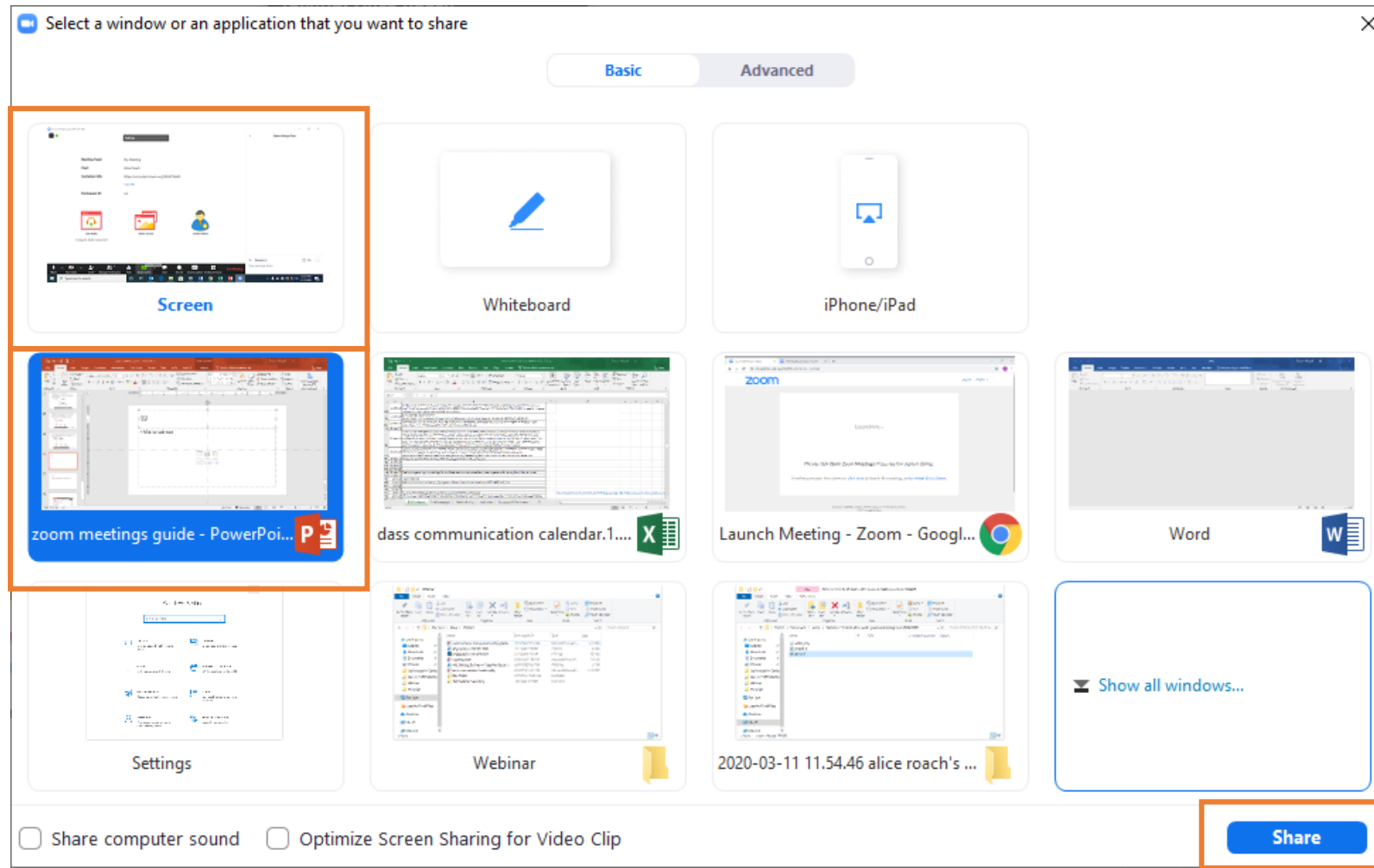
17. To choose how participants can interact, click the “Chat” button. In the chat screen, click the ellipses in the bottom right-hand corner, and select with whom participants can message.



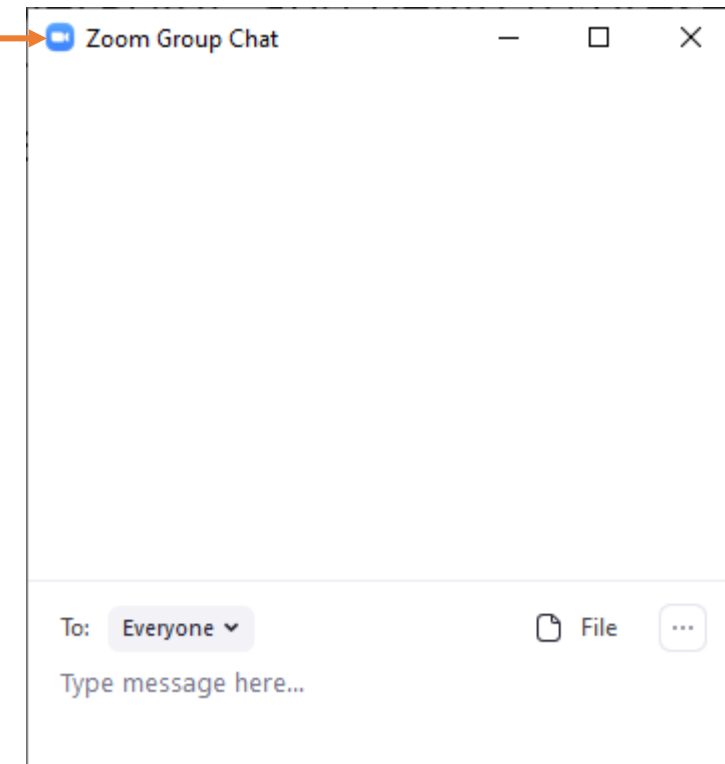
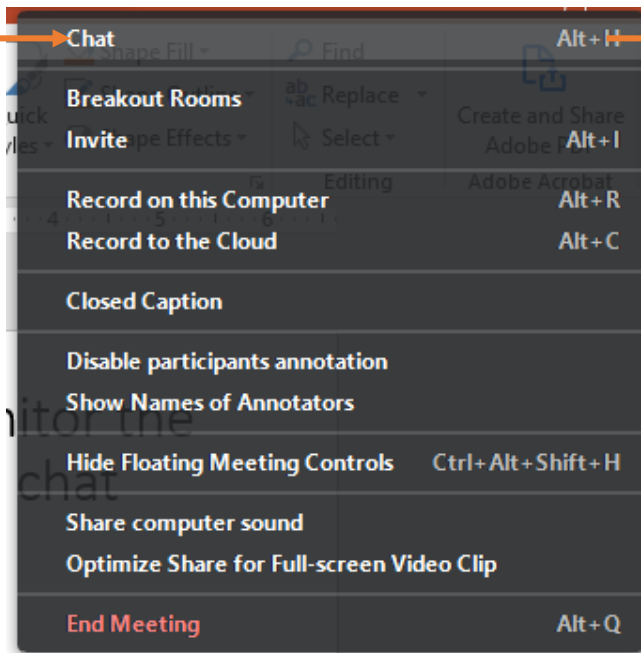
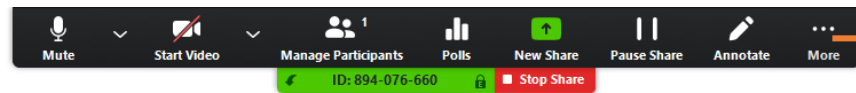
18. You can turn on/off your audio and video using the “Mute” and “Unmute” and “Start Video and “Stop Video” buttons. To share your screen, click “Share Screen.”



19. If you choose “Screen,” then participants will see any screen as you move from application to application. To choose to share just one application, choose the one you’d like to show, and click “Share.” Make sure the files you wish to share are open. Otherwise, they won’t appear in the list.



20. You can start presentation mode in PowerPoint, and begin to present. To monitor the chat screen, click “More” and “Chat.” The chat screen will load. If someone enters a message, then the “Chat” section will change color and show the number of unread chats. Chats can also save on your computer after the meeting ends.



Zoom Meetings

Step-by-step guide to using Zoom to record lecture

21. Open the “Manage Participants” window to see a list of participants. If background noise is a problem because participants have unmuted themselves, then click “Mute All” at the bottom of the screen. You can also hover over a participant’s name to mute the participant, or you can unmute a participant to allow him or her to ask a question. When the host unmutes a participant, the participant sees a “You are unmuted by the host” message.

The image shows a Zoom meeting interface. At the top left, it displays "Zoom Meeting ID: 894-076-660" and a lock icon. Below this, there are fields for "Meeting Topic: My Meeting", "Host: Alice Roach", "Invitation URL: https://umsystem.zoom.us/j/894076660" (with a "Copy URL" link), and "Participant ID: 34".

Below the meeting information are three icons: "Join Audio" (with a "Computer Audio Connected" status), "Share Screen", and "Invite Others".

At the bottom of the screen is a toolbar with various controls: Mute, Start Video, Invite, **Manage Participants** (highlighted with an orange box), Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, and End Meeting.

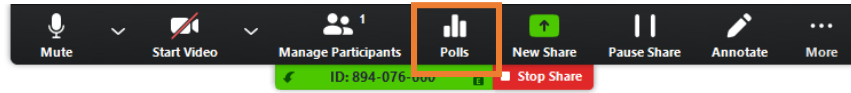
On the right side, a "Participants (1)" window is open, showing a list of participants. The first participant is "Alice Roach (Host, me)" with initials "AR". Next to her name are two buttons: "Mute" (highlighted with an orange box) and "More >".

At the bottom right of the screen, there is a control bar with buttons for "yes", "no", "go slower", "go faster", "more", and "clear all". Below this bar is a "Mute All" button (highlighted with an orange box), followed by "Unmute All" and "More >" buttons.

22. From the “Participants” window, you can remove the option for participants to unmute themselves if background noise persists.

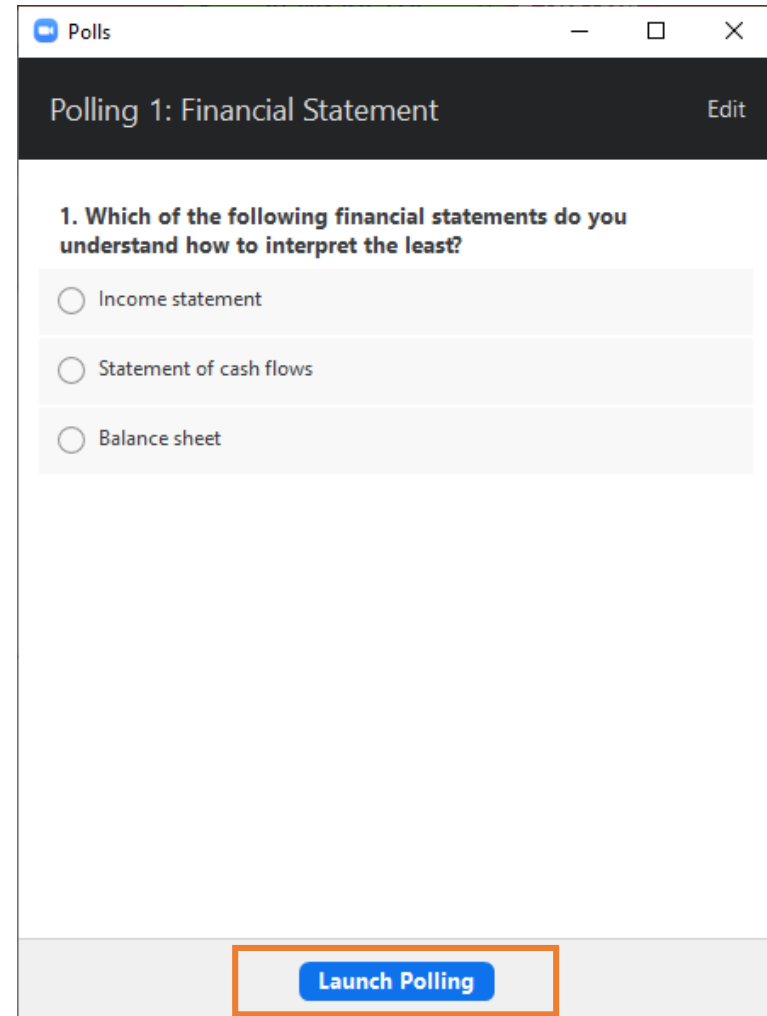
The screenshot displays the Zoom meeting interface. At the top, it shows the meeting ID: 894-076-660 and the current speaker: Alice Roach. The meeting topic is 'My Meeting', the host is 'Alice Roach', and the invitation URL is 'https://umsystem.zoom.us/j/894076660'. The participant ID is 34. Below this information are three main action buttons: 'Join Audio' (with a headset icon), 'Share Screen' (with a screen icon), and 'Invite Others' (with a person icon). At the bottom, there is a toolbar with various controls: Mute, Start Video, Invite, Manage Participants, Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, and End Meeting. On the right side, the 'Participants (1)' window is open, showing a list of participants. The first participant is 'Alice Roach (Host, me)'. A context menu is open over the participant list, showing several settings: 'Mute Participants on Entry' (checked), 'Allow Participants to Unmute Themselves' (checked and highlighted with an orange box), 'Allow Participants to Rename Themselves' (checked), 'Play Enter/Exit Chime', 'Mute All', and 'Lock Meeting'. The 'Mute All' button is currently selected.

23. You can load your polls by clicking “Polls.” On the screen that loads, choose “Launch Polling.”



Zoom Meetings

Step-by-step guide to using Zoom to record lecture



24. After participants have time to respond, click “End Polling” to stop results collection. You can “Share Results” with the class and then “Stop Share Results” to resume your presentation.

The screenshot shows a window titled 'Polls' with a green header 'Financial Statement in Progress' and a timer '0:08'. Below the header, it says 'Attendees are now viewing questions' and '0 of 0 (0%) voted'. The main content area contains a question: '1. Which of the following financial statements do you understand how to interpret the least?' with three options: 'Income statement (0) 0%', 'Statement of cash flows (0) 0%', and 'Balance sheet (0) 0%'. At the bottom, there is a blue button labeled 'End Polling' which is highlighted with an orange box.

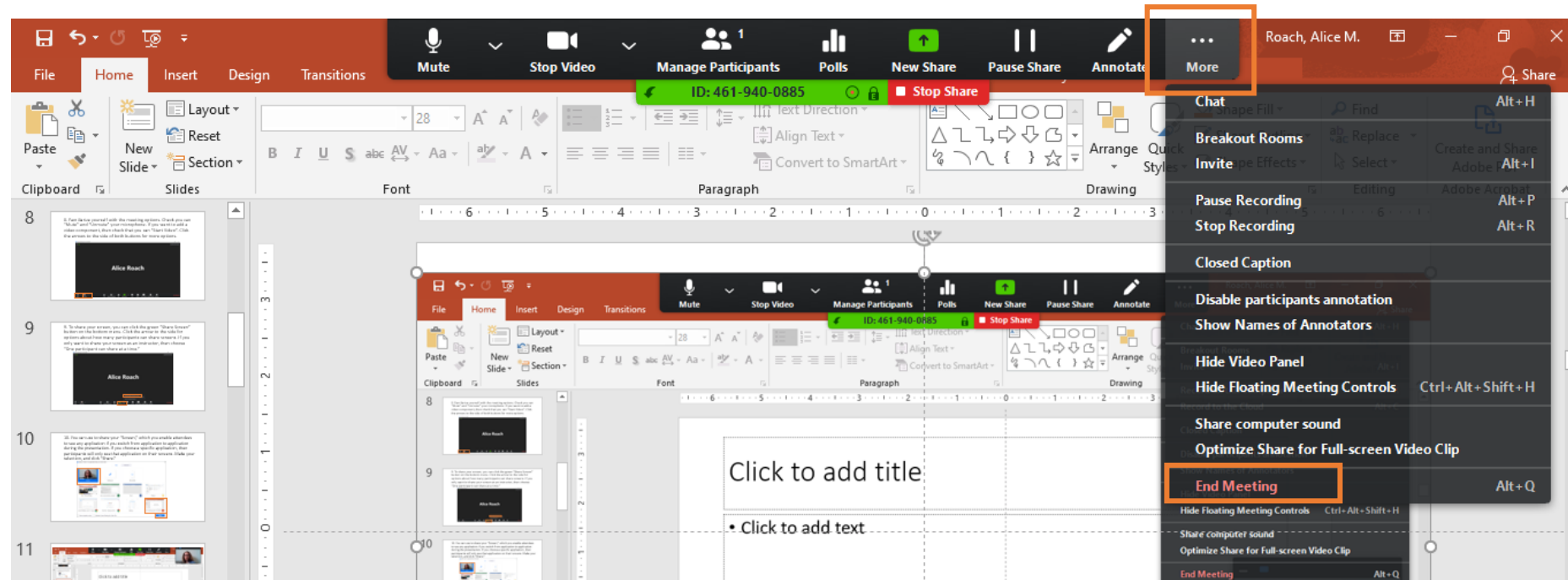
The screenshot shows a window titled 'Polls' with a black header 'Polling 1: Financial Statement' and an 'Edit' button. Below the header, it says 'Polling is closed' and '0 voted'. The main content area contains the same question and options as the previous screenshot. At the bottom, there are two blue buttons: 'Share Results' and 'Re-launch Polling', both highlighted with orange boxes.

The screenshot shows a window titled 'Polls' with a green header 'Sharing Poll Results' and a dark blue bar below it that says 'Attendees are now viewing the poll results'. The main content area contains the same question and options as the previous screenshots. At the bottom, there are two blue buttons: 'Stop Share Results' and 'Re-launch Polling', both highlighted with orange boxes.

25. When you're ready to end the meeting, go to "End Meeting."

The screenshot displays the Zoom meeting interface. At the top left, it shows the meeting ID: 894-076-660. Below this, there are icons for audio and video status. A central 'Talking:' box is present. On the left, meeting details are listed: Meeting Topic (My Meeting), Host (Alice Roach), Invitation URL (https://umsystem.zoom.us/j/894076660), and Participant ID (34). Below the details are three main action buttons: 'Join Audio' (with a headset icon and 'Computer Audio Connected' text below it), 'Share Screen' (with a screen icon), and 'Invite Others' (with a person icon). On the right, a 'Participants (1)' window shows the host, Alice Roach, with 'Mute' and 'More >' buttons. At the bottom, a toolbar contains various controls: Mute, Start Video, Invite, Manage Participants, Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, and 'End Meeting' (which is highlighted with an orange box). To the right of the toolbar are additional controls: a poll section with 'yes', 'no', 'go slower', 'go faster', 'more', and 'clear all' buttons; and 'Mute All', 'Unmute All', and 'More >' buttons.

26. If “End Meeting” doesn’t show, then go to “More,” and click “End Meeting.”



27. Confirm to end the meeting. If you recorded a copy, then the meeting will convert into a recording. The recording will open in a new folder. The file with “zoom” in the name is the mp4 to rename and save or post elsewhere.

