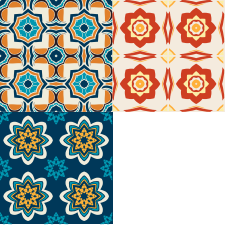


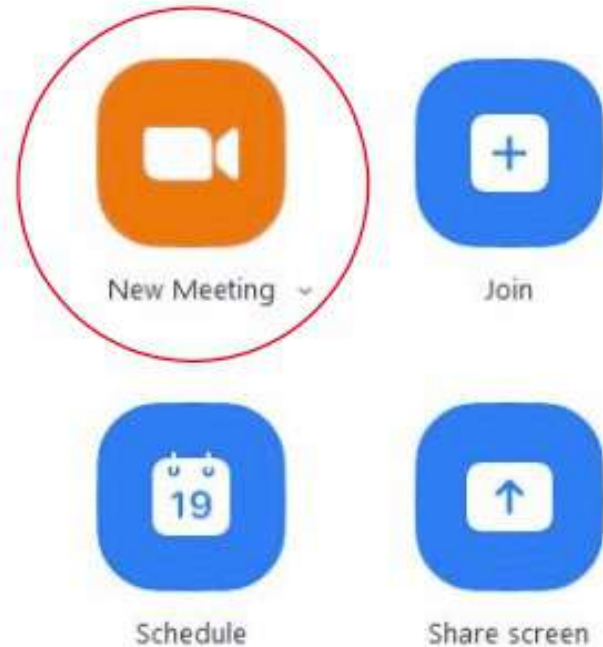
A decorative border with a repeating pattern of colorful geometric shapes, including stars, diamonds, and squares in shades of blue, red, yellow, and black, surrounds the central text area.

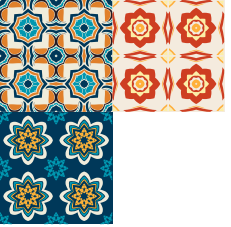
ZOOM GUIDELINES

Language: English



After downloading and installing Zoom Client, run the Application, and then **click on “New Meeting”**





Select the blue option

Choose ONE of the audio conference options

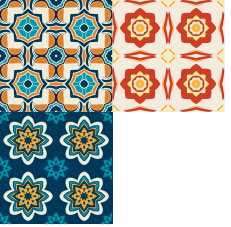
Phone Call Computer Audio

Join with Computer Audio

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting



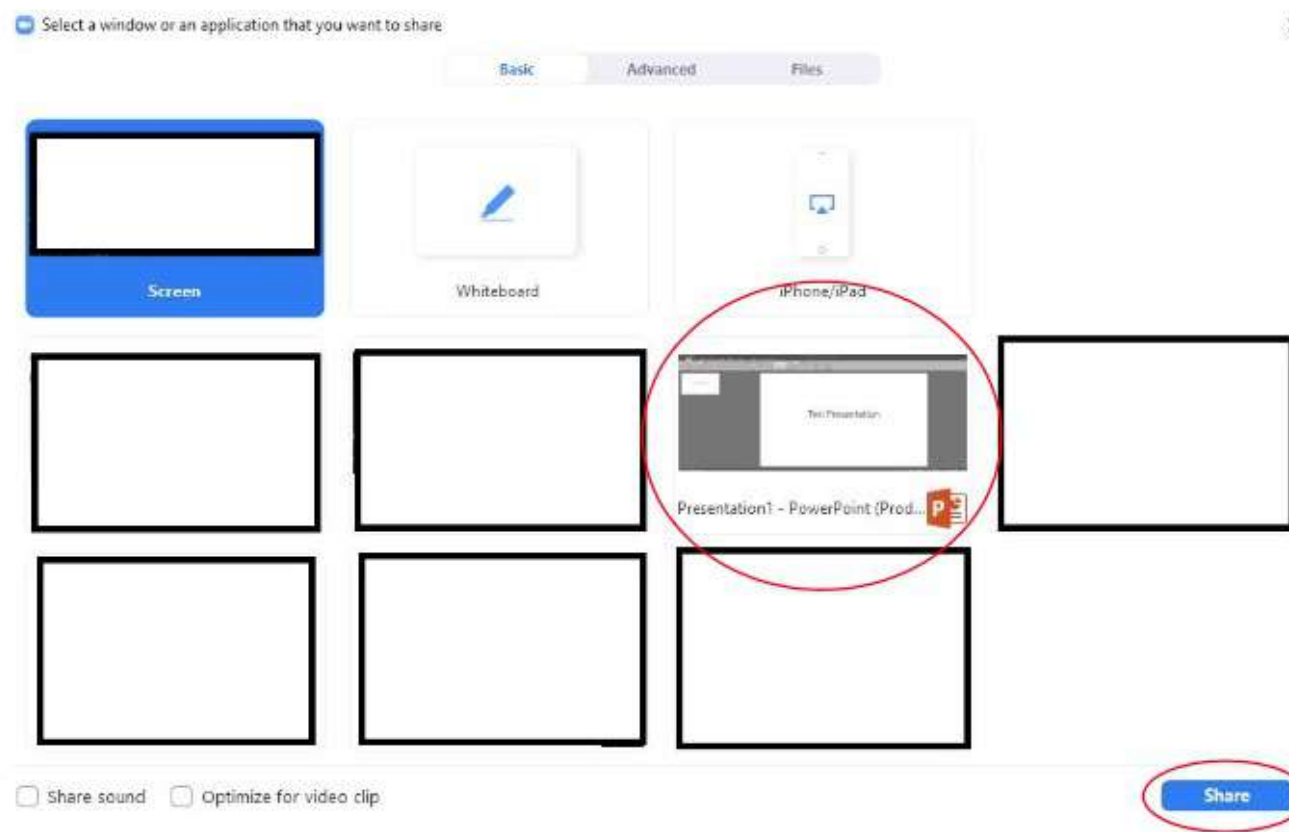


Select the “Share Screen” option
(you should already have your Powerpoint open)





Select the **Powerpoint window** and **click “Share”**



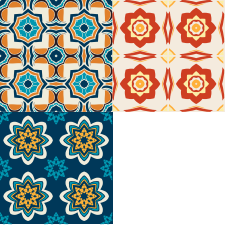


Bringing your mouse to the top of the screen will make a menu appear, on that menu **click “More”, then select “Record on this Computer”** as shown below. From this moment onward your presentation is being recorded, please note that you can drag the image of your webcam to a place on the screen of your choosing.

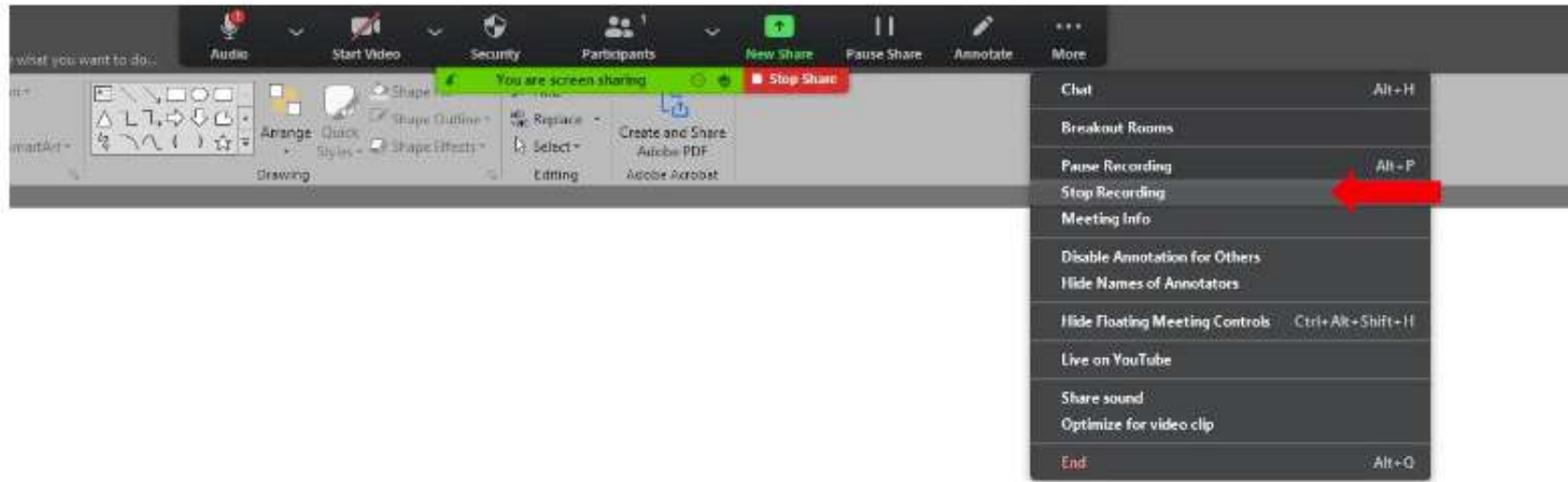


Test Presentation



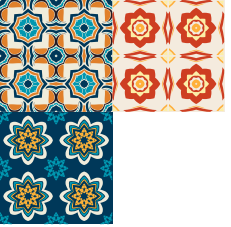


Once you finish your presentation, go back to that drop down menu and **click on “Stop Recording”**.



Test Presentation





Click on “End Meeting” to end you session.

Afterwards Zoom will start to convert the video file, and once finished, it will automatically open the folder where the files you should send us are.

