

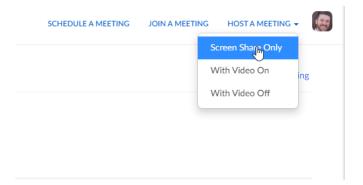


Sign-in to zoom.us

- 1. Open up your internet browser.
- 2. Browse to zoom.us.
- 3. Sign-in to your account (upper right-hand corner) with your Collin.edu email address.

Next: Host a Meeting

- 1. Find the **Host a Meeting** button on the upper right-hand side.
- 2. Then select Host a Meeting > Screen Share Only.



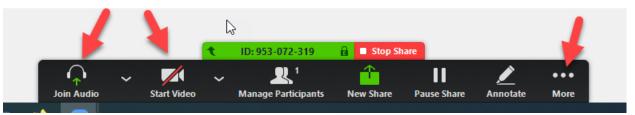
3. Select which screen or application you would like to share.

Select a window or an application that you want to share			
	Basic	Advanced	
	2 million and a second se	2	- - -
Screen 1	Screen 2	Whiteboard	iPhone/iPad
Share audio from shared applications Launch Meeting - Zoom.		Using Zoom to Create Vi	Spotfy Premium
A TOTAL STATE	Conversations	a transmission of the second s	Sho ull windows
Share computer sound Optimize for full screen video clip Share			

4. Be sure to select "Share computer sound" if you would like to record the audio of any application (e.g. videos) used in your recording. This will include any videos that are in a PowerPoint presentation.

Next: Prepare to Record

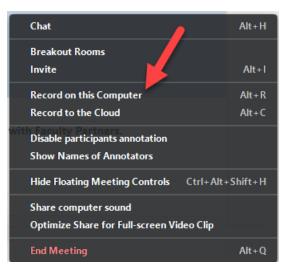
- 1. On your screen, open any items you need for the recording
- 2. Examples: PowerPoint presentations, website in another browser tab, videos, etc.
- 3. Pull up the meeting controls by floating your cursor over the green box.



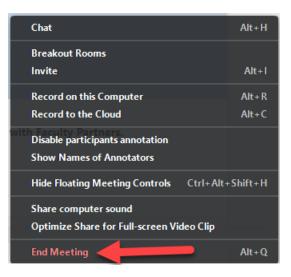
- 4. Select Join Audio twice to use your computer's microphone.
- 5. Select the arrow next to the microphone symbol to ensure your preferred mic is being used.
- 6. Ensure you are **unmuted** (the mic will turn green when you speak).
- 7. Turn your video cam on if you wish for student to see you by clicking the Start Video button.

Next: Record & Get Mp4

- 1. To Record on this Computer you can...
 - a. Select **Record on this computer** under **more options** (three dots).
 - **b.** Use shortcut **Alt + R.**
 - c. Hit the **Record** button (may not be visible when hosting in "Share Only" mode).



- 2. Deliver your content.
- 3. Select End Meeting for All by...
 - a. Selecting more options > End Meeting
 - b. Use shortcut Alt + Q
 - c. Hit the **Stop** button (may not be visible when hosting in "Share Only" mode).



4. When prompted, **save** the recording to the desktop of your computer.