

# ZOOM SET-UP QUICK GUIDE

Small Standard Classroom

The image shows the Zoom interface with several settings and controls highlighted. On the left, the 'Audio Settings' menu is open, showing 'Microphone Array (Realtek Audio)' selected under 'Select a Microphone' and 'Creston (Intel (R) Display Audio)' selected under 'Select a Speaker'. The 'Video Settings' menu is also open, showing 'Integrated Webcam' selected under 'Select a Camera (Alt+N to switch)'. In the center, the 'Share Screen' dialog is open, showing 'Desktop 1' selected under 'Basic' and 'Share computer sound' checked. The bottom toolbar shows 'Unmute' and 'Start Video' icons highlighted, and the 'Share Screen' button highlighted in green.

## MICROPHONE

### Microphone Array

- Computer microphone best for picking up classroom discussion

## VIDEO

### Integrated Webcam

- Webcam on top of computer monitor

## SHARED SCREEN

- Choose top left option (Screen) to share entire screen
- Check 'Share Computer Sound'

## SPEAKERS

### Creston (Intel (R) Display Audio)

- Plays sound over classroom speakers

## RECORDING

- Choose 'Record to the Cloud' to record Zoom meeting

- Option to record hidden in 'More' button when sharing screen

For more info : [go.uab.edu/small-st](https://go.uab.edu/small-st)