



# GTIT Zoom User Guide

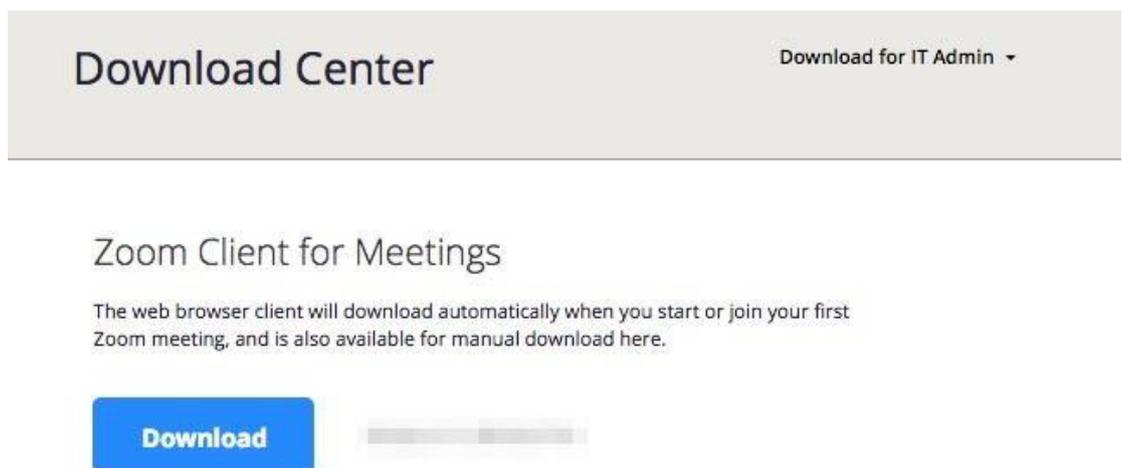
1. Download Zoom.....	1
2. Login Zoom client.....	2
3. Test speaker and microphone.....	4
4. Invite participants to the meeting.....	6
5. Share your screen with other participants.....	7
6. Schedule a meeting.....	8
7. Using Zoom to record a presentation video.....	10

## 1. Download Zoom

- 1) Go to <https://gtit.zoom.us>, Click Download.



After clicking the Download option, you will be taken to the software download page.

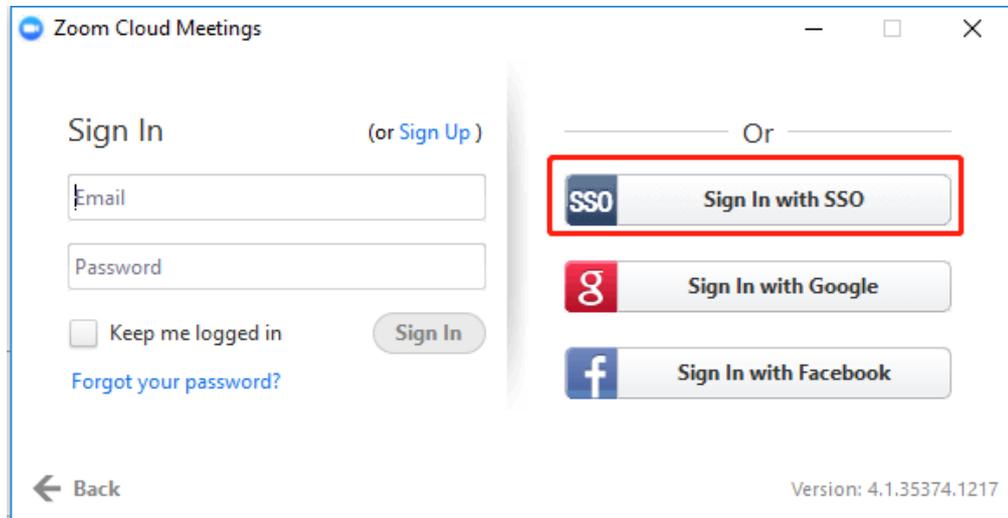


Click the **Download** button for the ZOOM Client for Meeting. Run the installation. (You will only need to do this once.)



## 2. Login Zoom client

- 1) After install Zoom, on the popup window, click **Sign in with SSO**, this will allow you to use the fully functional paid university version of ZOOM.



- 2) Enter **gtiit** as the company domain.

### Enter your company domain

.zoom.us

[I don't know the company domain](#)

- 3) Click Continue.
- 4) Go to the following login page, fill in your GTIIT account name and password, and click **Sign in**.

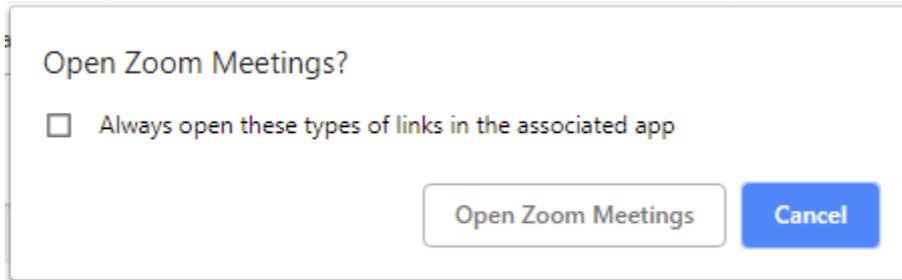


Sign in with GTIIT account (in the form of an email address).

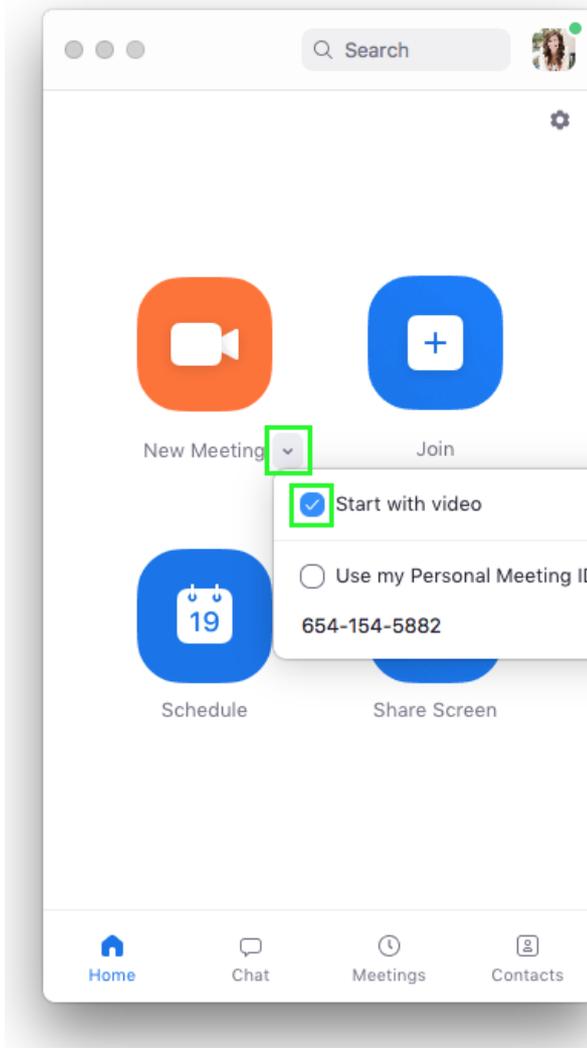
**Sign in**



- 5) After login, at the popup box, click **Open Zoom Meetings** to start a meeting.



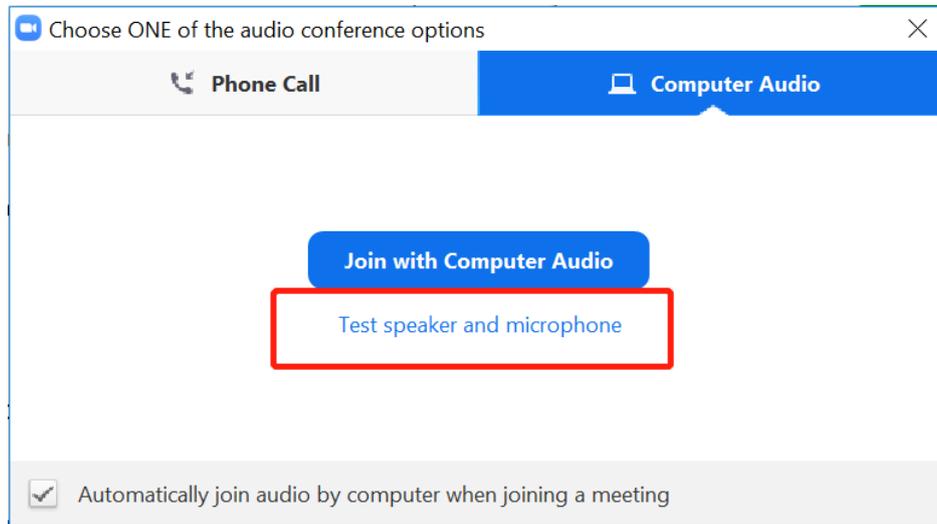
- 6) Click **New meeting**, if you only want to record your screen without your computer webcam, select the dropdown arrow next to “New Meeting” and uncheck the “Start with video” box. You can switch back and forth if you want during your presentation.



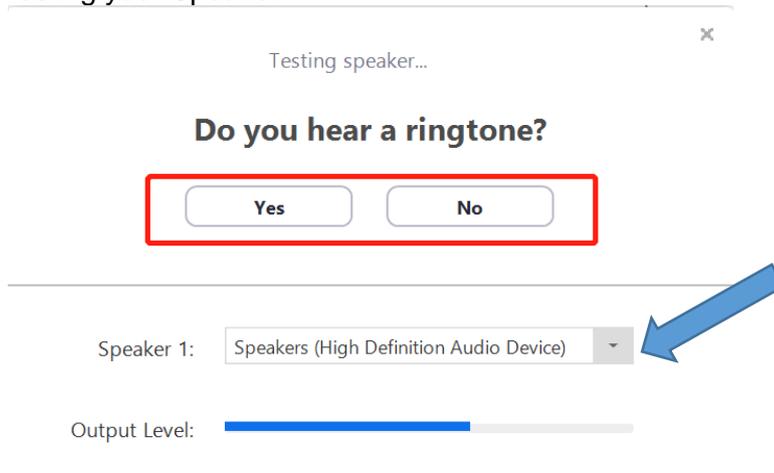


### 3. Test speaker and microphone

- 1) Starting a “New Meeting”, you will see the following popup window, please click “Test speaker and microphone”.

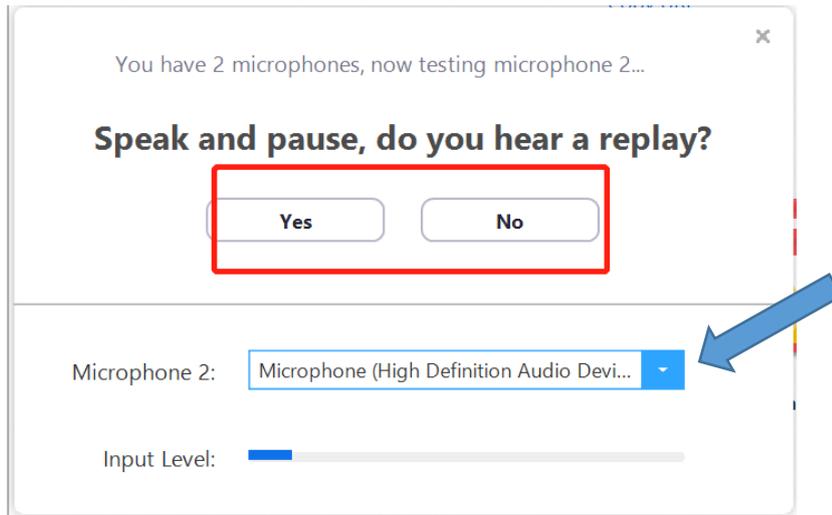


- 2) Testing your Speaker



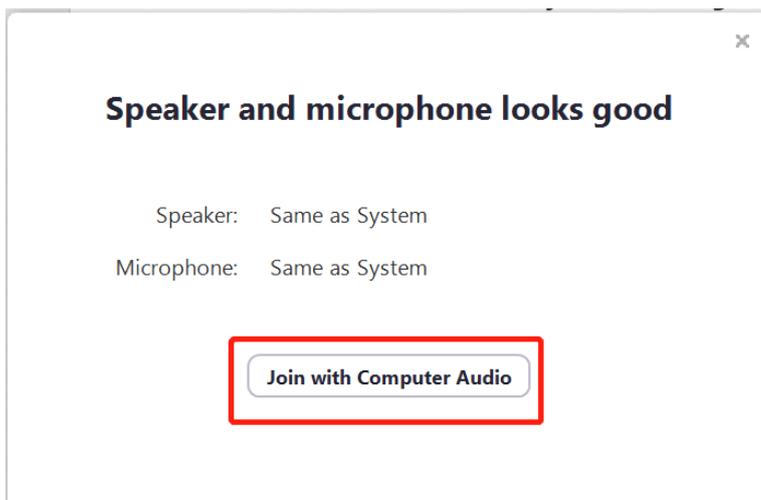
You will hear a sound from your computer. If you cannot hear it, select a different speaker from the speaker list. Then click Yes.

- 3) Testing your Microphone



In the microphone section, you will see the blue Input Level bar move when Zoom is picking up audio, soon it will play back. You can select another microphone from the microphone list. Click Yes if the voice input is fine.

4) Click **Join with Computer Audio**.

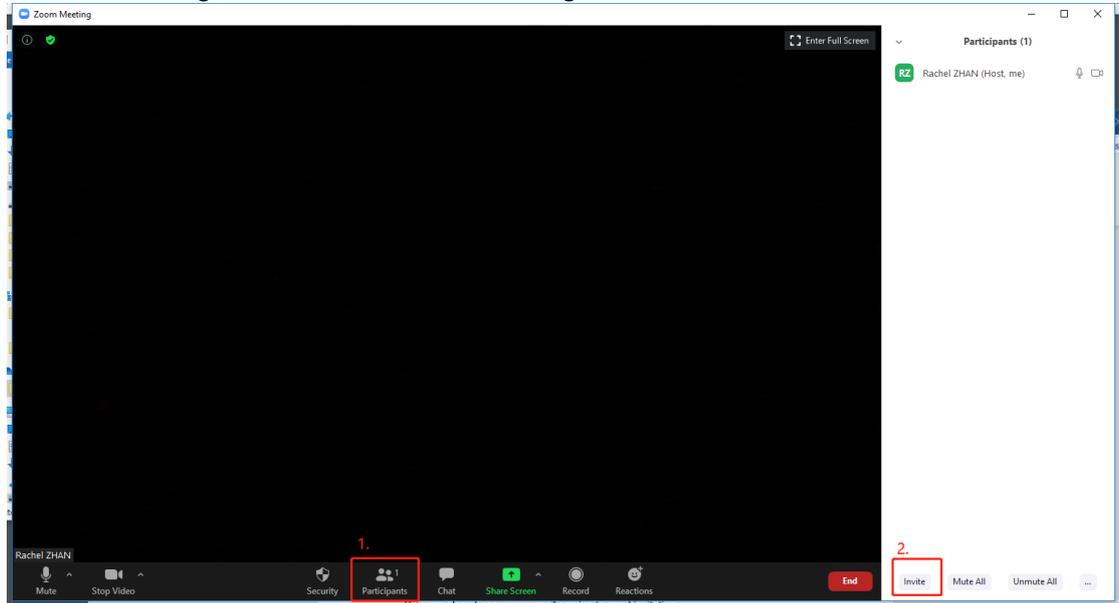




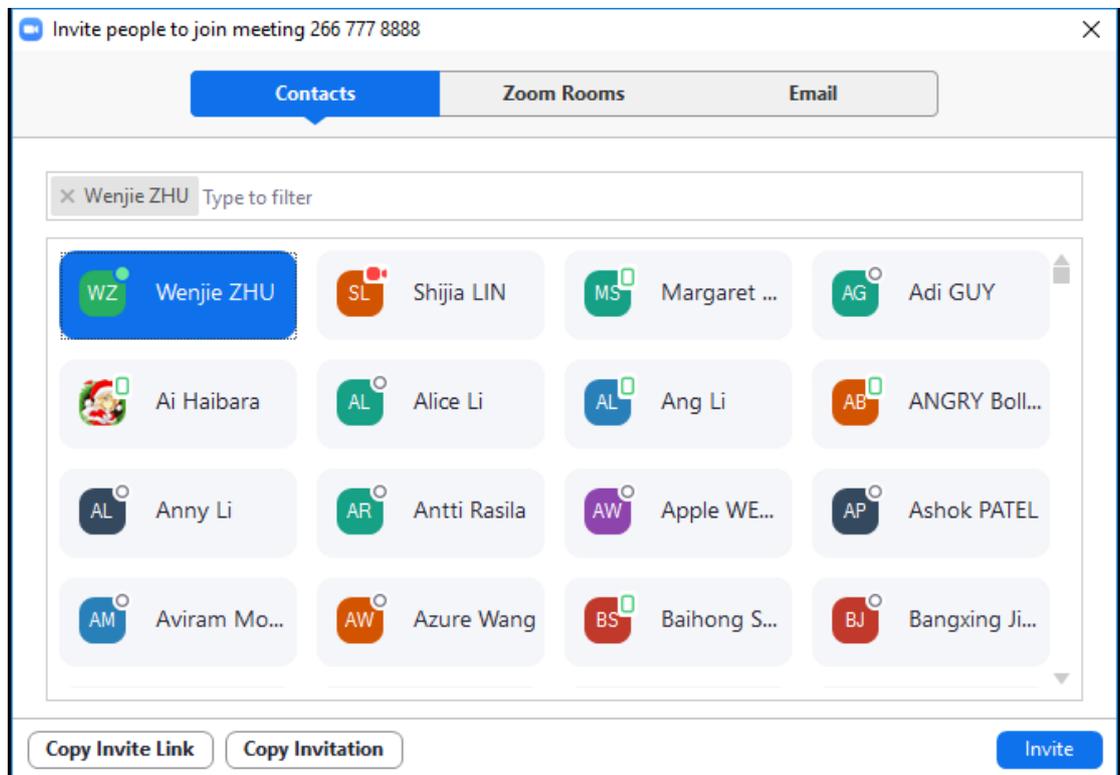
#### 4. Invite participants to the meeting

##### 1) Invite other participants

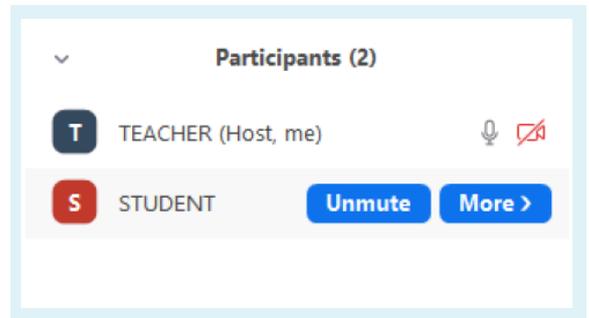
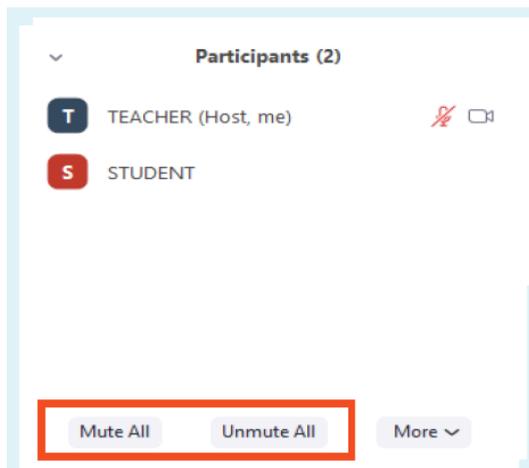
At the bottom bar of Zoom meeting, click **Participants**, you will see the “**Invite**” button at the right side of the Zoom meeting.



Click **Invite** you will see the popup window, enter a participant’s email and click invite. You can also click Copy Invite Link / Copy Invitation and share with others.

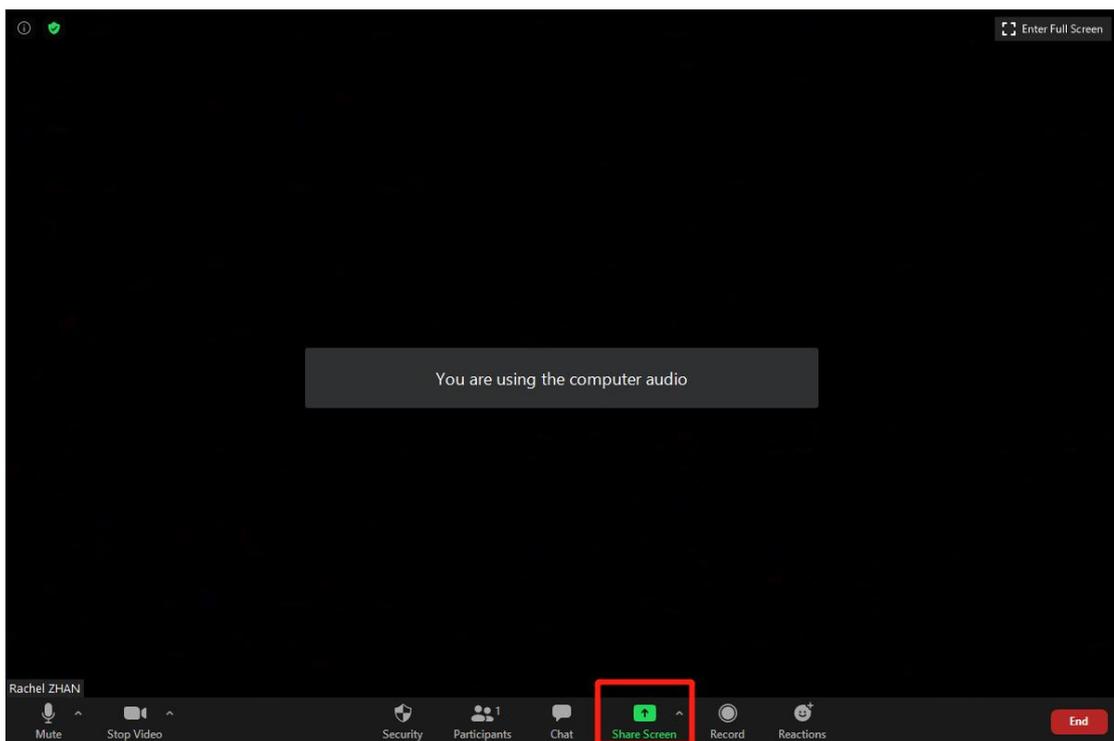


##### 2) Manage participants

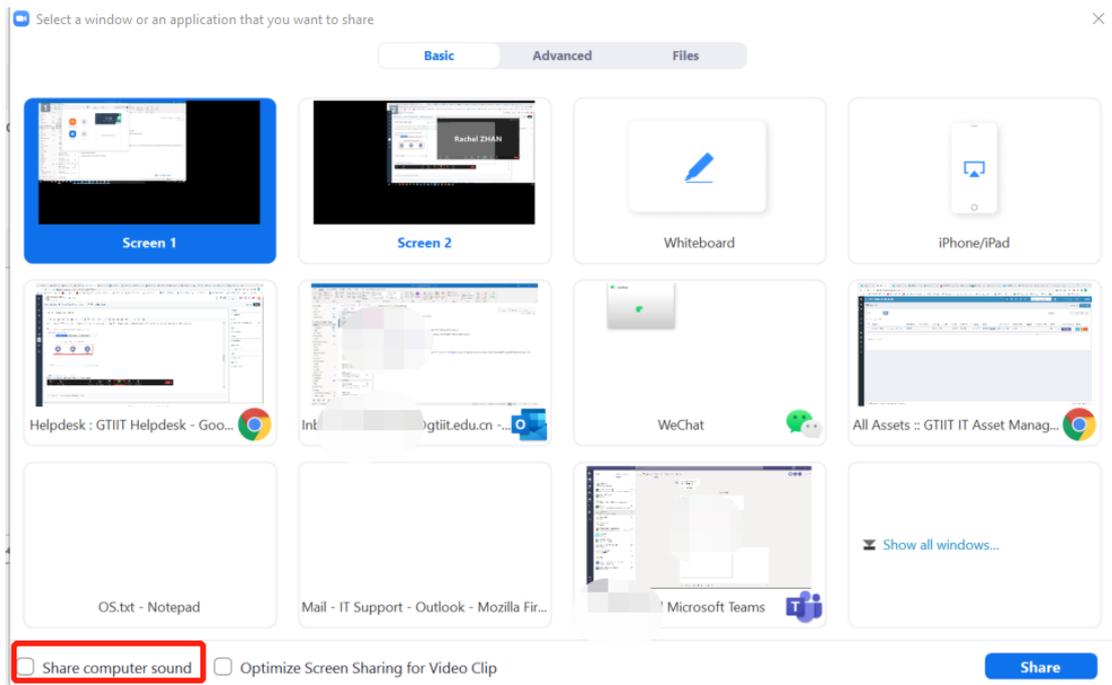


At the “Participants” panel, “Mute all” can keep you from interrupted during your presentation in the meeting. Click “Unmute” to unmute the participant individually.

## 5. Share your screen with other participants



- 1) In the Zoom meeting, click "Share Screen" at the bottom of the main interface.



- 2) Choose “**Screen**” to share all the operations on your screen with other participants
- 3) Select “**Share computer sound**” when a video needs to be played.
- 4) Click “**Whiteboard**”, then a white writing board will be displayed. Participants can only see what is writing by you but couldn’t see the PPTs or web browsers on your computer screen.

## 6. Schedule a meeting

- 1) Open Zoom and click **Schedule** button to schedule a meeting.



Schedule

- 2) Set up the meeting topic, timing, audio options, meeting options, select calendar option as Outlook (If your computer doesn’t install Outlook, you can choose “Other Calendars” to schedule the meeting), then click **Schedule**.



**Schedule a new meeting**

Topic:

**When**

Start:

Duration:  Hr  Min

Time Zone:

Recurring meeting

**Video (when joining a meeting)**

Host:  On  Off

Participants:  On  Off

**Audio Options**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from United States [Edit](#)

**Meeting Options**

Require meeting password

[Advanced Options](#)

**Calendar**

Outlook  Google Calendar  Other Calendars

[Schedule](#)

- 3) System will call out an Outlook meeting invitation, please fill in the attendee's email address and send out. All the attendees will receive the email and add the schedule meeting into their own calendar. Outlook will automatically remind the participants before the meeting.

**Meeting**

File Meeting Insert Format Text Review Tell me...

Actions Show Skype Meeting Meeting Notes Attendees Options Tags Office Add-ins View Templates

**You haven't sent this meeting invitation yet.**

To:

Subject: **Tesing a Zoom Meeting**

Location:  Rooms...

Start time:   All day event

End time:

Rachel ZHAN is inviting you to a scheduled Zoom meeting.

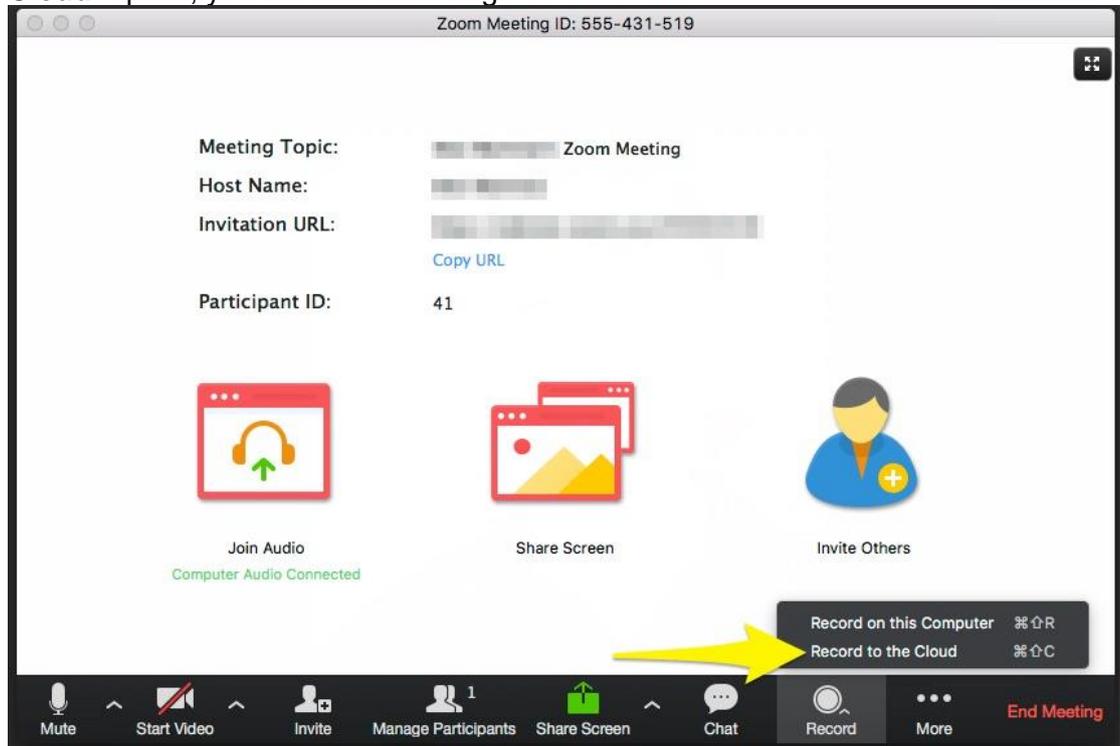
Join Zoom Meeting  
<https://gtiit.zoom.us/j/142570289>

One tap mobile  
+16699006833,,142570289# US (San Jose)

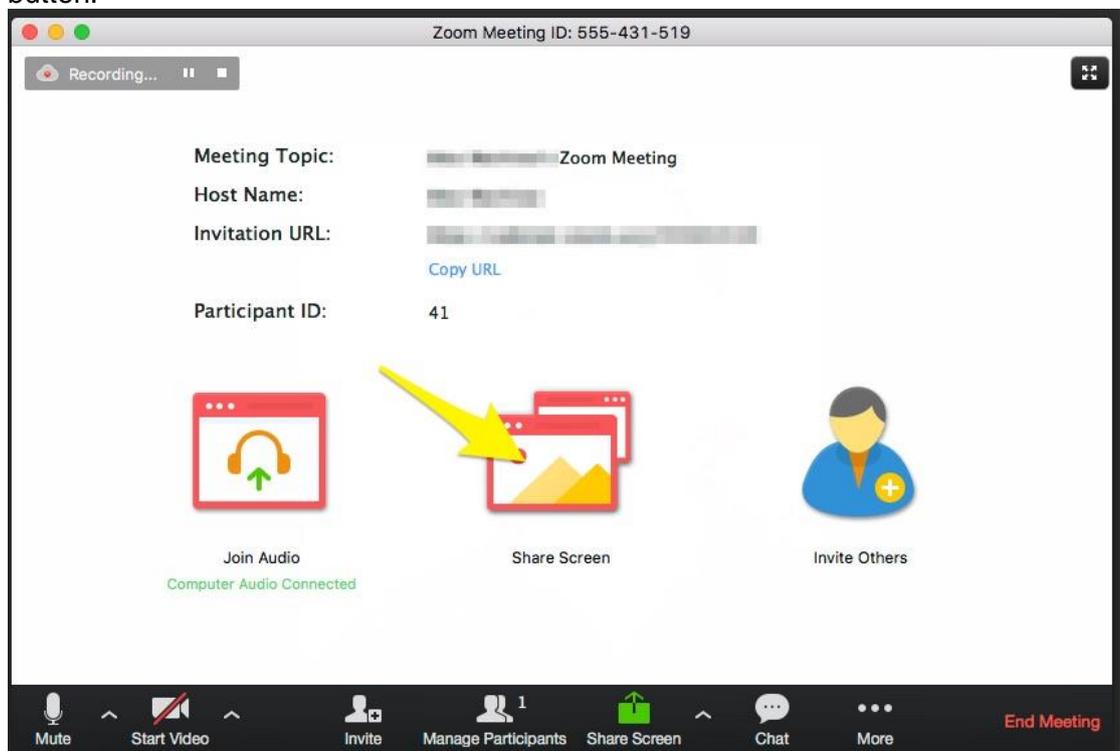


## 7. Using Zoom to record a presentation video

- 1) While starting a meeting, click the **Record** button and select “**Record to Cloud**” option; you are now recording.



- 2) To record your computer screen, click the “Share Screen” icon in the middle of the Zoom window. Select your main screen to record and press the “Share” button.



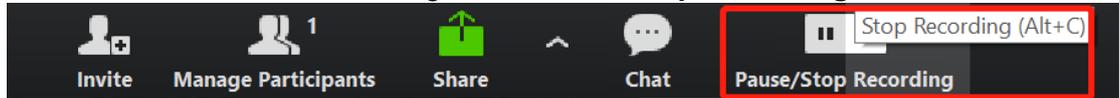
- 3) Open your presentation file and display it to full screen mode.



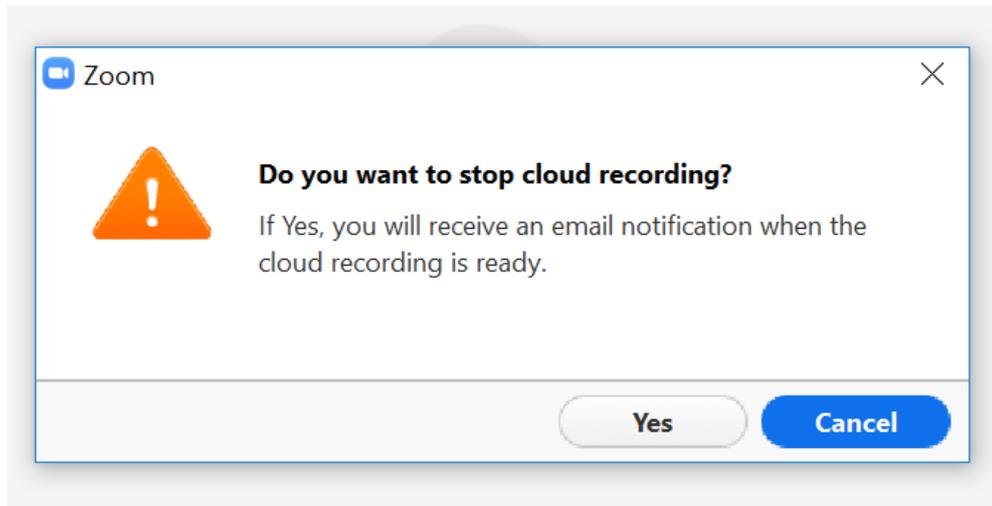
- 4) To end the recording, click red **Stop Share** button in the middle of the screen above.



- 5) Then at the bottom of the meeting window, click **Stop Recording**.

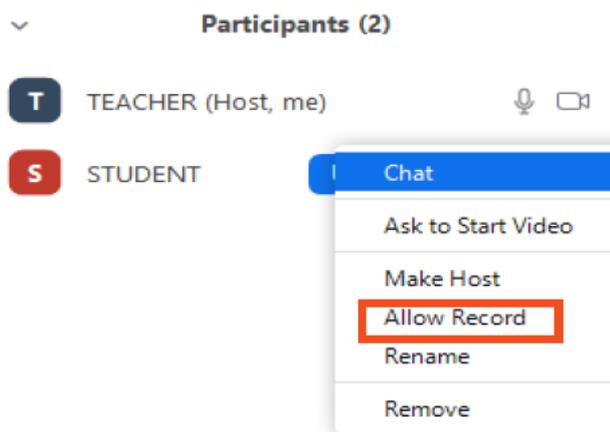


A pop-up window will ask for your confirmation, please click Yes.



Zoom will send an email to the your GTIIT email address when the process is completed. When receive the email, click the links to view your recording detail.

- 6) In default, only the meeting host can record the meeting. If you want a participant to help you to record, you can find his/her name in the online list, click “More” and then choose “Allow Record”.



Thank you for your attention. Should you have any further questions? Please contact the IT Service Desk(<https://helpdesk.qtiit.edu.cn>).