

1. Sign in Zoom, and start “New Meeting”.

Zoom

Home Chat Meetings Contacts Apps Whiteboards

Click here

New Meeting

Join

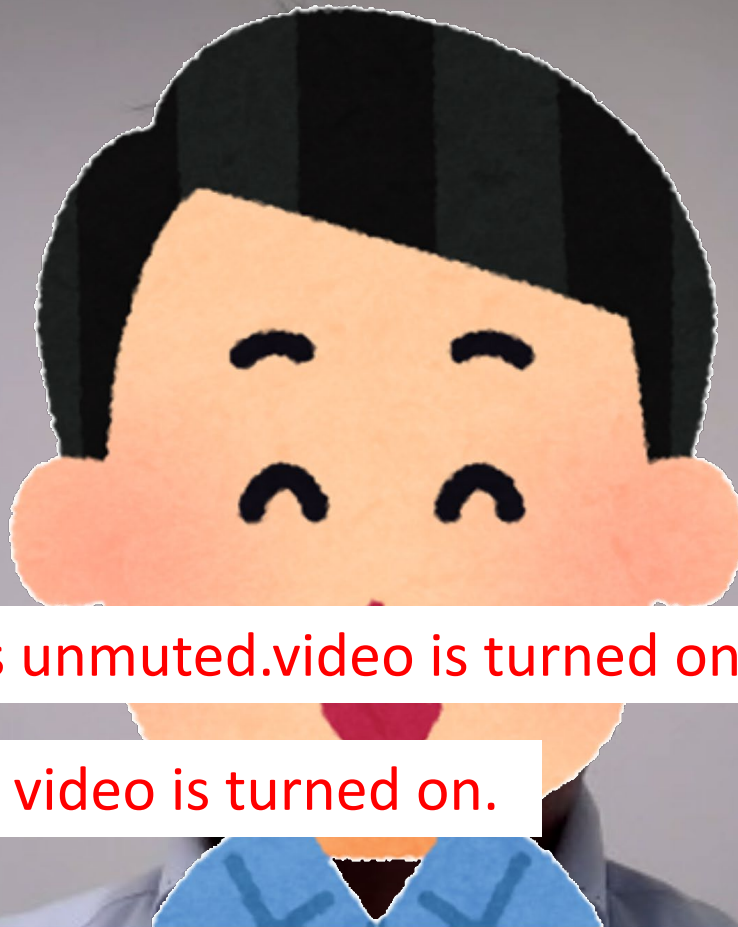
Schedule

Share Screen

14:23
Wednesday, September 14, 2022

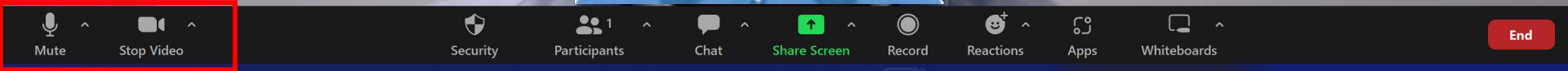
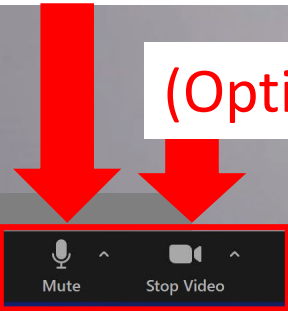
No upcoming meetings today

2. Unmute microphone. (Option) Start video.



Check microphone is unmuted.video is turned on.

(Option) Check video is turned on.



3. Select microphone & webcam, and check they works well.

Microphone can be changed here.



Select a Microphone

- ✓ エコ キャンセル スピーカーフォン (Yamaha YVC-200)
- マイク配列 (デジタルマイク向けインテル® スマート・サウンド・テクノロジー)
- Same as System (マイク配列 (デジタルマイク向けインテル® スマート・サウンド・テクノロジー))

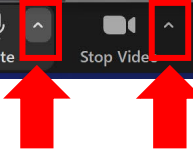
Select a Speaker

- スピーカー (Realtek(R) Audio)
- ✓ エコ キャンセル スピーカーフォン (Yamaha YVC-200)
- Same as System (スピーカー (Realtek(R) Audio))

Test Speaker & Microphone...

Leave Computer Audio

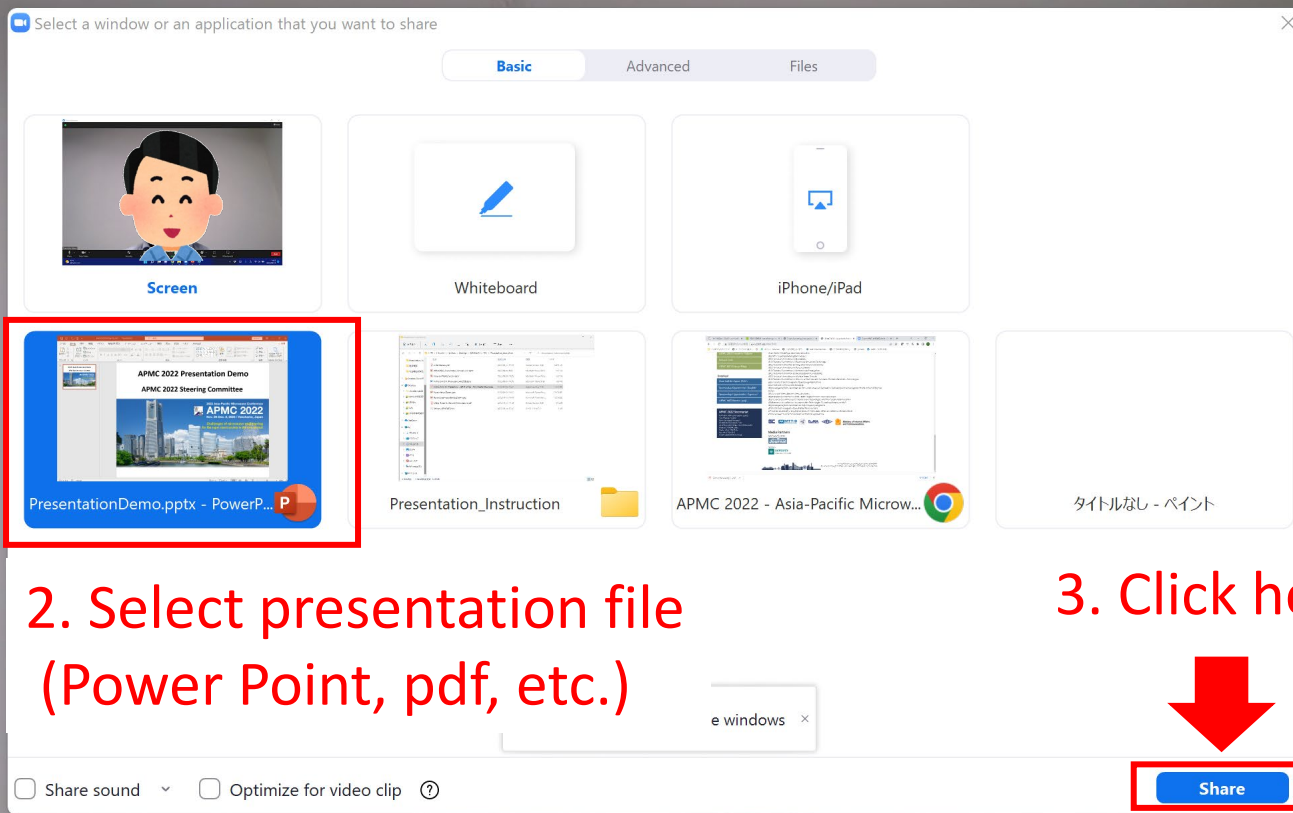
Microphone can be tested here.



Microphone & webcam setting can be shown by clicking here.

Mute Stop Video Security Participants Chat Share Screen Record Reactions Apps Whiteboards End

4. Share presentation file.

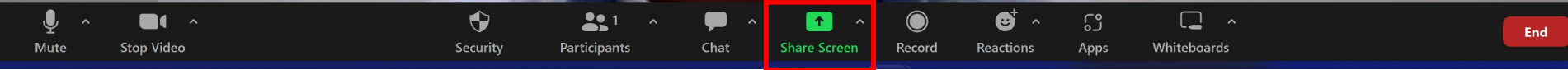
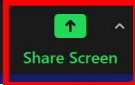


2. Select presentation file
(Power Point, pdf, etc.)

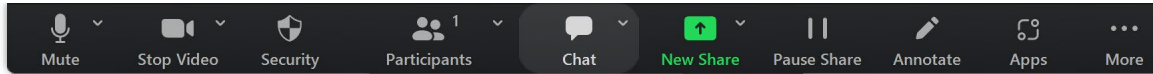
3. Click here



1. Click here



5. Start “slide show” (Power Point) or “Full-screen” (pdf) after sharing.



APMC 2022 Presentation Demo

APMC 2022 Steering Committee

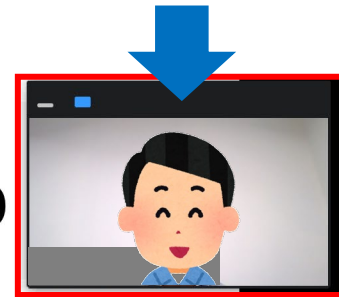


6. (Option) Adjust size & position of webcam image.

You are screen sharing Stop Share

APMC 2022 Presentation Demo

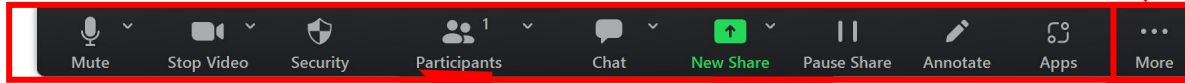
APMC 2022 Steering Committee



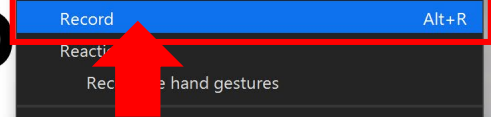
Note: Avoid overlapping the image with words/graphs on slides.

7. Start recording, and make presentation.

2. Click "More".



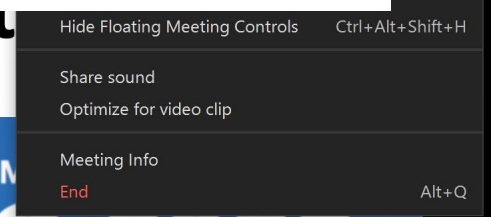
APMC 2022 Presentation D



1. Put pointer around here, then menu bar is shown.

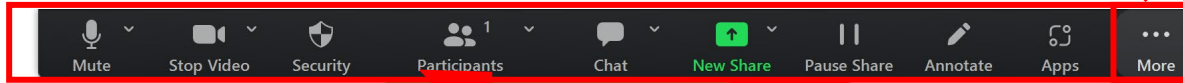
2 Steering Commu

3. Click "Record"

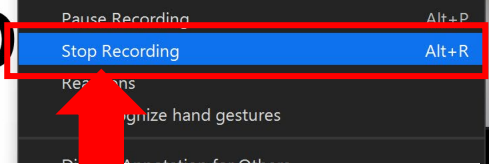


8. Stop recording and sharing after presentation.

2. Click "More".



APMC 2022 Presentation D



1. Put pointer around here, then menu bar is shown.

2 Steerina

3. Click "Stop Recording".

4. Click "Stop Share".



APMC 2022

Nov. 29-Dec. 2, 2022 / Yokohama, Japan

Challenges of microwave engineering
for the super smart society in the new normal



9. End Zoom meeting.



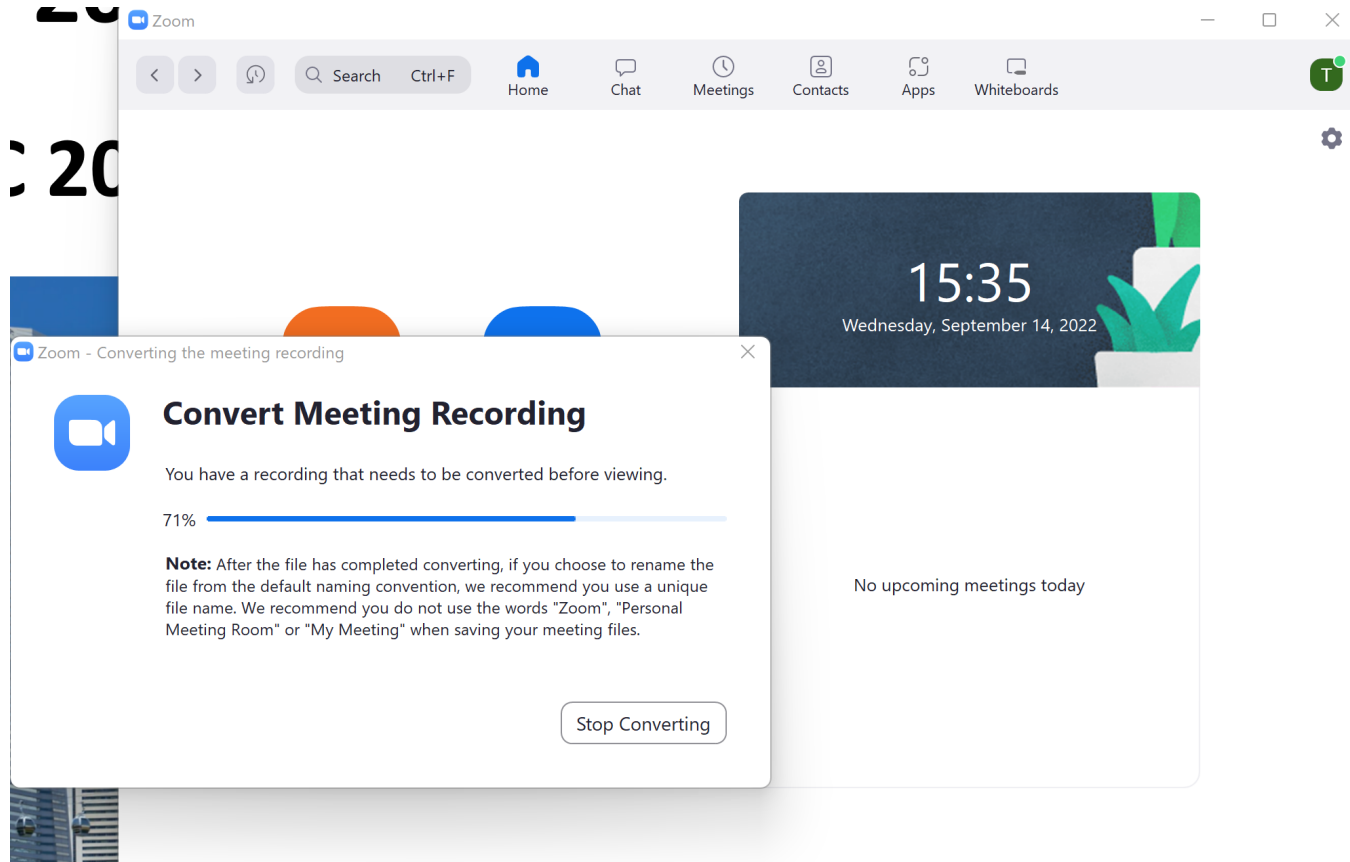
Click “End”, and
“End Meeting for All”.



Mute Stop Video Security Participants 1 Chat Share Screen Record Reactions Apps Whiteboards

End

10. After ending Zoom meeting, “Convert Meeting Recording” is shown. Wait some time for making a video file.



11. By default, recorded video file (***.mp4) is stored in PC.
For example, stored folder in Windows OS is “My Document/Zoom/...”.

12. Play the MP4 file, and check sound & image. Also check the file size is **less than 50MB** before uploading.