

ZOOM SET-UP QUICK GUIDE

Collat School of Business Classrooms

The image shows the Zoom settings interface and the bottom toolbar. On the left, the 'Audio' settings are expanded, showing 'Select a Microphone' with 'Speakerphone (AV Bridge Mini)' selected, and 'Select a Speaker' with 'Creston (Intel (R) Display Audio)' selected. The 'Video' settings show 'Select a Camera (Alt+N to switch)' with 'AV Bridge Mini' selected. The 'Screen Sharing' settings show 'Desktop 1' selected and 'Share computer sound' checked. The bottom toolbar shows 'Unmute' and 'Start Video' buttons highlighted in green, 'Share Screen' highlighted in red, and 'Record' highlighted in yellow.

MICROPHONE

Speakerphone (AV Bridge Mini)

- Professional microphones
(best for picking up instructor)

Microphone Array

- Computer microphone
(best for picking up classroom discussion)

VIDEO

AV Bridge Mini

- Classroom PTZ Camera
- ### Integrated Webcam
- Webcam on top of computer monitor

SPEAKERS

Creston (Intel(R) Display Audio

- Plays sound over classroom speakers

SHARED SCREEN

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

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/csob-lc