BAI XIAN
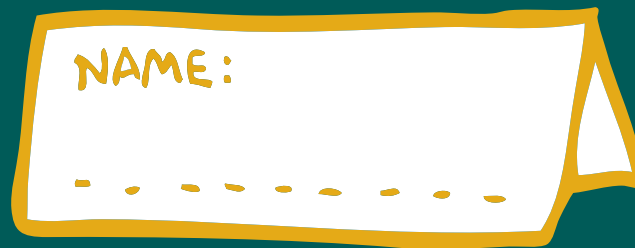# ASIA INSTITUTE
SUMMER PROGRAM 2021

BX Scholars Guide

Pre-session Preparation

MENU

Turn off your computer's notifications and screensaver

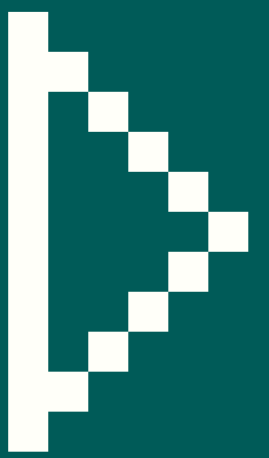Enter your login name as follows: "Group X - Name"

Test your equipment (mic/Wi-Fi/laptop) in advance

Ensure good audio quality. We recommend use of a hands-free microphone

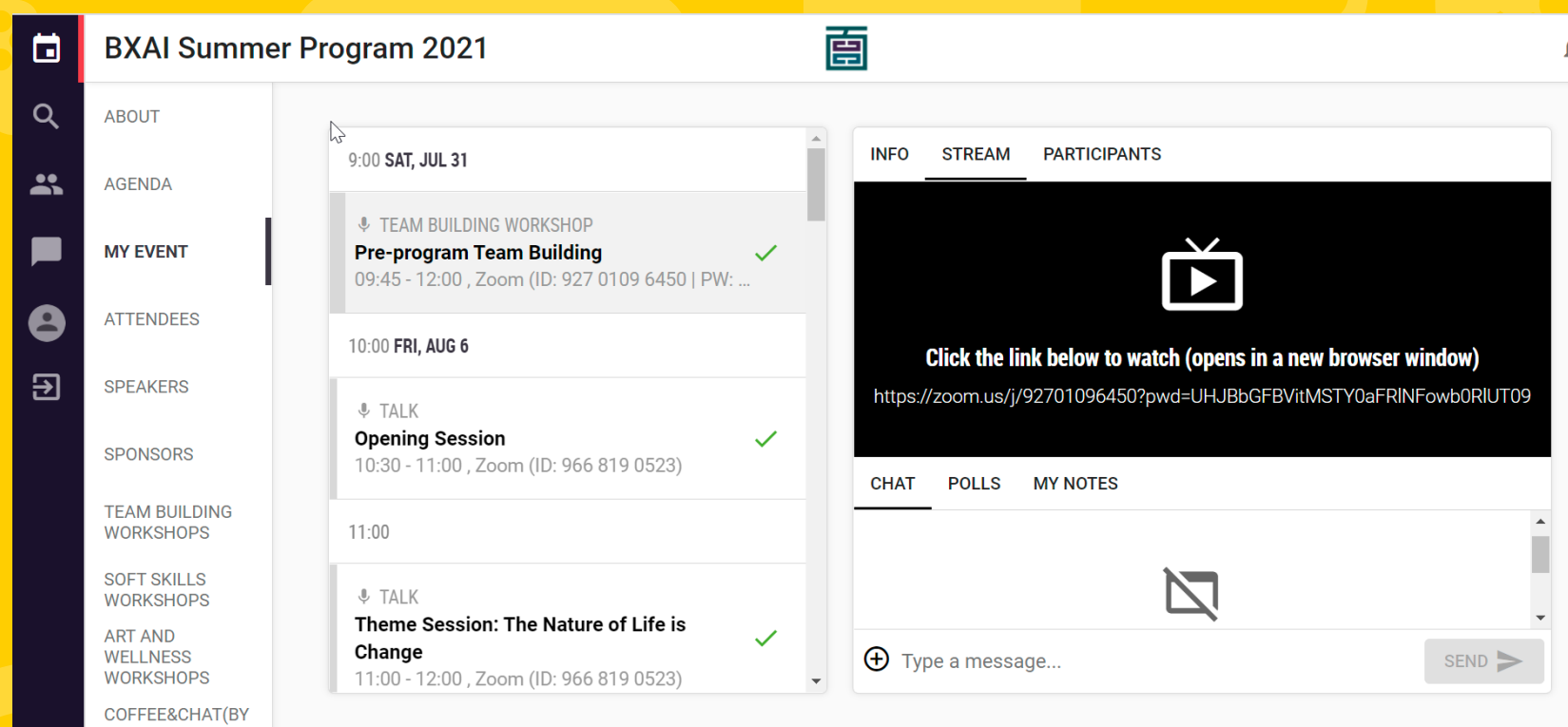Find a quiet environment to attend the session to minimize background noise

Make sure you have good internet connection and that you will not be interrupted or disturbed during the session

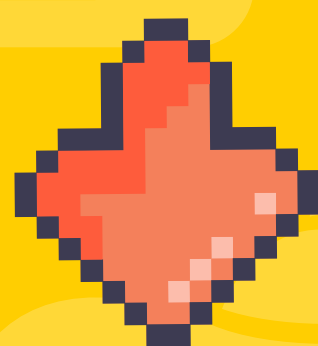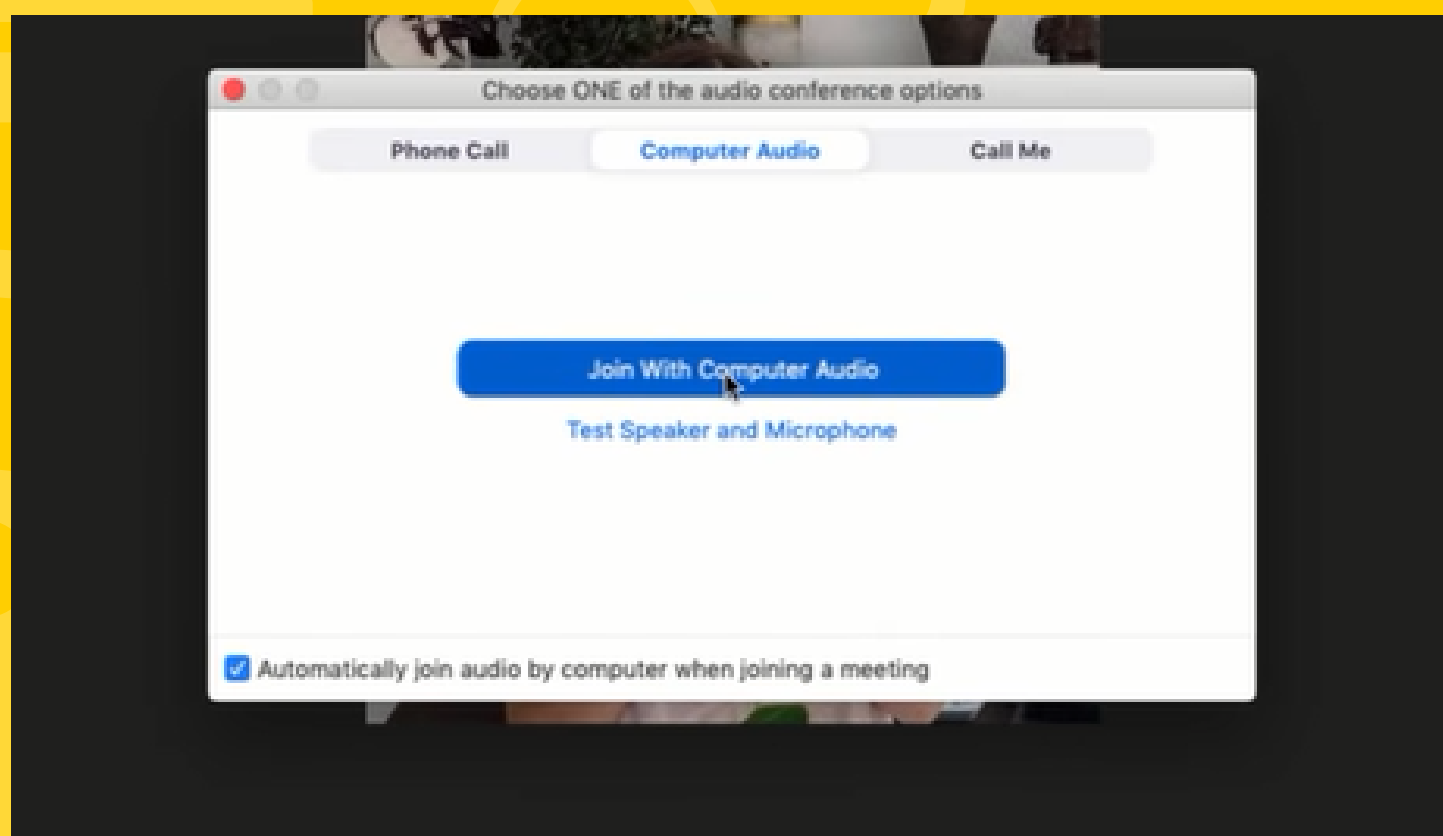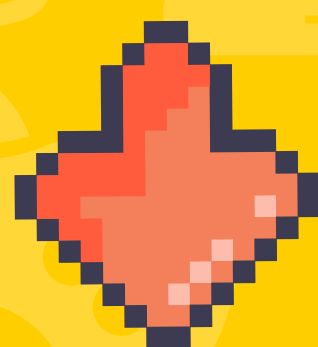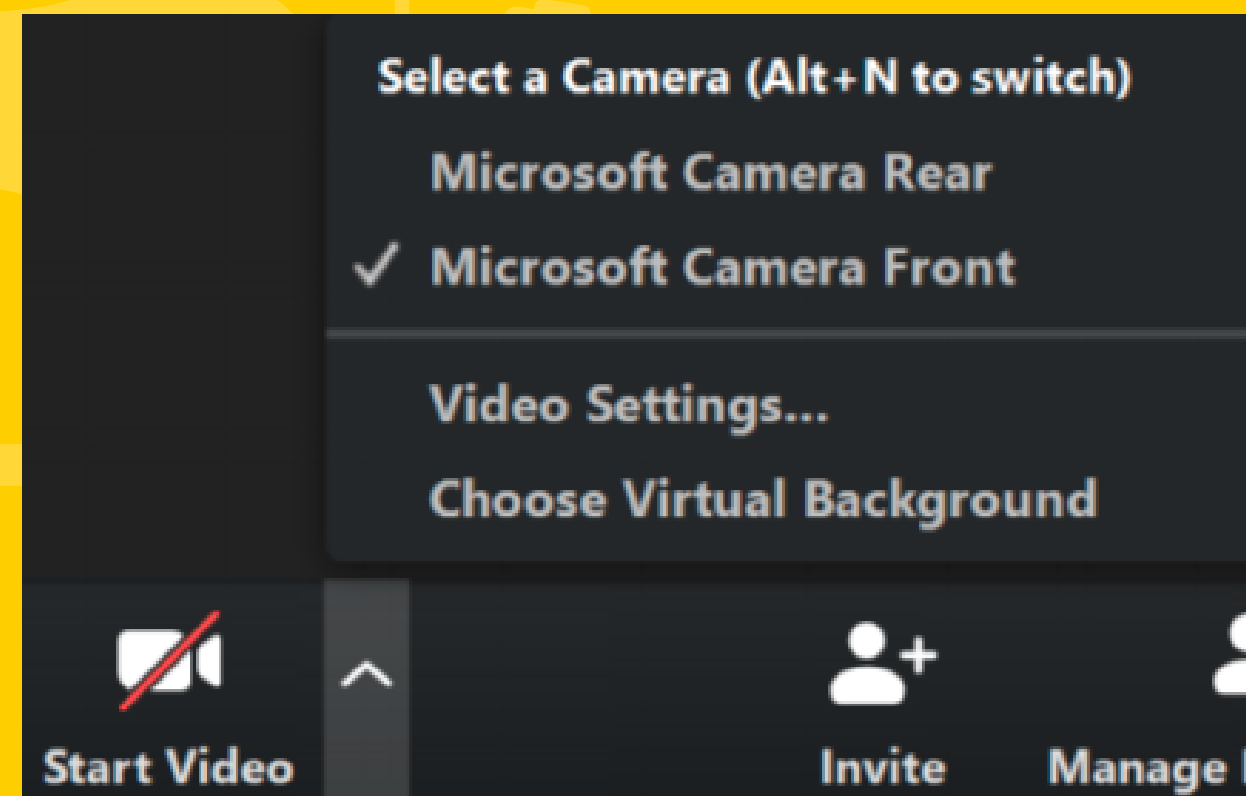Log in to the Zoom meeting 10-15 minutes before the start of the session

About Zoom

Join the zoom session via Lounjee and change the name to "Group X - your full name".

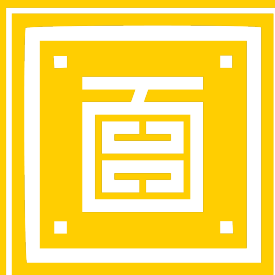You will be asked to allow the browser to access your audio or video.

1. Click on the Video tab to preview your camera or click the drop-down arrow to choose a different camera.
2. During a meeting, click "Start Video/"Stop Video" in the meeting toolbar to start or stop your video.

Select a Camera (Alt+N to switch)
Microsoft Camera Rear
✓ Microsoft Camera Front

Video Settings...
Choose Virtual Background

Start Video   Invite   Manage

Choose ONE of the audio conference options
Phone Call   Computer Audio   Call Me

Join With Computer Audio
Test Speaker and Microphone

☑ Automatically join audio by computer when joining a meeting

1. Choose "Join Audio" by Computer (default) to connect your computer's speaker and microphone to the meeting.
2. You can test your audio connection before joining by clicking the "Test Computer Audio" link.
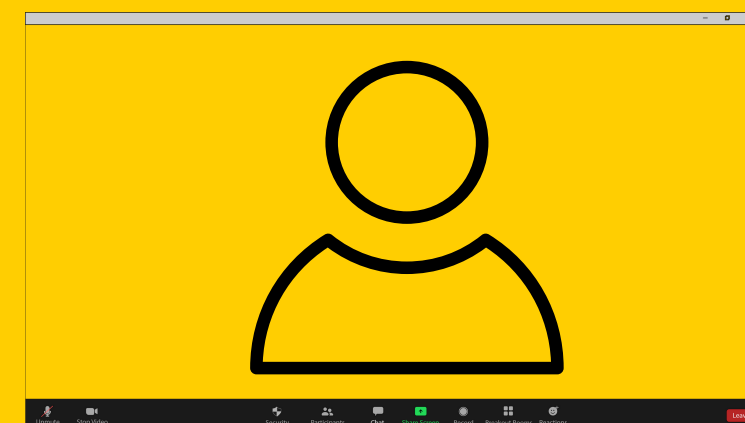
START

During the session...

- [ ] Locate the "mute/unmute" button to use when not speaking or to begin speaking.

- [ ] Ensure your face is within the frame of your camera.
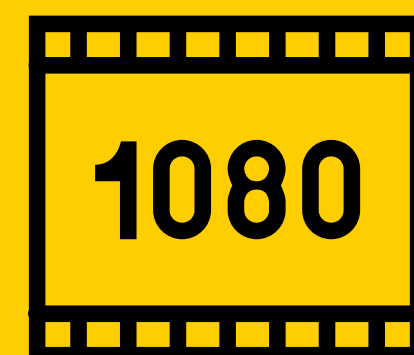
- [ ] Speak slowly and clearly, and look into the camera when you are invited to speak.
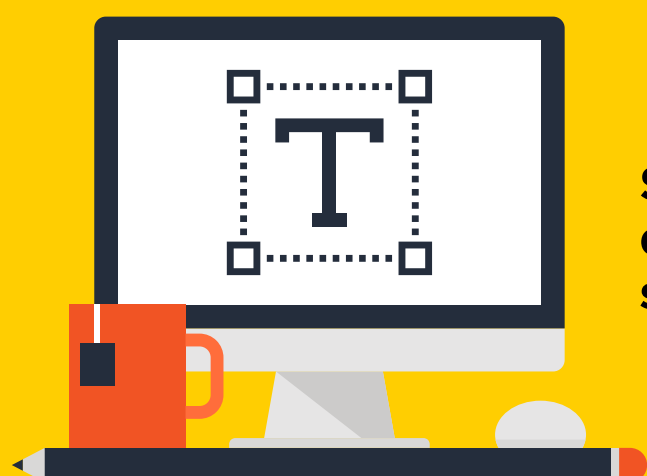
- [ ] Express yourself by using your voice (pay attention to intonation, volume, pace, etc.) and facial expressions.

- [ ] Maximize the visibility/resolution of any videos or PowerPoint slides you use.

- [ ] Pay attention to instant/private messages within the Zoom chat room. We may instant message you as well if needed.

Should you have any questions, please email us at summerprogram@bxai.org.