

KOÇ UNIVERSITY – ELC: ONLINE KUEPE SPEAKING EXAM TECHNICAL REQUIREMENTS

- 1) Go to the [Zoom website](#) and download the latest version of Zoom.
- 2) Close all other programs running on your computer. Install Zoom using the package you have just downloaded. Make sure the installation process has completed successfully. Otherwise, restart the installation process.
- 3) Once the installation has been completed, start running Zoom by double clicking on the desktop icon.
- 4) If you already have a Zoom account, login using the email address and the password you have provided while registering for an account.
- 5) If you don't have a Zoom account, go to [the Zoom website](#) again and click on the orange button that says "SIGN UP, IT'S FREE" on the upper-right corner of the page. Complete the registration process by providing the information required.
- 6) Login on the Zoom software using your email and password.
- 7) After the login, you will see a button named "HOST" on the upper-right corner of your screen. Highlight the button with your mouse cursor and then click on "With Video On". This action will start a Zoom meeting.
- 8) After your meeting starts on the Zoom software, you should be able to see yourself on your screen. If you can't, click on the button that says "Start Video" on the lower left corner of Zoom. If your video does not start, check the USB connection of your webcam.
- 9) After you ensure that your webcam is working properly, you should test your microphone and speakers. If it is not already on, you can turn on your microphone by clicking the microphone button on the lower left corner of Zoom. The microphone button is located on the left side of the webcam button.
- 10) After you turn your microphone on, click the arrow button located on the upper-right corner of the microphone button and click on "Test Speaker and Microphone". Follow the two-step process to ensure both devices are working properly.
- 11) If you have the chance, meet with a family member or friend over Zoom and see if they can hear and see you clearly. Make sure you are inside a room with a good quality of Wi-Fi internet signal, otherwise, you will experience connection problems.
- 12) You should also install the Zoom app on your phone as a backup in case something goes wrong with your computer during the exam.