



# ZOOM User Guide (Participant)

1

# Setup ZOOM

- Download ZOOM from the official website
  - <https://zoom.us/>
  - Windows: <https://zoom.us/client/latest/ZoomInstaller.exe>
  - iOS: <https://apps.apple.com/app/zoom-cloud-meetings/id546505307>
  - Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
- Execute ZOOM
  - In order to obtain the best experience, we suggest using **Windows** version
  - Next, we use windows version to demonstrate how to use it

# Install and Join a meeting



You can see this screen when you install and execute ZOOM

Click “Join a meeting” to add the prepared meeting ID

A screenshot of the Zoom 'Join Meeting' dialog box. It has a white background with a blue header bar that says 'Zoom'. The title 'Join Meeting' is in bold. There are two input fields: 'Enter meeting ID or personal link name' and 'Enter your name'. Below these fields, there are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom, there are two buttons: 'Join' and 'Cancel'. The 'Join' button is highlighted with a blue rectangular box.

Enter the **meeting ID**  
Example: 123 4567 8901

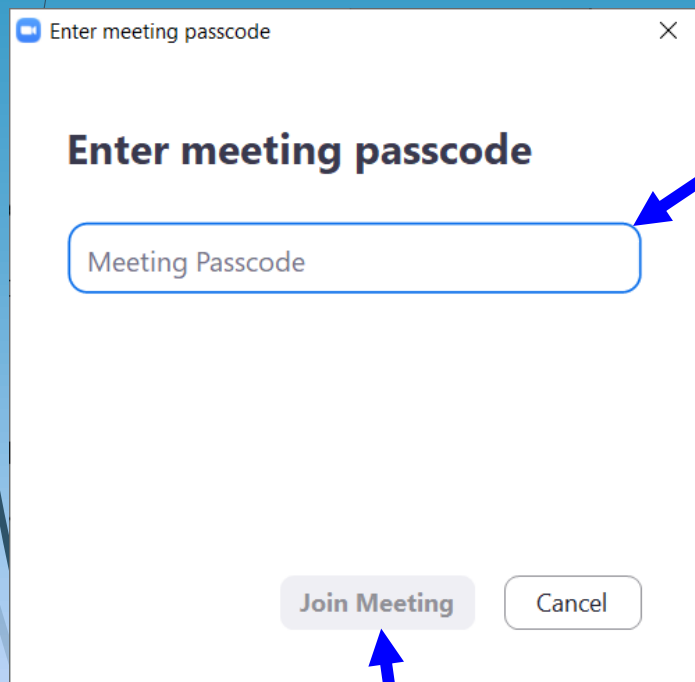
The meeting ID will release  
on IMETI website

Enter your **manuscript No.**  
Example: A0008

Confirm two buttons  
which should be unchecked

Click “Join” to enter the meeting

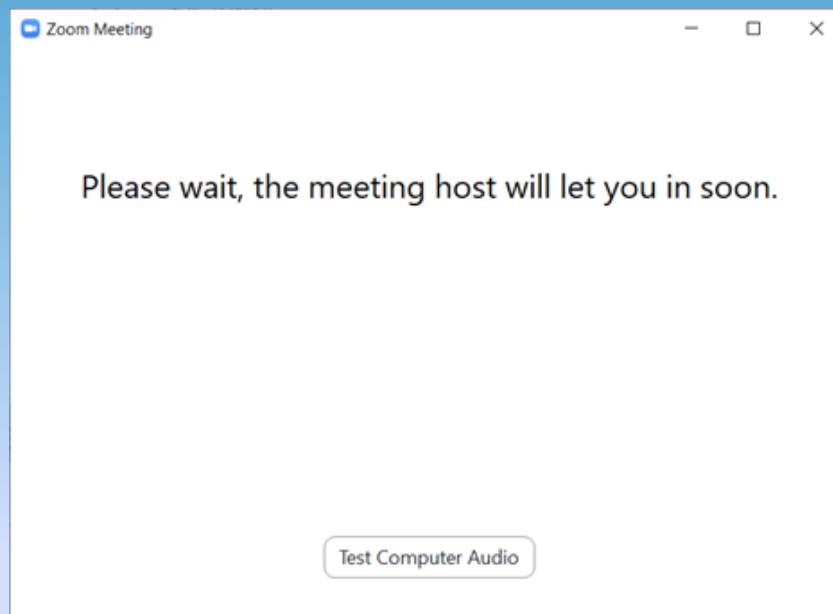
## Join a meeting (cont.)



The image shows a Zoom dialog box titled "Enter meeting passcode". It features a text input field labeled "Meeting Passcode" and two buttons at the bottom: "Join Meeting" and "Cancel". A blue arrow points from the text "Enter the Meeting Passcode" to the input field, and another blue arrow points from the text "Click 'Join Meeting'" to the "Join Meeting" button.

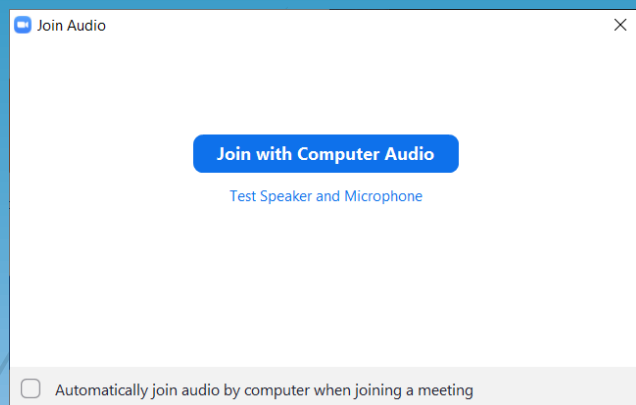
Enter the Meeting Passcode  
The passcode is **case sensitive**

Click "Join Meeting "



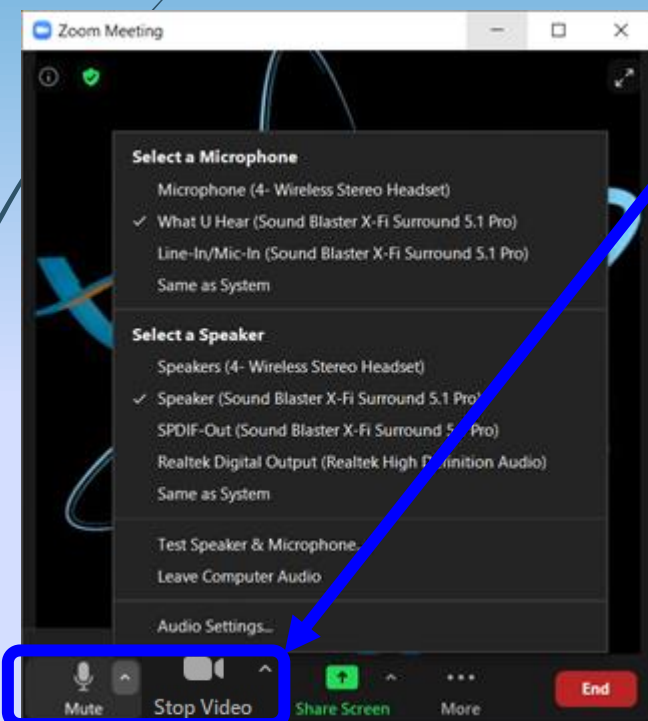
You can see this screen if the passcode are correct.  
Just wait a second, you will join the meeting.


# Check Speaker and Microphone



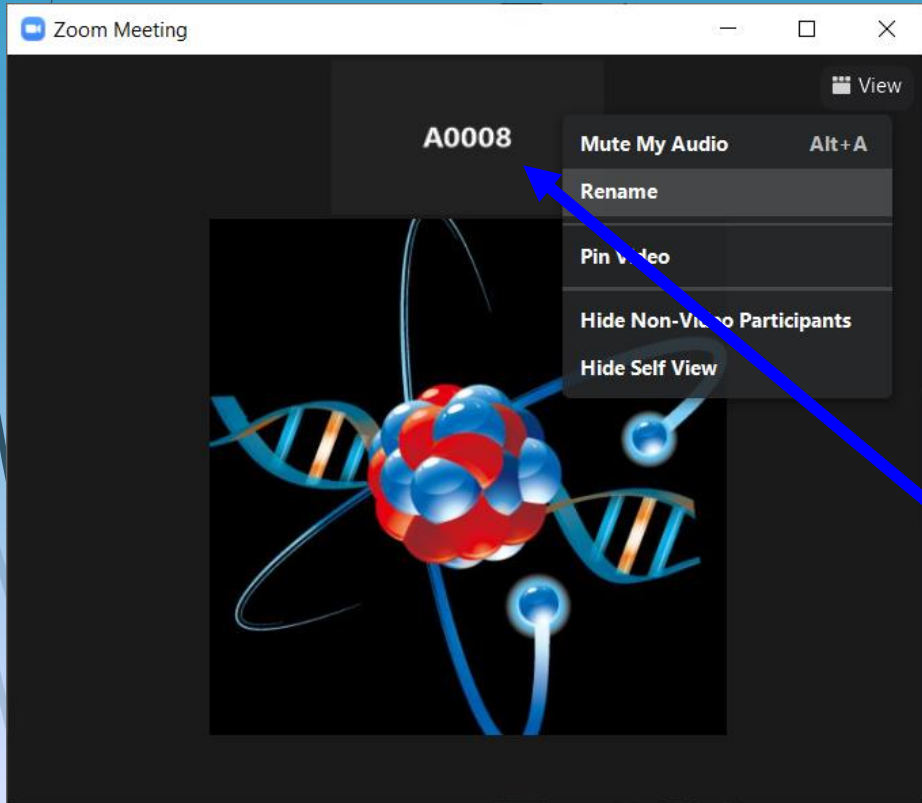
When joining a meeting, you can see this screen. You can use "Test Speaker and Microphone" to check your computer audio and video settings.

We suggest checking your setting before the meeting starts.



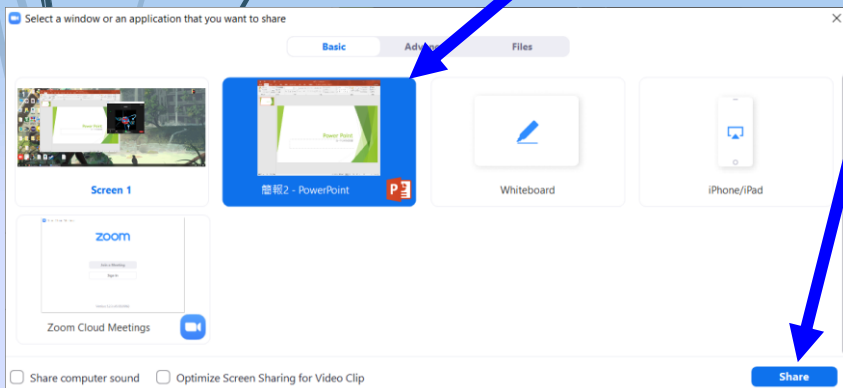
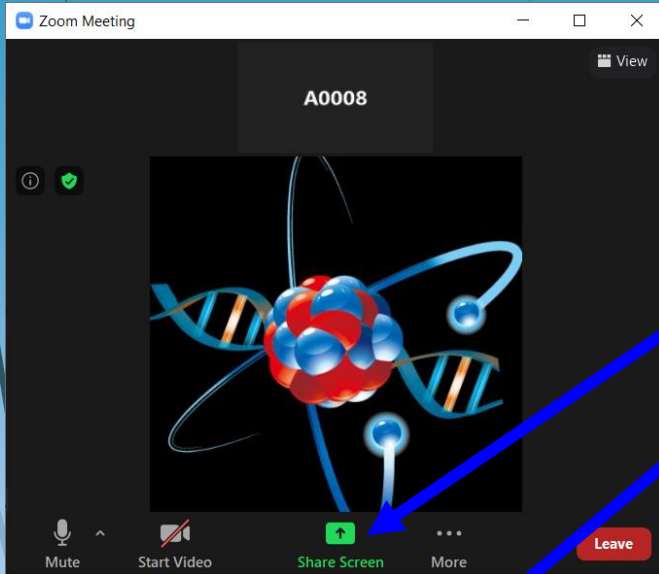
In the meeting, you also can click the buttons in the bottom left corner "Mute" and "Stop Video"  of icon. It shows Speaker and Microphone settings.

# Before the Speaker starts the speech...



- Before starting the speech, **please check your user name whether match your paper number**. If you have more than two papers, please also key-in to the user name.
  - Example: A008 & A0013
- If you forget to name your name, please use your mouse to **here**. It shows icon "...", click it! We can see "Rename" .

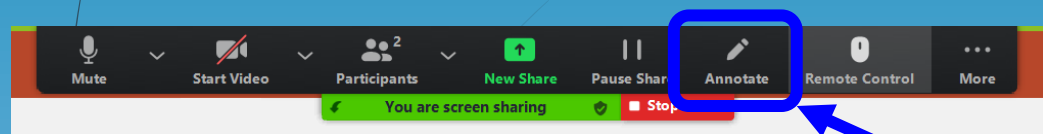
# The speaker's preparation...



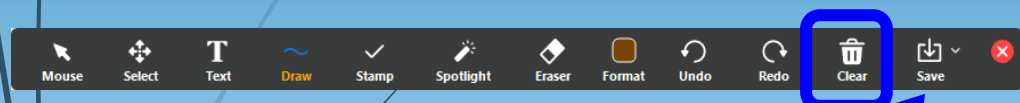
- How to share your monitor and brief in ZOOM
  - Just click “Share Screen”
  - Select your brief window (the window you want to share to everyone.)
  - Click “Share”
- Hint: If you select a screen to share, this screen(window) will have been displayed to everyone even if the windows was minimized until you click “stop sharing”.



# The speaker starts sharing the screen...



- When you start sharing the screen, you can see and use lots of buttons on the top of monitor. Here's some tools can be used.

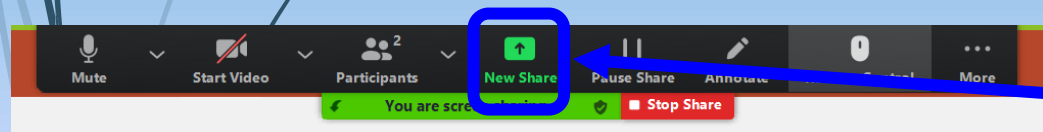


- How to add an annotate

- Click "Annotate"

- How to clear an annotate

- Click "Annotate", subpage "Clear"



- How to create a whiteboard

- Click "New Share, subpage "Whiteboard"



- How to exit screen

- When you finished the speech, click "Stop Share"