ZOOM User Guide (Participant)

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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

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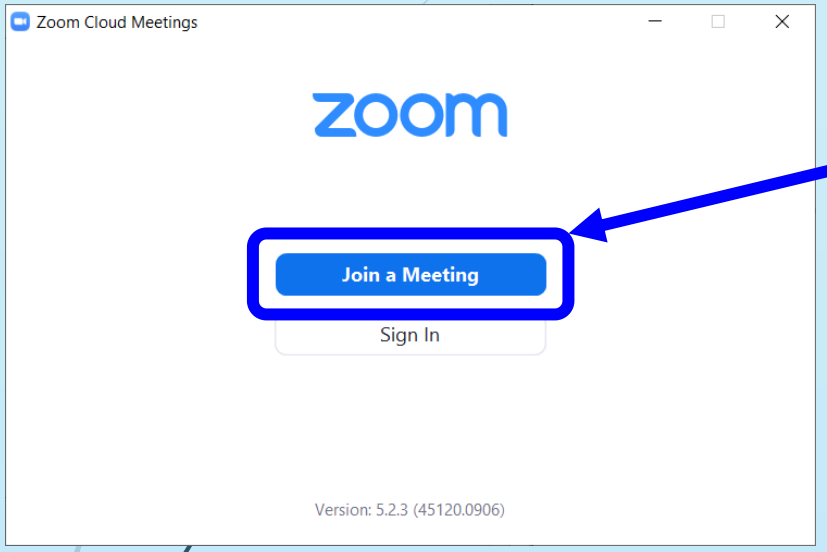
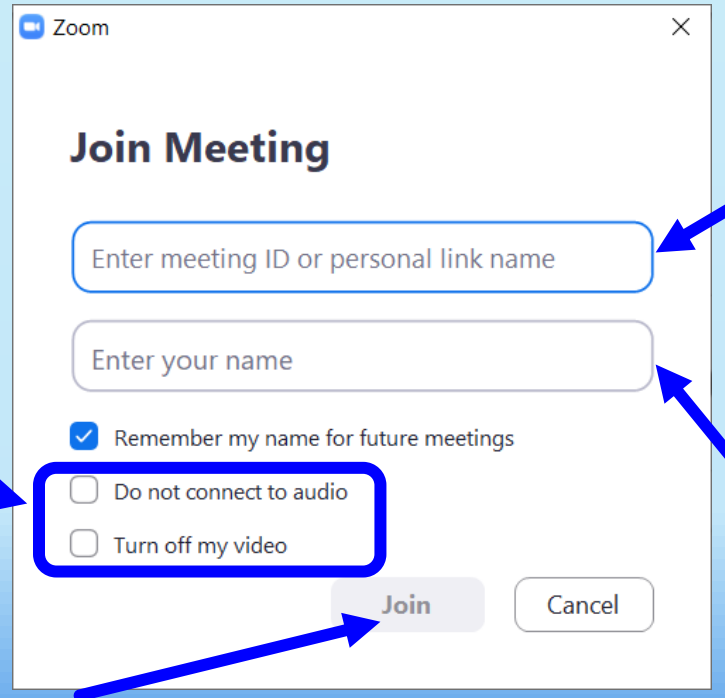
Install and Join a meeting



You can see this screen when you install and execute ZOOM

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



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

The meeting ID will release on IMETI website

Confirm two buttons which should be unchecked

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

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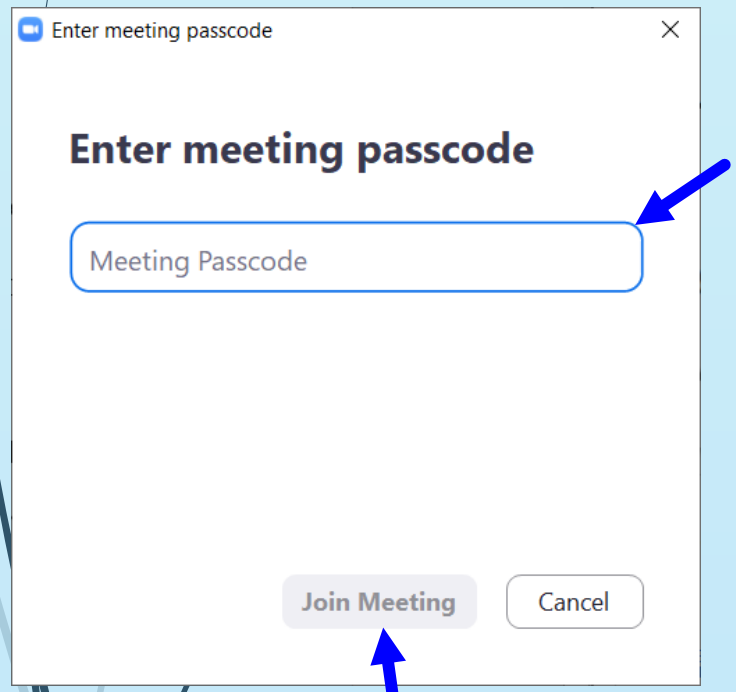
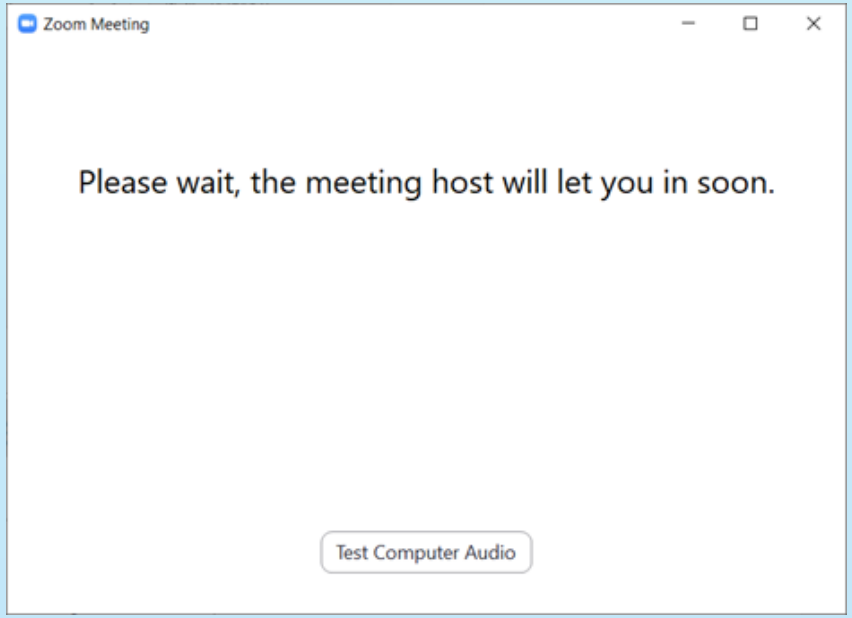
Click “Join” to enter the meeting

Join a meeting (cont.)



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.

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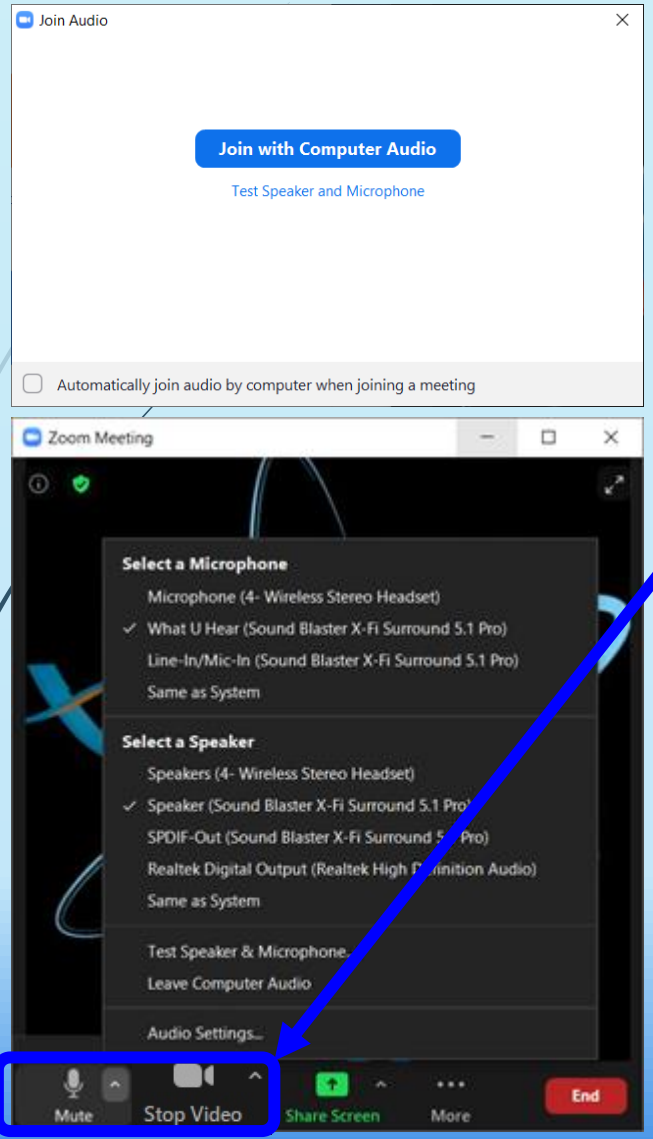
Check Speaker and Microphone



When joining a meeting, you can see this screen.
You can using "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.

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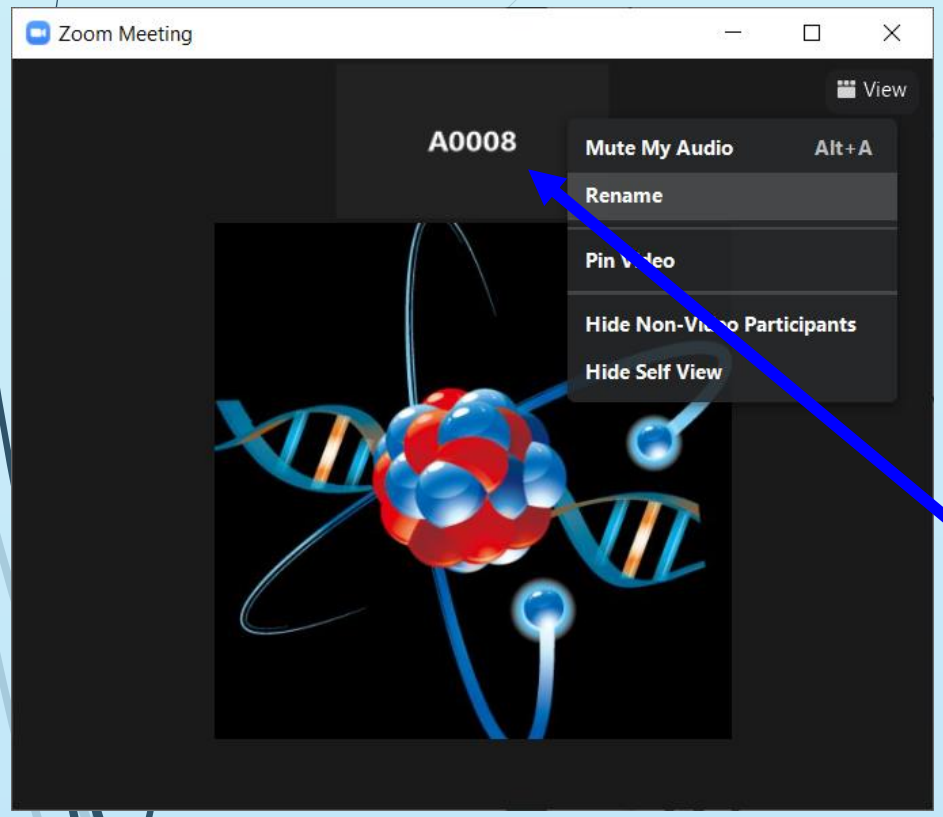
Before the Speaker starts the speech…



- 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" .

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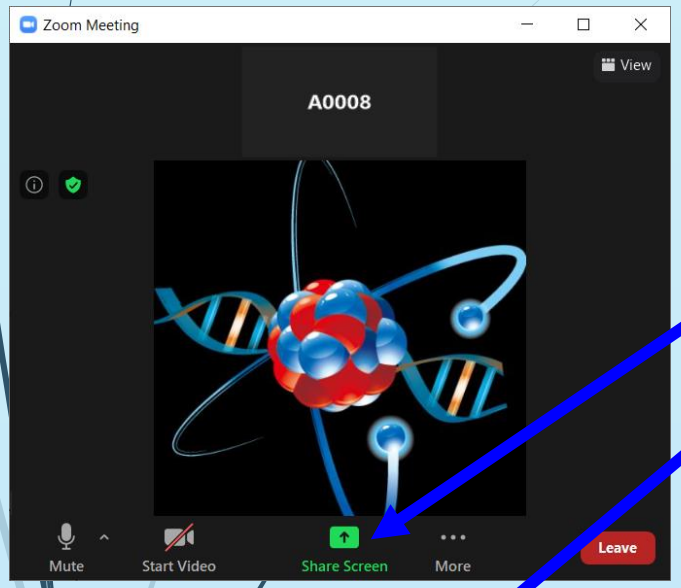
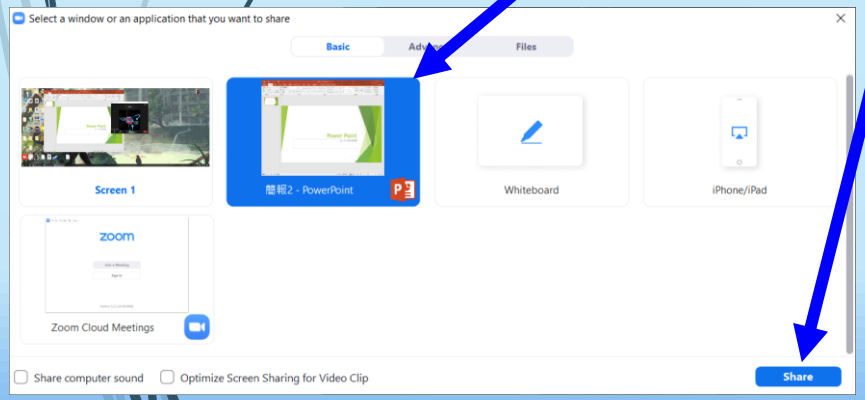
The speaker's preparation…





- 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".

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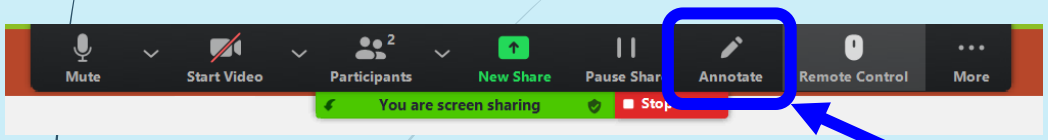
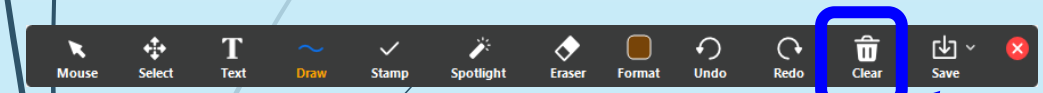
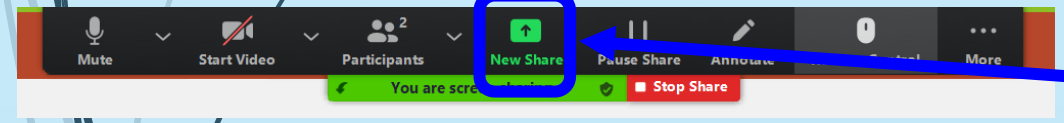
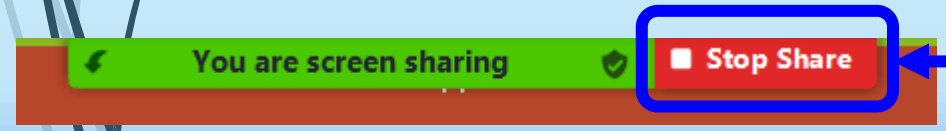
The speaker starts sharing the screen…









- 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"

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