Zoom Using Instruction

ZOOM Download and Basic Guidelines

1. Visit this link <u>https://zoom.com.cn/download</u> to download and Install ZOOM on your PC.

Download Center	Download for IT Admin 👻
Zoom Client for Meetings The web browser client will download automatically when you meeting, and is also available for manual download here.	start or join your first Zoom
Download Version 4.6.8 (19178.0323)	

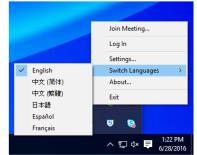
- Ps: Change language setting if you need
 - 1. Select the ^ in the Windows task bar.



2. Right click the Zoom icon in the notification tray.



- 3. Hover over Switch Languages.
- 4. Select the desired language.



Zoom will restart and you will need to sign in again.

2. Sign in for an account



3. Enter the conference room with Meeting ID which will be announced later.

		O Zoom
	(+)	Join a Meeting Meeting ID or Personal Link Name
New Meeting 🗸	Join	Şcreen Name
19 19	T	Remember my name for future meetings Do not connect to audio Turn off my video
Schedule	Share screen ~	Join Cancel
	O Zoom	×
	Join a Meeting	
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	Remember my name for Do not connect to audio Turn off my video	future meetings
		Join Cancel

Name your Screen Name

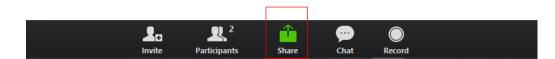
• For Conference Committee Member and Keynote Speaker, please name it as: Position-Full Name

Eg: Conference General Chair-XXX Keynote Speaker-XXX

• For Author, please name it as: Session Number-Paper ID-Full Name Eg: V01-XXX

Using Tips:

• Share your screen to all participants when you make presentation by clicking Share. Please prepare your presentation file in advance.



• See other participants by clicking **Participants**.



• There will be Q&A in every keynote speech and technical session. If you have any question, please click **Raise Hand**.

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Invite	Participants	Share	Chat	Record			

• Communicate with other participants by clicking Chat. NOTE: If you have any question or any assistance is needed, please feel free to contact our staff.



• Unmute audio and start video while your presentation.



ZOOM Test

Conference will arrange test time for all participants. Each session will have around 30 minutes test time. The specified test time will be announced later. Staff will contact with you to check your microphone and presentation file screen share in announced conference room.

NOTE:

• Please make sure your internet, PC's microphone and camera are available during conference period. To ensure a good sound effect, we suggest you use headset with microphone or earphone with microphone.

- Please unmute audio and start video while your presentation.
- If you have any question or any assistance is needed, please feel free to contact our staff.