MEDCON 专注/专心/专业
学术会议管理解决之道

How to use Zoom

Edited by Medcon

How to prepare before using Zoom

A laptop with camera

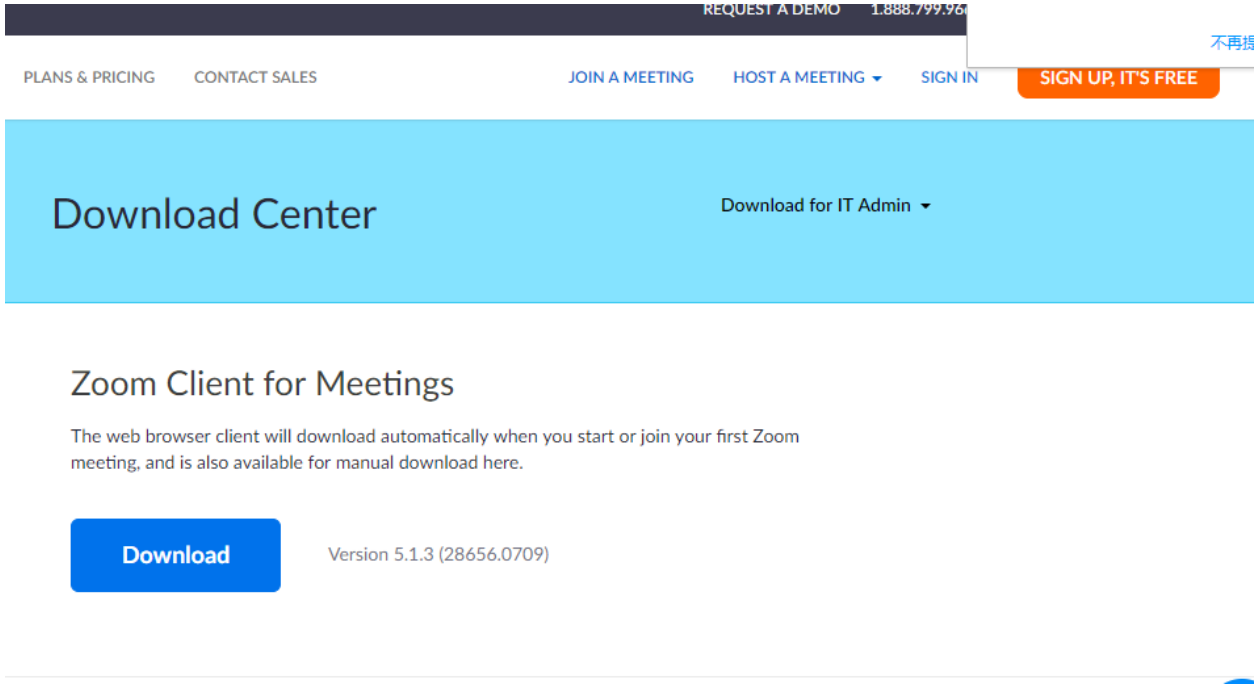
Good lighting

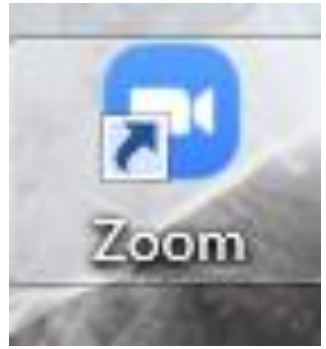
Stable internet connection

Avoid being disturbed

Download and install Zoom

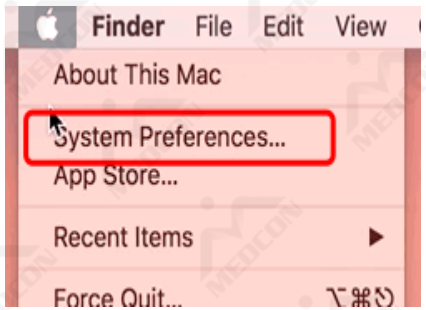
ZOOMUS: https://zoom.us/download#client_4meeting

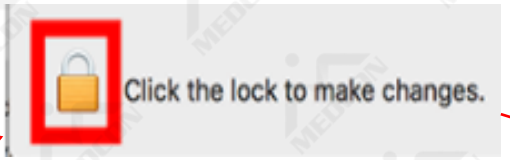


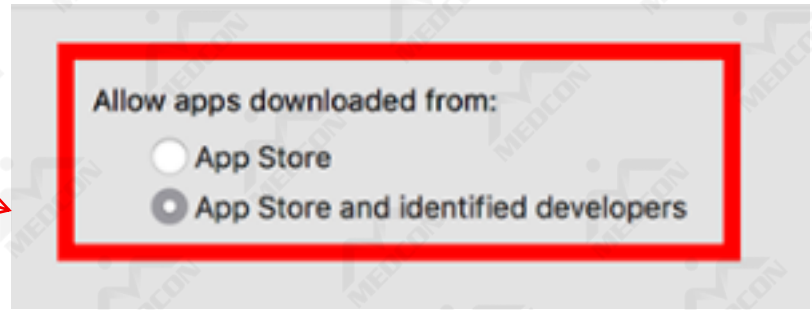


Permissions to install (Only for Mac users)

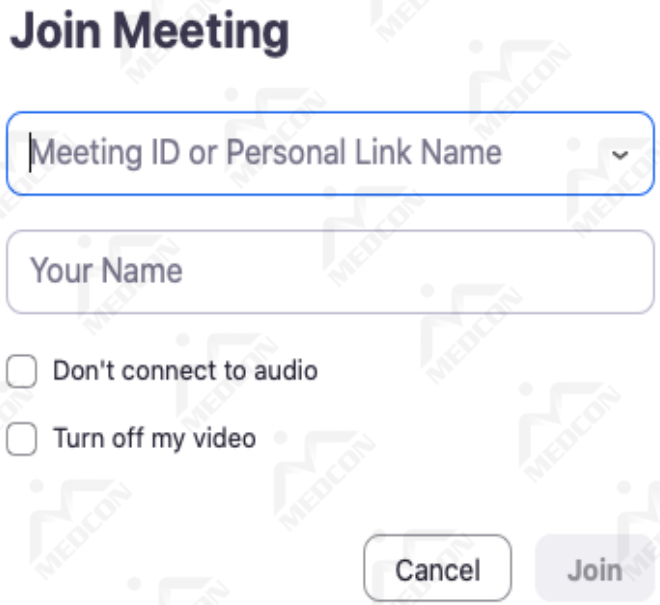
Step 1: Click on the Apple Icon at the top left corner of your screen. Choose System Preferences.
Step 2: Click on Security & Privacy.
Step 3: Click the lock icon at the bottom left to have access to make changes.
Step 4: Enter your computer administrator's username and password.
Step 5: Change Allow apps downloaded from: to App Store and identified developers.







Joining a meeting



Sign in to Zoom then click Join.

Our staff will send you the meeting ID and password.

Enter the meeting ID number and your name which will be displayed in the meeting room

In-Meeting Controls

① Audio:Mute/Unmute

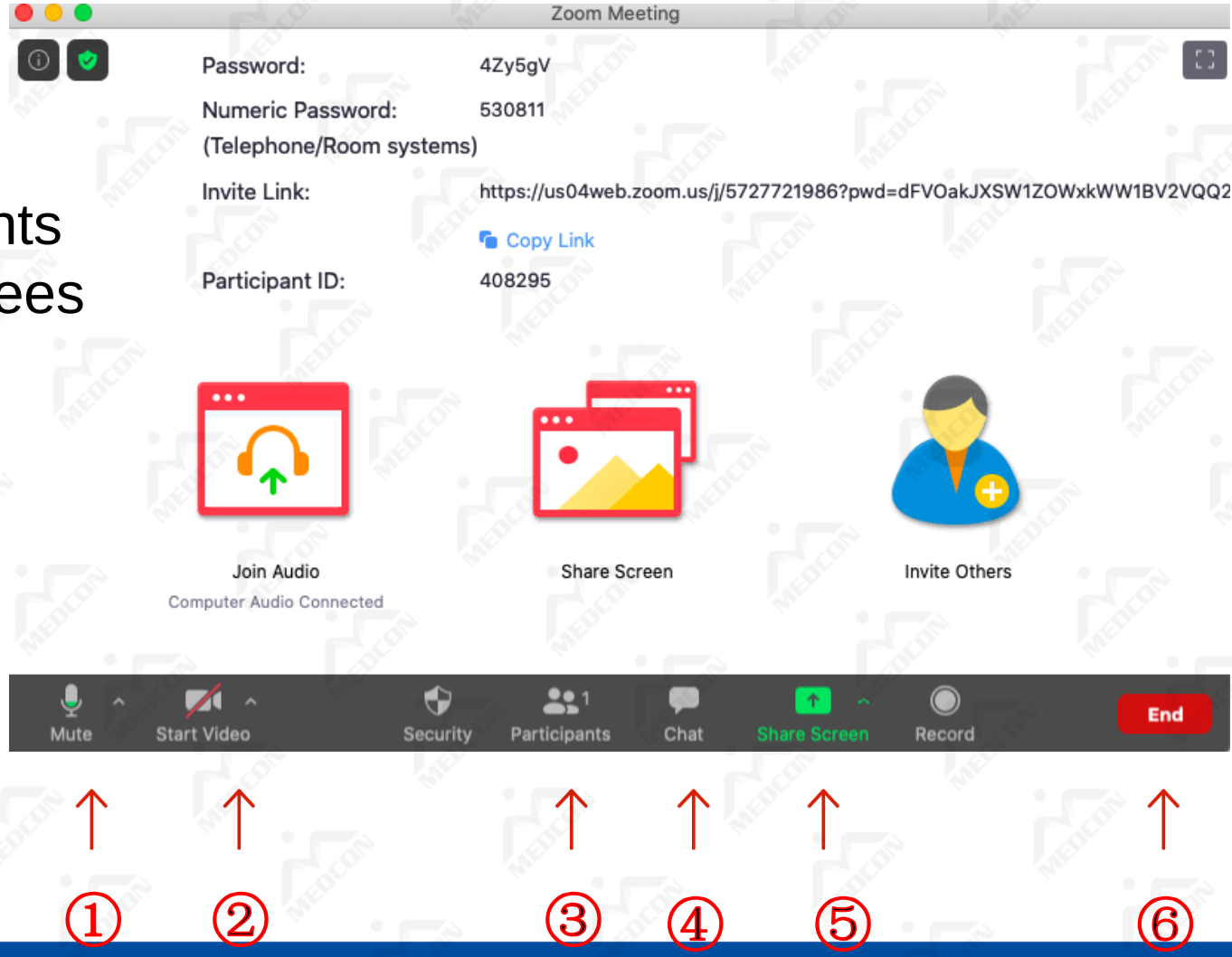
② Video: Start video/Stop video

③ Participates: By clicking on Participants in your controls, you can see the attendees in the meeting.

④ Chat: You can send messages to others, meanwhile, you can receive the chat messages within the meeting.

⑤ Share Screen: You can share a presentation with Zoom.

⑥ End: Leave the meeting.



Slides Setting: For Presenters

DO NOT use the speaker mode for slides sharing during an online meeting because we do not want your notes to be seen by the other participants or the audience.

Check your slides setting before the conference to make sure you did not select the speaker's mode.

Screen Sharing: For Presenters

1. Presenters are required to share their slides during their presentation.

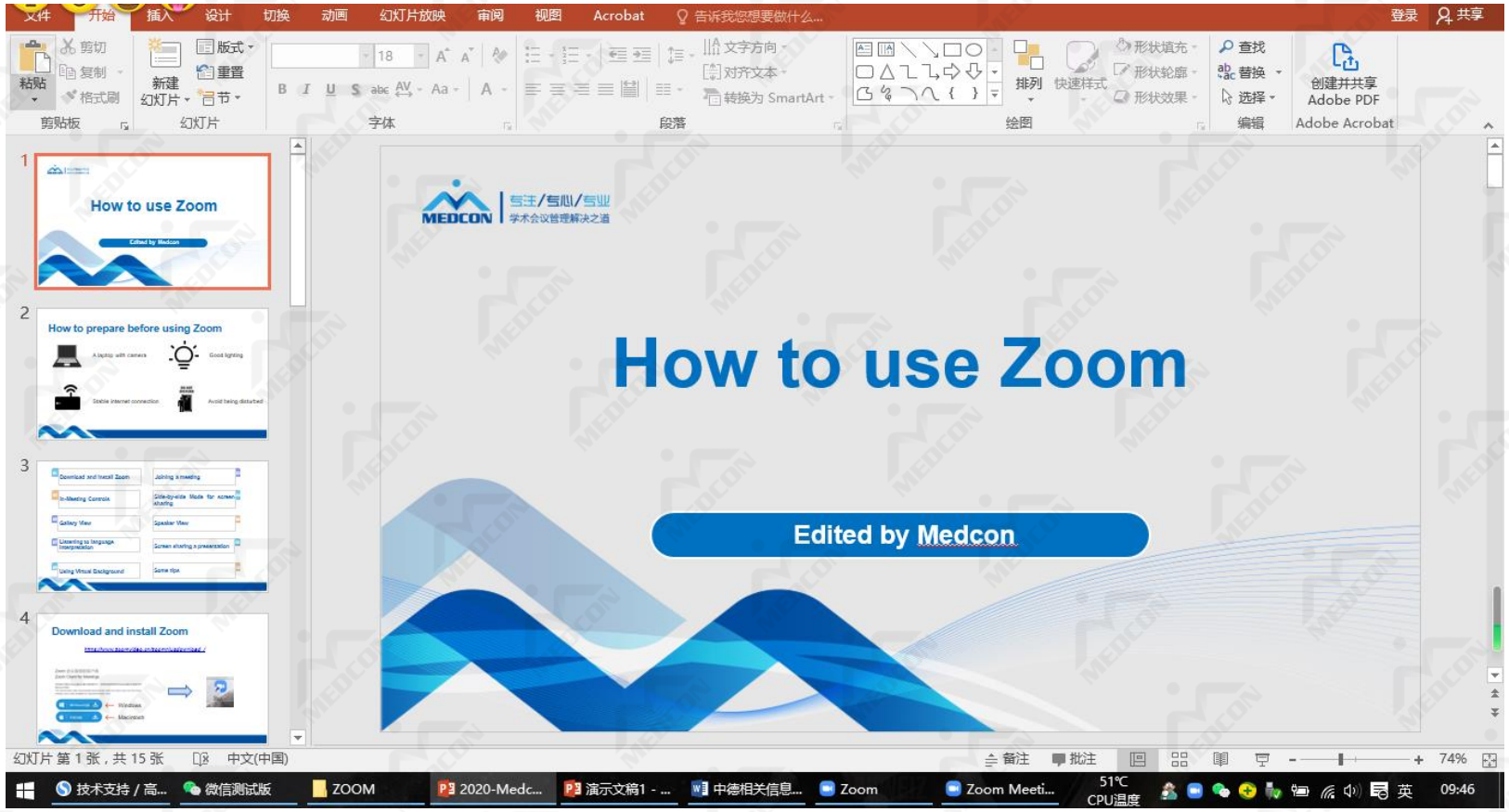
2. Step 1: Open the PowerPoint file from your own computer.

3. Step 2: Find the **Click Share Screen** in Zoom and click to select the application you would like to share. (Desktop/PPT/other applications you are currently using)

4. Step 3: Select the PowerPoint you have just opened and then click Share.

Detailed instructions will be shown at the following slides.

Screen Sharing: For Presenters

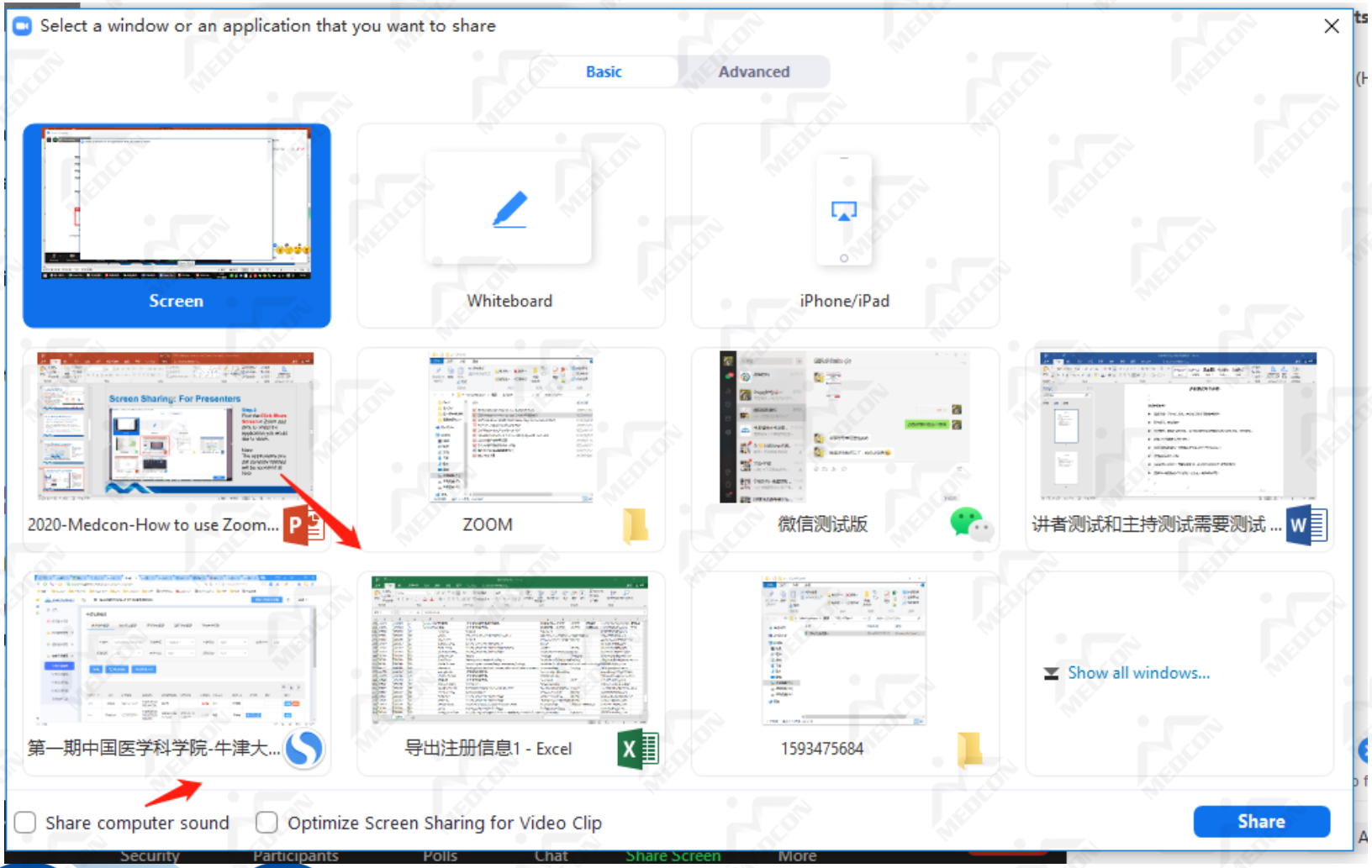


Step 1

Open the PowerPoint file from your own computer.

Note:
Do not switch it into full screen play mode at this stage.

Screen Sharing: For Presenters



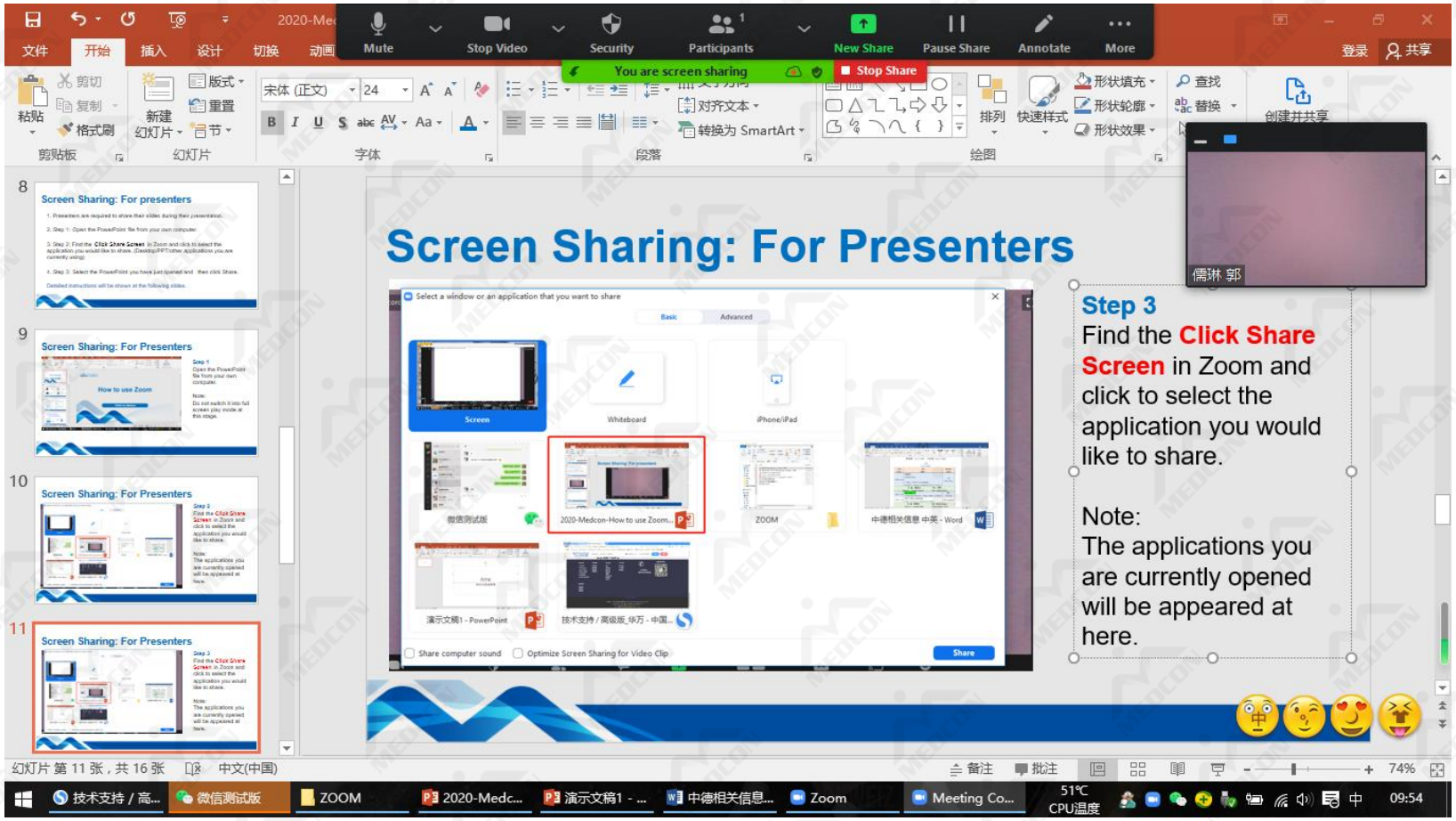
Step 2

Find the **Click Share Screen** in Zoom and click to select the application you would like to share.

Note:

1. The applications you are currently opened will be appeared at here.
2. If a video is included in your PPT, please select Share computer sound.

Screen Sharing: For Presenters

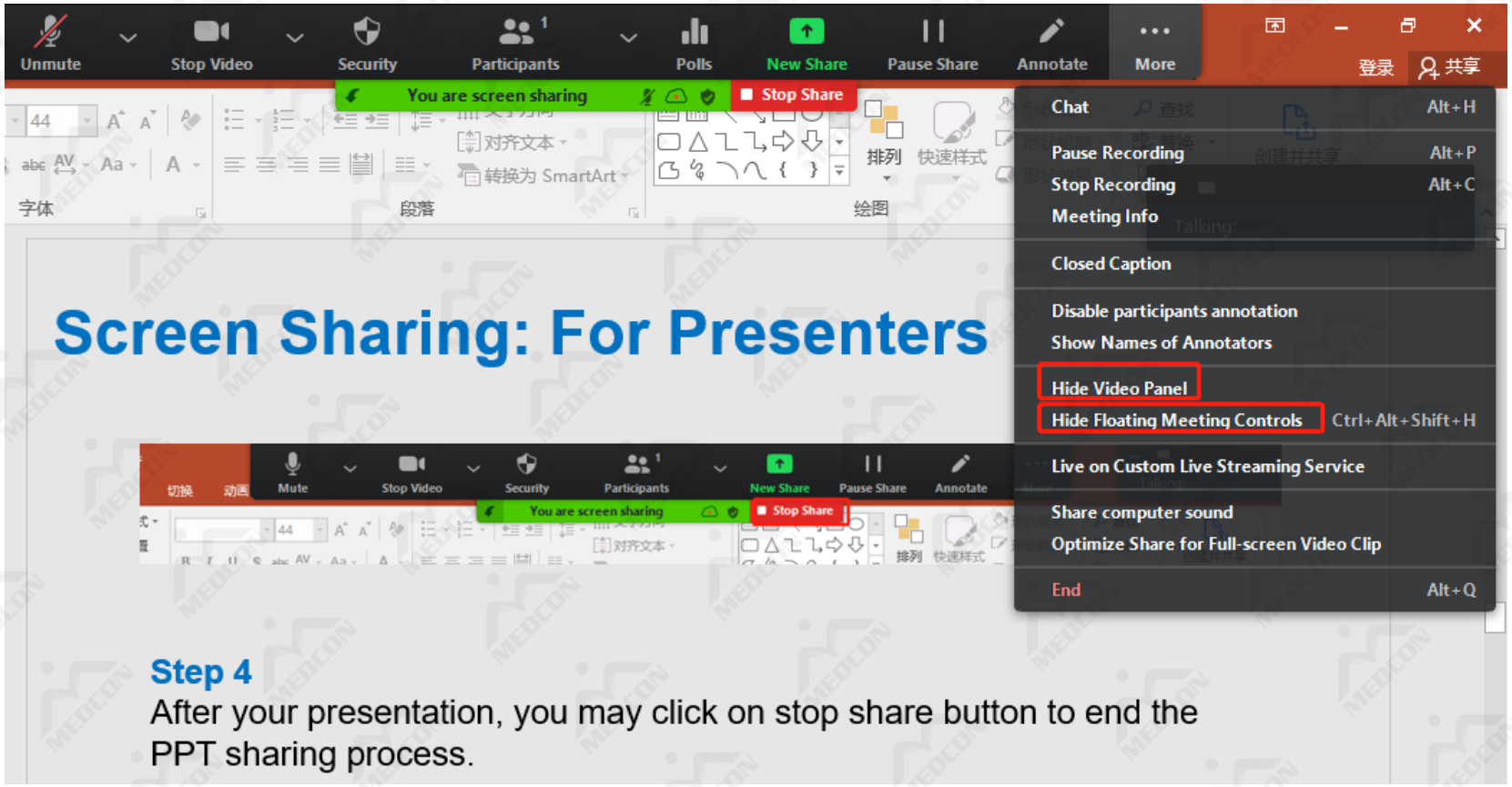


Step 3

Select the PowerPoint you have just opened and then click **Share**

Note:
When sharing is started, you can change your PPT into full screen mode and start your presentation.

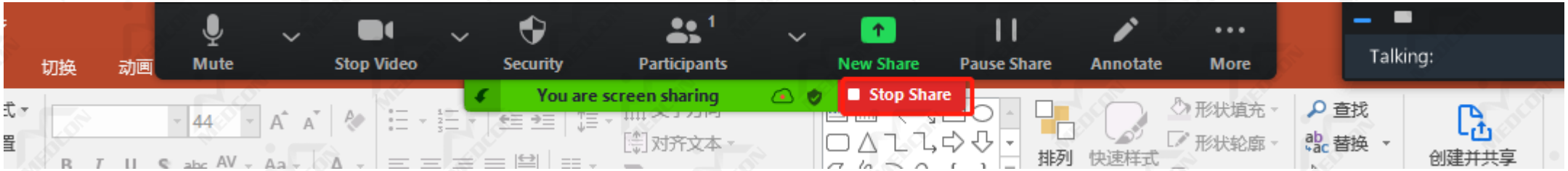
Screen Sharing: For Presenters



1. Hide Video Panel
2. Hide Floating Meeting Controls

You can click on More to select hiding the floating controls and the vide panel if necessary.

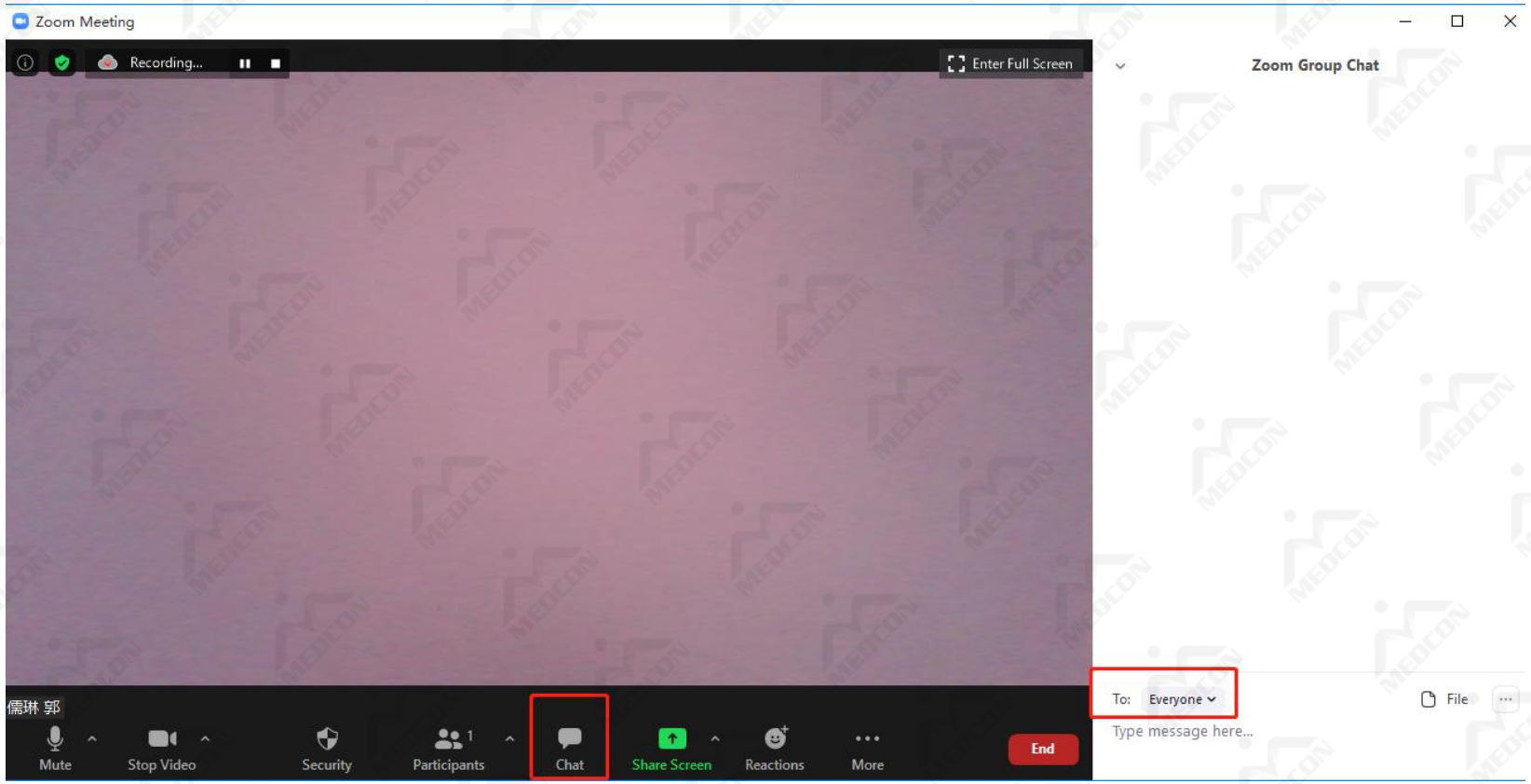
Screen Sharing: For Presenters



Step 4

After your presentation, you may click on stop share button to end the PPT sharing process.

Chat



1. Please **DO NOT** send messages to public audience through the chatroom.

2. It is used to for our staff to send message to a particular guest in the meeting room only.

Viewing Mode: Side-by-Side

While viewing a shared screen, Zoom offers different display modes which can be selected accordingly.

Option 1: Click on View Options and choose Side-by-side Mode.

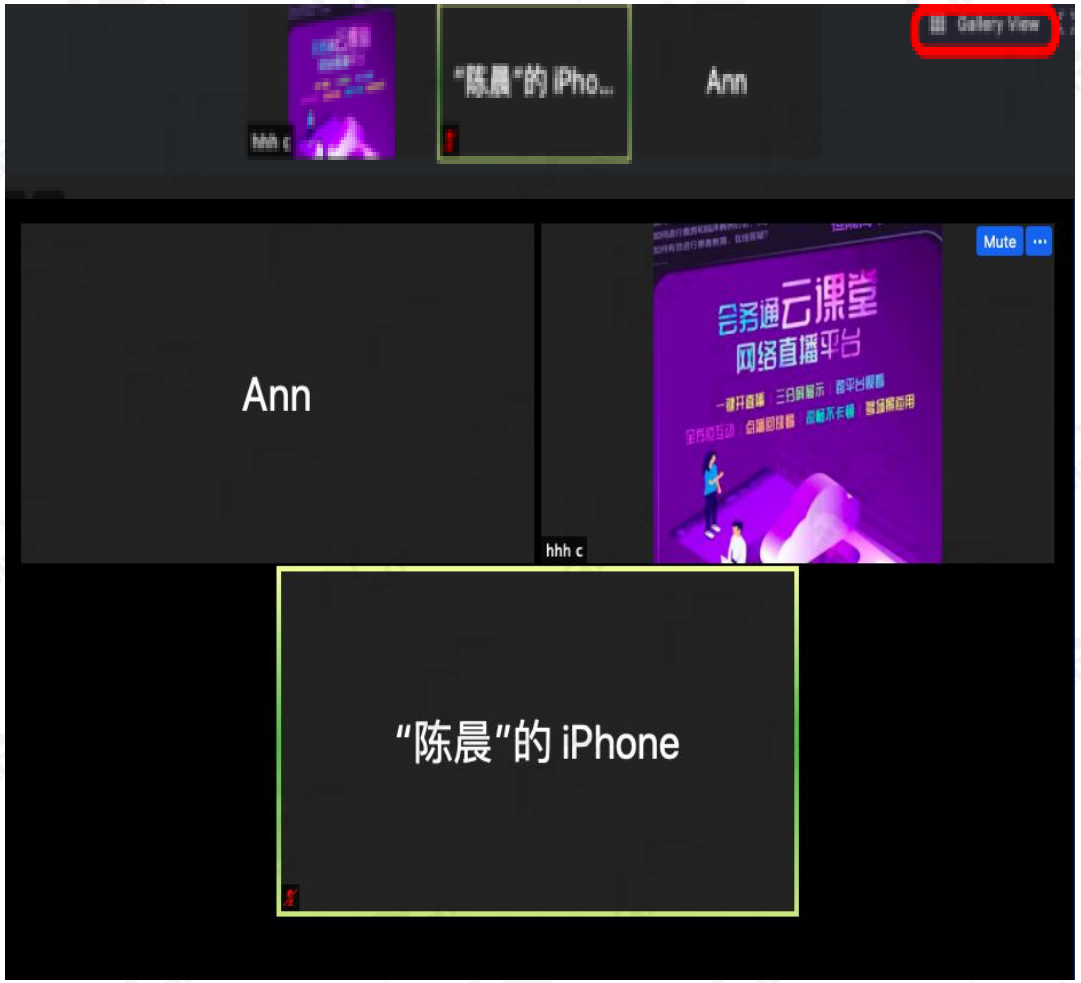
The shared screen will appear on the left and the speaker will appear on the right.

Display Mode: Gallery

Option 1: Display in Gallery View

Gallery view lets you see thumbnail displays of participants.

Click Gallery View in the top-right corner, all of participants are displayed on a single page



Display Mode: Speaker View

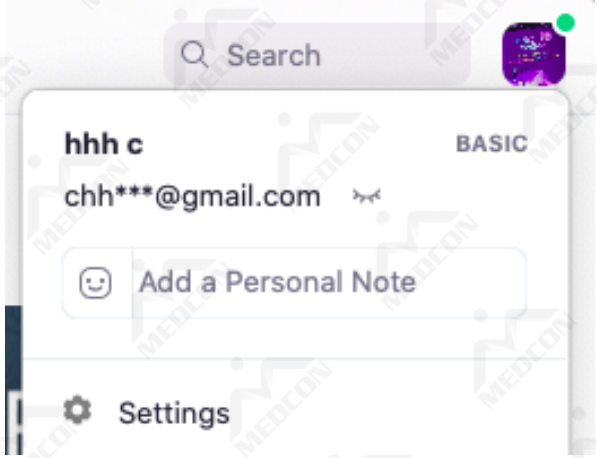
Option 2: Display in Speaker View

Speaker view lets you see the big picture of speaker.

Click Speaker View in the top-right corner, the speaker will be displayed in the large video.

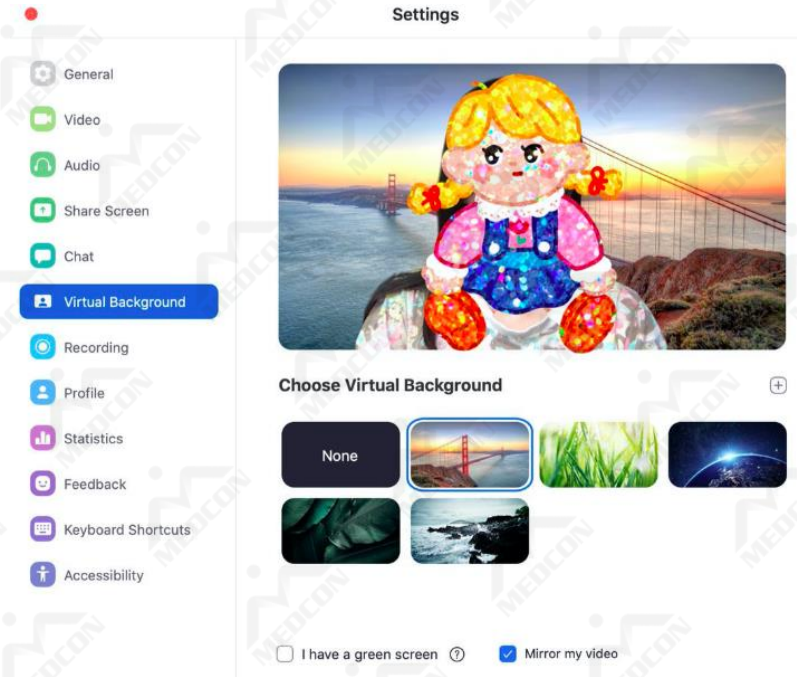
Using Virtual Background

Step 1: Click your profile picture then click Settings.



Step 2: Select Virtual Background.

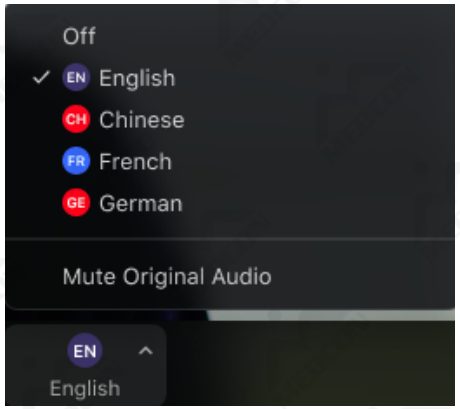
Step 3:Click on an image to select the desired virtual background or add your own image by clicking + and choosing if you want to upload an image or a video.



Listening to language interpretation

- In your meeting/webinar controls, click Interpretation.

- Click the language that you would like to hear. (Spanish or English)



- (Optional) To only hear the interpreted language, click Mute Original Audio.

Reminders

- Internet connection is stable. Please test your upload and download speed first.
- Please follow technicians' instruction to adjust the audio and video.
- Please enter the Zoom meeting room 30 minutes in advance on the day of actual live streaming. Preparation may be required in advance.
- When you join the meeting room, please change the display name to your real name.
- Please use the same computer for testing and actual live streaming. If computer is changed, re-testing will be required to make sure that all the setting are in position.
- Please turn off the excessive applications during presentation.

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Thank You