zoom **Manual**
General Use of Zoom

Content

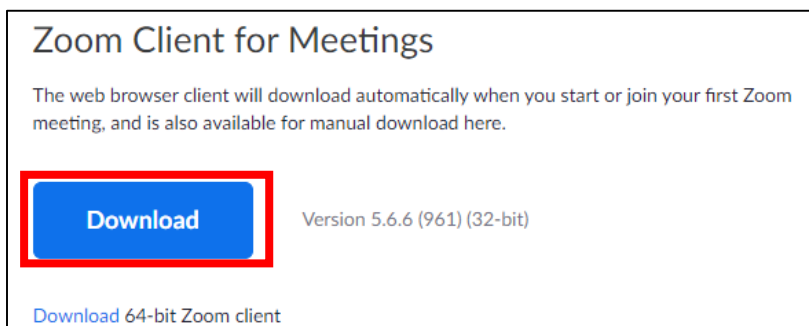**<Step 1>** Download the Zoom app (for PCs).
* If you have already downloaded the app, move on to the Step 2.

Downloading the client app

1) The installer is available on the official website (https://zoom.us/).
Click **Download** at the bottom of the homepage.
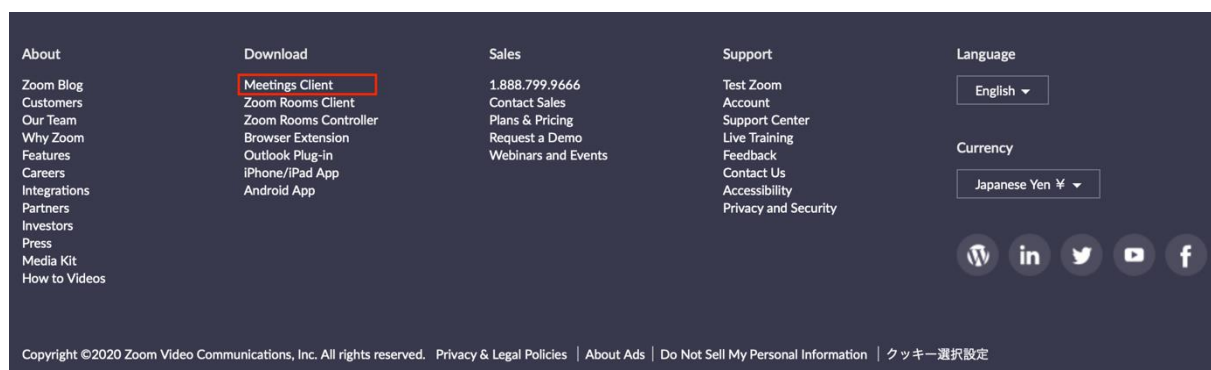
2) Access the page above and download the app from **Meetings Client**.

* Be sure to use the latest version.

Compatible operating systems

MacOS X 10.7 or later
Windows 7/9/8.1/10
Windows Vista SP1 or later
Windows XP SP3 or later
Ubuntu 12.04 or later
Mint 17.1 or later

Red Hat Enterprise Linux 6.4 or later
Oracle Linux 6.4 or later
CentOS 6.4 or later
Fedora 21 or later
OpenSUSE 13.2 or later
ArchLinux (64-bit only)
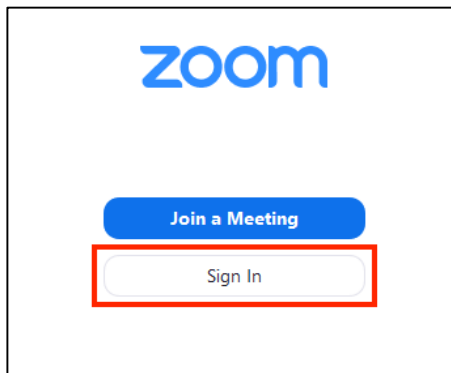
<Step 2> Install the Zoom app (for PCs).
* If the app has already been installed, move on to Step 3.
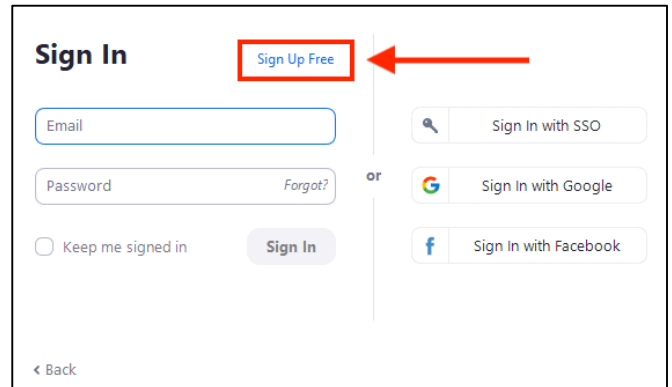
Installing the client app

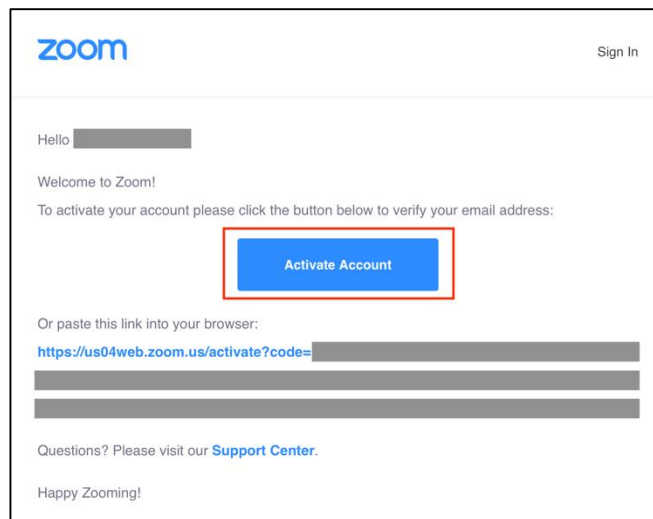1) Start the downloaded installer. Installation begins, and will complete shortly.
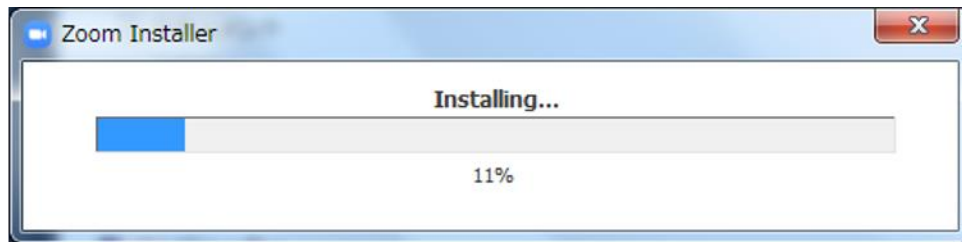
2) Click **Sign In**.

3) Register your email address (Sign Up Free).

4) An email will be sent to your email address to confirm activation. Click **Activate Account.**

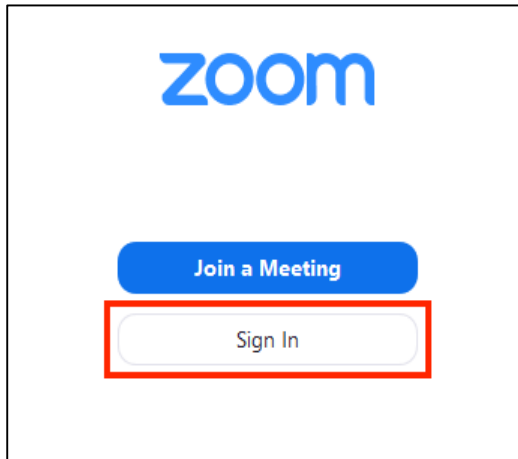
5) Enter your login information and go to settings.
* Skip the **Invite Your Colleagues** page.
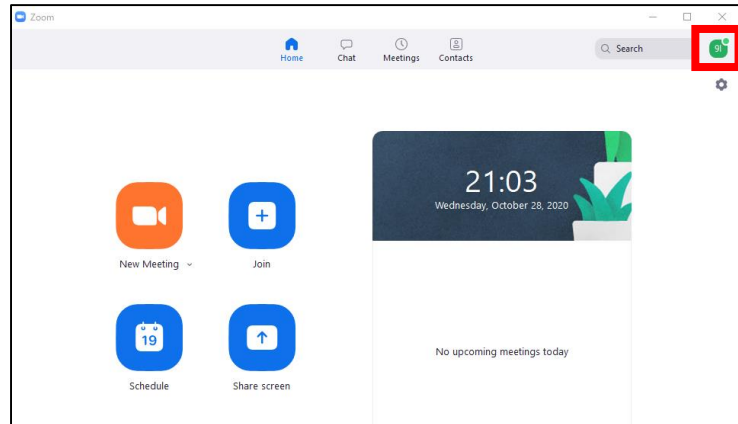
If the Zoom app is already installed

<Step 2> Update your Zoom app (for PCs) to the latest version
※If you started from ＜STEP1＞, you do not have to take this step.
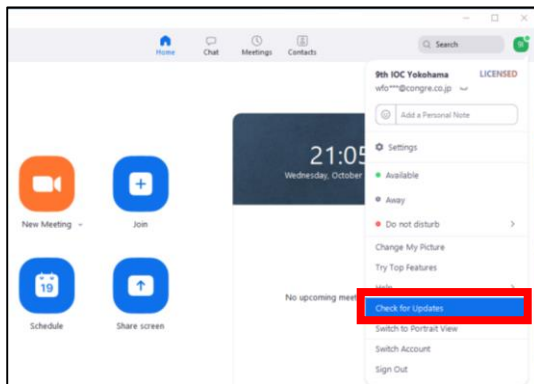
1) Sign in to Zoom

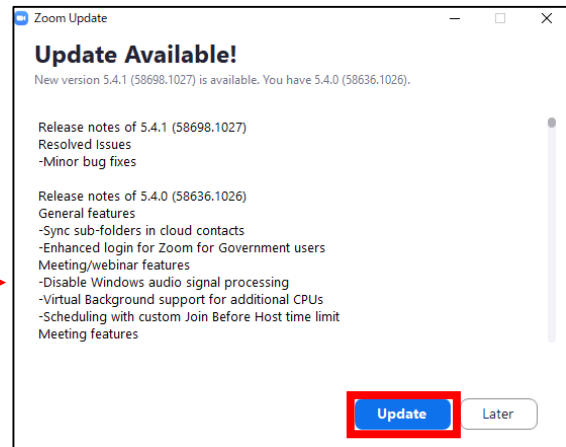2) Click on the icon located in the upper right corner
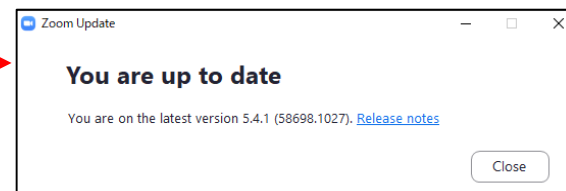

3) Click on "Check for Updates"

4) If an update is available, click on "Update"

Update Available

No need to update

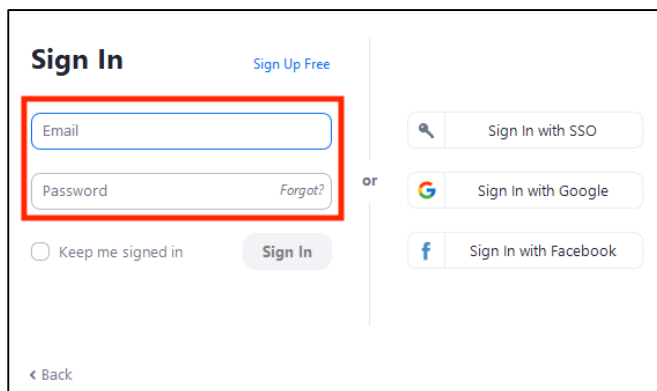Once the Zoom update is completed, please restart your PC.

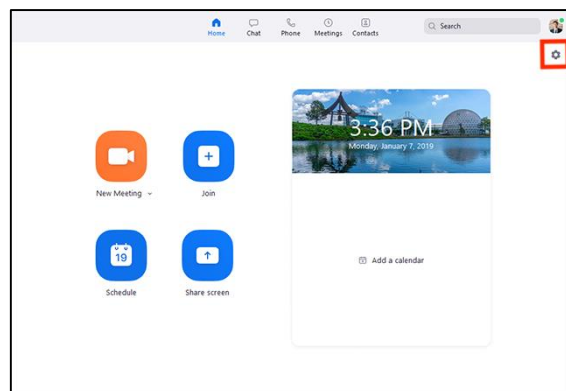**<Step 3>** Prepare settings to join a presentation meeting

Before joining a meeting, sign in to Zoom and test the video and audio.

We recommend using a headset microphone

1) Sign in to the Zoom app.

2) Click the settings (gear) icon.

3) Change the video settings.

Camera

← Check this box. (HD)

My Video

← Check this box and choose "Manual". (Adjust for low light Manual)

Check this box. (See myself as the active speaker while speaking)

* If you are using an external webcam, select the camera and change the settings.

4) Check the audio settings.
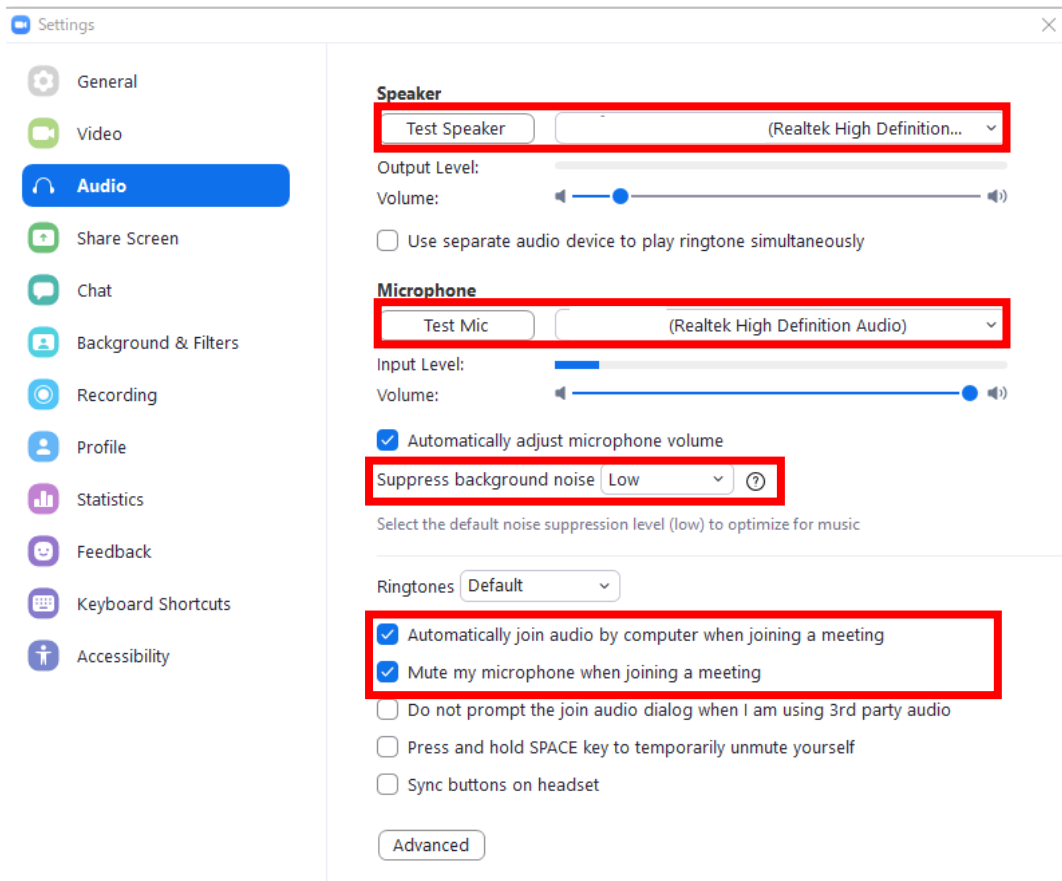
* Click **Test Speaker** to check that you can hear the audio properly.
  Click **Test Mic** to check that your microphone is working properly and
 you can hear your voice.

<Step 4> Join a presentation meeting

The congress secretariat will send you a URL and password to join a presentation meeting on Zoom.
Make sure to join the session **at least 60 minutes before** the start of the session.
At the start, there will be a connection test and a simple explanation.

The URL indicated on the schedule is for attendees, and differs from the URL for moderators and speakers. Make sure to join the meeting from the URL sent to you by email.

1) Sign in to the Zoom app.
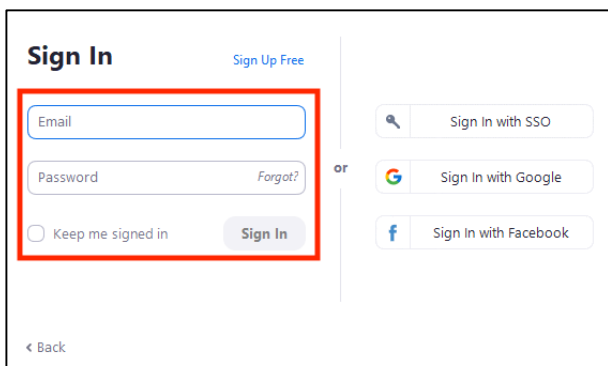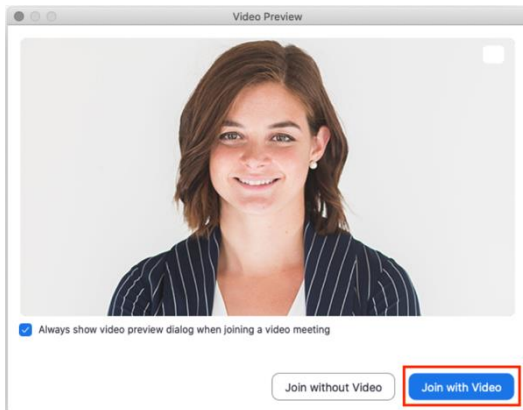

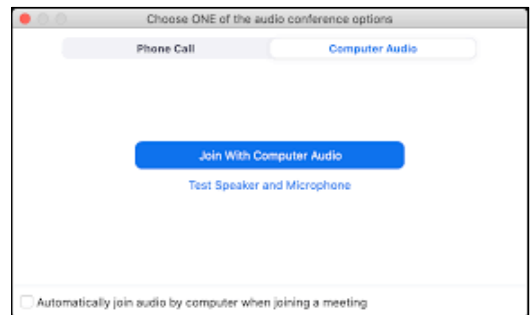* If you have not installed the Zoom app, return to Step 1 and install it.

2) Open the URL shown in the email and click the button below.
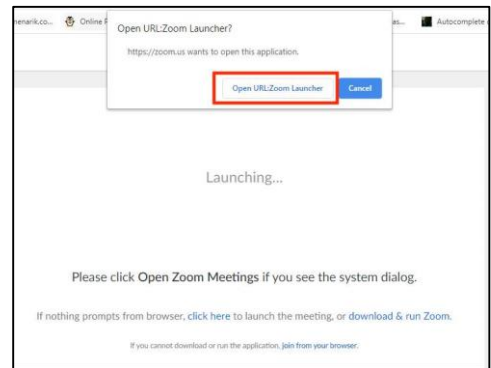
3) Click **Join with Video**.

4) Click **Join With Computer Audio**.

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5) <u>Be sure to</u> join the meeting <u>at least 60 minutes before</u> the session starts.
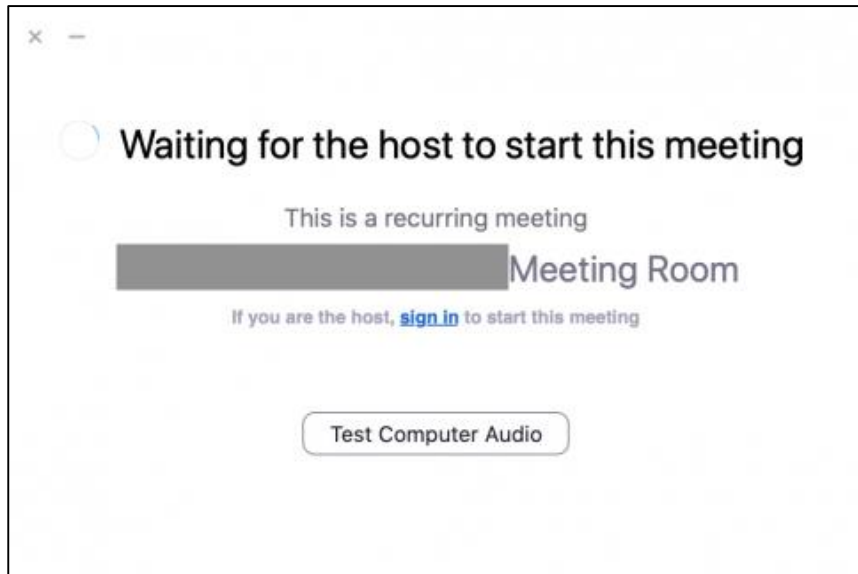
* The screenshot above indicates that the host (administrator) is not ready yet.
Please wait until the host starts the meeting.

6) Screenshot when joining a meeting
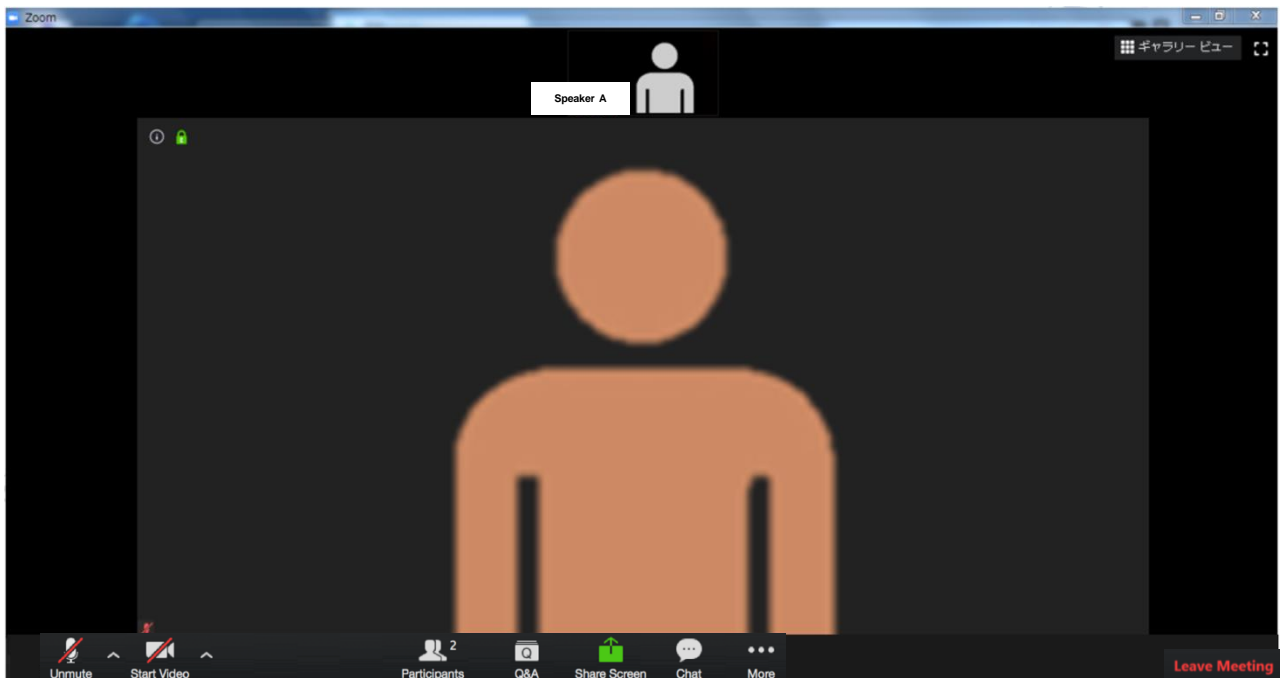
* We recommend a wired Internet connection.
An unstable Internet connection will cause poor image quality, intermittent
video/audio, and may affect the overall audience experience.

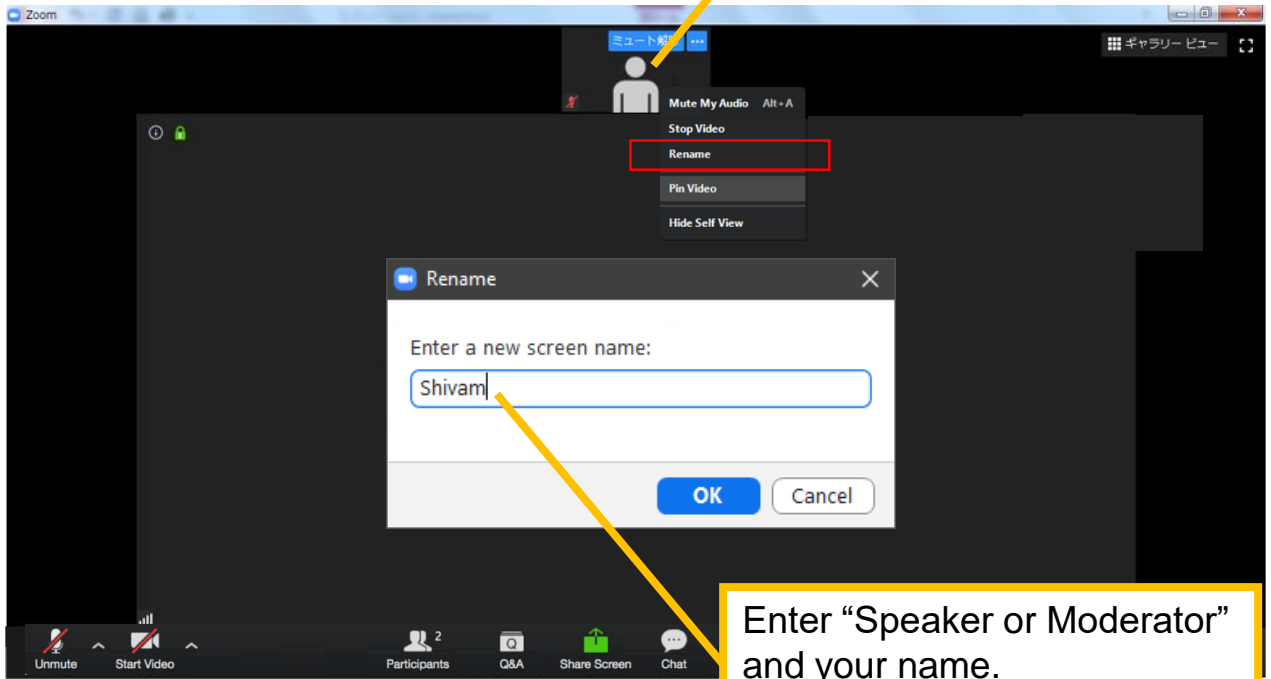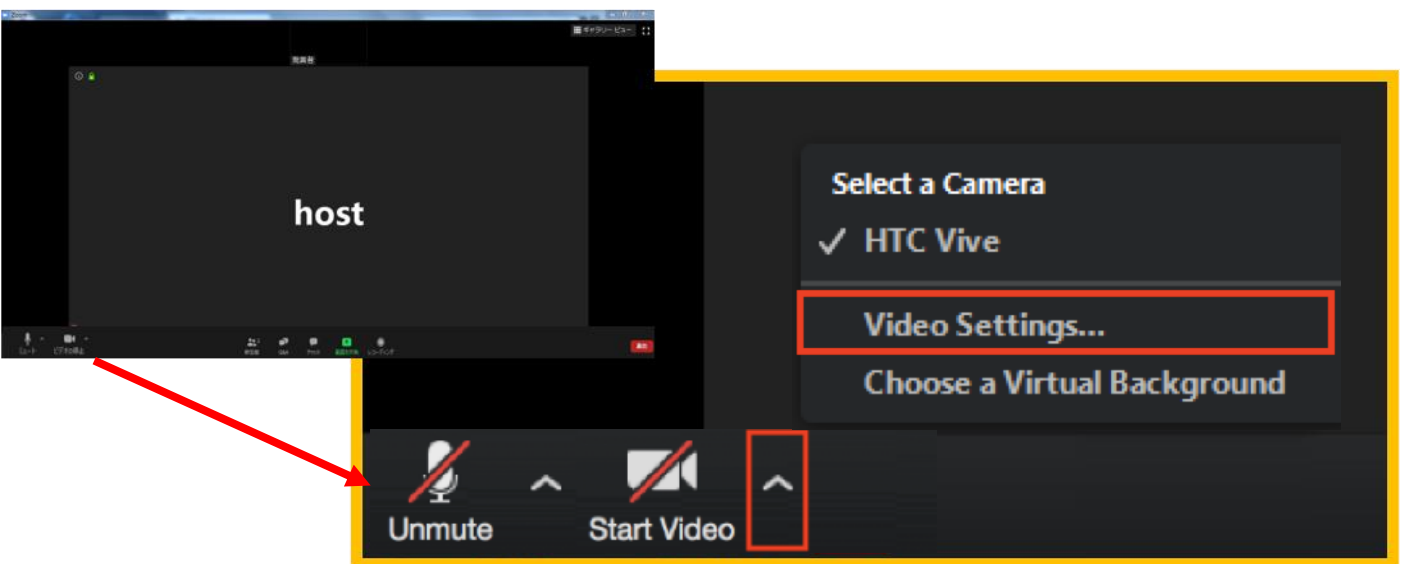**<Step 5>** Change display name and confirm settings after joining a meeting

1) To change display name

Right-click the video of yourself.

Enter "Speaker or Moderator" and your name.
Ex) Moderator_John Smith

2) For those that have not yet checked your video and audio settings

After selecting **Video Settings**, refer to Step 3 (3) and 4)).

\<Step 6\> Presentation and operation precautions

Note

Depending on your specifications, your PC may become slow if apps and software programs other than Zoom and PowerPoint are running. Make sure to close all unnecessary apps and programs.
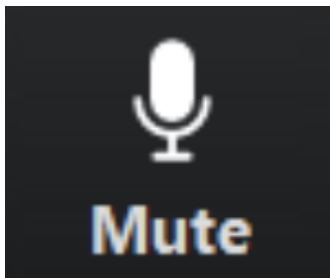Additionally, we recommend the use of a headset microphone when speaking.

Notes for when <u>speaking</u> and <u>not speaking</u>

Make sure to **mute** your microphone except when you speak.
Failure to follow this rule will cause a howling of the audio and make it difficult for the audience to hear.
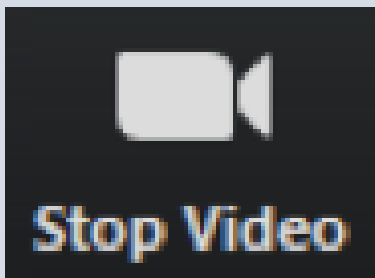Moderators should ask speakers to unmute their microphone if they forget to do so.

When speaking
The microphone is unmuted.

When not speaking
The microphone is muted.

If video is used, unmute your microphone when you speak.

When video is playing

When video is not playing

* The host (operator) will conduct an audio and video test with moderators and speakers 60 minutes before the start of a session. Please ask the host any questions you may have.

Operation screen

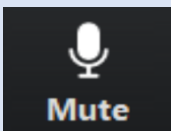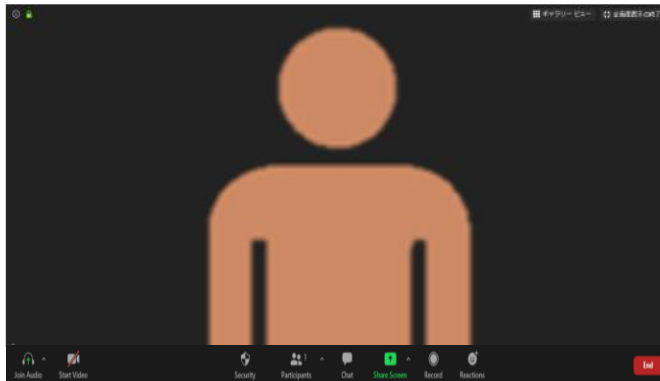⊞ **Gallery View** ← Switch by clicking → ⊟ **Speaker View**

All participants who can speak will be displayed.
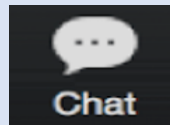
Participant who is speaking will be displayed on a large screen.

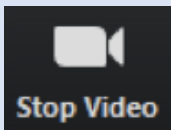In the full screen mode, the size of a selected screen is maximized.

|			
🎤 **Mute**	Unmute/mute your microphone	💬 **Chat**	Chat * Function will not be used.
📹 **Stop Video**	Turn on/off video of yourself	⬆️ **Share Screen**	Share your screen * Function will not be used.
👥² **Participants**	View participants	**End**	Leave the meeting. * Do not click on this button until the end of session.
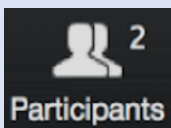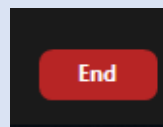
Presentation

When your turn comes

1) The operator will broadcast the presentation video you previously submitted.

2) After the end of your video presentation, the Moderator will ask you questions, so please unmute your video and microphone to answer the questions.
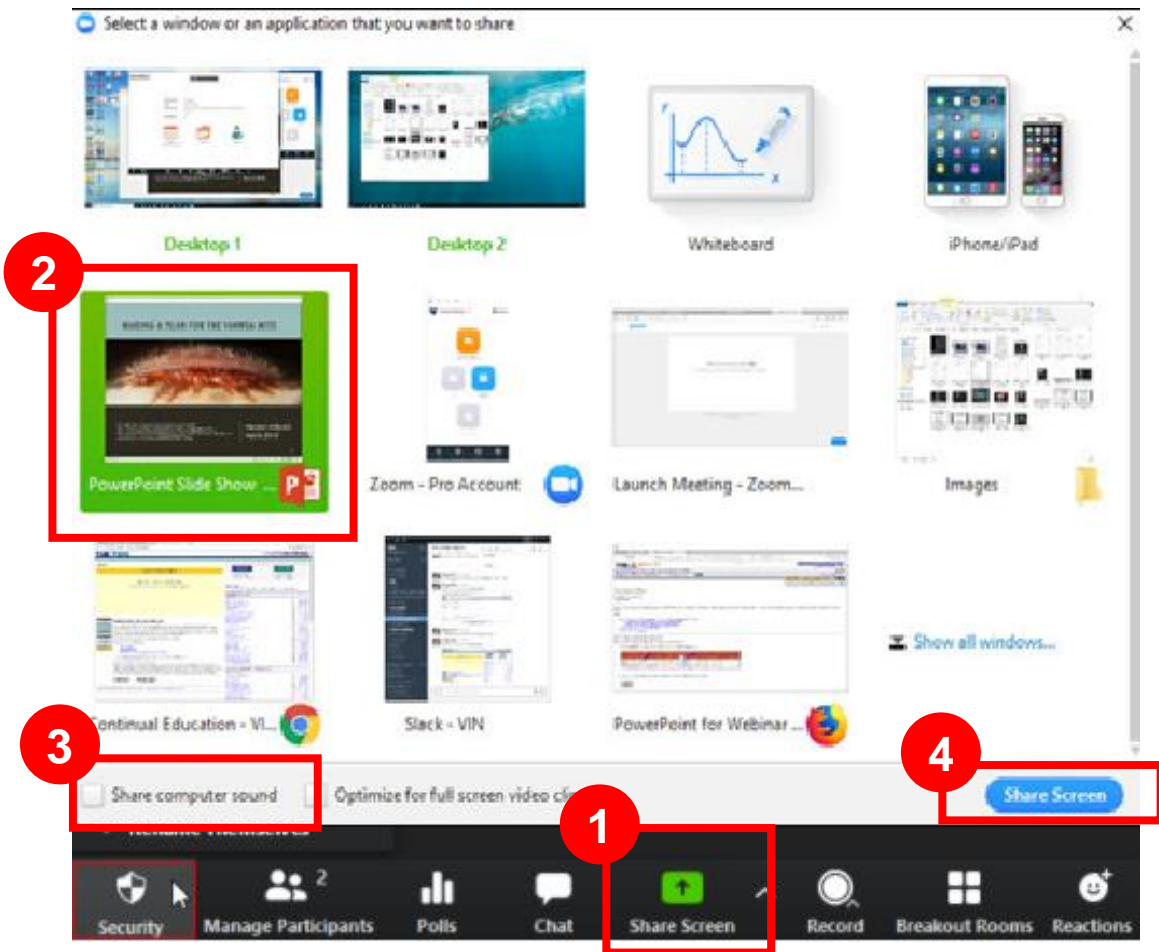
When speaking
Mute your microphone
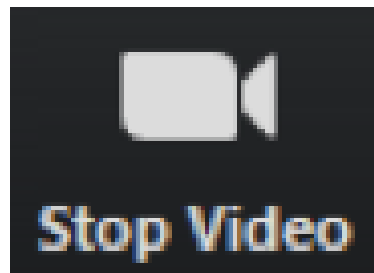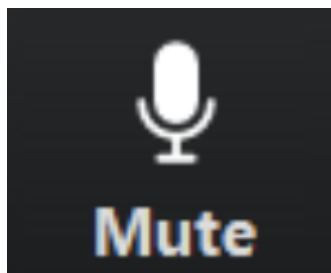
When not speaking
Unmute your microphone

Screen Share *For those who have not submitted the presentation data in advance.

For those who have not submitted the presentation data in advance,
please share your screen by yourself to give a presentation.

1. Select the green "Share Screen" button.

2. Select your slides.

3. If your slides have audio, click "Share computer sound".

4. Click the blue "Share Screen" button .

How to do Q&A Section

Q&A is only available during the designated Live-streaming Date/time through the Zoom. If you have any questions from On-line participants, please follow the steps below.
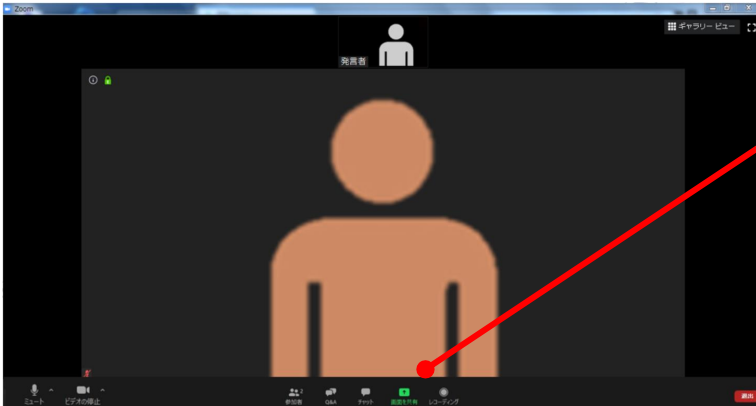
1. Click this icon to see the questions from participants.
*Only Moderators can see all of the questions.
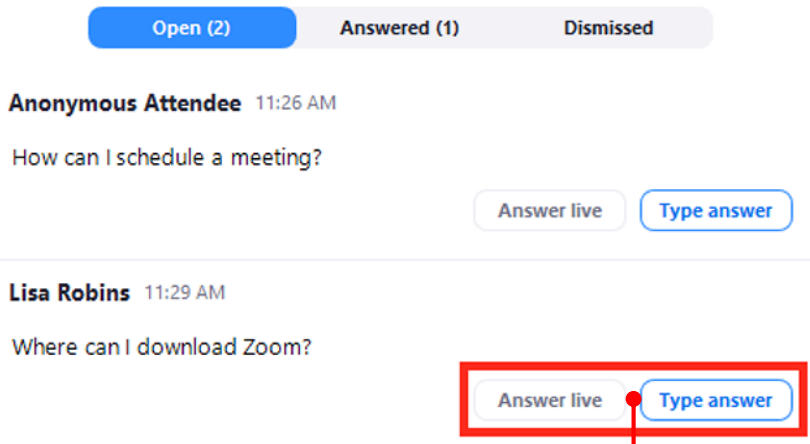
2. Read the questions aloud so that all participants can know it.
*Depending on the remaining session time, please select the questions.

*Also, do not click both button.

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