

<step1 > Please download Zoom application for PC

% If you want to join from web browser please move on to (STEP5)

Download Client App

①App installer is available from zoom official web page
Please click the link ► (<u>https://zoom.us/</u>)

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②Please select meeting client to download app

TI	Zoom Client for Meetings The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.		52022	
	Download	Version 5.9.3 (3169) (64-bit)		
D	ownload 32-bit Client	Download ARM Client		

$\$ Please be sure to install the latest version

Supported system

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Mac OS X powered by later than MacOS 10.7 Windows 7/9/8.1/10 Windows Vista powered by later than SP1 Windows XP powered by later than SP3 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 (64bit only)

<step2> Please download Zoom application for PC %If you want to join from web browser please move on to (STEP5)

Download Client App

①Launch the downloaded installer to start installing. This dose not take much time.



②Select sign in (Optional)

③Register your email address with free sign-up



(4) A confirmation email will be sent to the email address you entered. Click "Active Account"

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<step3> Before entering the Zoom Meeting Please sign in to the Zoom and test your camera and audio devices

Cloud Meetings	
ZOOM ~	and an and a second and a second a se
 Settings General Video Audio Share Screen Chat Zoom Apps Background & Filters Recording Profile Statistics Feedback Keyboard Shortcuts Accessibility 	Start Zoom when I start Windows Start Zoom when I start Windows When closed, minimize window to the notification area instead of the task bar Use dual monitors (*) Enter full screen automatically when starting or joining a meeting Automatically copy invite link once the meeting starts Always show meeting controls (*) Ak me to confirm when I leave a meeting Show my connected time Show my connected time Integrate Zoom with Outlook (*) Show user profile icon next to in-meeting chat messages Zom Updates Automatically keep Zoom desktop client up to date Stow (*) (*) Stacton Skin Tone Image:

$\textcircled{\sc st}$ Set video device



* If you are using an external WEB camera, please select from the cameras and change.

⑤Set audio device

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Settings Gener

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Please click Advanced and change screen share mode to "Capture with window filtering"

<step4> How to enter Zoom Meeting

Webinar URL and the password will be sent to you from secretariat. Password is necessary to enter webinar room. Please be sure to enter the room 60 minutes before the session start. Operator will check connection and your slides.

<u>%Please be sure to enter the room from the URL sent by email.</u> Depending on the email software, the URL may not be linked, so plesae copy the URL and paste it on to the browser.



Click on the URL from the email and select open zoom meeting

Launch Meeting - Zoom	× +	 → □ 	×
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	Don't have Zoom Client Installed? Download Now		
	Having issues with Zoom Client? Join from Your Browser		
	@2022 Zoom Video Communications, Inc. All rights reserved.		
	Privacy & Legal Policies Do Not Sell My Personal Information Cookie Preference	15	

④Select join with Computer Audio

Phone Call	Computer Audio	
Join with Co	omputer Audio	
Test Speaker	and Microphone	





%The above screen is in a state where the host (administrator) is not ready.
Please re-enter the room 45 minutes before the session.

©When you enter the room you will see other speaker or operator



Wired connection is strongly recommended.

In an unstable connection environment, it leads to low image quality and audio interruption. This may affect the viewers.

JCS207

<step5> Setting

When you joint the Zoom Meeting room please check



OIf you didn't get a chance to check your audio and video devices, please go back to step 3 and 4



<STEP6> How to turn on and off microphone and camera

Please close applications other than ZOOM and presentation materials as it may affect to the movement of zoom app depending on the internet environments.



Audio and video tests will be conducted from the operator,60 minutes before the session. If you have any question, please ask at that time.



How to confirm participants



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When you click Participant's icon you will see the window pop-up(below) Participant's name will be listed

	Participants (3)		- 0	×		
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	JS Jun Sate	o (Host)			🄏 🖂		
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JCS202							
J602							
	In	vite	Unmute	Me			

How to use chat in zoom



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When you click Chat icon you will see the window pop-up(below)

①Questions from audience will be posted to the chat box below.
 ②Communication tool between the secretariat, technical operator, and speakers during the session.
 ※If you are in a hurry, there is no problem to speak with mic.

Chat		 ×	
			7C
C 2 Who can see you	ır messages?		
To: Everyone ✓ Type ✓ Everyone Jun Sato (Host) Ichiro Tanaka		00	

 $\ensuremath{\ll} Please$ select the name of the participant you want to send a message from the pull-down menu.

How to share screen

↑ Share Screen

Please click share screen icon to share your presentation material

①Open your presentation material (powerpoint, keynote, etc.…)

②Click share screen

③Select your presentation material from "select a window or an application that you want to share" window





Interpretation

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For the session which simultaneous interpretation is available, interpretation button will be displayed under the ZOOM window.



Please select the language you want to listen to. You can watch the selected language.

Please be sure to speak in the selected language When you select English, speak in English When you select Japanese, speak in Japanese