



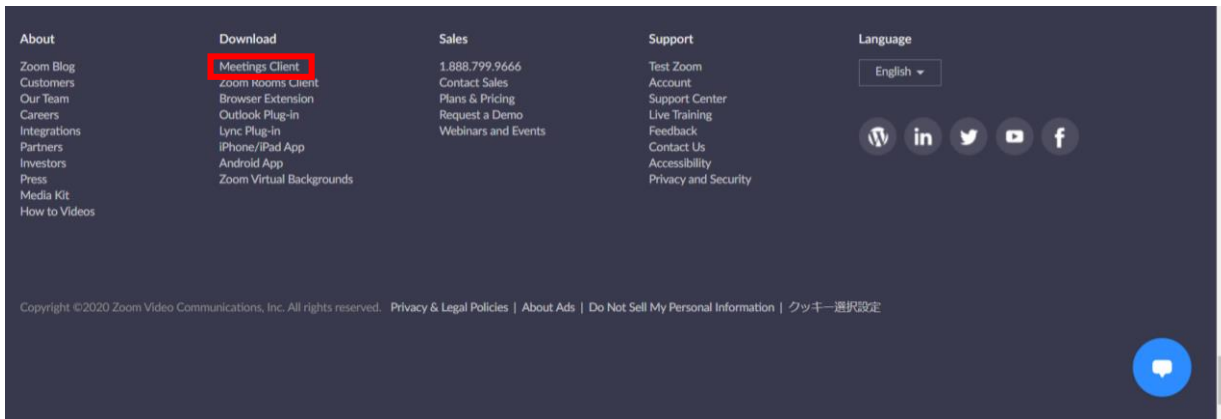
Manual for participants

<STEP 1> Please download the Zoom desktop application client for Windows PC.

※If you would like to join from your web browser, please proceed to (STEP 5).

Downloading the desktop client app

① The app installer is available from the official Zoom homepage.
Please click on the link to access the site ▶ (<https://zoom.us/>) .



② Select meeting client to download the app.

※Please be sure to install the latest version

Supported systems

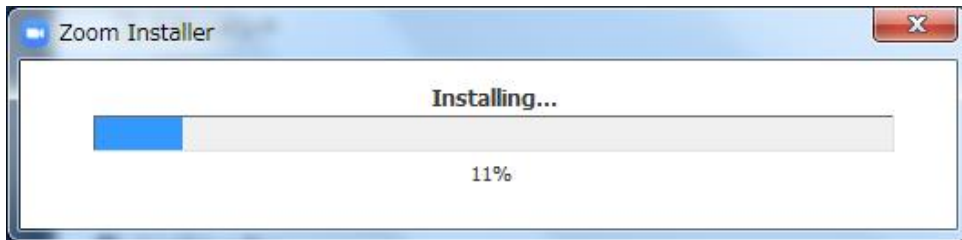
Mac OS X powered by later than MacOS 10.7	Red Hat Enterprise Linux 6.4 or later
Windows 7/9/8.1/10	Oracle Linux 6.4 or later
Windows Vista powered by later than SP1	CentOS 6.4 or later
Windows XP powered by later than SP3	Fedora 21 or later
Ubuntu 12.04 or later	OpenSUSE 13.2 or later
Mint 17.1 or later	ArchLinux (64bit only)

<STEP 2> Installing Zoom on Windows PC

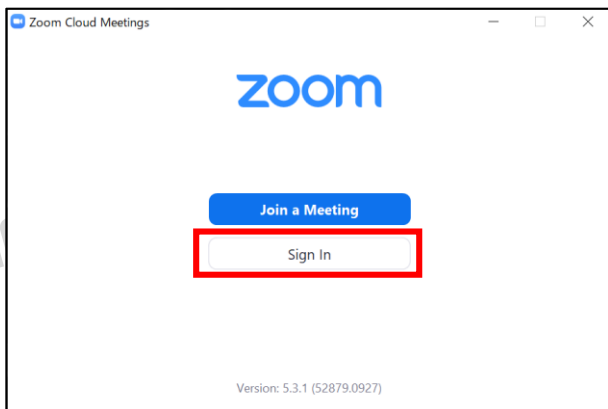
※If you would like to join from your web browser, please proceed to (STEP 5).

Download Client App

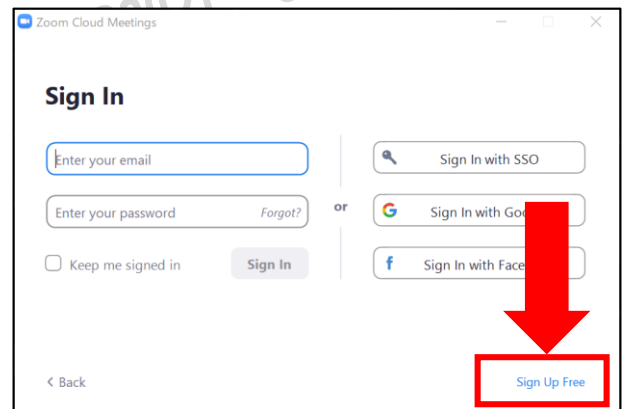
③ Launch the downloaded installer to begin installing. This operation dose not take much time.



④ Select sign in (Optional)



⑤ Register your email address with free sign-up



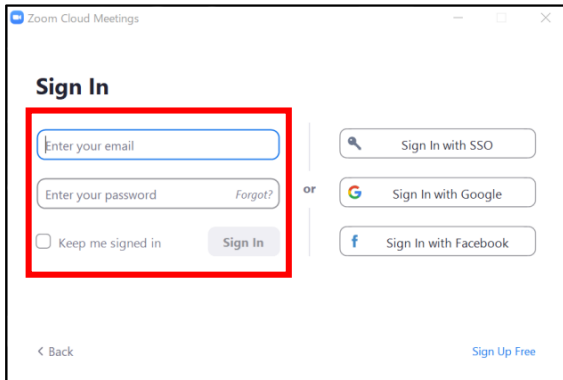
⑥ A confirmation email will be sent to the email address you registered. Click "Activate Account" to complete the activation process.

STEP 3

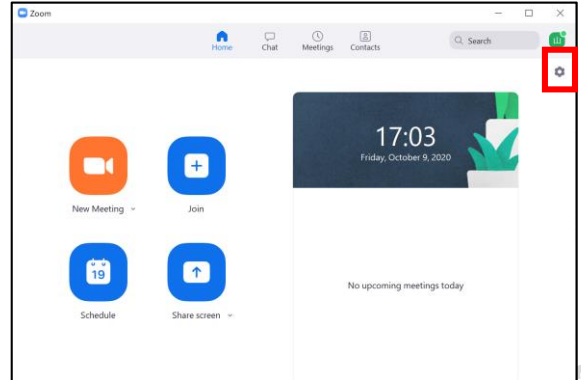
<STEP 3> Before entering the webinar

Please sign in to Zoom and test your camera and audio.

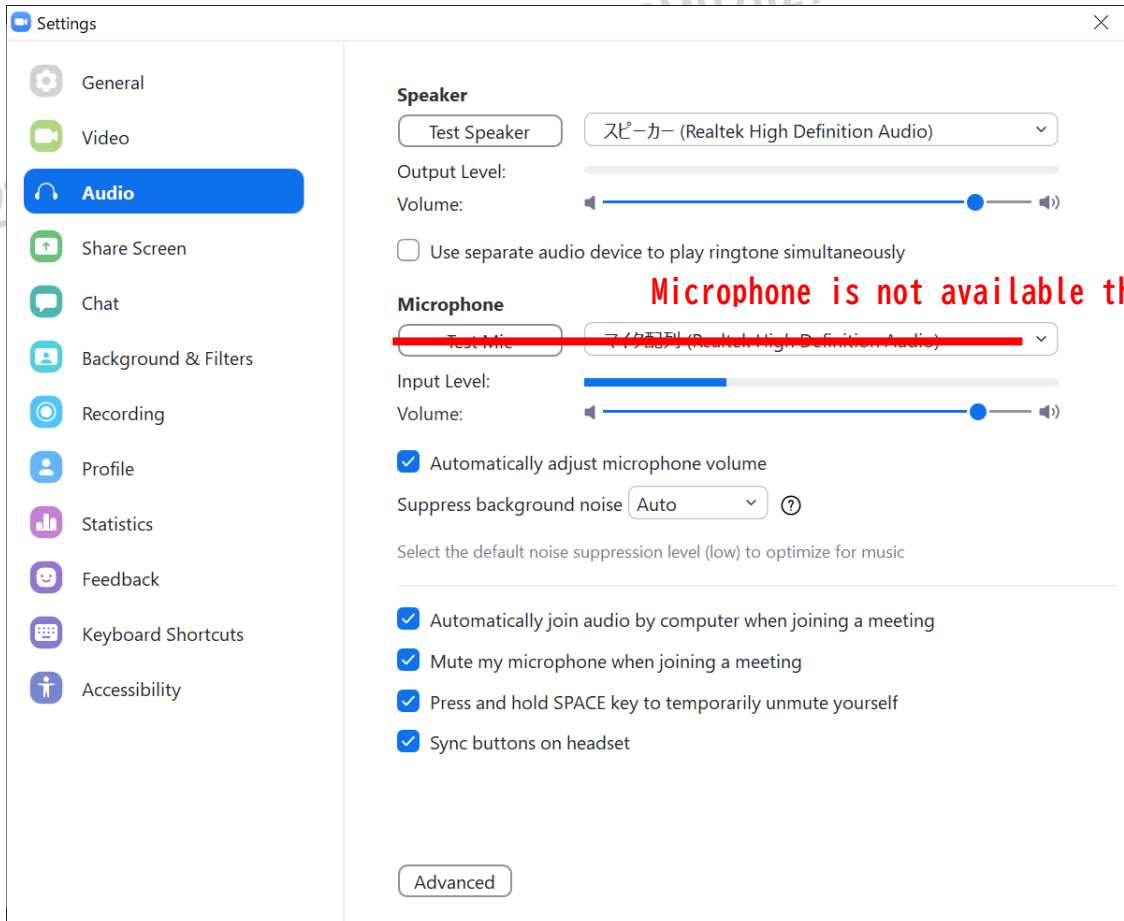
① Sign in to ZOOM



② Click on the settings gearwheel icon



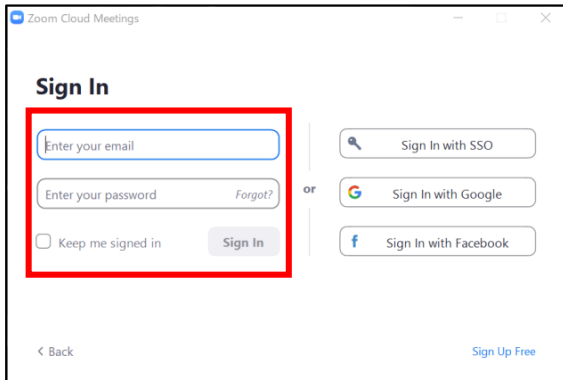
③ Navigate to the “General” settings.



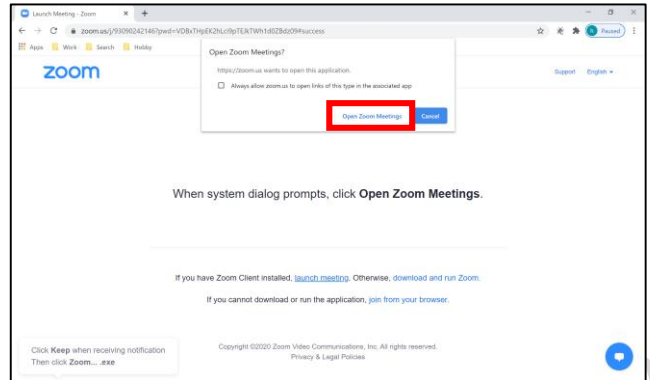
<STEP 4>How to enter the webinar.

Select a session from the timetable

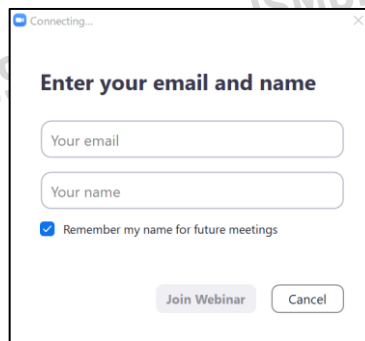
① Sign in to your Zoom account (not necessary)



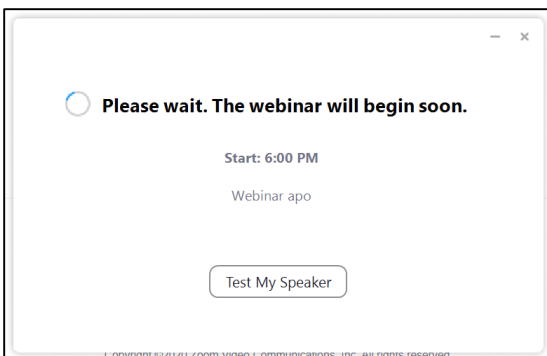
② Select the session you wish to join and Click open zoom meeting



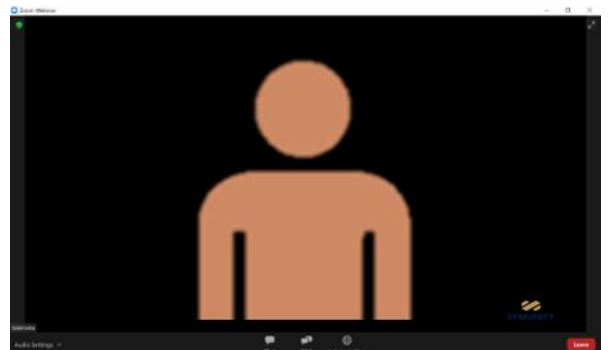
③ Please enter your name and email address



If the session is not open



When you join the session you will see the speaker's camera



Supported Browsers

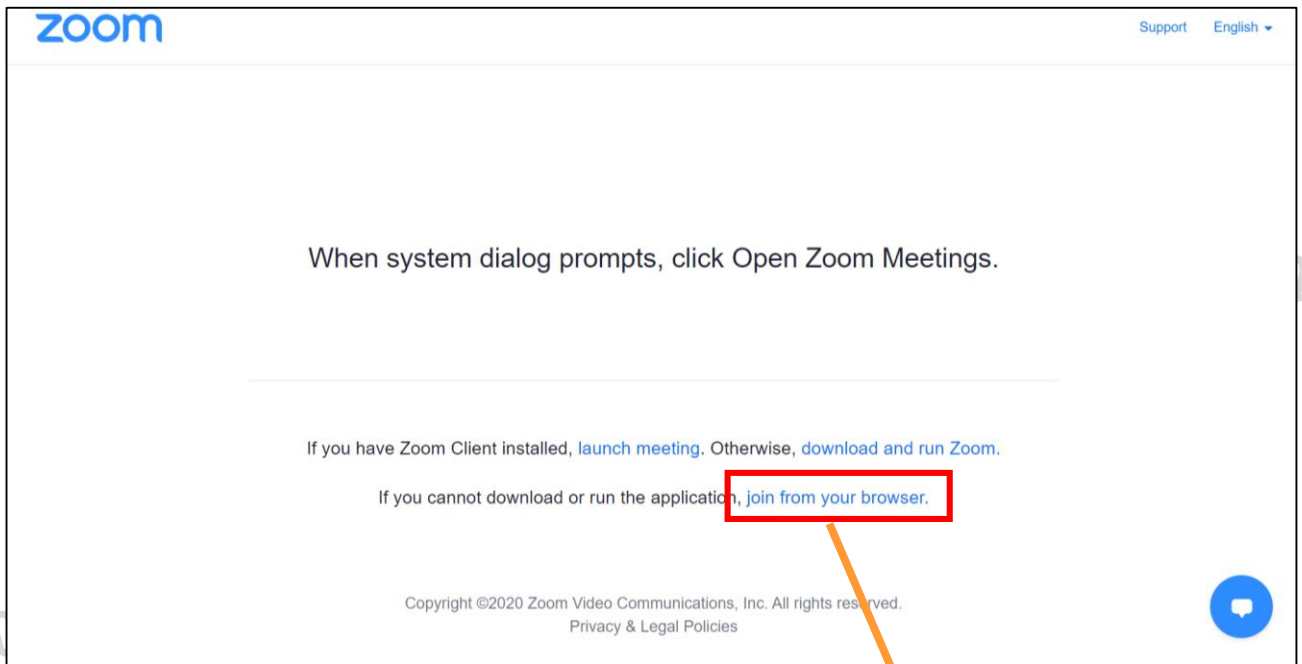
Windows : IE7+, Firefox, Chrome, Safari5+
Mac : Safari5+, Firefox, Chrome
Linux : Firefox, Chrome

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<STEP 5> How to join the Webinar from the web (without the need of installing the app)

※There are some functional limitations when participating with a web browser.

- ① Please select a session from timetable.
- ② Ignore the notification of the app automatic download and click "here".



Click here to join
with your browser

③ Please enter your name.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

Join a Meeting

Your Name

Your Name

I'm not a robot reCAPTCHA Privacy - Terms

Join

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

④ Please enter the meeting password and your email address.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

Join a Meeting

Meeting Passcode

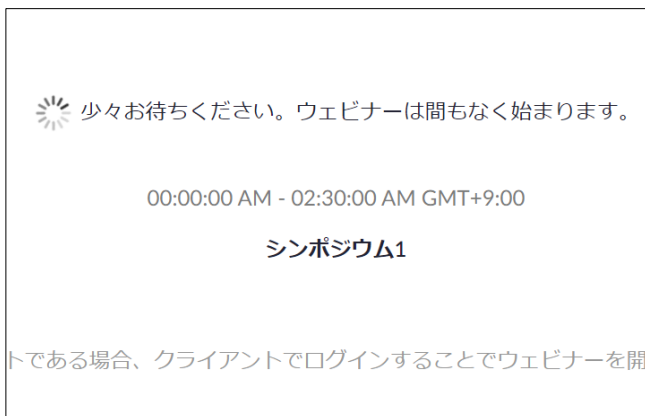
.....

Email address

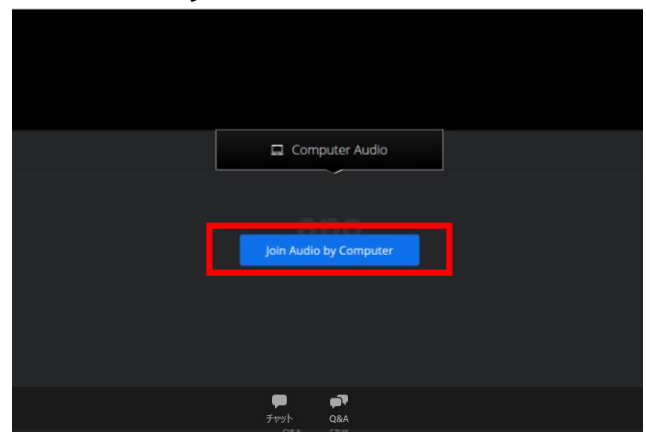
aa@takenaka-co.co.jp

Join

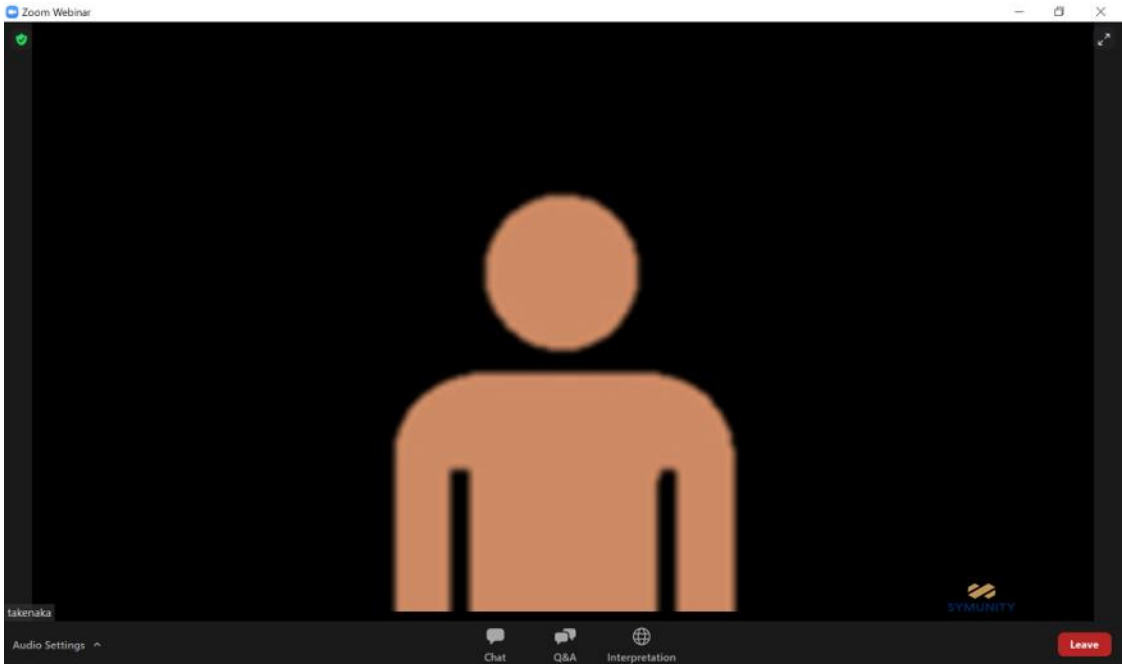
This screen will appear when the session is still preparing



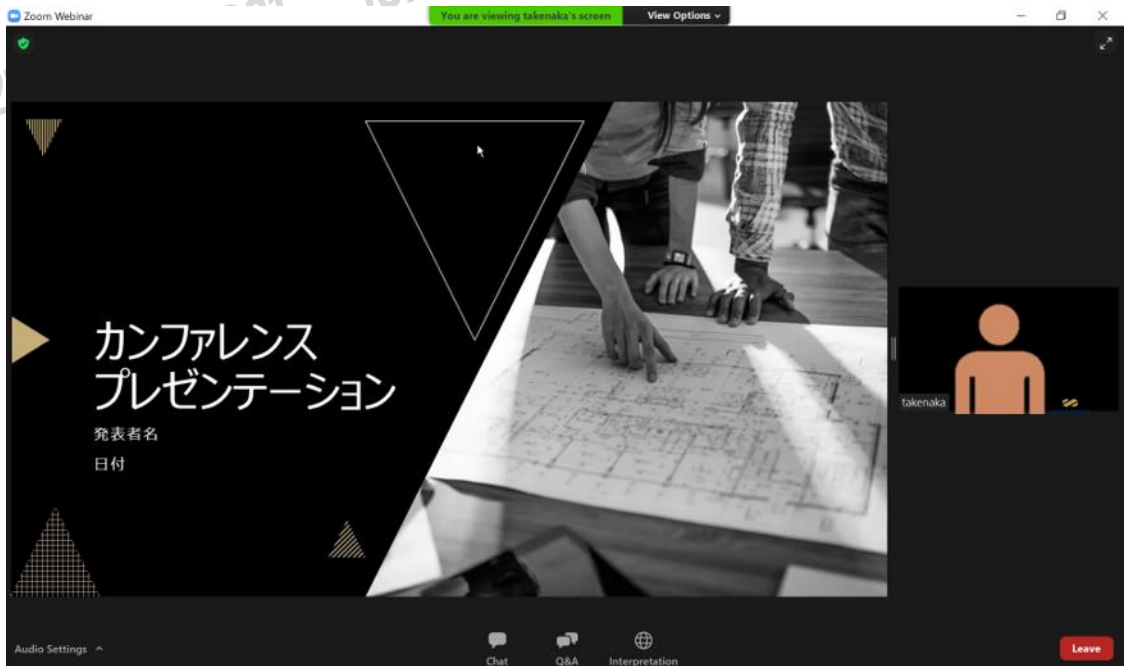
This screen will appear when you join the session



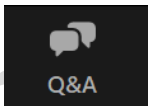
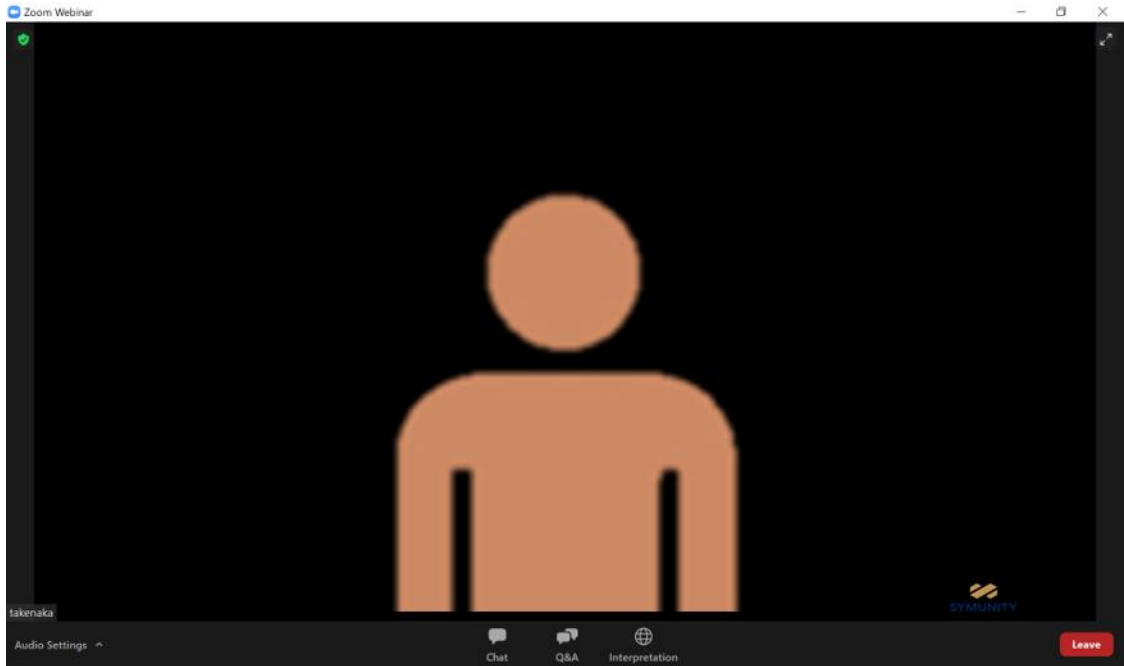
<STEP 6> Screen Images



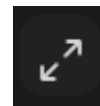
▲The presenting speaker will be displayed.



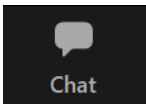
ZOOM Functions



Chat function is not available



Full screen mode



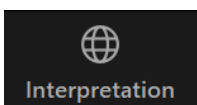
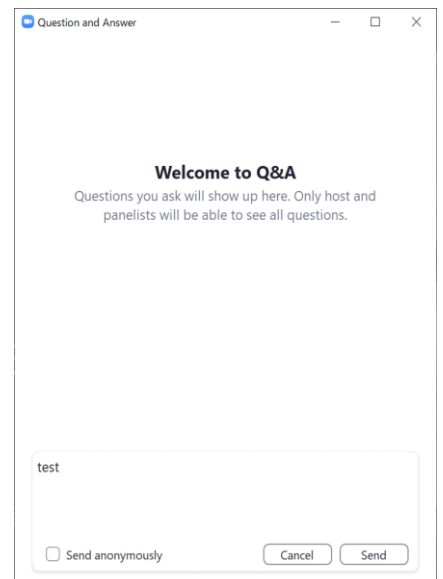
Send Questions

Window on the right will pop-up when you click Q&A.

You may type a concise question addressed to the appropriate speaker in this window.

e. g.

"Name of the speaker you want to ask" :
"question"

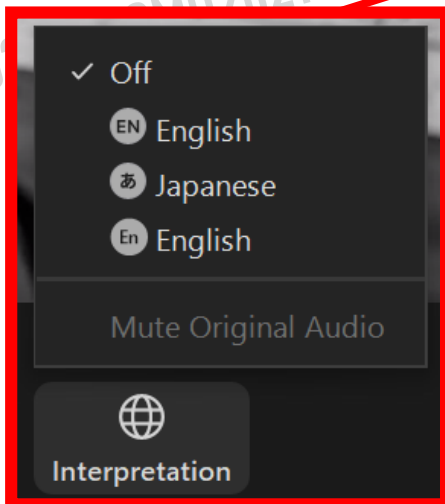
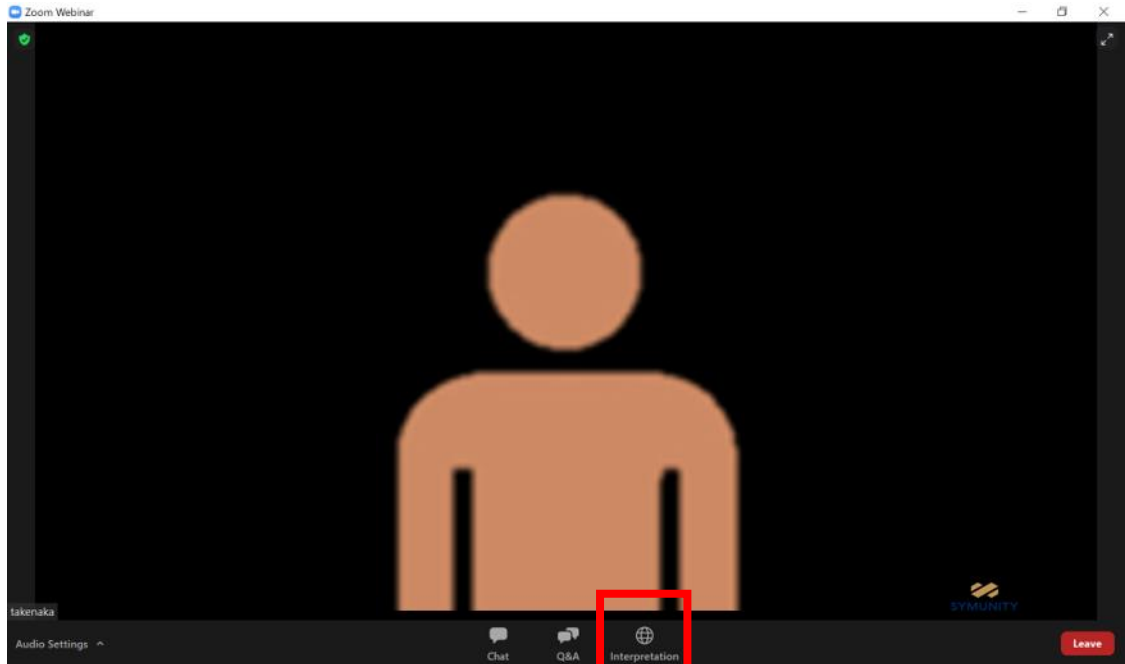


Language selection

* Limited to the interpretation available sessions only

Interpretation

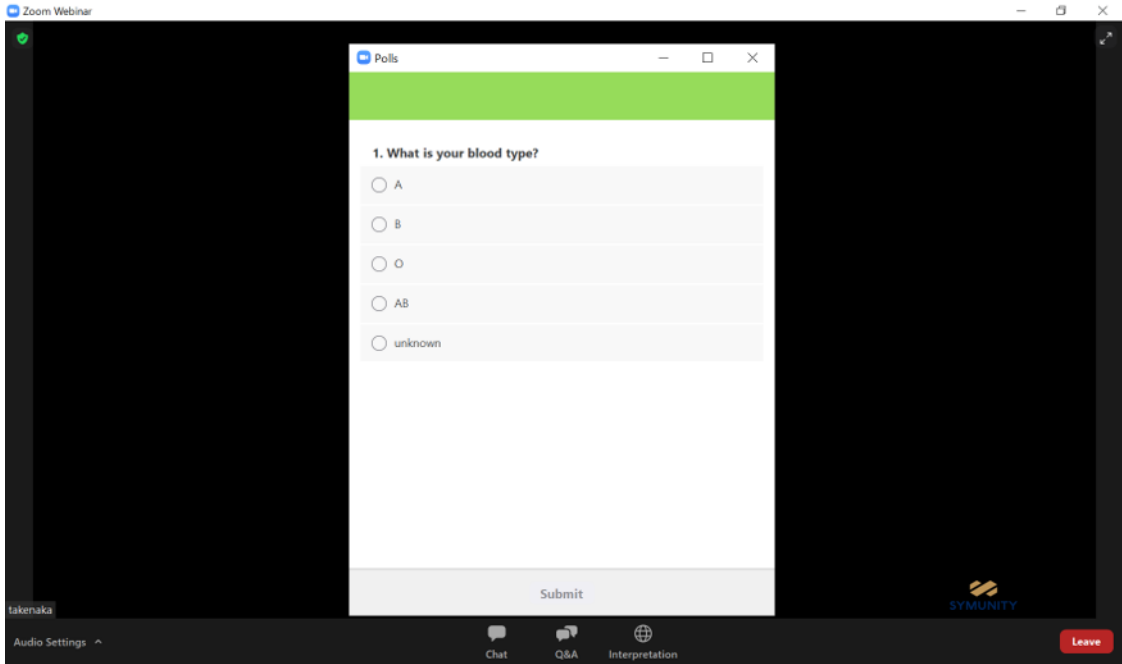
For the sessions in which simultaneous interpretation is available, the interpretation button will be displayed under the ZOOM window.



Please select the language you wish to have interpreted to by clicking on the “Interpretation” icon.

Audience Response

※Audience response function is not available for the browser version of zoom.



The voting screen shown above will start automatically during the session.

Viewers may answer the questions by clicking on the available choices.