

# ZOOM MEETING MANUAL

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01

# Preparation

# Preparation

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## What you need for ZOOM meeting?

**Computer (Desktop / PC) or Mobilephone**

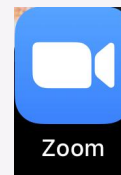
Make sure that microphone, speaker, camera, networking are usable

## ZOOM Installation

Download link : <https://zoom.us/download>



Computer



Mobile Apps

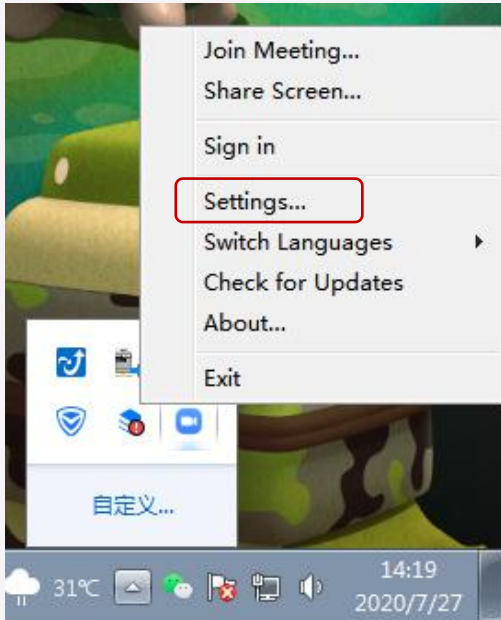
**02**

# Meeting Operation

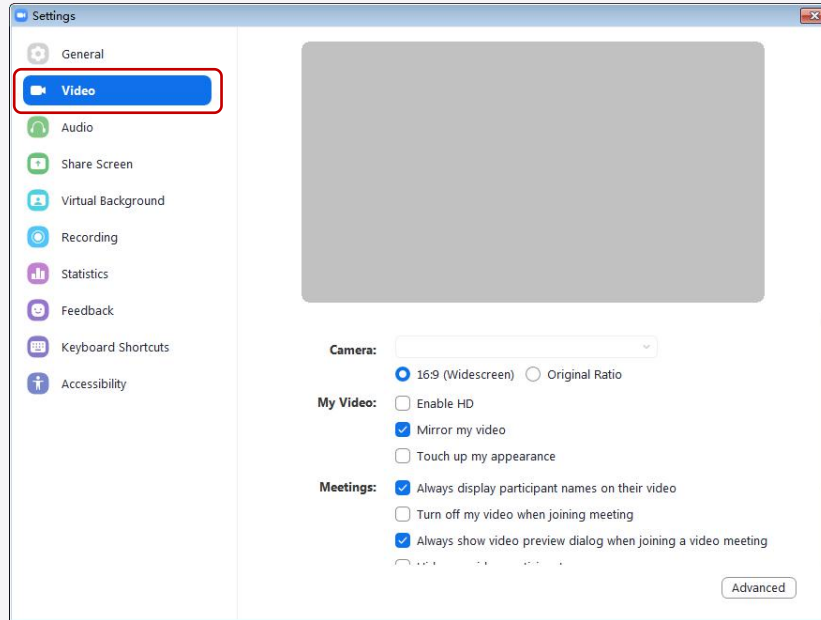
# Meeting Operation

## ZOOM Client Settings (Computer)

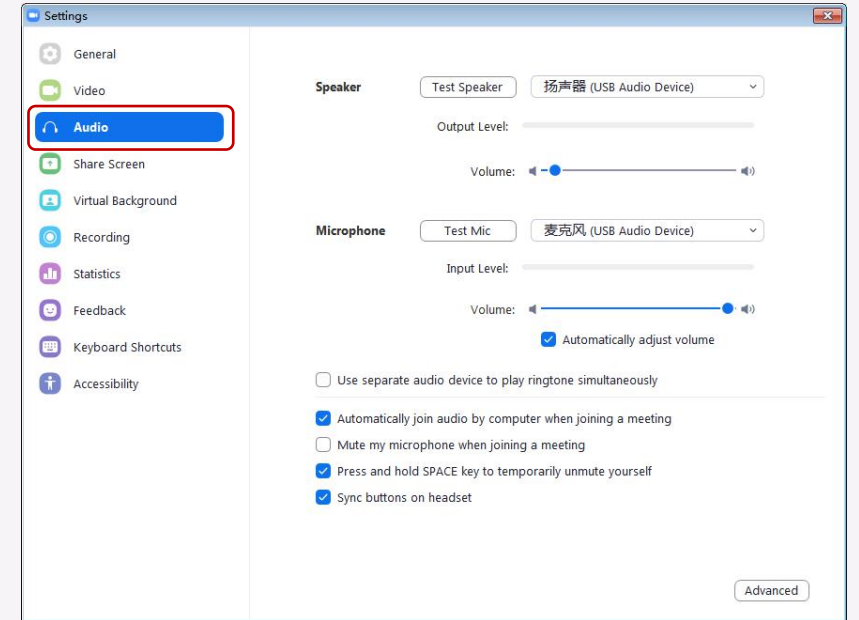
1. Open ZOOM, find its icon, right click it, choose “Settings”



2. Choose “Video” to check if the camera is usable



3. Choose “Audio” to check if the microphone and speaker are usable



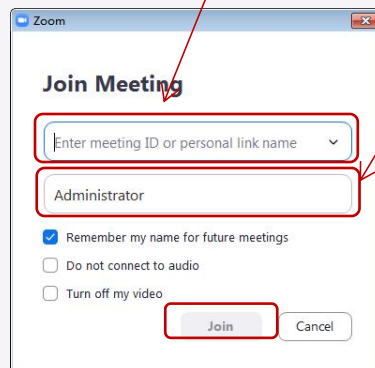
# Meeting Operation

## Computer

1. Choose to “join a meeting”

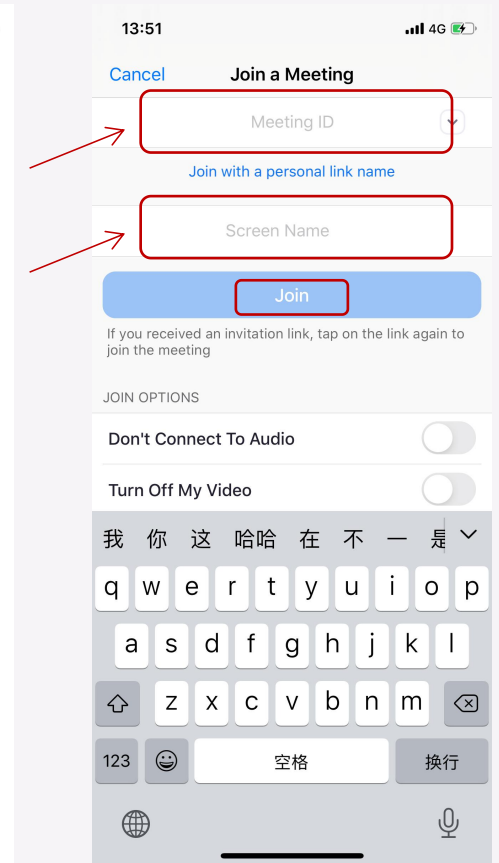
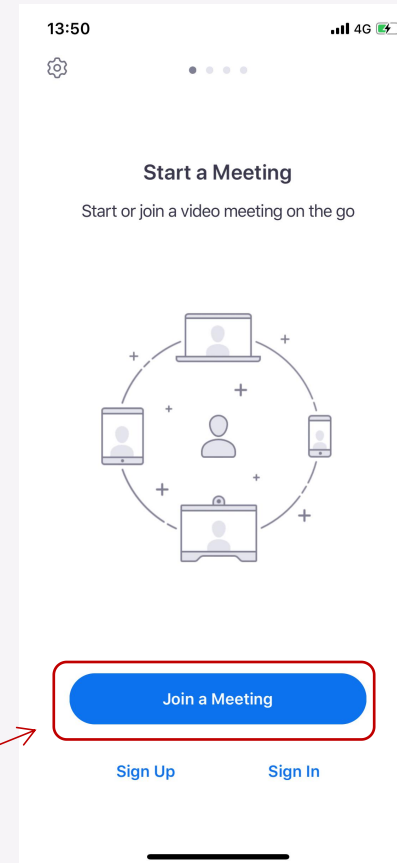


2. Input Meeting ID, you name + company name, then click “join”



## Open ZOOM

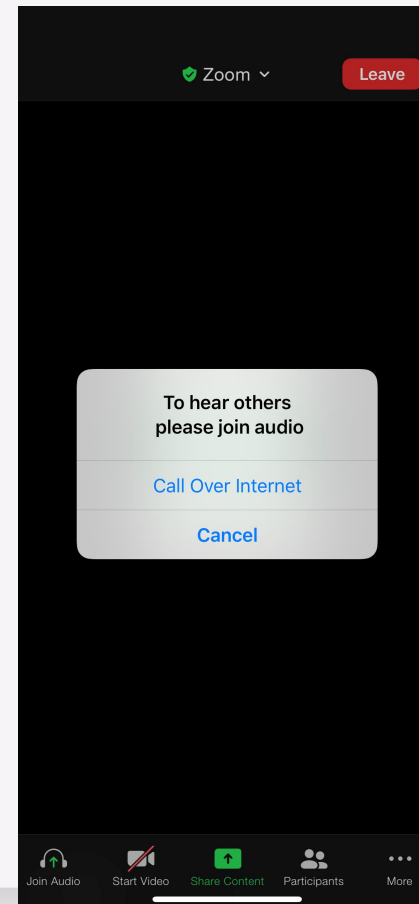
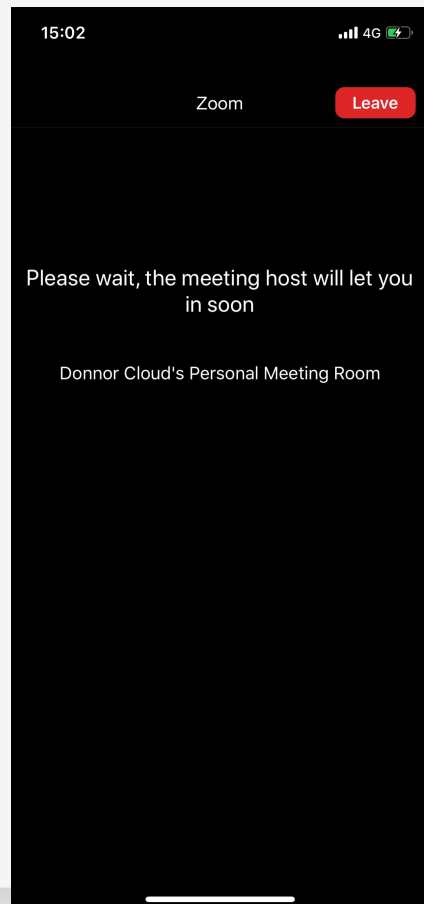
## Mobilephone



# Meeting Operation

After join the meeting, please wait for host to let you in. **DON'T LEAVE THE INTERFACE.**

If you see this interface, **PLEASE CHOOSE CALL OVER INTERNET.**

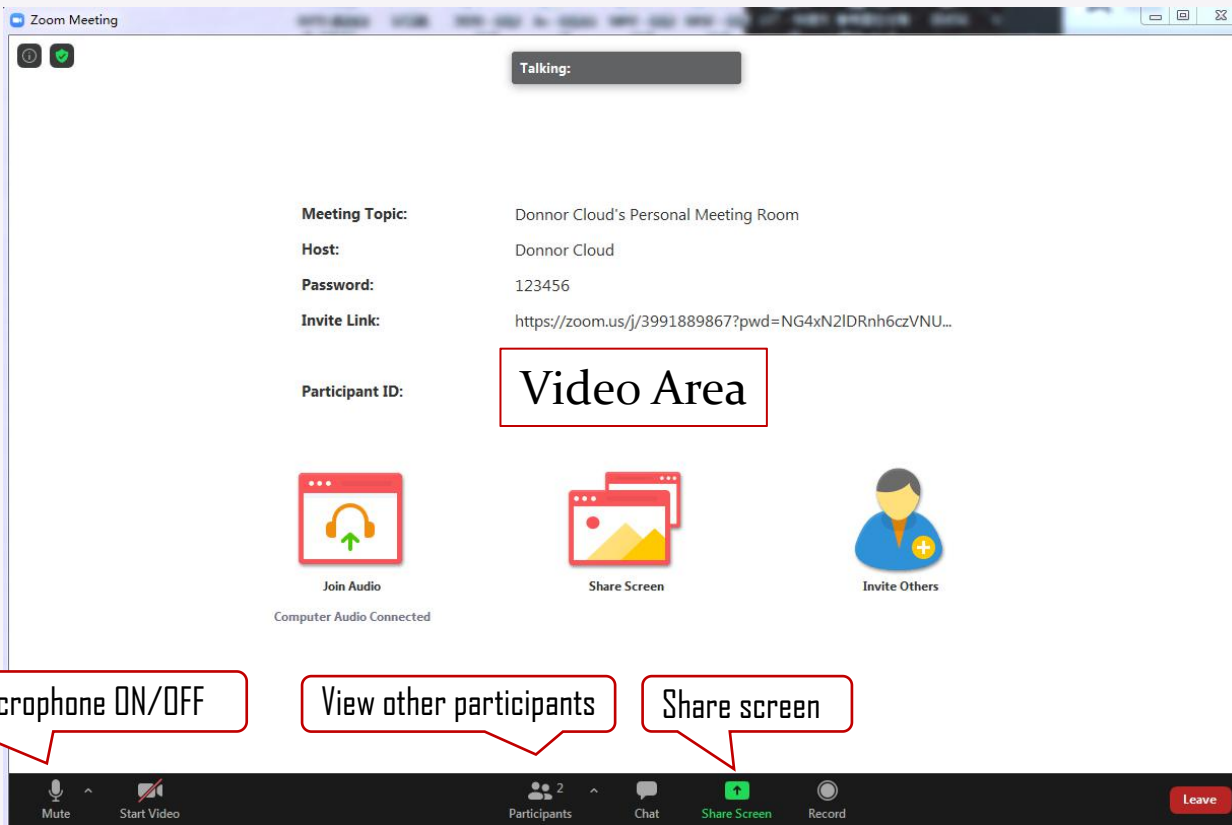




# Meeting Operation

## Interface Introduction

### Computer



Video Area

Microphone ON/OFF

View other participants

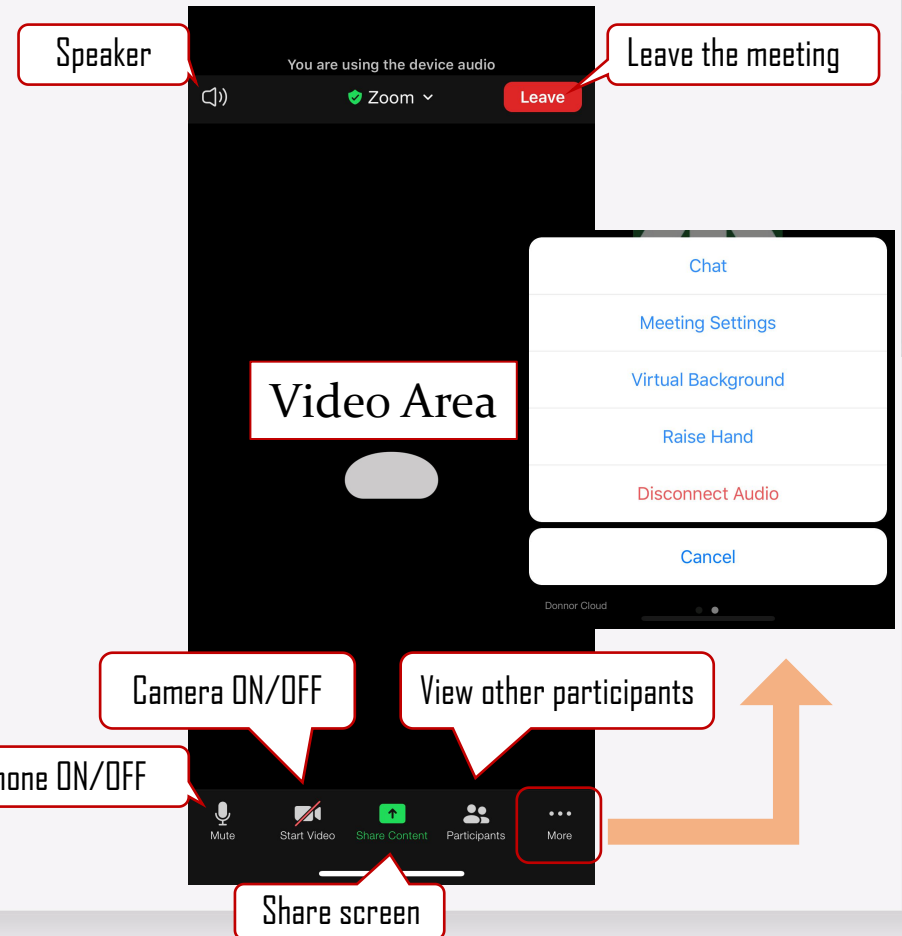
Share screen

Camera ON/OFF

Text chat

Leave the meeting

### Mobilephone



Speaker

Leave the meeting

Video Area

Camera ON/OFF

View other participants

Microphone ON/OFF

Share screen

Please make sure you can use ZOOM well before our meeting.  
We are looking forward to meeting you then!

## HAVE ANY QUESTIONS?

Please contact Ms. May

WhatsApp: +86 15727808222

Wechat: LIUAD0413

FAQ:

<https://support.zoom.us/hc/en-us/articles/206175806>

