



**IAFOR
Zoom Meeting Guide**

Introduction

Zoom is a video and web conference application provided by Zoom Video Communications, Inc. of the U.S. It allows multiple people to participate simultaneously from any device, anytime, anywhere. In addition to video conferencing using webcams, voice and chat communication can also be used.

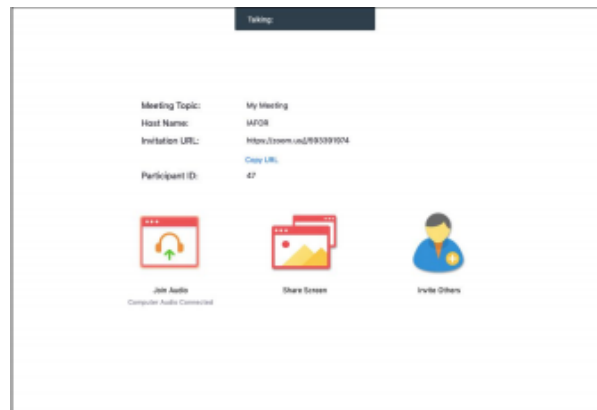
It is widely used in the business situation because it enables meetings that would normally require gathering at a single location to be held online.

A. Pre-meeting Check List

- ❖ Before joining a Zoom meeting on a computer or mobile device, [download](#) the Zoom app or software. Otherwise, you will be prompted to download and install Zoom when you click a join link.
- ❖ Please make sure the PowerPoint slide is opened on your device before joining the meeting if you would like to share it.
- ❖ Ensure the microphone and camera works on your device- <https://zoom.us/test>.

B. Join a Meeting

1. Receive an invitation link to join a meeting via **your email address**
2. Click on the link to join the meeting.
** Make sure you join the meeting at least **15 minutes** before the scheduled start time.*
3. Once the host admits you to join the meeting, click [Join with Computer Audio].
4. When you see Picture 1 (see below), you are in the meeting.

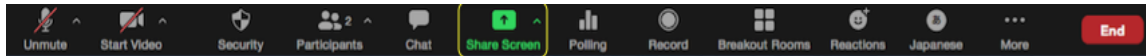


Picture 1: Zoom Meeting Interface

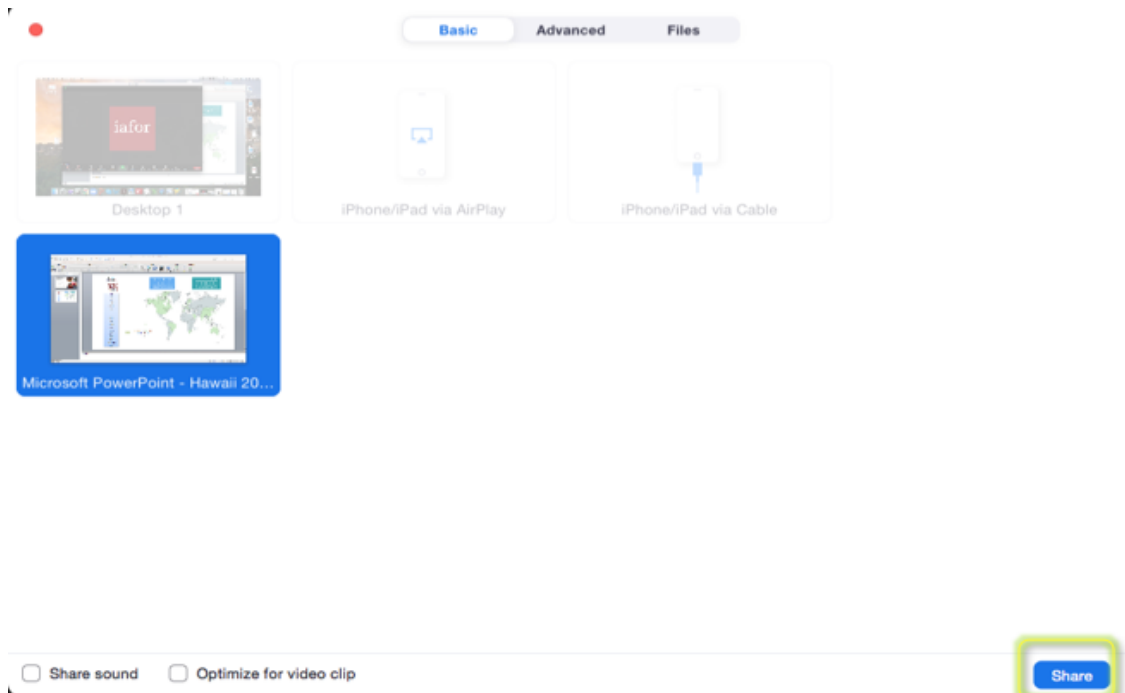
C. During the Meeting

1. To Display your PowerPoint Slide

- 1) Ensure your PowerPoint file is opened on your device
- 2) Click on [Share Screen]



- 3) Highlight the PowerPoint presentation and click on [Share] at the right bottom corner of the screen

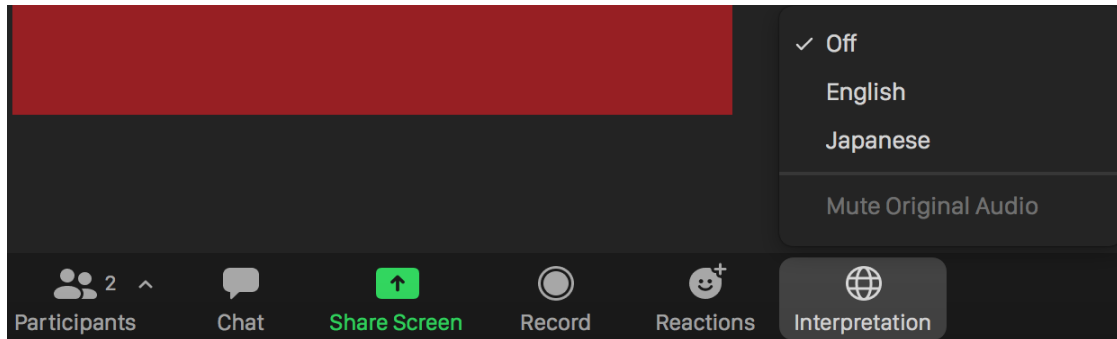


- 4) Click on PowerPoint to switch to slideshow mode while sharing the screen

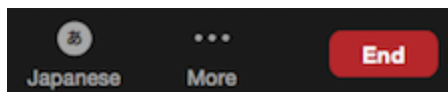
2. Interpretation Setting

Japanese Interpretation is available

- 1) Click [Interpretation] and select [Japanese]



- 2) The [Interpretation] tub will be changed to [Japanese] as below. Participants in a language channel will hear the translated audio and also the original audio at a lower volume.



3. Q&A

If you have a question, you can ask via the chat box or raise your hand and unmute yourself and ask a question to the presenter directly.

<By Chat Box>

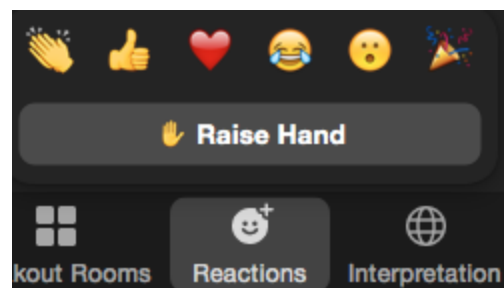
- 1) Click [Chat] in the meeting controls and open the chat window
- 2) Type a question/message into the chat box and send it.

Make sure you select [Everyone] by clicking on the drop-down next to [To:]

<By Raise Hand>

There are two ways to select Raise Hand

- 1) In a [Reactions] tub in a Meeting Controls
- 2) In a [Participants] tub in a Meeting Controls

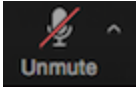
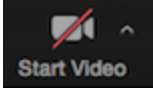
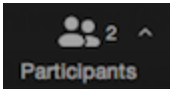
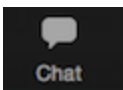

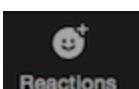
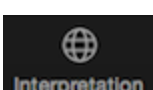


The host will be notified that you've raised your hand. If the host allows you to talk, you may be prompted to unmute yourself.

D. To Leave the Meeting

Participants can leave the meeting anytime by clicking [Leave] at the right bottom of the corner.

E. Meeting Controls

 Unmute	You can ON/OFF microphone.
 Start Video	You can ON/OFF video.
 Participants	Click to display the Participants' list. You can raise your hands.
 Chat	Click to display the chat
 Share Screen	Click to share your slides
 Reactions	Click to show your reactions/raise your hands
 Interpretation	Click to start the interpretation channel