

Preparations before the meeting:

1. Please keep the network connected stably.

You may connect to 4G or Ethernet if there is no WiFi available.

2. Please charge your devices in advance.

So that you won't be power off during the meeting.

Joining up information for the meeting:

You will receive the three following information before the meeting:

1. Meeting link, e.g.:

<https://zoom.com.cn/j/98314459090?pwd=K3RLWXcwN3krcVdYZ2x0N0t5bFN1dz09>

2. Meeting number(11-digit number,e.g.:983 1445 9090)

3. Passcode(6-digit number,e.g.:029383)

Download Zoom:

The online conference application Zoom will be used in our meeting. Please install Zoom as the following steps if you don't have it in your PC.

1. Type in the address and get in: <https://www.zoom.us/download>



The screenshot shows the Zoom website's download center. At the top, there is a navigation bar with the Zoom logo on the left and links for '解决方案', '计划和定价', '联系销售人员', '加入一场会议', '主持会议', '登录', and a '免费注册' button. Below the navigation bar is a large blue banner with the text '下载中心' and a link '为IT管理员下载'. Underneath the banner, the text 'Zoom会议客户端' is displayed, followed by a paragraph: '当您开始或加入自己的第一个Zoom会议时, 网页浏览器客户端将自动下载, 还可在这里进行手动下载。'. Below this text is a blue '下载' button and the text 'Version 5.6.0 (589) (32-bit)'. At the bottom, there is a link 'Download 64-bit Zoom client'.

下载中心 download center

为IT管理员下载
download for IT administrators

Zoom conference client Zoom会议客户端

当您开始或加入自己的第一个Zoom会议时，网页浏览器客户端将自动下载，还可在这里进行手动下载。 When you start/join your first Zoom meeting, the web browser client will be download automatically. You can also download it here manually.



Version 5.6.0 (589) (32-bit)

1

Download 64-bit Zoom client

2

1. Click 1 to download for PC of 32 - bit operating systems.
2. Click 2 to download for PC of 64 - bit operating systems.

Install & launch Zoom:

Click here



ZoomInstaller.
exe

to install Zoom after you download it.


Double-click here



Zoom

to launch Zoom after you install it.

Launch Zoom:

Please double-click it  to start Zoom if you already have Zoom in your PC.

Join the meeting:

You will see this page after launching Zoom. Click JOIN MEETING.



加入会议

The screenshot shows the Zoom 'Join Meeting' dialog box. It contains two input fields for meeting ID and name, a checked checkbox for 'Use current name in future meetings', and two unchecked checkboxes for 'Do not automatically connect to audio' and 'Keep camera off'. At the bottom are 'Join Meeting' and 'Cancel' buttons. Red arrows and numbers 1-4 point to these elements: 1 points to the meeting ID field, 2 points to the name field, 3 points to the 'Do not automatically connect to audio' checkbox, and 4 points to the 'Join Meeting' button.

1 输入会议号或个人链接名称

2 输入你的姓名

在以后的会议中使用当前名称

不自动连接语音

保持摄像头关闭

3 加入会议 取消

4

1. Please type in the meeting number/link you received here.
2. Please type in your name here.
3. You will be muted by default when you join the meeting if you choose "no automatic voice connection". The camera will not be on automatically if you choose "keep the camera off".
4. Click JOIN MEETING after you finished the above steps.

Layouts shifting

stage layout



layout shifting full screen

stage layout
演讲者视图



grid layout
画廊视图



You may choose from the two layouts, stage and grid. In the stage layout whoever speaks will be the biggest. The grid layout shows every attendee.

unmute camera on

attendee chat screen sharing interpretation

leave



1

2

3

4

5

6

7

8

record

1. Mute/unmute -- or click the button on the right for microphone choosing.
2. Camera on/off -- or click the button on the right for video setting.
3. Attendee -- to check the attendee list.
4. Chat-- to start a private chat or a group chat.
5. Screen sharing --to share the desktop, applications, etc.
6. Record -- for audio/video recording during the meeting.
7. Simultaneous interpretation -- choose languages -- click to mute the original audio.
8. Leave -- leave the meeting.

