# Preparations before the meeting:

- 1. Please keep the network connected stably.

  You may connect to 4G or Ethernet if there is no WiFi available.
- 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 befor the meeting:

- 1. Meeting link, e.g.:
- https://zoom.com.cn/j/98314459090?pwd=K3RLWXcwN3krcVdYZ2x 0N0t5bFN1dz09)
- 2. Meeting numner(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: <a href="https://www.zoom.us/download">https://www.zoom.us/download</a>



perside a meeting
加入一场会议 主持会议 \* 登录
join a meeting log in





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 fitst Zoom meeting, the web browser client will be download automatically. You can also download it here manually.

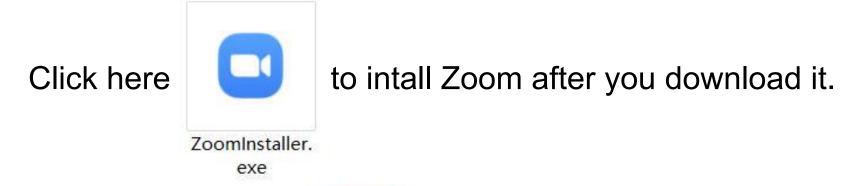


Version 5.6.0 (589) (32-bit)

Download 64-bit Zoom client

- 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:



Doubble-click here



to launch Zoom after you install it.

## Launch Zoom:

Please doubble-click it Zoom to start Zoom ifyou alreadly have Zoom in your PC.

# Join the meeting:

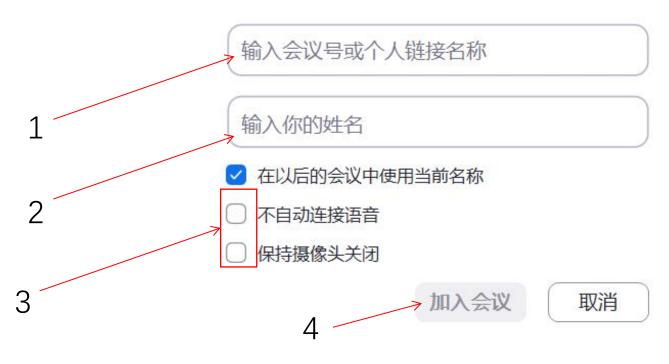
You will see this page after launching Zoom. Click JOIN MEETING.



版本: 5.6.0 (589)

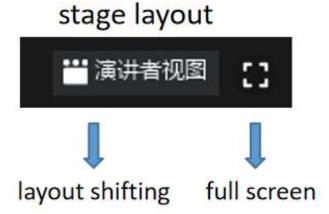
■ Zoom

#### 加入会议



- 1. Please typy in the meeting number/link you received here.
- 2. Please typy in your name here.
- 3. You will be muted by default when you jion 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 演讲者 家peaker

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.



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

