



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

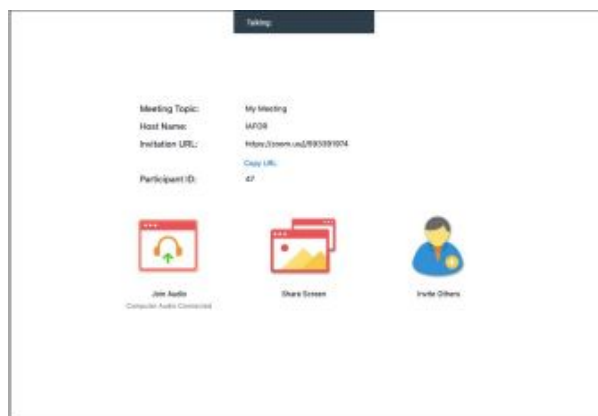
- ❖ Before joining a Zoom meeting on a computer or mobile device, [download](#) the Zoom app or software. Otherwise, you will be prompted to download and install Zoom when you click a join link.
- ❖ Please make sure the PowerPoint slide is opened on your device before joining the meeting if you would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

B. Join a Meeting

Link: <https://iafor-org.zoom.us/j/82166954971?pwd=YVINblFKWW1aZ2hXWnV4VmtteUFxZz09>

Password: MOFA2021

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.



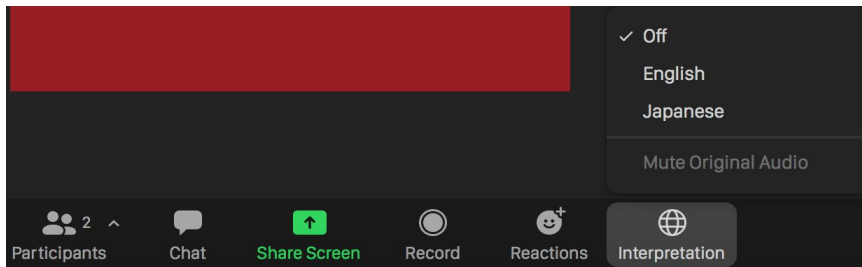
Picture 1: Zoom Meeting Interface

C. During the Meeting

1. Interpretation Setting

English Interpretations is available

- 1) Click [Interpretation] and select [English].



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



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.

2. Q&A

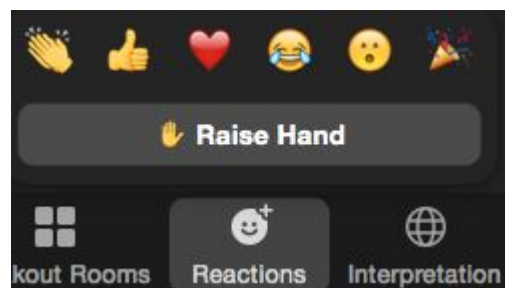
<By Chat Box>

- 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] tab in a Meeting Controls
- 2) In a [Participants] tab in a Meeting Controls



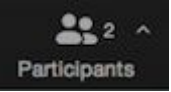
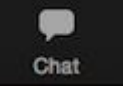




The host will be notified that you've raised your hand. If the host allows you to talk, you may be prompted to unmute yourself.

D. To Leave the Meeting

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

E. Meeting Controls

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