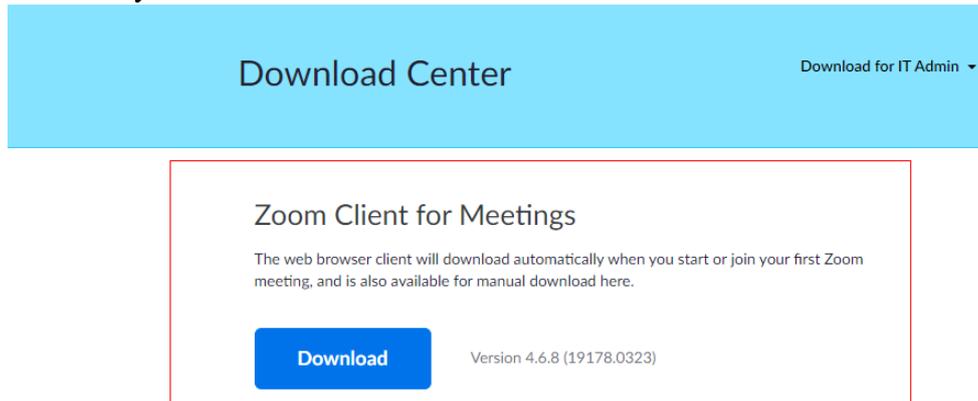


# Zoom Using Instruction

## ZOOM Download and Basic Guidelines

1. Visit this link [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting) to download and Install ZOOM on your PC.



Ps: Change language setting if you need

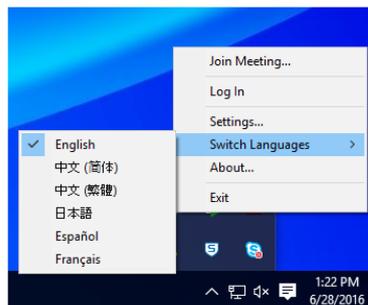
1. Select the ^ in the Windows task bar.



2. Right click the Zoom icon in the notification tray.



3. Hover over **Switch Languages**.
4. Select the desired language.

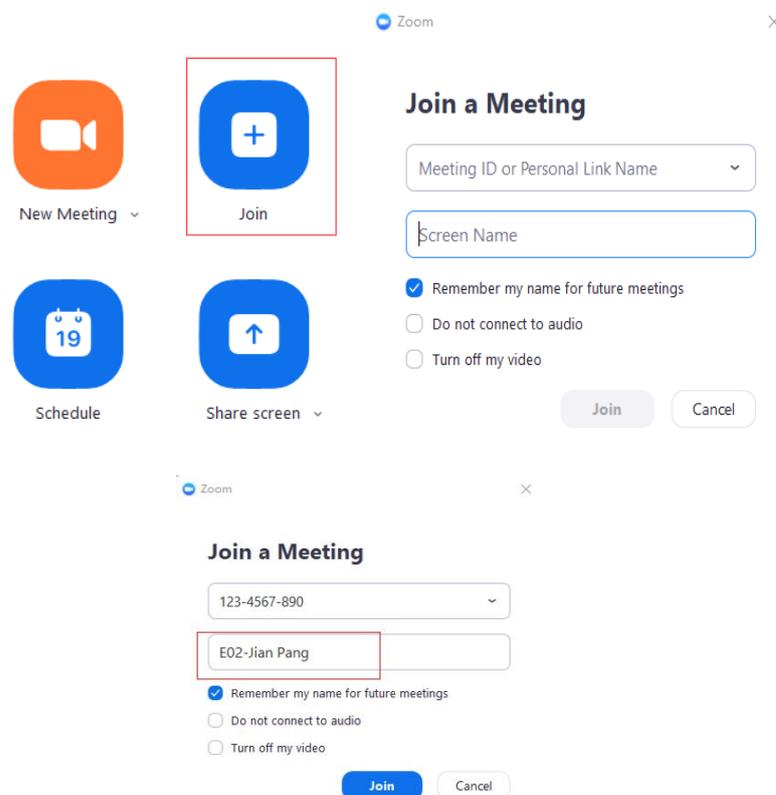


Zoom will restart and you will need to sign in again.

## 2. Sign in for an account



## 3. Enter the conference room with Meeting ID which will be announced later.

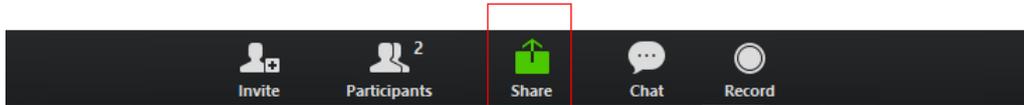


### Name your Screen Name

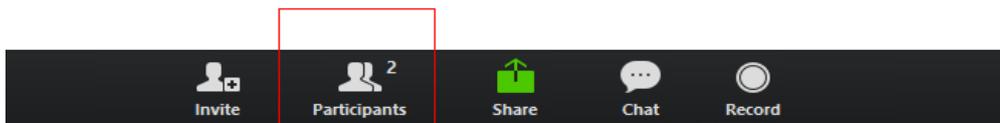
- For **Conference Committee Member and Keynote Speaker**, please name it as:  
**Position-Full Name**  
Eg: Conference General Chair-Mary Chong  
Keynote Speaker- Martin Johnsson
- For **Author**, please name it as: **Paper ID-Full Name**  
Eg: C202- Daniel Helman

## Using Tips:

- Share your screen to all participants when you make presentation by clicking **Share**. Please prepare your presentation file in advance.



- See other participants by clicking **Participants**.



- There will be Q&A in every keynote speech and technical session. If you have any question, please click **Raise Hand**.



- Communicate with other participants by clicking **Chat**.  
**NOTE:** If you have any question or any assistance is needed, please feel free to contact our staff.



- **Unmute Audio** and **Start Video** while your presentation.



## ZOOM Test

Conference will arrange test time for participants. The specified test time will be announced before conference. Please check your microphone and presentation file in announced conference room.

### NOTE:

- Please make sure your internet, PC's microphone and camera work during conference period. To ensure a good sound effect, we suggest you use headset with microphone or earphone with microphone.

- Please unmute audio and start video while your presentation.
- If you have any question or any assistance is needed, please feel free to contact our staff.
- For more guide, please visit <https://assets.zoom.us/docs/user-guides/zoom-rooms-full-user-guide.pdf>