Instruction for the use of ZOOM for Windows and Smartphone users

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1.   Registration

1.1   Homepage

- Open the Zoom home page by entering "zoom.us" in the address bar of your browser.
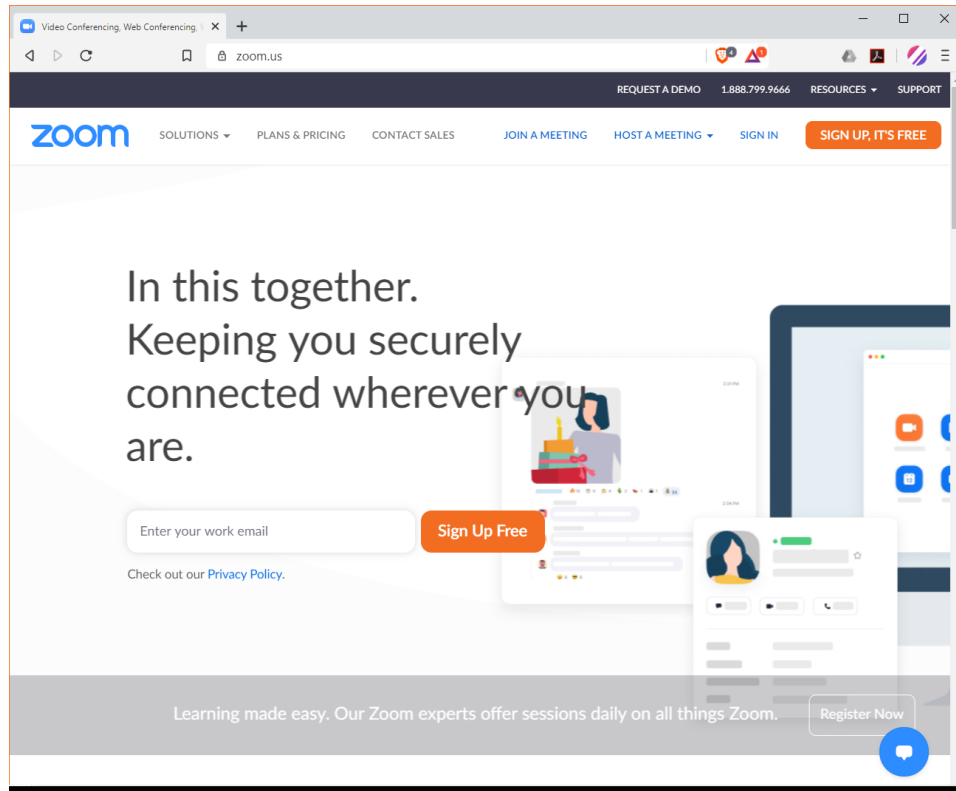
- Then click the button "Sign Up Free" to create a user account.

· Enter your date of birth in the following top-down menu to verify your age.
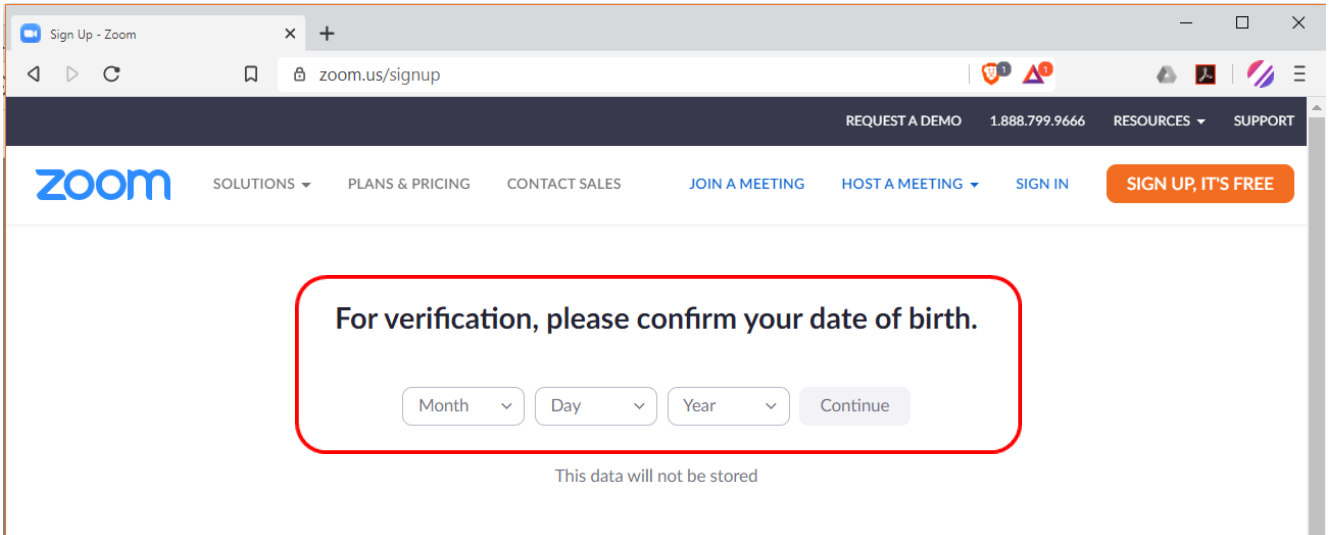
· Enter your e-mail address in the provided field and confirm this by clicking the "Sign Up" button or sign in with Google or Facebook.
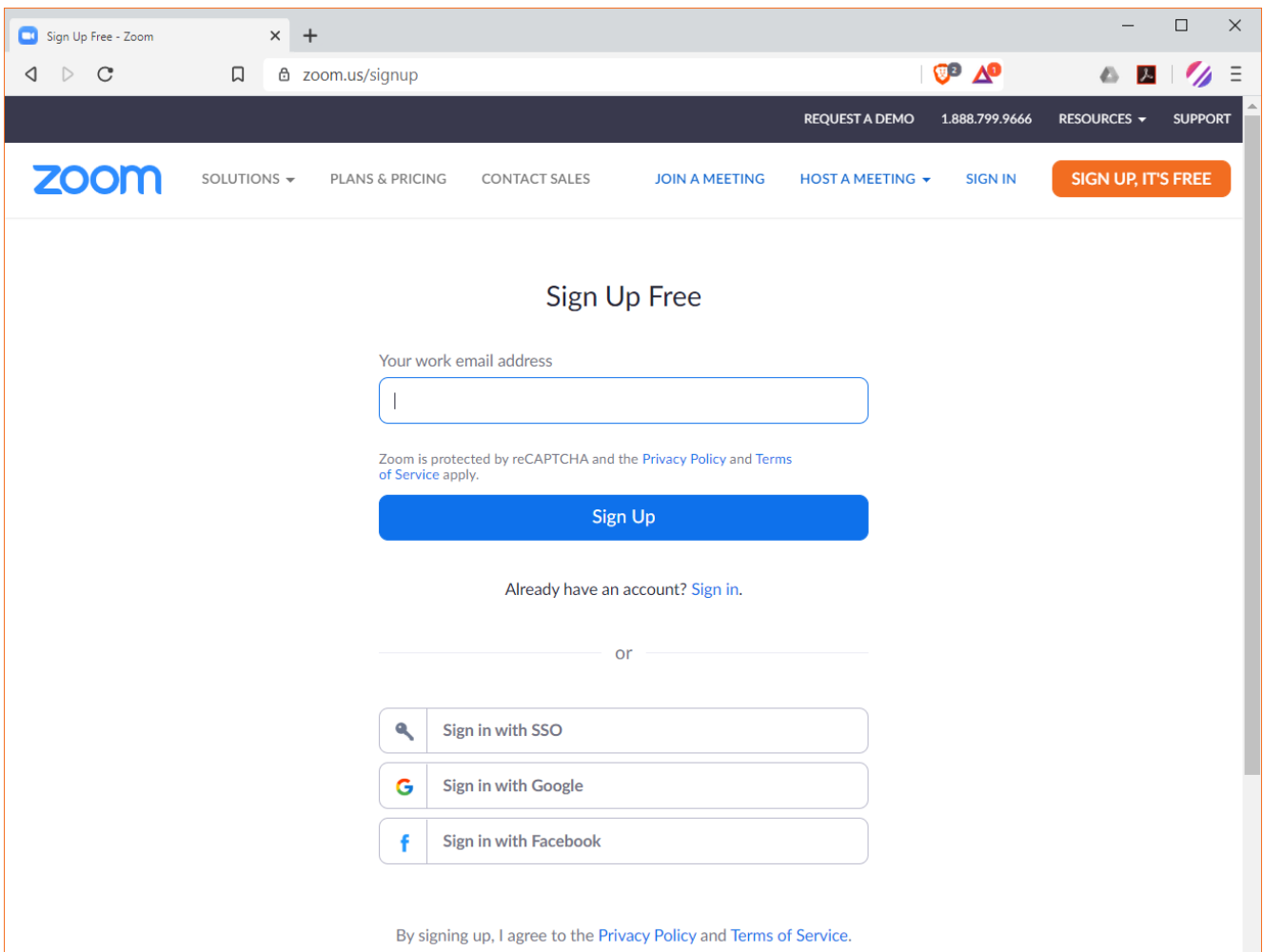
1.2 Confirmation e-mail

- You will now receive a confirmation link in your e-mail box.
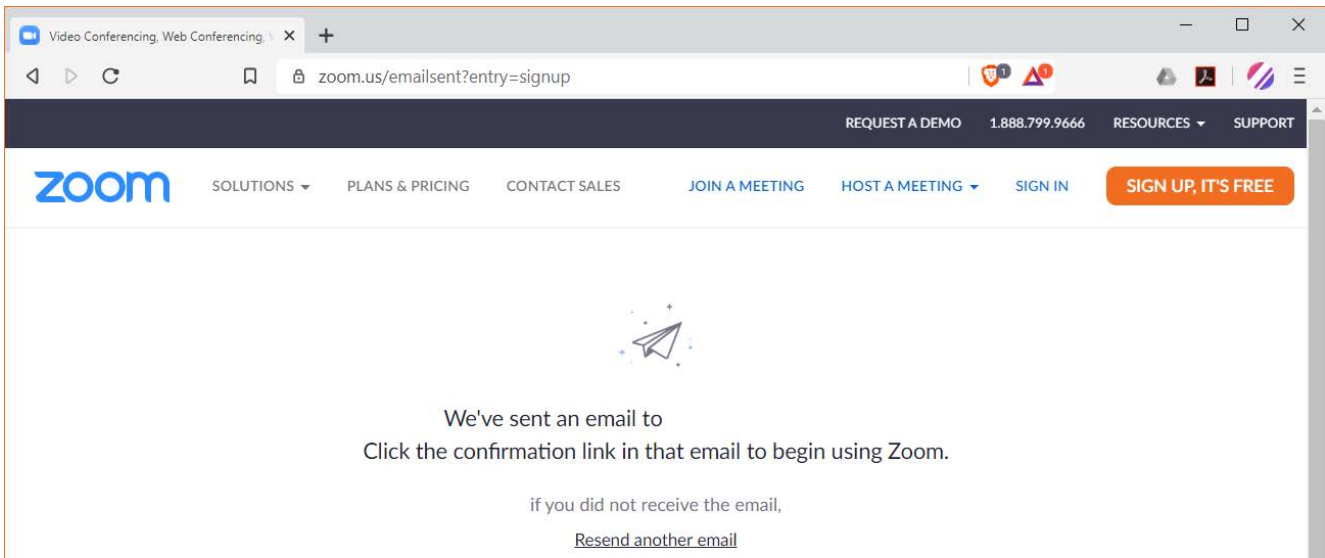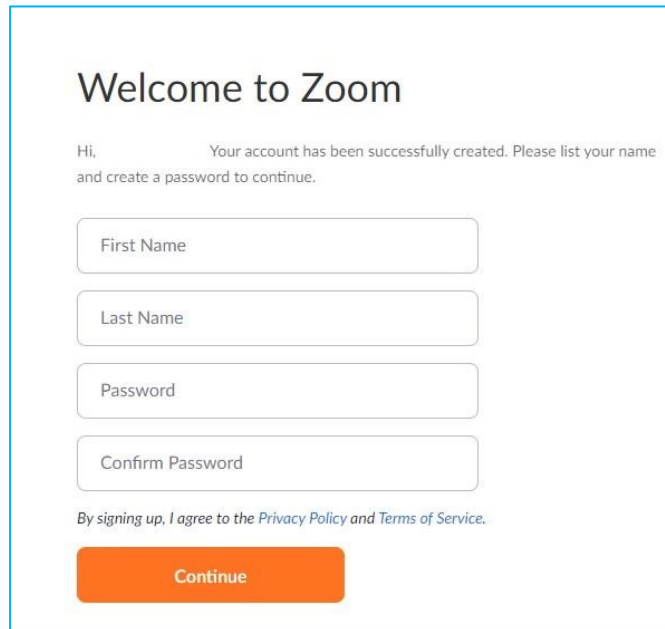
- Click on the confirmation e-mail in your e-mail box and confirm the "Activate Account" button.
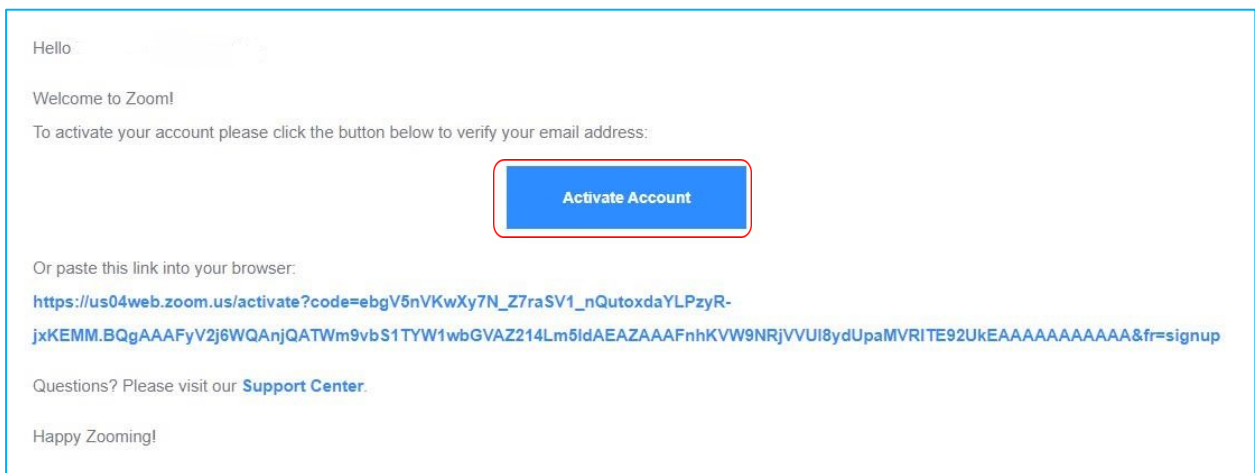
1.3   Complete registration
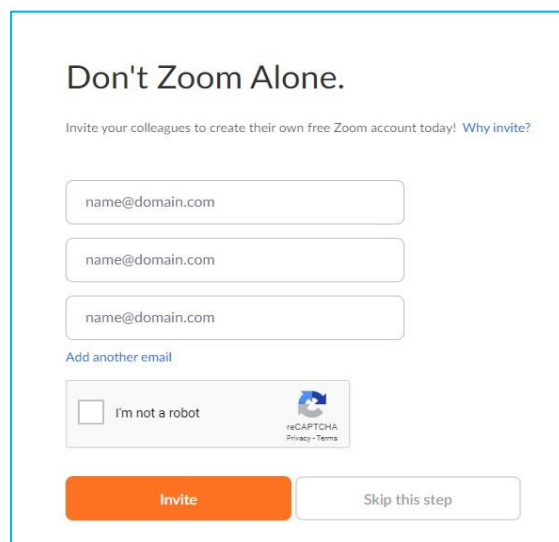
- Complete your personal data and enter a password with which you can log in to your account.

- Skip this step if you do not want to invite any other people.

You have now successfully created a zoom account which you can use for the next online meeting.

2. Use Zoom for the next meeting

2.1   Required equipment

To use Zoom, participants must prepare the following equipment:

- Webcam

- Microphone and loudspeaker

- Internet connection

- Installed Zoom application

2.2   Start using

- First open the Zoom application on your system.

- Log in with your e-mail address and your password.
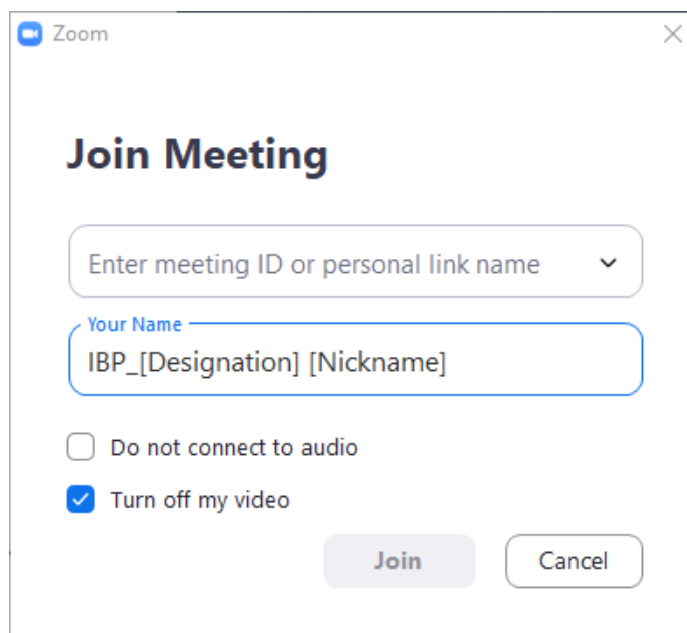
To join a meeting you need an invitation from the host, which he will send you by e-mail.

- Open the e-mail and click on the link to join the Zoom meeting.

IBP is inviting you to a scheduled Zoom meeting

Topic: Legal Aid 101
Time: May 29, 2020 12:30 PM Pasig City, Philippines

Join Zoom Meeting
https://us04web.zoom.us/j/77934062541?pwd=dzJkd0ZBZHdBRnR5WkZkaW1GUIladz09

Meeting ID: 779 3406 2541
Password:IBP
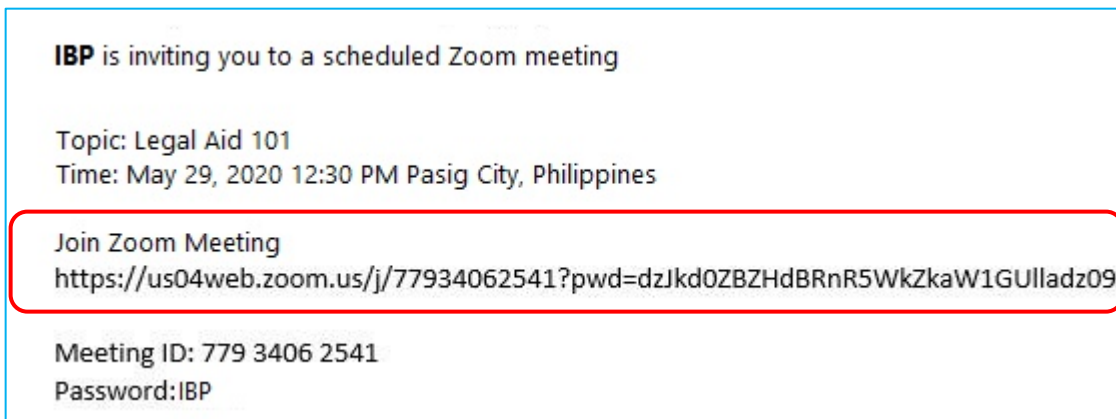
- You will be redirected to an external page of your browser, where you will be asked for permission to access the zoom application.
- Click on "Open Zoom Meetings"
- If you have not installed Zoom as an application on your system, please download it by using the link marked in blue below

us04web.zoom.us/s/77934062541?pwd=dzJkd0ZBZHdBRnR5WkZkaW1GUIladz09

zoom   Support   English ▾

Zoom Meetings öffnen?

https://us04web.zoom.us möchte diese Anwendung öffnen.

Zoom Meetings öffnen   Abbrechen

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.
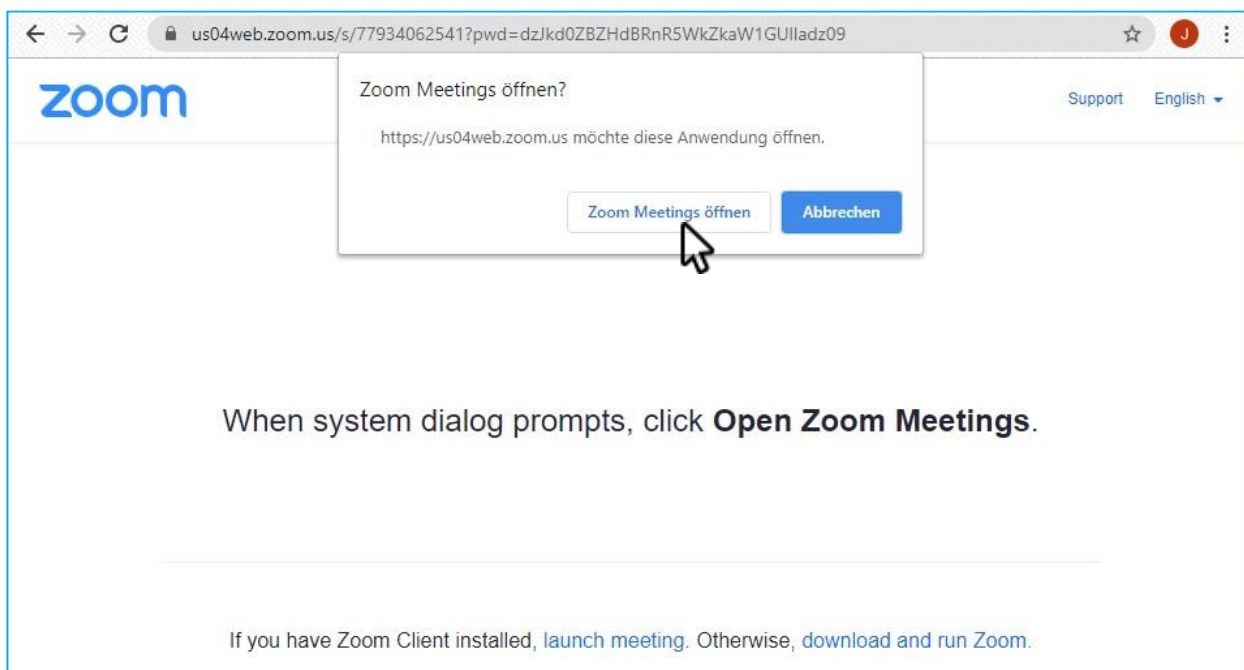
- If the host/host has not yet started the meeting, you will be taken to a waiting room.
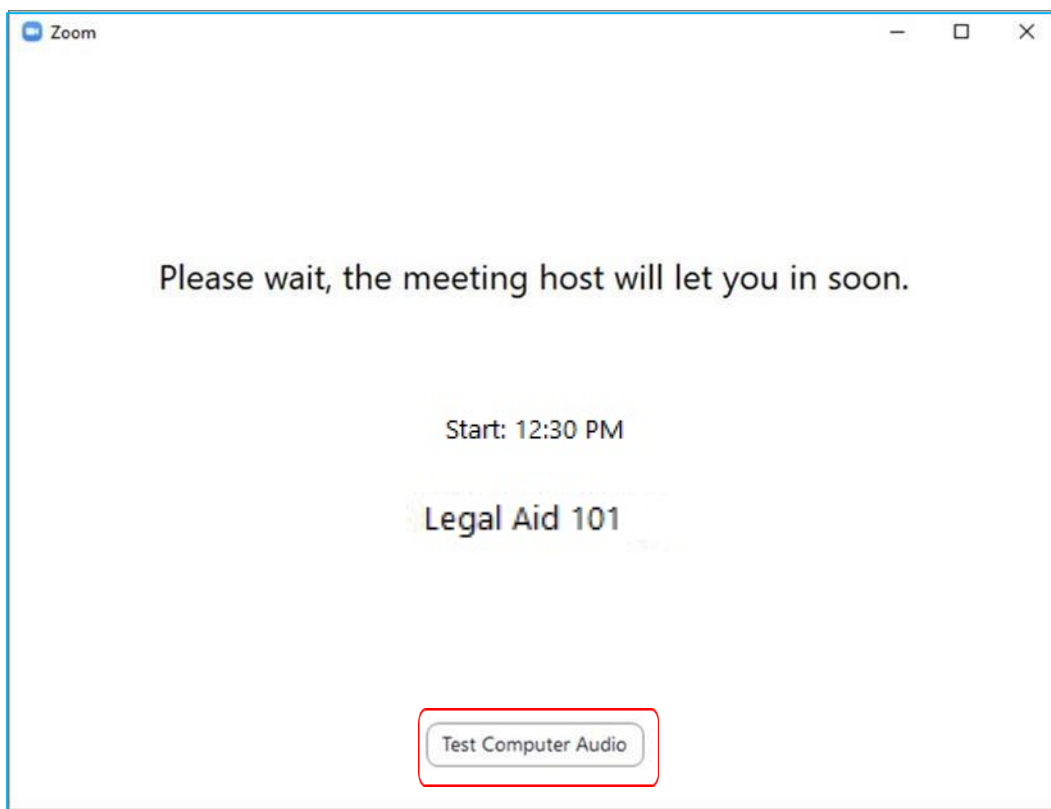
- Participants should remain in the waiting room until the host allows them to attend the session. In the meantime, you can test your speaker and microphone by clicking "Test Computer Audio".

- Click "Join with Computer Audio" to begin. By default, we mute your audio until the floor discussion sessions.
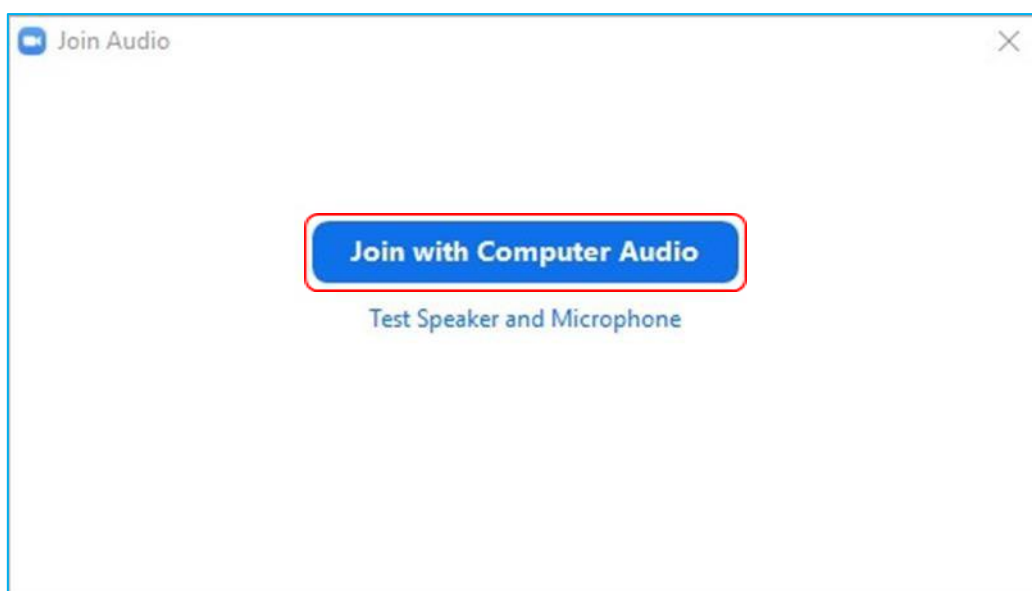
2.3   Meeting

- In the lower left corner, participants can turn on the microphone to mute or un-mute it, and turn the camera on and off. Please always leave your camera on during the session to show your presence.
- In the upper left corner you have the option to select "Speaker view" or "Gallery view". If you choose "Speaker view", the current speaker will be displayed in large size on your screen.
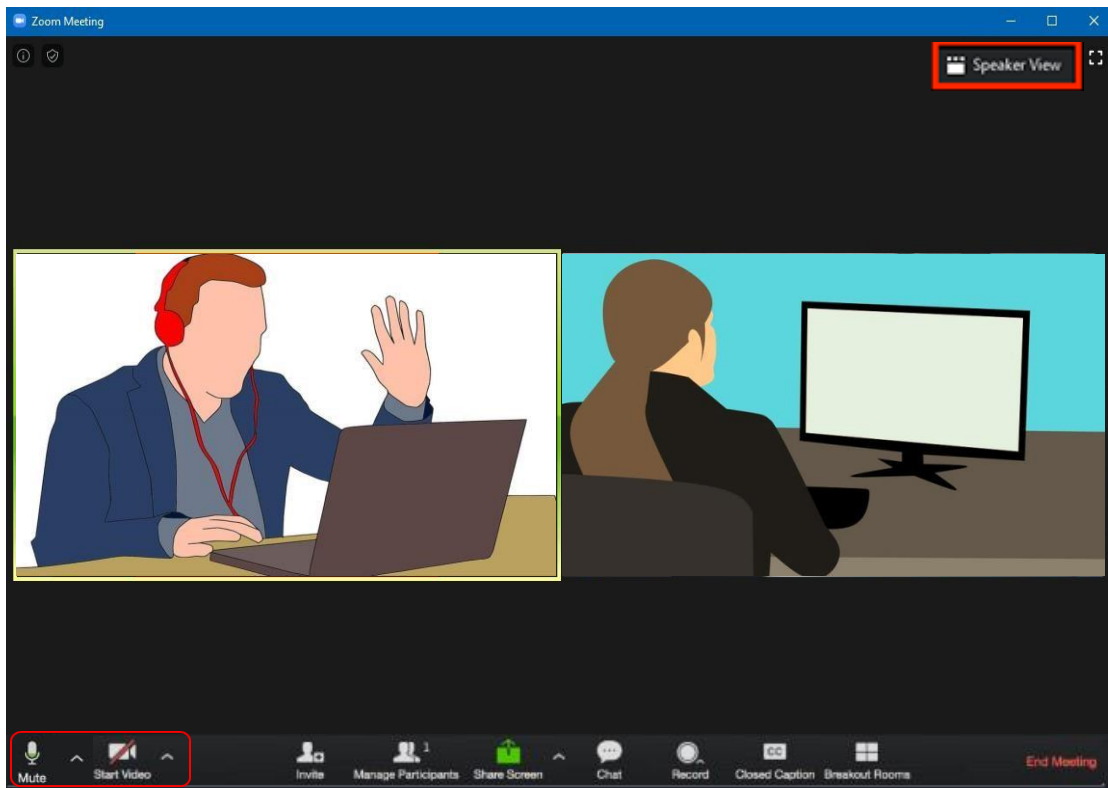
2.4   Changing video-/audio settings

2.4.1   Turning the video camera on and off or selecting another camera

- Click "End Video" to turn off the camera
- Click on Start Video to activate the camera again

- With a click on to select another camera or make further settings on the camera

2.4.2   Muting the microphone or selecting other microphones/speakers

· Click Mute to mute or unmute the microphone
· Click ⌃ to select a different microphone or speaker
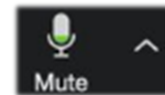
Please make sure to always mute your microphone when speakers are speaking. This is to minimize background noise and helps to make the conference more pleasant for all participants.

2.5   Adjusting the microphone and volume

Adjust the volume of the speaker and microphone. Participants can also click "Test Speaker" and "Test Microphone" to verify the setting.
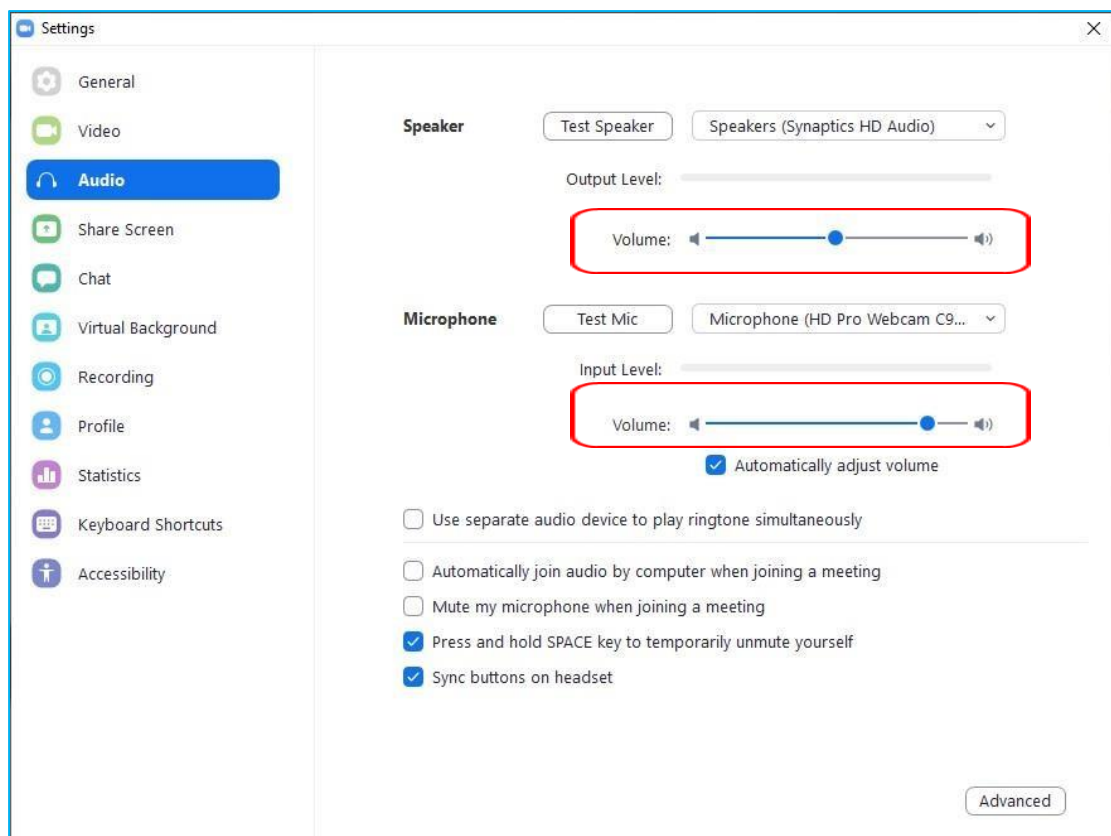
2.6 **Panel discussion**

If you would like to ask questions and share your views during the panel discussion, please use "Chat" to tell everyone "the name of your organization" (e.g. The Integrated Bar of the Philippines), then the host will invite you to ask your questions.

- Click on the "Chat" button in the bottom menu bar.

- Under the tab "File" you can attach and send a file from a cloud or from your computer

- Select "All" in the top-down menu to send a message to all participants
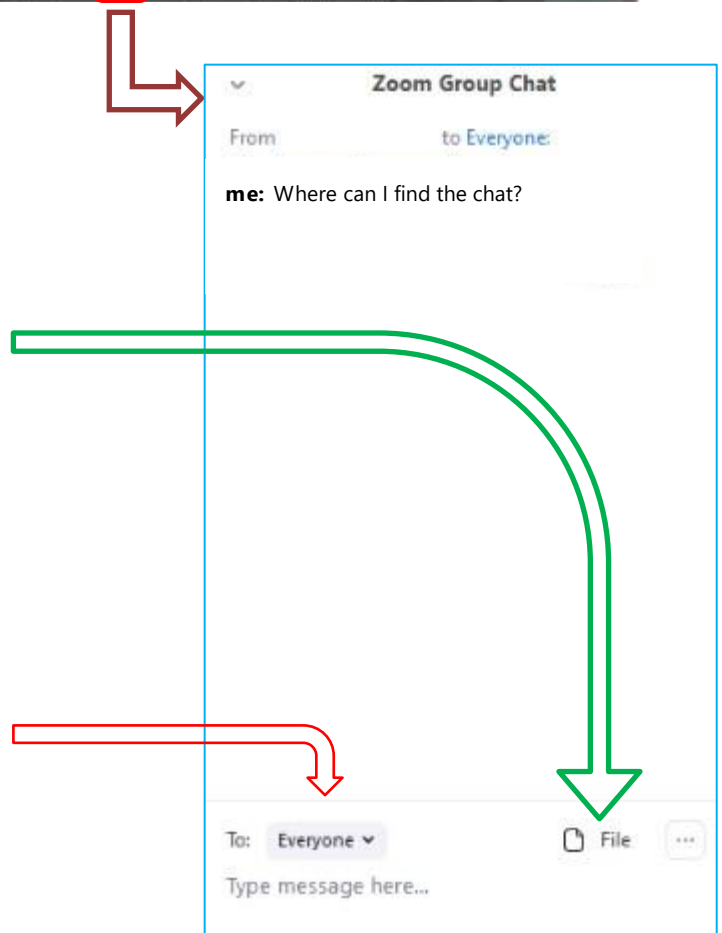
2.7   End a meeting

When the meeting ends, the message "Leave meeting" appears on your screen.
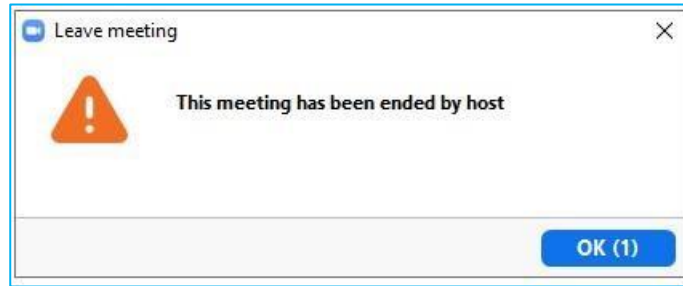
3.   Using Zoom on a mobile device

3.1   Required equipment

To use Zoom, participants must prepare the following equipment:

- An iOS or Android phone / tablet
- Installed Zoom application
- Download the "Zoom" application to your device before the session starts

3.2   Start using

3.2.1   Installing the system

- First download Zoom as an application to your mobile device by searching and downloading it from the Google Playstore on an Android device or the App Store on an iOS device.
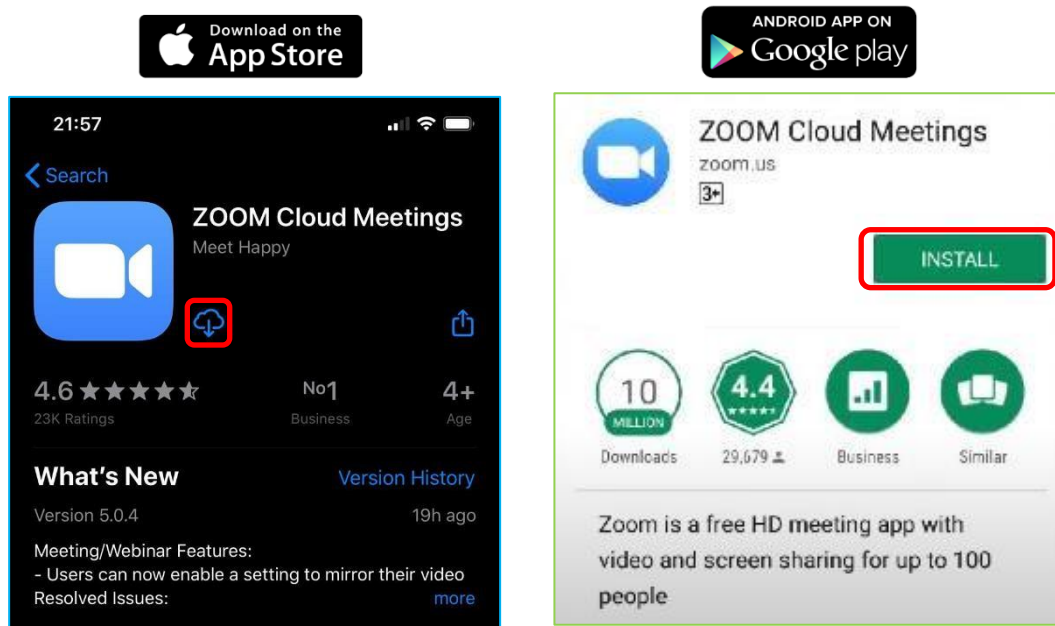
3.2.2   Join the meeting

- To join an online meeting, you need an invitation from the host/organizer, which you will receive by e-mail.
- Open the e-mail and go to the hyperlink under "Join Zoom Meeting".
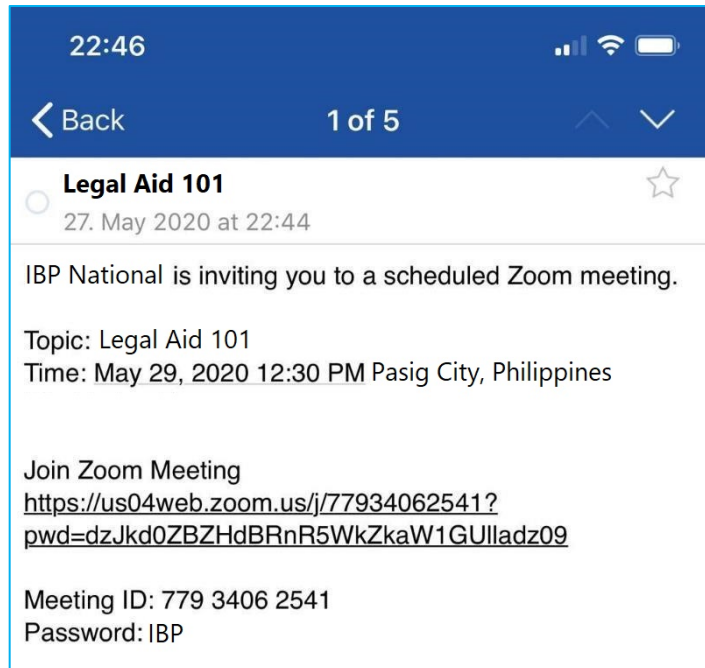
- The link is opened via your browser.

- If the application is already installed, you will be forwarded to the waiting room until the host starts the meeting.

- Participants should remain in the waiting room until the host allows them to attend the session.
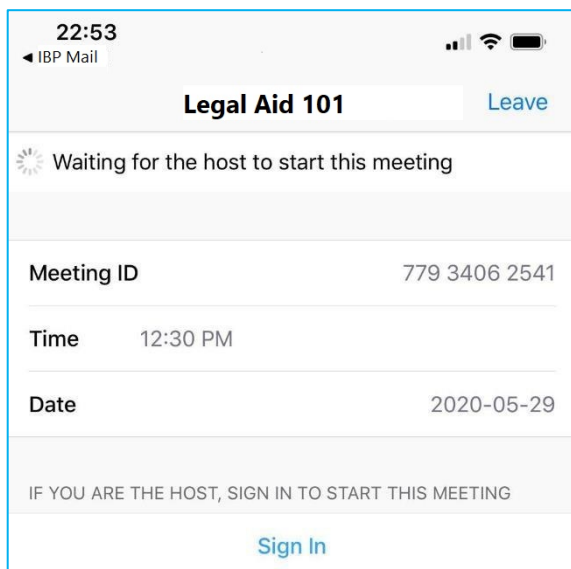
- Please enter your name.
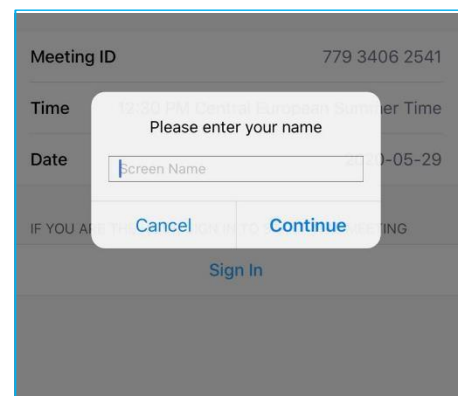
3.2.3   During the meeting

- You are now in the Zoom meeting.

- By pressing the respective button, you can switch the microphone as well as the camera on and off.

- Please keep your camera on during the session to show your presence.
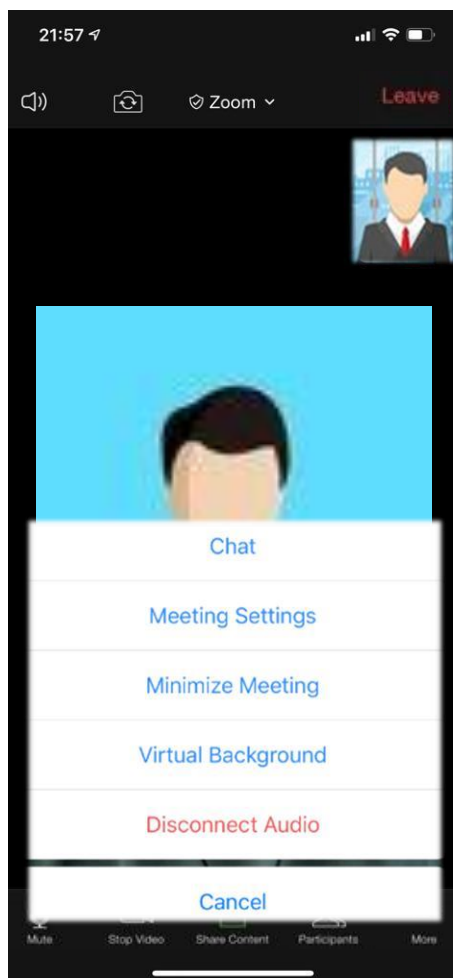
- Press the "More" button to open a menu.

3.2.4 Panel discussion

- If you would like to ask questions and share your views during the panel discussion, please use "Chat" to tell everyone "the name of your organisation" (e.g. The Integrated Bar of the Philippines), then the host will invite you to ask your questions.

3.3   Questions & Answers

Participants can use "Chat" to send a question to the speaker/host and show the questions to all participants.

- Click "Participants" to open the iOS / Android's screen submenu.

- Select a participant and press "Chat".

- You can swipe left or right to get a different view of the iOS/Android screen.
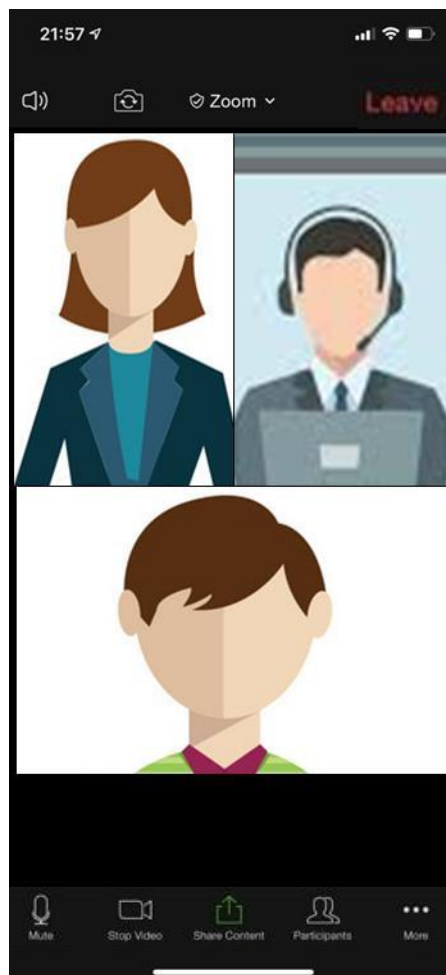
3.4   Changing Video-/Audio settings
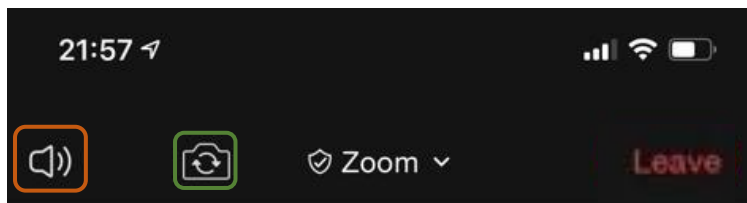
· Turn on the front or rear camera in the upper menu iOS / Android's screen

· Mute or un-mute the speakers in the top menu

3.5   End a meeting

· When the meeting ends, the message "Leave meeting" appears on your screen.

4. Troubleshooting

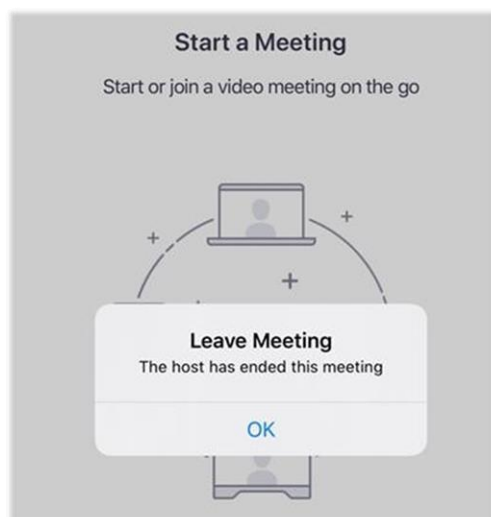| If you experience	Possible Causes	Solution
The camera does not work.	"Stop Video" was clicked.	1. Follow the steps in section "2.4.1 Turning the video camera on and off or selecting another camera" to start the video.
	The camera was blocked by private or permission settings in the operating system.	2. If the above solution does not work, please follow the instructions from Zoom. https://support.zoom.us/hc/enus/articles/202952568My-Video-Camera-Isn-t-Working
No sound or volume is too low.	The speaker / presenter mutes your microphone.	1. Check if the icon 🎤 appears, which means that the speaker/host or participant's microphone is muted.
	The speaker volume is muted or set too low.	2. Follow the steps in section "2.5 Adjusting the microphone and volume" to adjust the volume. If the above solution does not work, please follow the instructions of Zoom. https://support.zoom.us/hc/enus/articles/204484835My-Audio-isNot-Working-on-iOS-or-Android
	The speaker was blocked by private or permission settings in the operating system.	
The microphone is not working or the volume is too low.	The microphone volume is muted or set too low.	1. Follow the steps in section "2.4 Adjusting the microphone and speaker volume".
		2. Uncheck the option "Adjust volume automatically" in the audio settings.
	The microphone was blocked by private or permission settings in the operating system.	3. If the above solution does not work, please follow the instructions of Zoom. https://support.zoom.us/hc/enus/articles/204484835My- Audio-isNot-Working-on-iOS-or-Android
Participant inadvertently leaves the session.	The "Leave meeting" button was accidentally clicked.	1. Follow the steps in "2.2 Start using" to rejoin the meeting.
		2. Inform IBP National staff if the host has not allowed you to rejoin the session within 3 minutes.