

# Instruction for the use of ZOOM for Windows and Smartphone users

Integrated Bar of the Philippines www.ibp.ph fb.com/IntegratedBarPH twitter.com/IntegratedBarPH Contact us

Tel. +63 (02) 631-3018 Tel. +63 (02) 634-4696 Mail info@ibp.ph **IBP Building** 

No.15 Doña Julia Vargas Avenue, Ortigas Center, Pasig City, Philippines 1600

# Table of contents

1. Registration	3
1.1 Homepage	3
1.2 Confirmation e-mail	5
1.3 Complete registration	6
2.Use Zoom for the next meeting	7
2.1 Required equipment	7
2.2 Start using	7
2.3 Meeting	
2.4 Changing video-/audio settings	
2.4.1 Turning the video camera on and off or selecting another camera	10
2.4.2 Muting the microphone or selecting other microphones/speakers	11
2.5 Adjusting the microphone and volume	11
2.6 Panel discussion	12
2.7 End a meeting	13
3.Using Zoom on a mobile device	13
3.1 Required equipment	13
3.2 Start using	13
3.2.1 Installing the system	
3.2.2 Join the meeting	14
3.2.3 During the meeting	15
3.3 Questions & Answers	16
3.4 Changing Video-/Audio settings	17
3.5 End a meeting	
4. Troubleshooting	18

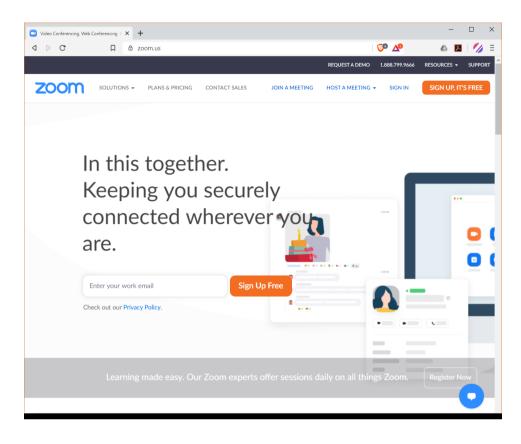


#### 1. Registration

#### 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.

SIGN IN





#### Instruction for the use of ZOOM

•

Enter your date of birth in the following top-down menu to verify your age.

Sign Up - Zoom	×	+					-	
a d c		zoom.us/signup				🖓 🖓	6 J.	= 🎻 🗉
					REQUEST A DEMO	1.888.799.9666	RESOURCES -	SUPPORT
zoom	Solutions 🗸	PLANS & PRICING	CONTACT SALES	JOIN A MEETING	HOST A MEETING	SIGN IN	SIGN UP, IT	S FREE
		For verificat	v Day	Year Vear (	late of birth.			

• 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.

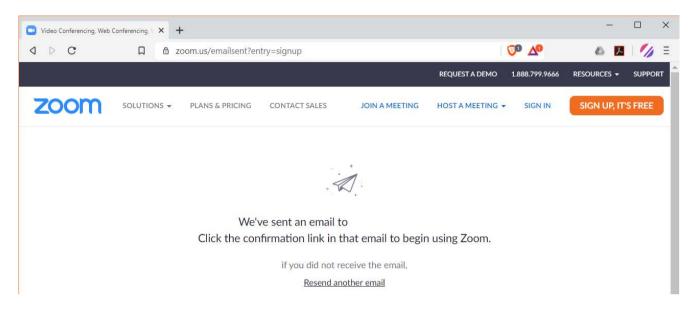
Sign Up Free - Zoom	× +						-	
⊲ ⊳ C	D d zo	oom.us/signup				🤍 🔨	6 <mark>)</mark> ,	I 💋 E
					REQUEST A DEMO	1.888.799.9666	RESOURCES -	SUPPORT
zoom	SOLUTIONS -	PLANS & PRICING	CONTACT SALES	JOIN A MEETING	HOST A MEETING	✓ SIGN IN	SIGN UP, IT	S FREE
			Sign L	Jp Free				
		Your work e	mail address					
	Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.							
	Sign Up							
	Already have an account? Sign in.							
				or				
		<ul> <li>Sig</li> </ul>	n in with SSO					
		G Sig	n in with Google					
		f Sig	n in with Facebook					
		By signing	g up, I agree to the <b>Pr</b> i	vacy Policy and Terms o	of Service.			



#### 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.

Hello
Welcome to Zoom!
To activate your account please click the button below to verify your email address:
Activate Account
Or paste this link into your browser:
https://us04web.zoom.us/activate?code=ebgV5nVKwXy7N_Z7raSV1_nQutoxdaYLPzyR-
jx KEMM. BQgAAAFy V2j6WQAnjQATWm9vbS1TYW1wbGVAZ214Lm5ldAEAZAAAFnhKVW9NRjVVUl8ydUpaMVRITE92UkEAAAAAAAAAAAAAAAAAfr=signupababababababababababababababababababab
Questions? Please visit our Support Center.
Happy Zooming!



# 1.3 Complete registration

• Complete your personal data and enter a password with which you can log in to your account.

Hi, and crea	Your account e a password to continu	fully created. Plea	ase list your
First	Name		
Last	Name		
Pass	vord		
Conf	rm Password		

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

Invite your colleagues to	create their own	n free Zoom a	ccount today! Why in
name@domain.com	1		
name@domain.com	1		
name@domain.com	1		
Add another email			
I'm not a robot	reC	артсна	

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:

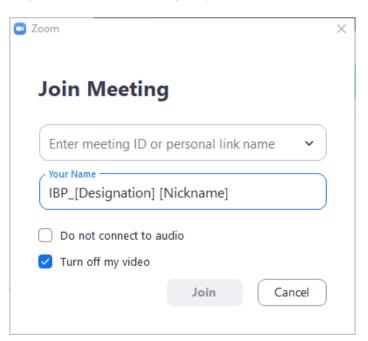
- Webcam
- Microphone and loudspeaker
- Internet connection
- Installed Zoom application

#### 2.2 Start using

• First open the Zoom application on your system.

zoom	
Join a Meeting	
Sign In	

· 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=dzJkd0ZBZHdBRnR5WkZkaW1GUlladz09

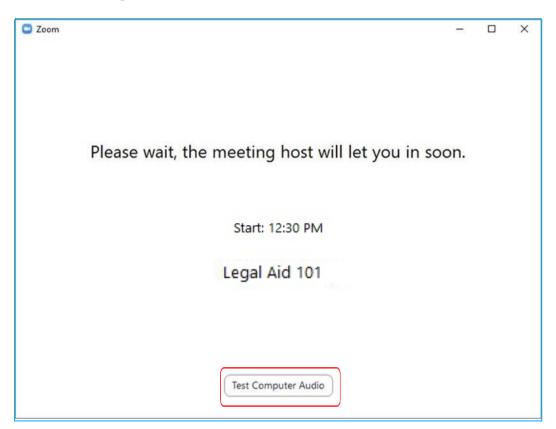
Meeting ID: 779 3406 2541 Password:IBP

- 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

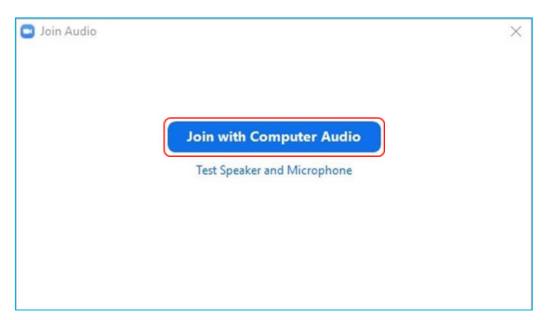
	zoom.us/s/77934062541?pwd=dzJkd0ZBZHdBRnR5WkZkaW1GUIIadz09 Zoom Meetings öffnen? https://us04web.zoom.us möchte diese Anwendung öffnen.	Support English -
Wh	en system dialog prompts, click <b>Open Zoom Mee</b>	tings.
If yo		



• If the host/host has not yet started the meeting, you will be taken to a waiting room.



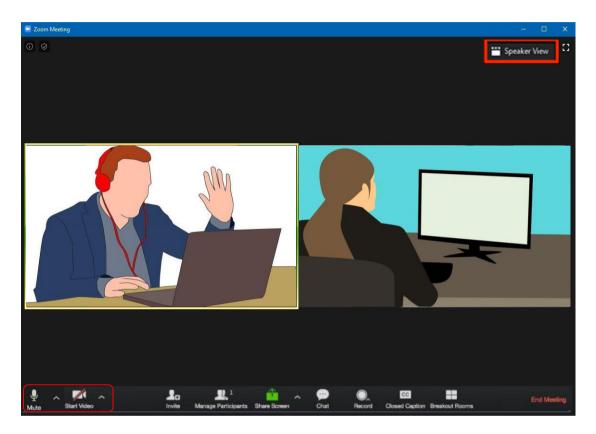
- Participants should remain in the waiting room until the host allows them to attend the session. In the meantime, you can test your speaker and microphone by clicking "Test Computer Audio".
- Click "Join with Computer Audio" to begin. By default, we mute your audio until the floor discussion sessions.





#### 2.3 Meeting

- In the lower left corner, participants can turn on the microphone to mute or unmute 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



#### Page 11

#### 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.

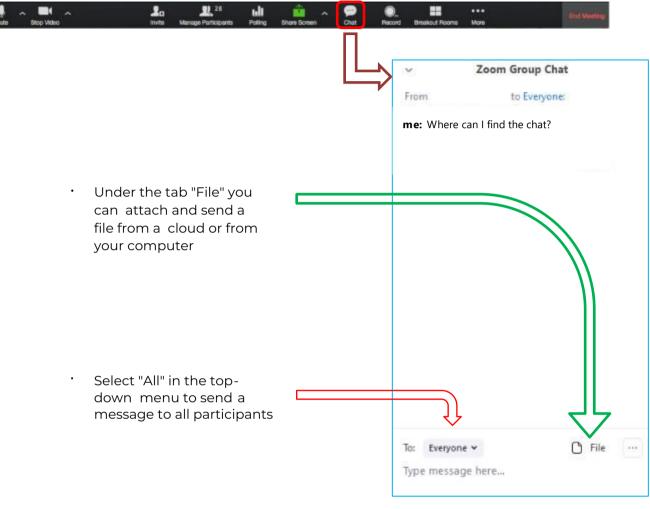
🖸 Sett	ings		×
Θ	General		
0	Video	Speaker Test Speaker Speakers (Synaptics HD Audio)	
$\bigcirc$	Audio	Output Level:	
•	Share Screen	Volume: 4	
0	Chat		
	Virtual Background	Microphone Test Mic Microphone (HD Pro Webcam C9 >	
0	Recording	Input Level:	
8	Profile	Volume: 🛋 🔷 🔷 📢 )	
0	Statistics	Automatically adjust volume	
	Keyboard Shortcuts	Use separate audio device to play ringtone simultaneously	
Ĵ	Accessibility	Automatically join audio by computer when joining a meeting	
		Mute my microphone when joining a meeting	
		Press and hold SPACE key to temporarily unmute yourself	
		Sync buttons on headset	
		Advanced	)



#### 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.

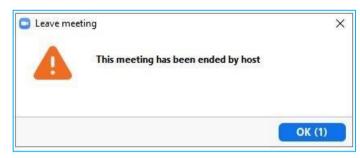
Click on the "Chat" button in the bottom menu bar.





#### 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

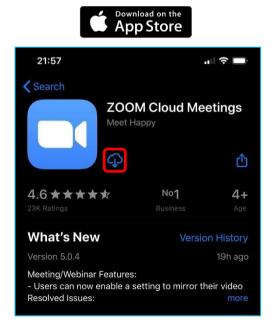
To use Zoom, participants must prepare the following equipment:

- 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.

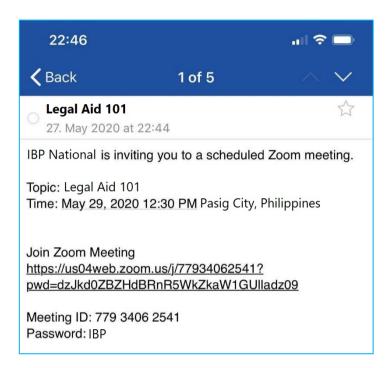




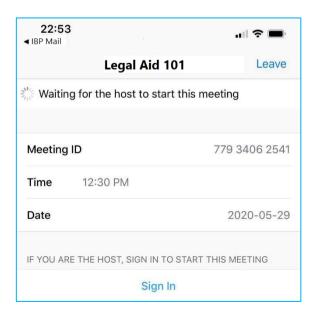


#### 3.2.2 Join the meeting

- 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.



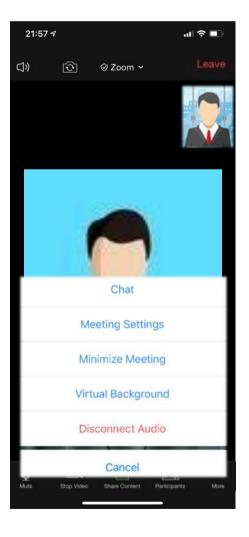
#### Please enter your name.

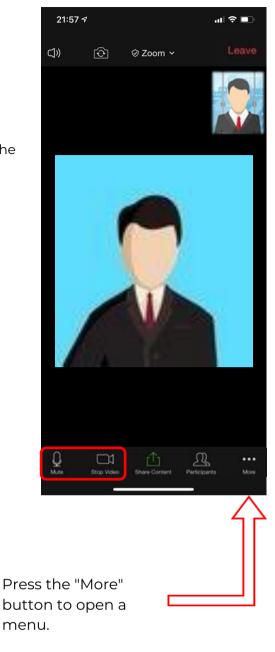
Time	Please enter	your name
Date	Screen Name	)-05-2
IF YOU AF	Cancel	Continue
	Sign	In



# 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.





# 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.

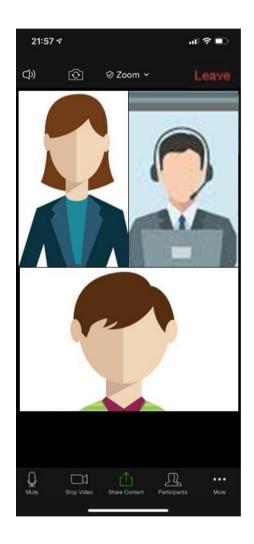


# Page 15

#### 3.3 Questions & Answers

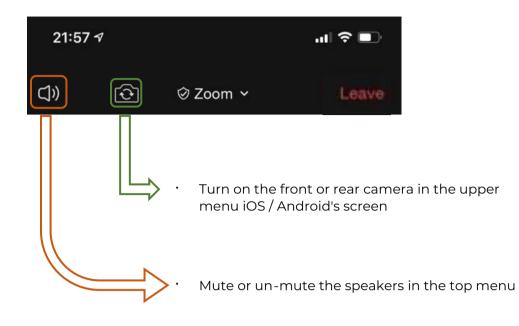
Participants can use "Chat" to send a question to the speaker/host and show the questions to all participants.

- 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



#### 3.5 End a meeting

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





# 4. Troubleshooting

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

