

**Guidelines for Organizing Online Meetings for
RIMS Joint Research Activities
Using Zoom**

Operation Manual

Guests: participants

Rules that must be observed by all participants of an online joint research meeting

- Do not share URLs, IDs, and passwords for online joint research meetings with outsiders. It is strictly prohibited to post such URLs, IDs, and passwords at locations that are accessible to many and unspecified third parties (e.g., websites, social media).
- Outsiders (third parties) may enter without permission and jeopardize the online joint research meetings by engaging in annoying behavior (e.g., activities irrelevant to joint research).
- Use your correct email address.
- Using an incorrect address may result in information leakage to third parties.
- It is prohibited to record online joint research meetings and save the videos and images for purposes other than for personal references. It is strictly prohibited to distribute such videos and images at locations accessible to many and unspecified third parties.
- ※Recording and saving the videos for on-demand sharing is, however, acceptable when the organizer or the speaker deems it necessary to accomplish a joint research meeting.
- Speakers must exercise utmost care in handling of reference materials used as presentation documents. They must implement appropriate measures (e.g., clearly indicating the source).
- Regarding handling of copyright, appropriate measures must be implemented in accordance with relevant laws and regulations.
- When using this operation manual for purposes other than joint usage projects of RIMS, contact the Cooperative Research Service Section ([kyodo\(at\)kurims.kyoto-u.ac.jp](mailto:kyodo@kurims.kyoto-u.ac.jp)).

Operation Manual

Guests: participants

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1. Installing the Zoom app

Access the Zoom website <https://zoom.us>. Click **[Download]** at the bottom to download and install the Zoom application (app) on the **[Download Center]** window.

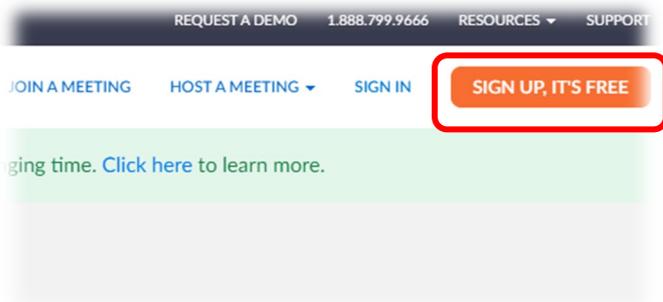
* The display may look different depending on the browser and PC (Windows/Mac).

The image shows a browser window at zoom.us with several callouts and annotations:

- 1**: A red circle and arrow pointing to the **Download** button in the top navigation bar.
- 2**: A red circle and arrow pointing to the **Download** button in the **Download Center** section.
- Zoom official support center**: A green callout box pointing to the **Support** link in the top navigation bar.
- Select a language**: A green callout box pointing to the language selection dropdown menu, which lists: English, Español, Deutsch, 简体中文, 繁體中文, Français, Portuguese, 日本語, Русский, 한국어, and Italiano.
- Ask questions by chat**: A green callout box pointing to the chat icon in the bottom right corner, which opens a chat window with the text "How can we help?" and several help topics like "Getting started with Zoom", "How do I join a meeting", etc.

2. Creating an account

Access the Zoom website <https://zoom.us>, and click **[SIGN UP, IT'S FREE]** in the upper right of the screen. On the **[Sign Up Free]** window, enter your email address in the field for **[Your work email address]**, and click **[Sign Up]**.

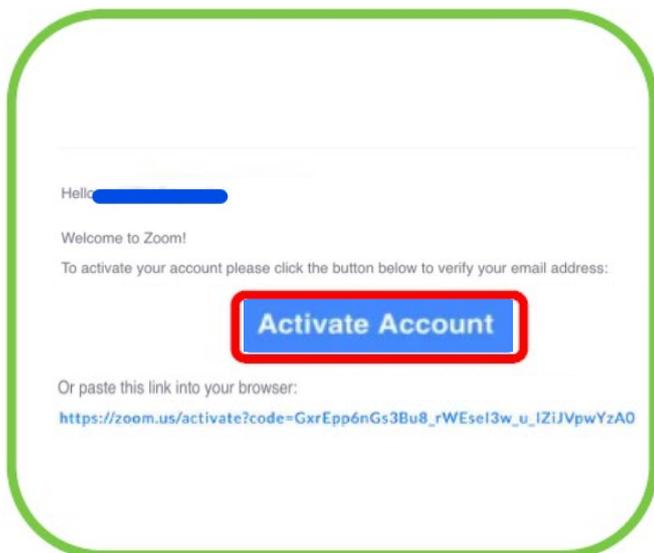


 A screenshot of the 'Sign Up Free' form. The 'Sign Up' button is highlighted with a red rectangular box. The form includes a text input field for 'Your work email address', a checkbox for 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.', and options to sign in with SSO, Google, or Facebook. A 'Sign in.' link is also present for existing users.

A confirmation email is sent to the registered email address. Click in the email the **[Activate Account]** button or the URL for registration.

On **[Welcome to Zoom]** window, enter necessary information in each field (**[First Name]**, **[Last Name]**, **[Password]**, and **[Confirm Password]**), and click **[Continue]**.

* This transitions to the **[Invite Colleagues]** page. It is not required to invite colleagues. To skip the process and create an account, click **[Skip this step]**.



 A screenshot of the 'Welcome to Zoom' registration form. The 'Continue' button is highlighted with a red rectangular box. The form contains input fields for 'First Name', 'Last Name', 'Password', and 'Confirm Password'. A privacy policy and terms of service link is provided at the bottom.

*You can join a research meeting without creating an account.

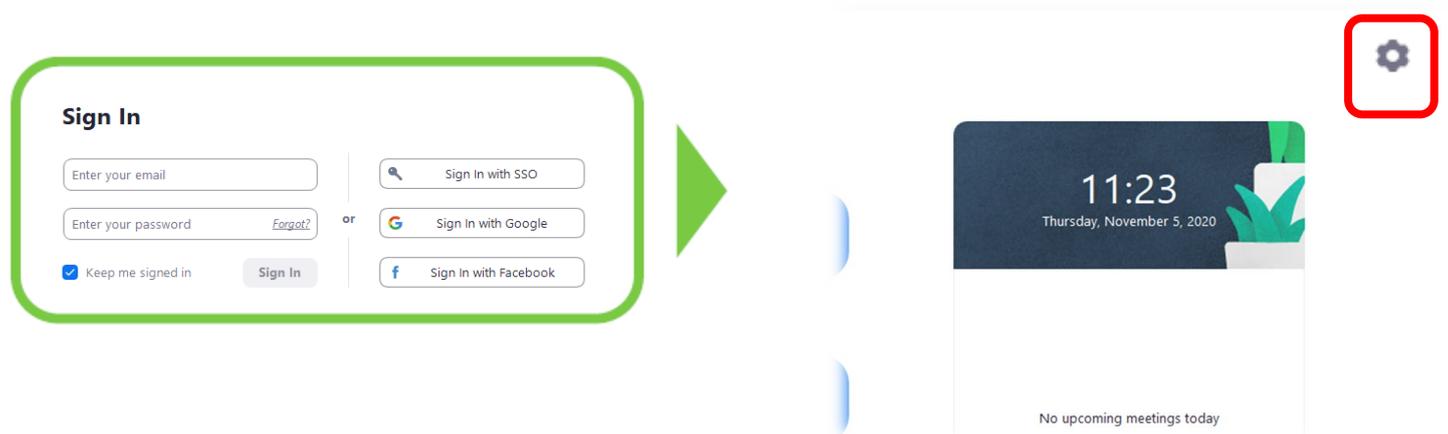
3. Setting a camera, speaker, and microphone

To open the settings window

First, check if your PC is equipped with a camera, a speaker, and a microphone.
Test the camera and audio, and make sure that they are ready before starting the meeting.

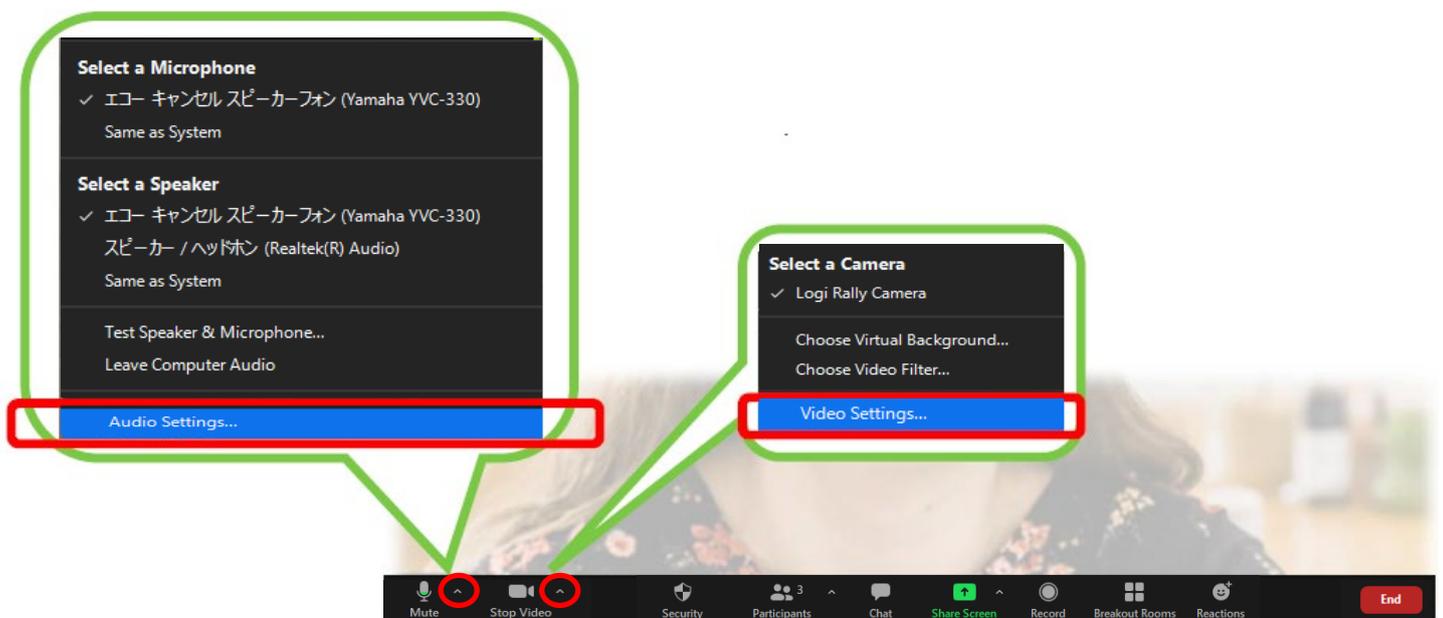
Open the installed Zoom app, and **[Sign In]**.

Click the gear shape icon on the right side of the **[Home]** window to go to **[Settings]**.



The camera and audio settings can also be changed on the meeting screen.

Click the upward pointing arrow (caret) on the right side of the microphone icon (audio icon) or video icon in the lower left of the screen, and click **[Audio Settings...]** or **[Video Settings...]** at the bottom.



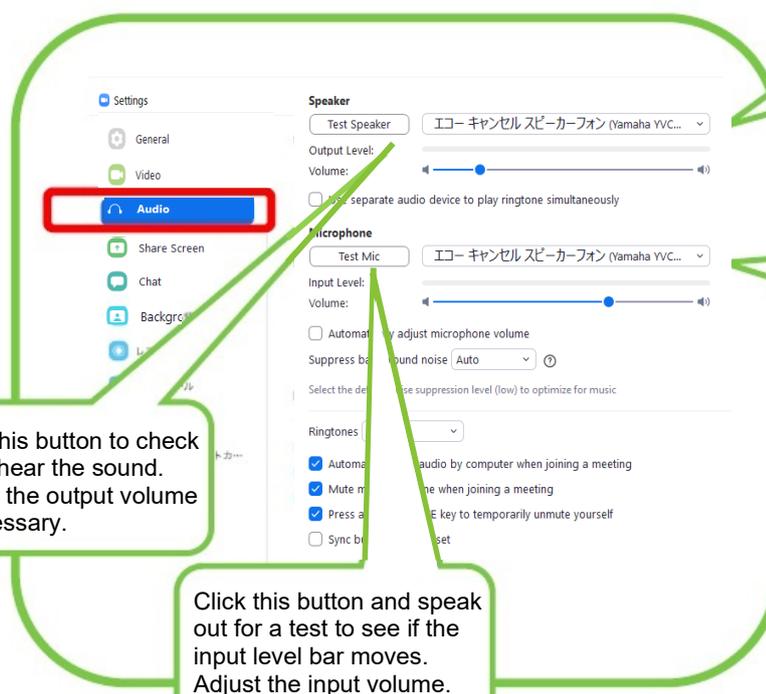
3. Setting a camera, speaker, and microphone

Select an item to set up from the options on the left side of the **[Settings]** window.

If an appropriate speaker is not selected, you may not be able to hear the sound. Make sure to test the audio settings in advance.

Setting and testing a speaker and a microphone

Click **[Audio]** on the left side of the **[Settings]** window.



The screenshot shows the Zoom Settings window with the **Audio** tab selected. The **Speaker** section includes a **Test Speaker** button and a dropdown menu set to **エコー キャンセル スピーカーフォン (Yamaha YVC...)**. The **Microphone** section includes a **Test Mic** button and a dropdown menu set to **エコー キャンセル スピーカーフォン (Yamaha YVC...)**. Callouts provide instructions on how to use these test buttons.

Click this button to check if you hear the sound. Adjust the output volume if necessary.

Click this button and speak out for a test to see if the input level bar moves. Adjust the input volume.

エコー キャンセル スピーカーフォン (Yamaha...)
(Echo-cancelling speakerphone (Yamaha...))

[Same as System]
スピーカー/ヘッドホン (Realtek High Defi...)
(Speaker/headphones (Realtek High Defi...))

エコー キャンセル スピーカーフォン (Yamaha...)
(Echo-cancelling speakerphone (Yamaha...))

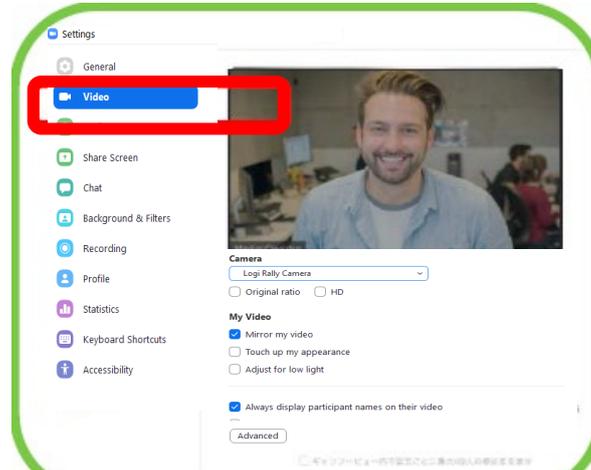
[Same as System]
マイク (Realtek High Definition Audio)
(Microphone (Realtek High Definition Audio))

Click the up or down caret to select the speaker and microphone to be used.

- * Select a built-in speaker or an external speaker ([same as system]), etc.
- * If you do not hear the sound, check if another speaker and microphone may work.
- * Audio devices connected to your PC should appear in the list to be selected.

Setting of a camera

Click **[Video]** on the left side of the **[Settings]** screen.



The screenshot shows the Zoom Settings window with the **Video** tab selected. A red box highlights the **Video** tab in the left sidebar. The main content area shows a video preview of a man smiling, with a dropdown menu set to **Logi Rally Camera**. Below the preview are options for **Original ratio**, **HD**, and **My Video** settings.

Click this button to check if you hear the sound. Adjust the output volume if necessary.

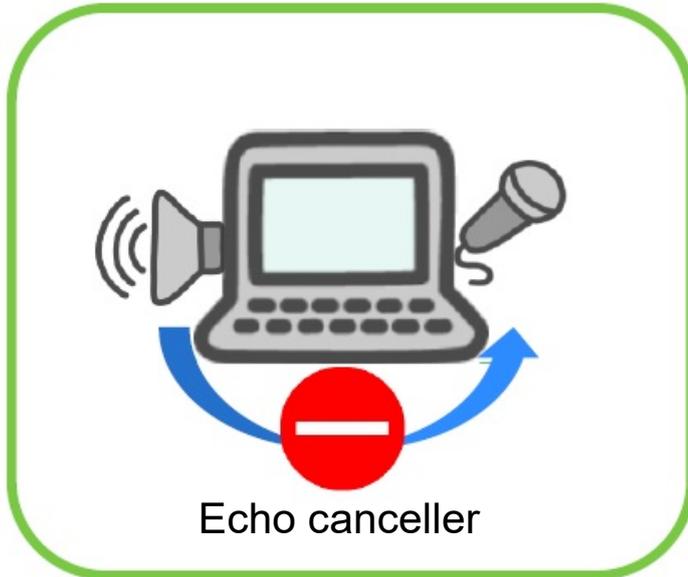
Camera: Click the up or down caret to select a camera. If you are captured on the monitor screen, the selected camera is working.

- * If the camera is not working, check the followings.
 - Click the video icon to undo the red slash over the image at the bottom of the screen.
 - Close other video apps if any on, including Skype.
 - Enable the camera function of your PC.

3. Setting a camera, speaker, and microphone

Prevention and mitigation of howling and echoes

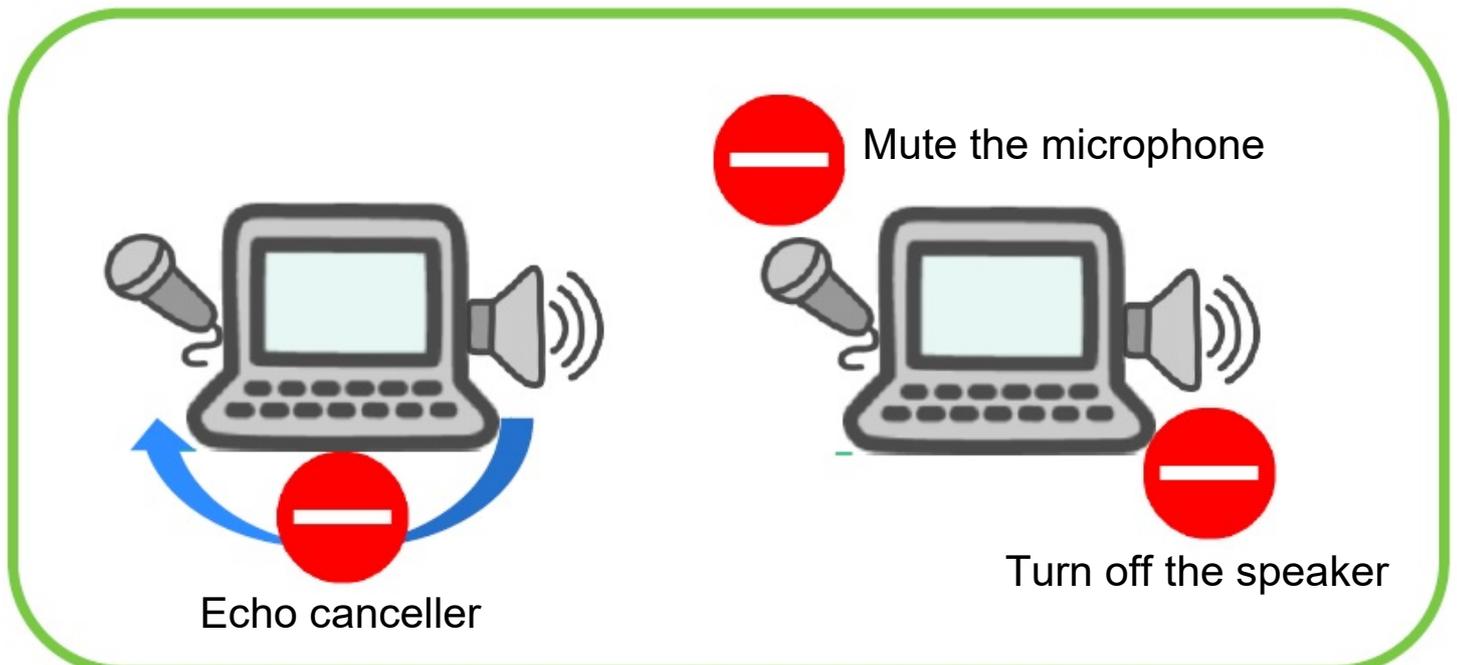
When the microphone picks up the sound from the speaker, unpleasant howling (high-pitched squeals) and echoes may occur. Voices may sound muffled, strange, or choppy. Speakers may not notice this problem, but the audience may experience difficulty hearing the lectures clearly.



It is recommended to use the echo-cancelling or noise-cancelling function if your speaker/microphone is equipped with such function. Also check that the microphone is not too close to the speaker.

If there are two or more PCs used in a room, mute the microphone and turn off the speaker of the PCs that are not used by the speaker giving a lecture at the moment. To mute microphones, click on other PCs the microphone icon to be crossed out with  in red at the bottom of the screen.

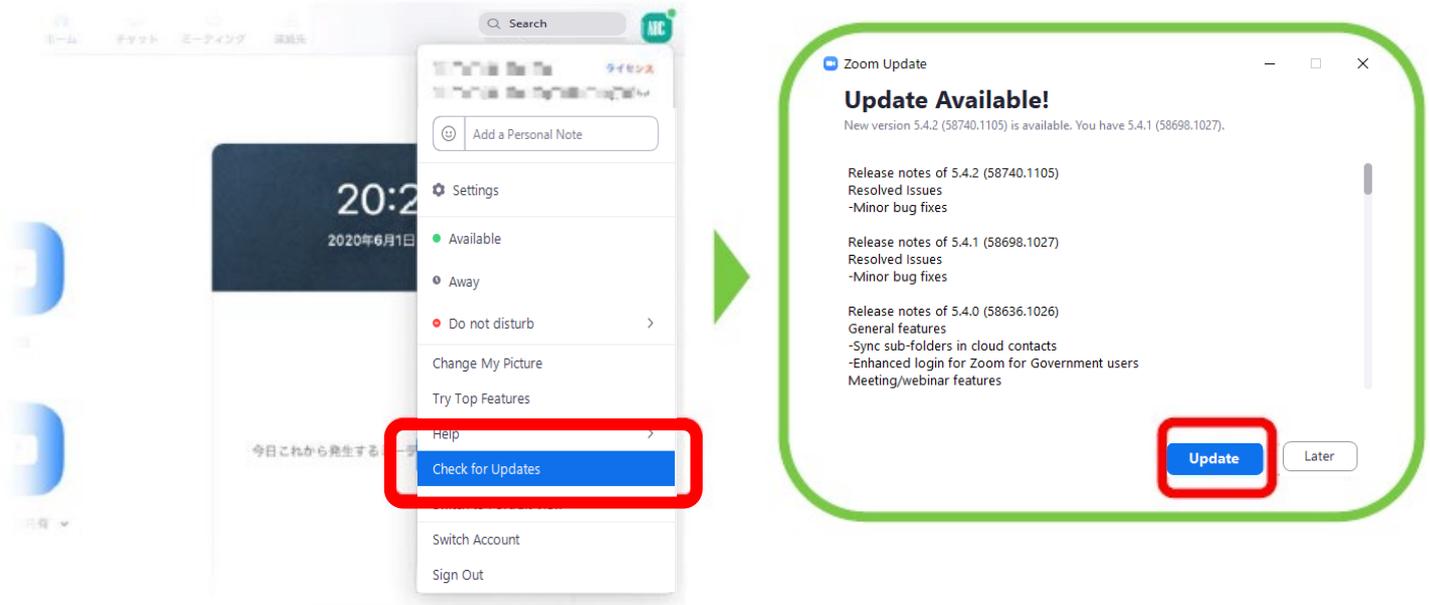
* To turn off the speakers, click **[Leave Computer Audio]** or use a headset.



4. Updating Zoom

The Zoom app is updated regularly. To avoid problems, check regularly and update to the latest version.

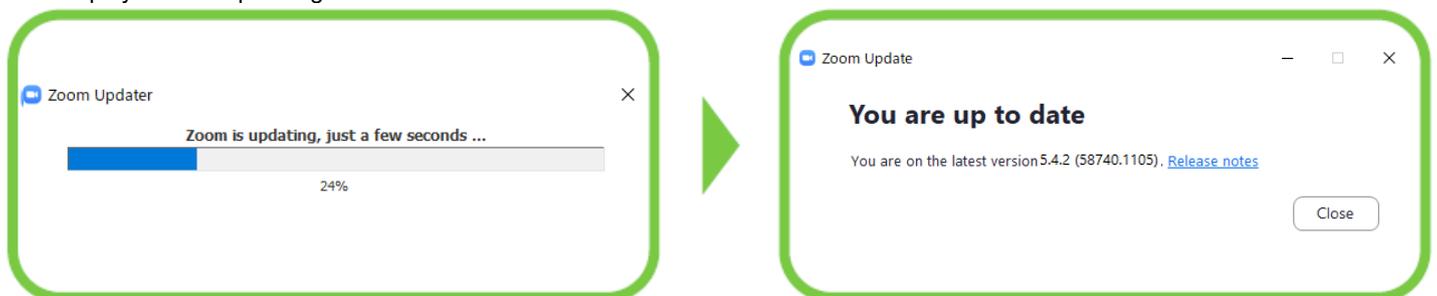
To update the app, start the Zoom app and click your account icon (photo or name) on the upper right side of the home screen. Click **[Check for Updates]** on the menu. When an update is available, a popup window appears. Click **[Update]**.



In a short while, the download will be completed and the latest version is installed.

To check whether the app is in the latest version, click the account icon on the upper right side of the home screen again and click **[Check for Updates]**. If **“You are up to date”** appears, the app is on the latest version.

* The display varies depending on the OS.

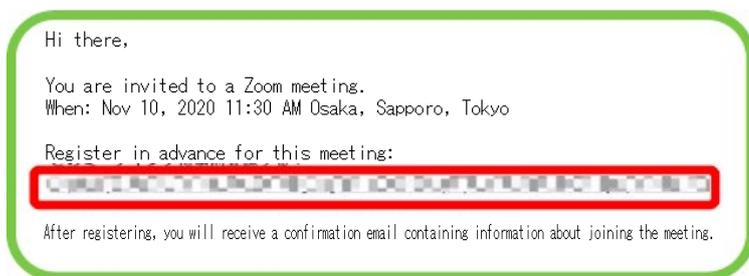


* The app can also be updated to the latest version by following the same procedure as that of “1. Installing Zoom” on p. 4.

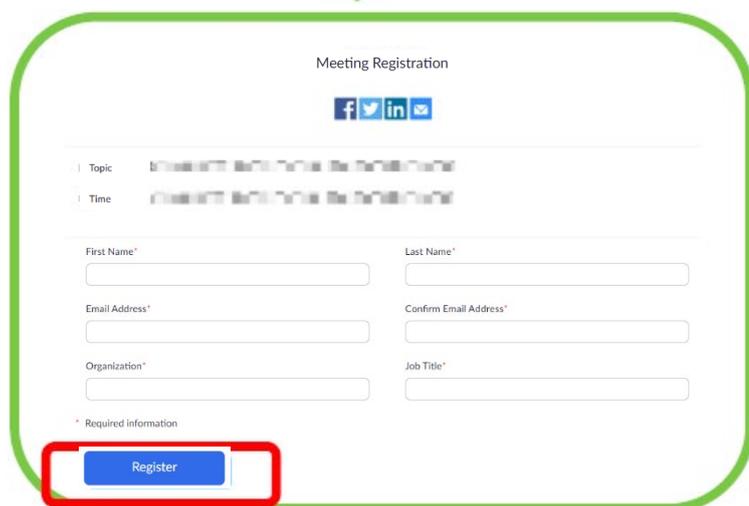
1. URLs for pre-registration and a meeting

The organizer is to send the **URL for pre-registration**, **Program for the joint research meeting**, and **Zoom Manual** to prospective participants by email (invitation). Complete pre-registration by the day before the joint research meeting

[Note] Do not share URLs, IDs, and passwords with outsiders. It is strictly prohibited to post such URLs, IDs, and passwords at locations that are accessible to many and unspecified third parties (e.g., websites, social media).

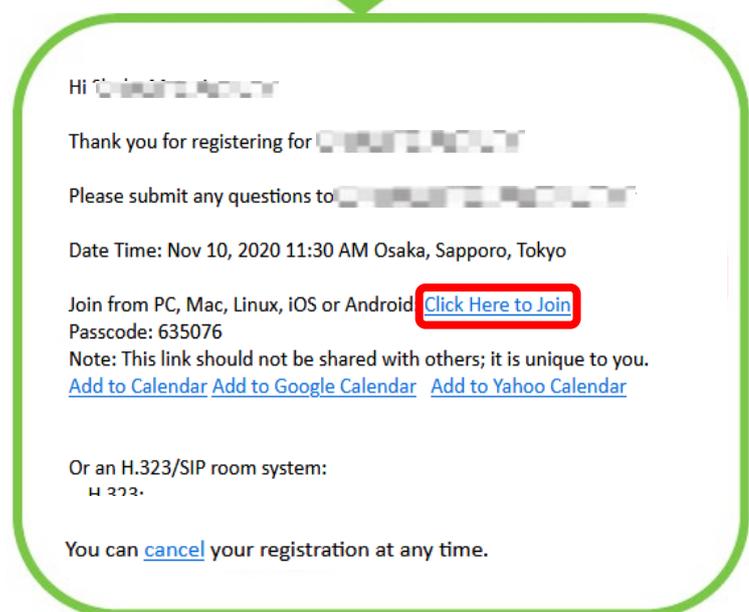


In the invitation mail, click the URL shown under **[Register in advance for this meeting:]**.



On the **[Meeting Registration]** window, fill out the fields for **[First Name]**, **[Last Name]**, **[Email Address]**, **[Confirm Email Address]**, **[Organization]**, **[JobTitle]**, and others if any. Click **[Register]**.

* Enter all information correctly, especially your e-mail address.



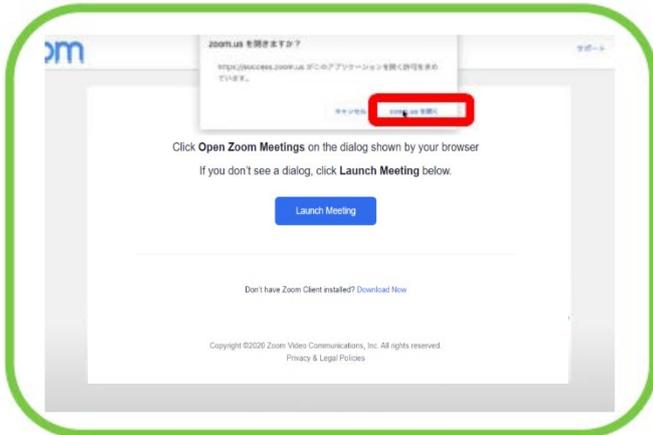
An email to confirm the pre-registration is sent to the registered email address with the meeting URL.

* To cancel registration, click **[Cancel]**

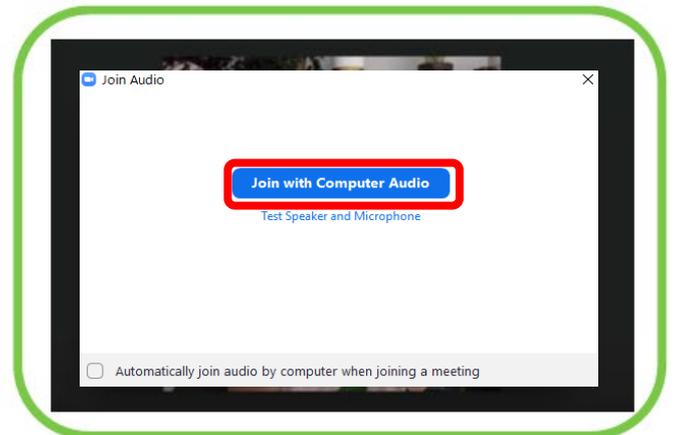
You can join the meeting by clicking **[Click here to join]** on the day of the meeting. Enter the passcode if necessary.

1. Joining a Zoom meeting

Click the URL for the meeting (or enter the ID and password) in the pre-registration confirmation email. When the meeting is set with a waiting room feature, all participants are to be held in the waiting room at first until the organizer let them into the meeting. *When the organizer choose not to have a Waiting room for the meeting, you will directly join the meeting without waiting in a Waiting Room.

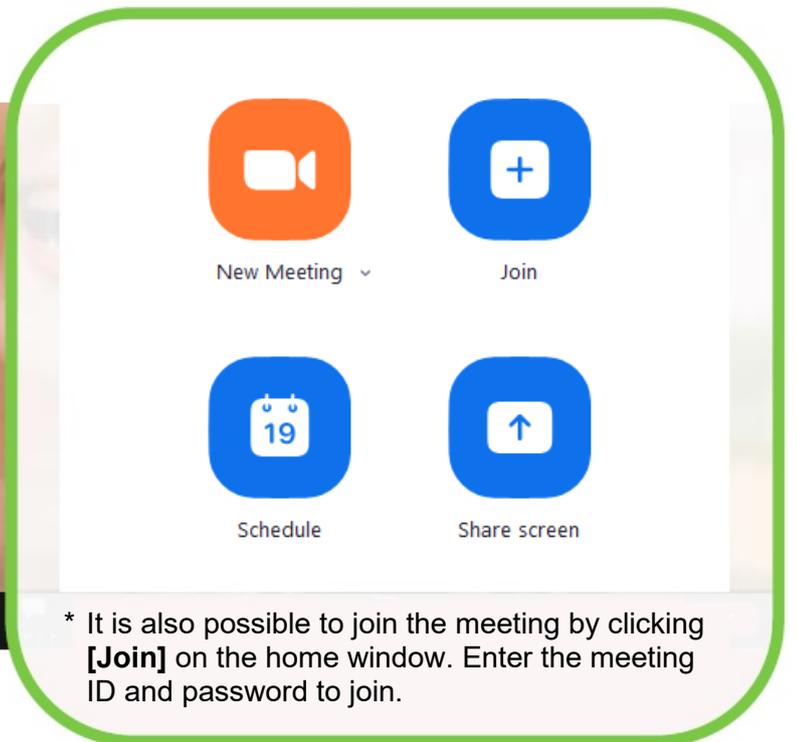


Click the URL for the meeting, and click **[Open zoom.us]** to join the meeting.



When the meeting screen appears, click **[Join With Computer Audio]**.

The microphone and video can be turned on or off by clicking these icons.



* It is also possible to join the meeting by clicking **[Join]** on the home window. Enter the meeting ID and password to join.

3. What you can do on [participants] window.

When participants' microphones are kept turned on, sounds which are not so unpleasant in daily activities (e.g., talking to oneself, coughing, dropping a pen) generate much noise. This causes distraction and makes it difficult to hear speakers and chairs.

The organizer (host) may set the microphone of all participants' devices to **[Mute]** when a speaker or others (e.g., a participant who asks a question) are talking.

To show your will to ask questions or speak out, first click **[Raise Hand]**. The host will request you to unmute your microphone.

The image shows a screenshot of the Zoom Participants window with several callouts explaining actions:

- Unmute Me:** A callout points to the 'Unmute Me' button, stating: "Click here to unmute. Click here to mute."
- Lower Hand:** A callout points to the 'Lower Hand' button, stating: "To lower your hand , hover the cursor and click **[Lower Hand]**. * Mute/unmute if necessary."
- Raise Hand:** A callout points to the 'Raise Hand' button, stating: "Click here to raise your hand."
- Unmute:** A callout points to the 'Unmute' button in the context menu, stating: "To unmute, hover the cursor on your name and display the above buttons."

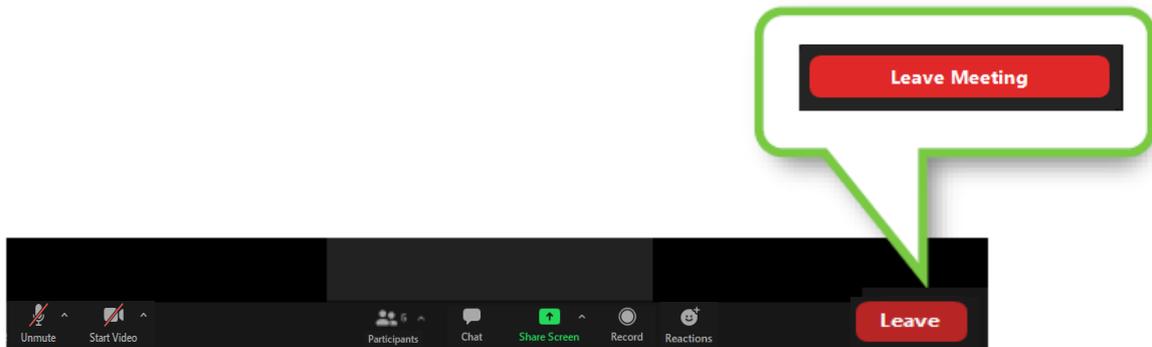
The participants list includes: RIMS sakyo (Me), Rims Hanako (Host), Rims Taro (Co-host), 相宇 絵尾, 華菊 景子, and Rims Kyoto.

* The display varies depending on the settings.

4. Leaving a meeting and other features

Leaving a meeting

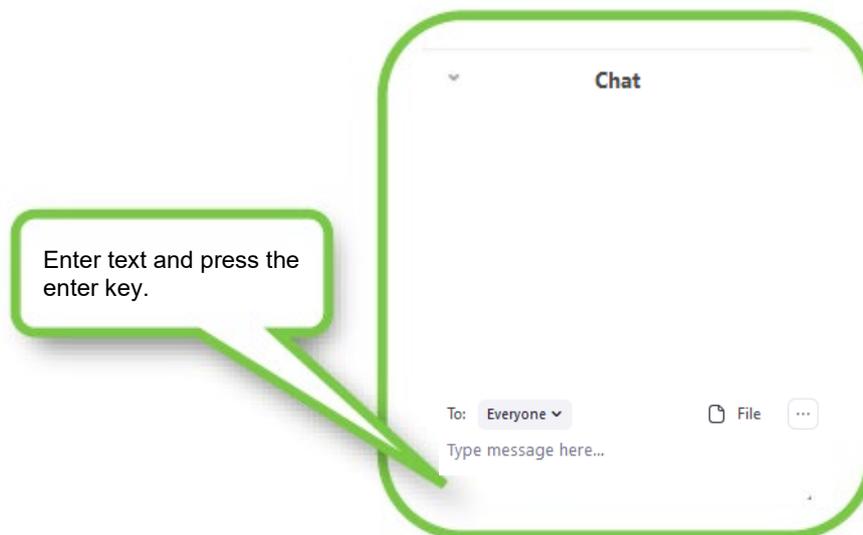
To leave meetings, click **[Leave]** at the bottom of the screen in a meeting and click **[Leave Meeting]**.



Chatting

* Chat may be disabled by the host.

Clicking the **[Chat]** icon at the bottom of the screen in a meeting enables text chat. A participant who logs in after the start of a meeting cannot check the text sent prior to the entrance. If text messages should be sent to all participants via the chat room, make sure to send it when all expected participants are present.

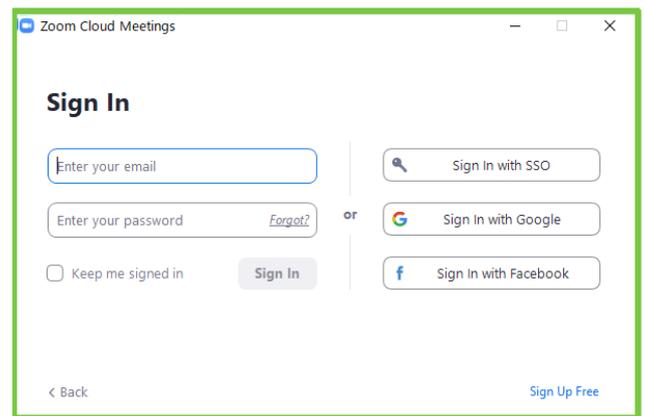
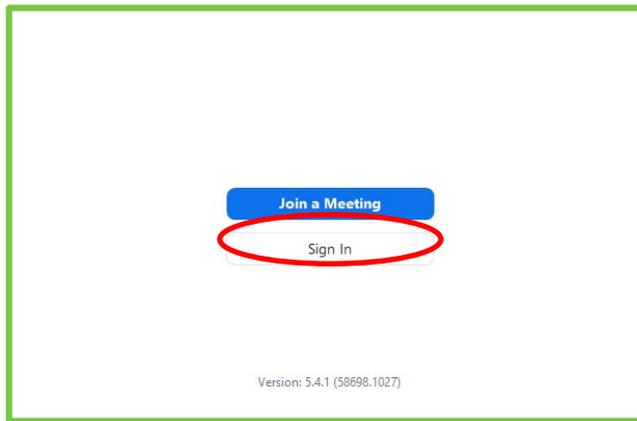


1. Zoom manual for the free version

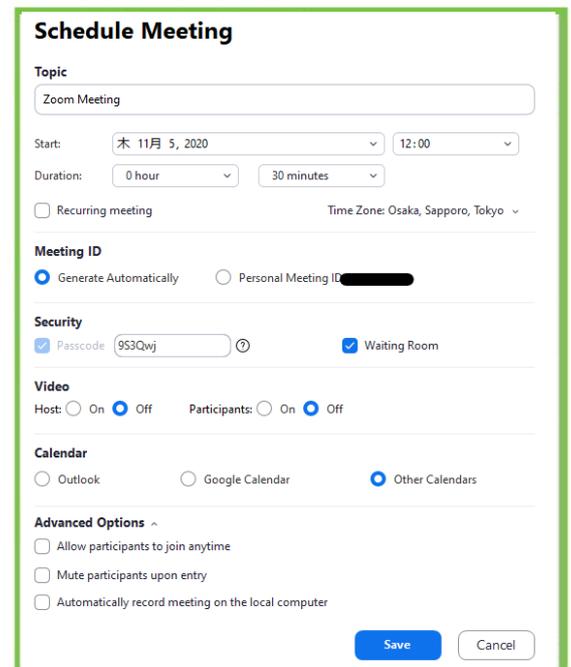
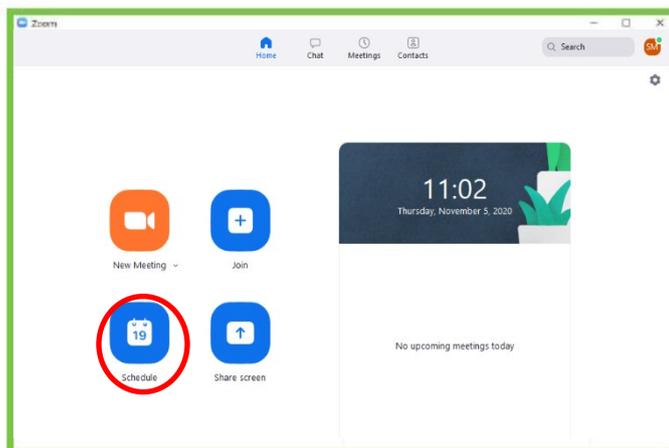
For the RIMS online joint research activities, hosts are requested to use a paid license of Zoom as described in the guidelines. The free version may be used to familiarize with the Zoom features. The process to install Zoom, create an account, update the app, etc. is the same as that of the paid version. Refer to “1. Zoom settings.” Make sure the Zoom app is updated to the latest version.

When serving as a host (inviting participants to a meeting)

① Start the downloaded Zoom app and sign in.



② Click **[Schedule]** on the home window. On **[Schedule a Meeting]**, set the date and time of a meeting, video on/off, detailed options, etc.



The details of the items are continued on the next page.

1. Zoom manual for the free version

Security

Passcode Waiting Room

Video

Host: On Off Participants: On Off

Calendar

Outlook Google Calendar Other Calendars

Advanced Options

Allow participants to join anytime

Mute participants upon joining

Automatically record meeting on the local computer

It is recommended to enable the [Waiting Room] to avoid outsiders to enter the meeting.

If you use Google or Outlook calendar, select it here. It may be convenient because a meeting schedule will be indicated in the calendar. If it is not necessary, select **[Other Calendars]**.

Select "Off" if the video feature should be off when the meeting starts. If it is "On", the meeting will start with the video feature is on for all participants. Participants can switch on/off their video during the meeting.

- ③ By clicking **[Schedule]** on the setting screen above, a window appears to notify **[Your meeting has been scheduled.]**. Click the close button in the upper right to close it, and on the home window click **[Meetings]**.

Zoom - Schedule Meeting

Your meeting has been scheduled.

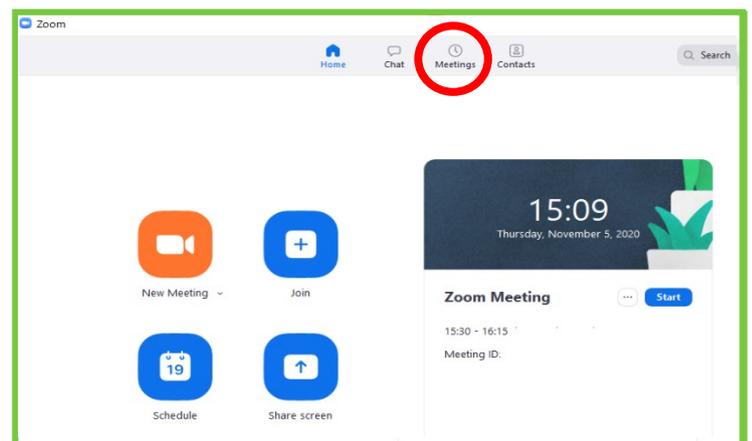
Click the button below to copy the invitation to clipboard.

██████████ is inviting you to a scheduled Zoom meeting.

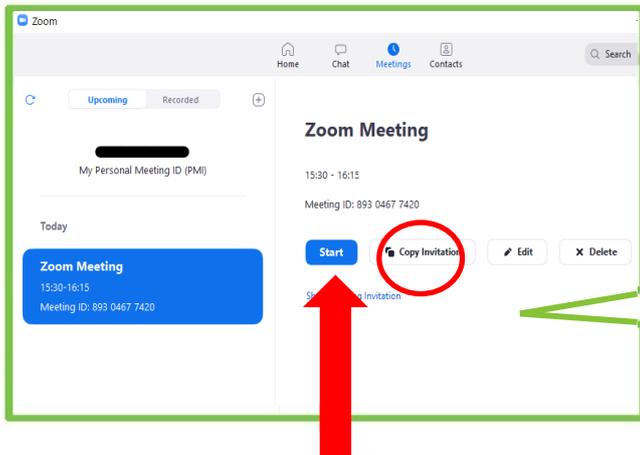
Topic: Zoom Meeting
Time: Nov 5, 2020 03:30 PM Osaka, Sapporo, Tokyo

Join Zoom Meeting
<https://us02.web.zoom.us/j/89304677420?pwd=cXQydUY0aUovUVA5Qj9lWUxYOHIEUT09>

Meeting ID: ██████████
Passcode: ██████████



1. Zoom manual for the free version



⑤ Click the **[Copy Invitation]** and paste the message on an email, etc. to send the information to participants.

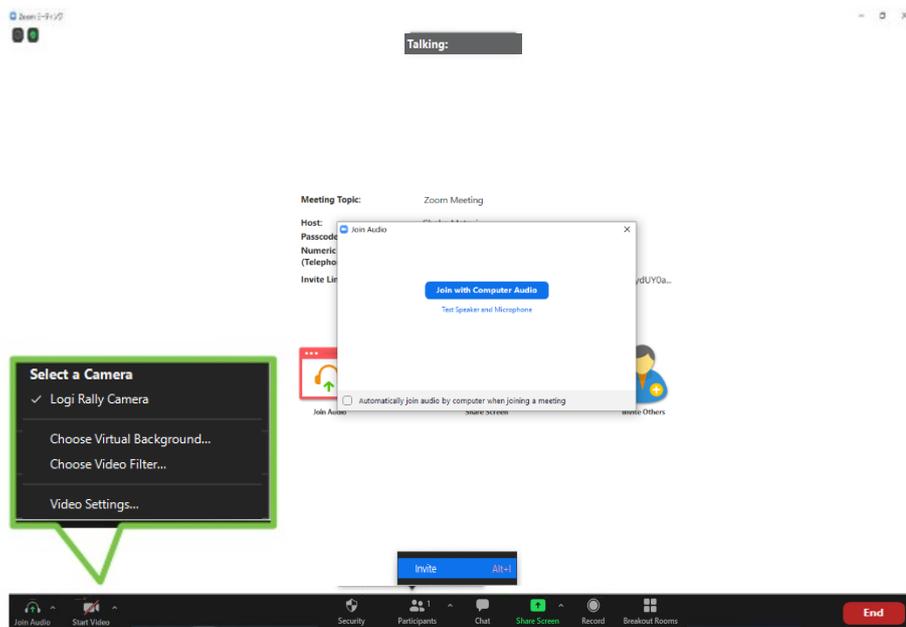
***** is inviting you to a scheduled Zoom meeting.

Topic: Zoom Meeting
Time: Nov ***, 2020 03:30 PM Osaka, Sapporo, Tokyo

Join Zoom Meeting
https://us02web.zoom.us/j/89304677420?pwd=cXQydlY0aUJvUWVhSDI9*****

Meeting ID: *** ** **
Passcode: Aw6paV

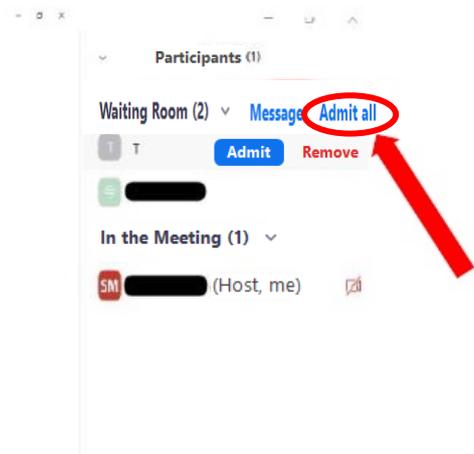
⑥ Click **[Start]** when it is the time to start the meeting.



To turn on the video, click **[Start Video]** and remove the red slash.



⑦ Click **[Join With Computer Audio]**, and click **[Participants]**.
Click **[Admit all]** or **[Admit]** on each guest.



1. Zoom manual for the free version

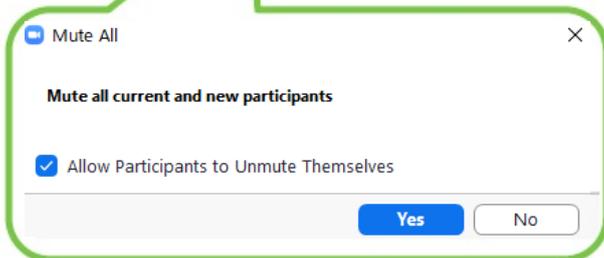
A host can manage audio, video, etc. of participants on the participants' window.



Ask All to Unmute

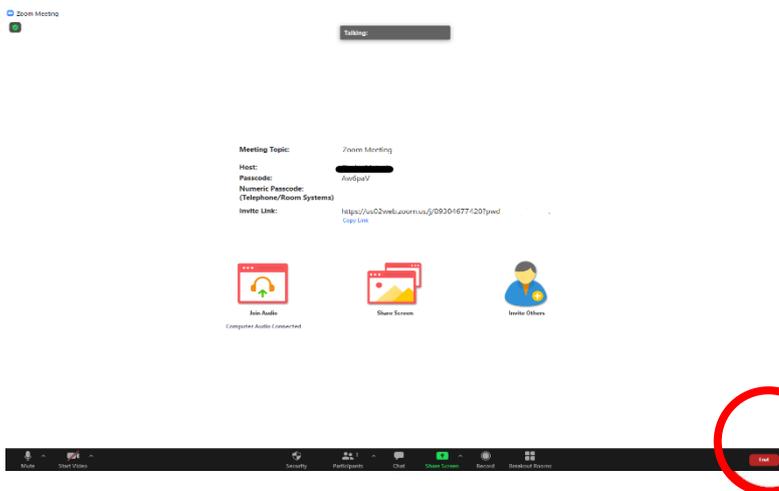
- ✓ Mute Participants upon Entry
- ✓ Allow Participants to Unmute Themselves
- ✓ Allow Participants to Rename Themselves
- Play sound when someone joins or leaves
- ✓ Enable Waiting Room
- Lock Meeting

Checked items depend on the settings at the time of scheduling a meeting. Uncheck **[Allow Participants to Rename Themselves]** when not allowing participants to rename themselves in a meeting.



To mute all participants, click the **[Mute All]** button at the bottom of the list of participants. Uncheck **[Allow Participants to Unmute Themselves]**. Click **[Yes]**.

⑧ To end a meeting, click **[End]** in the lower right of the screen.



Click **[End Meeting for All]**. The meeting ends.

* If you select **[Leave Meeting]**, you leave the meeting that continues, and one of the remaining participants serves as a host after you leave the meeting.