

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

**Operation Manual**

**Hosts: organizer, chairs, and speakers**

## 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@kurims.kyoto-u.ac.jp](mailto:kyodo@kurims.kyoto-u.ac.jp)).

# RIMS Guidelines for Organizing Online Joint Research Meetings Using Zoom

## Operation Manual

### Hosts: organizer, chairs, and speakers

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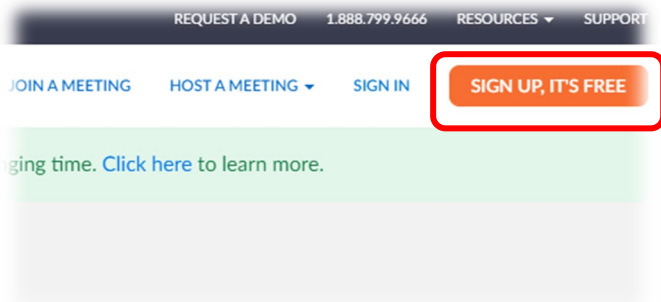
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## 2. Creating an account



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]**.



**Sign Up Free**

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

**Sign Up**

Already have an account? Sign in.

or

Sign in with SSO

Sign in with Google

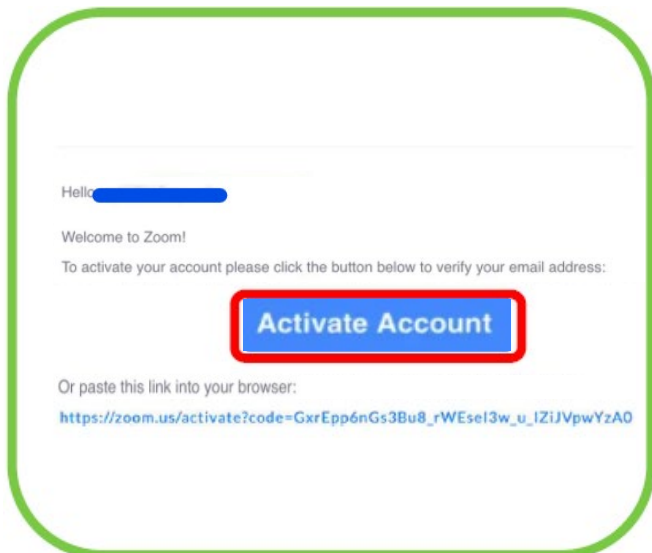
Sign in with Facebook

By signing up, I agree to the Privacy Policy and Terms of Service.

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]**.



**Welcome to Zoom**

Hi, [Name] Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the Privacy Policy and Terms of Service.

**Continue**

### 3. Setting a camera, speaker, and microphone

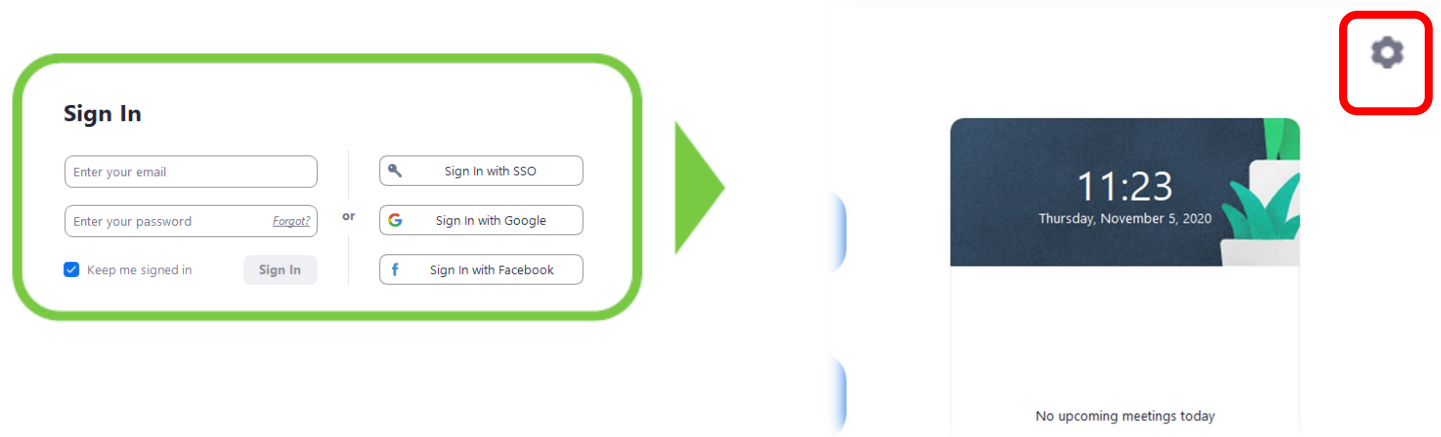


#### To open the setting window

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.

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 YVC...)  
(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...))

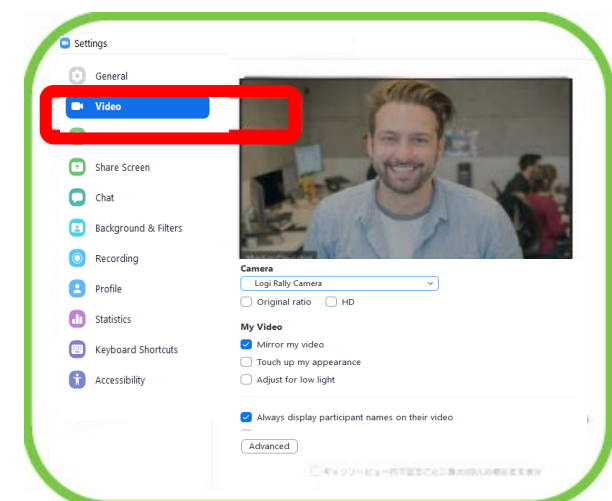
[Same as System]  
マイク (Realtek High Definition Audio)  
(Microphone (Realtek High Definition Audio))

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.



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

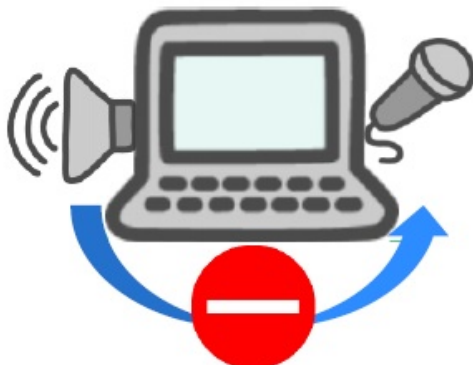
- \* If the camera is not working, check the followings.
- Click the video icon to undo the red slash over the image at the bottom of the screen.
- Close other video apps if any on, including Skype.
- Enable the camera function of your PC.

### 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.

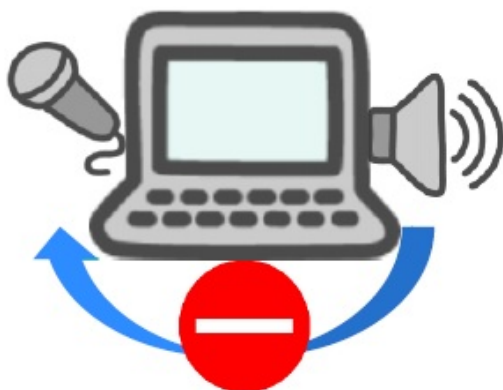


Echo canceller

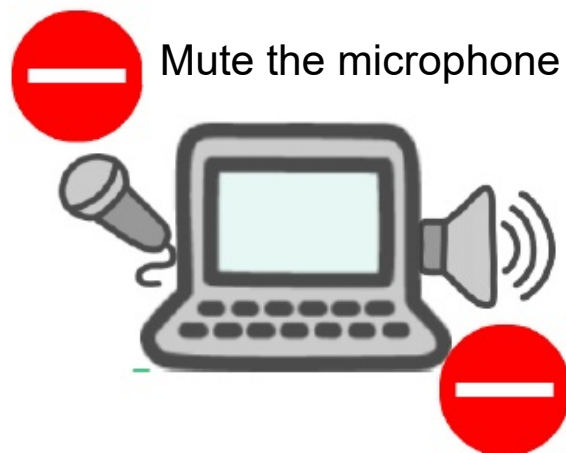
It is recommended to use the echo-cancelling or noise-cancelling function if your speaker/microphone is equipped with such function. Also check that the microphone is not too close to the speaker.

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.



Echo canceller



Mute the microphone

Turn off the speaker

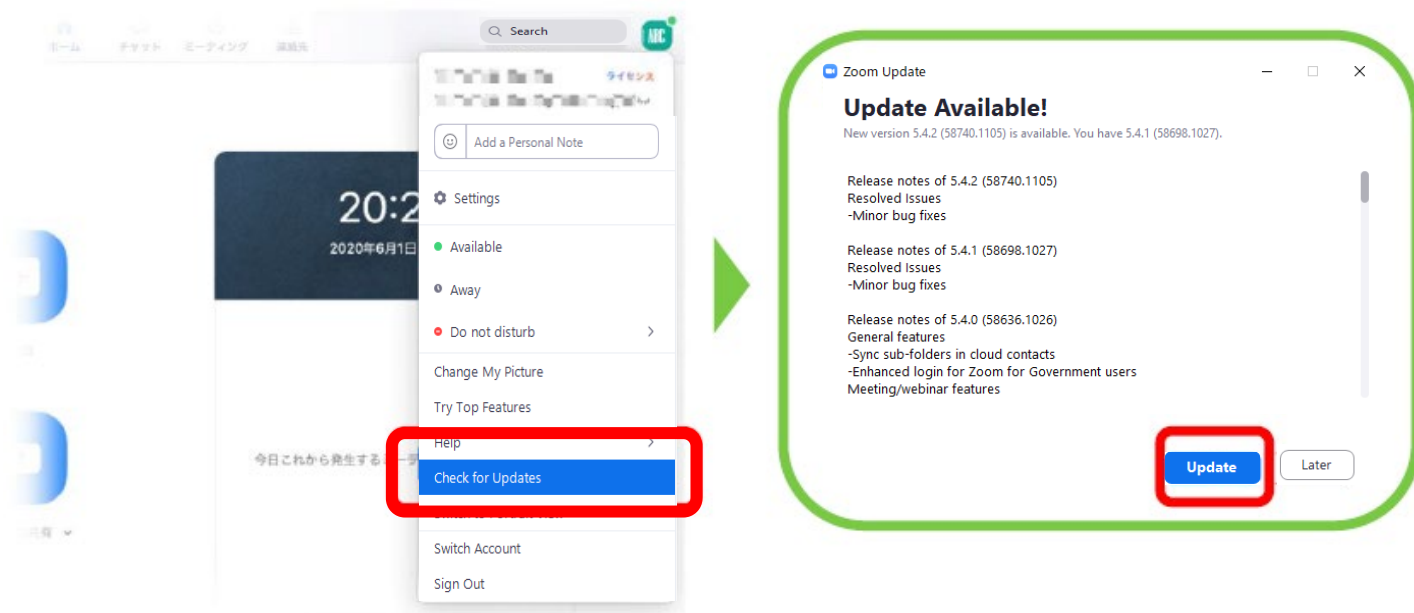


## 4. Updating Zoom



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

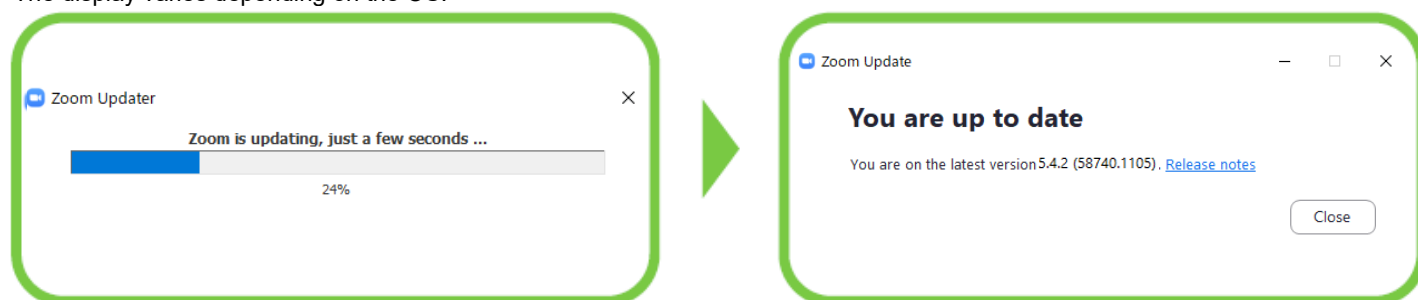
To update the app, start the Zoom app and click your account icon (photo or name) on the upper right side of the home screen. Click **[Check for Updates]** on the menu. When an update is available, a popup window appears. Click **[Update]**.



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 make preliminary arrangements with the person in charge from the Cooperative Research Service Section of RIMS (hereinafter, "RIMS staff"). The RIMS staff will email the **URL for pre-registration** to the organizer. The organizer will then send the **URL for pre-registration**, **Program for the joint research meeting**, and **Zoom Manual** to prospective participants by email (invitation).

**[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).**

Hi there,

You are invited to a Zoom meeting.  
When: Nov 10, 2020 11:30 AM Osaka, Sapporo, Tokyo

Register in advance for this meeting:

[Click here to register for this meeting.](#)

After registering, you will receive a confirmation email containing information about joining the meeting.

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

Meeting Registration



Topic: [Click here to register for this meeting.](#)  
Time: [Click here to register for this meeting.](#)

First Name\*

Last Name\*

Email Address\*

Confirm Email Address\*

Organization\*

Job Title\*

\* Required information

Register

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.

Hi [Click here to register for this meeting.](#)

Thank you for registering for [Click here to register for this meeting.](#)

Please submit any questions to [Click here to register for this meeting.](#)

Date Time: Nov 10, 2020 11:30 AM Osaka, Sapporo, Tokyo

Join from PC, Mac, Linux, iOS or Android [Click Here to Join](#)

Passcode: 635076

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or an H.323/SIP room system:

H 323.

You can [cancel](#) your registration at any time.

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

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

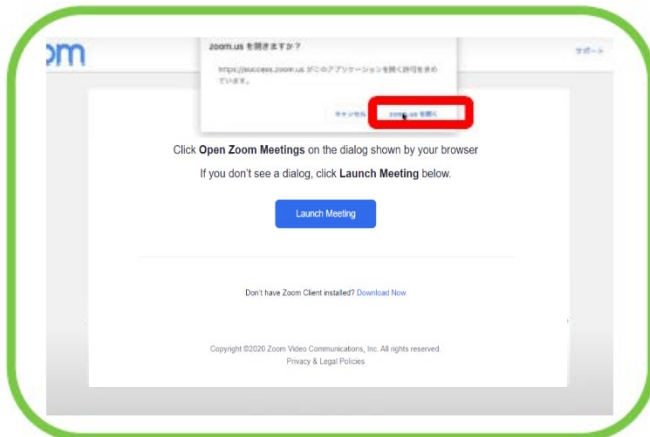
You can join the meeting by clicking **[Click here to join]** on the day of the meeting. Enter the password if necessary.

# 1. By the start time of the research meeting

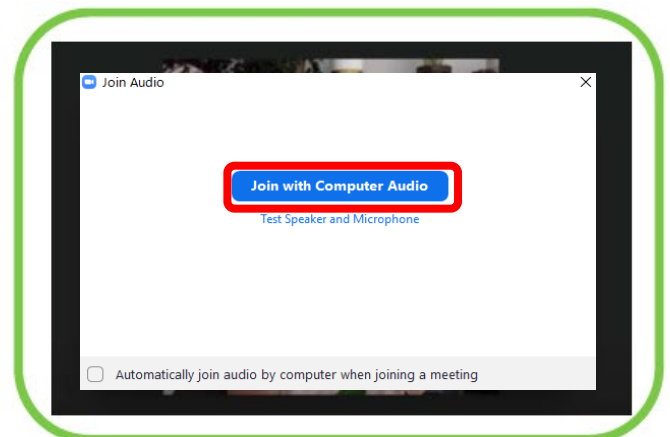


The organizer should enter the meeting beforehand by clicking the meeting URL (or enters the ID and password) in the pre-registration confirmation email. The RIMS staff, who is serving as a temporal “host,” will admit the organizer into the meeting and then delegates to the organizer the privileges of the host. The organizer should designate co-hosts and be ready to admit participants before the meeting starts.

## Joining a Zoom meeting



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.



New Meeting ▾



Join



Schedule



Share screen

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

# 1. By the start time of the research meeting



Organizer



Chairs



Speakers

## Hosts/co-hosts

The following Zoom features are available to the host. As it is deemed rather difficult to handle the necessary features properly while fulfilling tasks as a host during a research meeting, it is recommended to designate co-hosts to control the administration on behalf of the host so that the host can concentrate on facilitation of the meeting, etc. Co-hosts will have privileges as seen below.

Summary of privileges of host/co-hosts	Host	Co-host
Admit participants	<input type="radio"/>	<input type="radio"/> ※
Mute or unmute participants	<input type="radio"/>	<input type="radio"/>
Delegate the host's privileges to any other person	<input type="radio"/>	×
Promote any other person as a co-host	<input type="radio"/>	×
Create breakout rooms	<input type="radio"/>	×
Remove participants	<input type="radio"/>	<input type="radio"/> ※
End a meeting	<input type="radio"/>	×

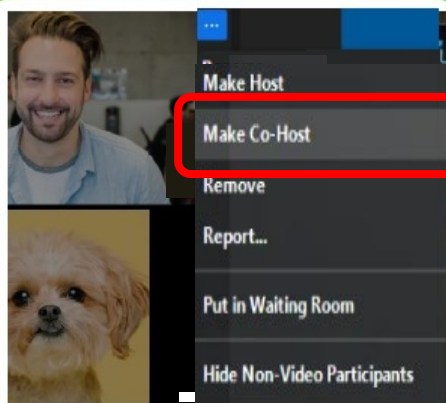
\* At RIMS, speakers of the meeting cannot be appointed to act as co-hosts.



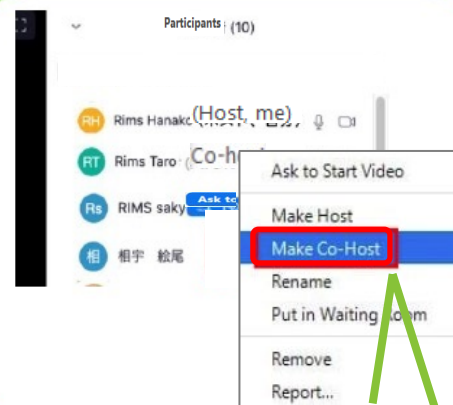
Organizer

## Setting co-hosts

The host can designate a participant(s) to act as a co-host(s) in two ways.



On the video screen, hover the cursor over a participant to be designated as a co-host. Click [...] and select **[Make Co-Host]**.



On the **[Participants]** window, hover the cursor over the name of a participant to be designated as a co-host, and click **[More]**. Select **[Make Co-host]**. The title **[Co-host]** will be indicated next to the name.

To withdraw, hover the cursor over the name of the participant and click **[Withdraw Co-host permission]**.

Stop Video

Make Host

**Withdraw Co-Host Permission**

Rename

名別の変更

# 1. By the start time of the research meeting



## What you can do during a meeting

Various features are available during a Zoom meeting. The basic Zoom screen is as shown below.

(It may look different depending on the default setting.)

**Gallery View:** Multiple participants (up to 25) are displayed at once  
**Speaker View:** A participant speaking at the moment is displayed in the center in a large frame.

Start/end the full screen view of the video

Click these icons to turn on and off your video and microphone when you speak. Click the caret on the right to change settings.

Clicking [Chat] opens a chat box on the right side. By the default setting of RIMS, private chat is disabled.

A document(s) can be shared on screen with participants on the screen by simple operation regardless of the file format.

To show your will to ask questions or speak out, participants (not the host) can virtually raise their hands with the **[Raise Hand/Lower Hand]** feature.

The number of participants already admitted to the meeting is displayed here. Clicking this icon shows the list of participants on the right, where the settings of each participant can be managed.  
 \* See P.15 for details about the **[Participants]** window.

A host can divide participants into groups for group works and discussions during a meeting.

You can also react with Clap/Thumbs up icons.

**End Meeting for All**  
**Leave Meeting**

Participants (10)

Unmute Start Video

Participants Chat Share Screen Record Breakout Rooms Reactions End

To: Everyone File ...

Type message here...



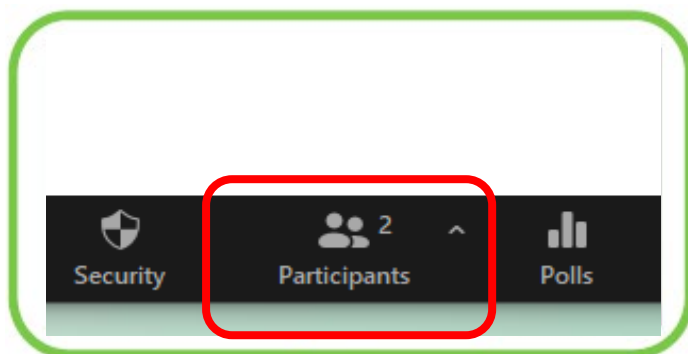
## 2. Start of a research meeting



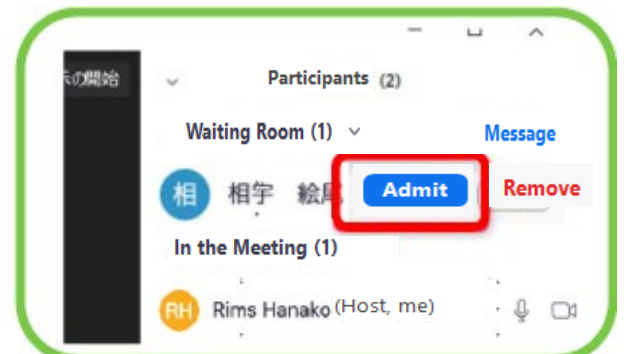
Organizer

### Admitting participants

The Waiting Room feature is designed to avoid any unauthorized participation. When **[Enable Waiting Room]** is set effective in the default setting done by the RIMS staff upon scheduling of the meeting, the host can control admission of participants joining earlier than the starting time. Also, as the host can hold participants temporarily in the waiting room, he/she can check those in the waiting room and admit only the official participants, avoiding any unexpected persons to enter.



The number appears here is the number of participants already admitted to join the meeting (from the waiting room) by the host. When participants are waiting in the Waiting Room, the list appears on the right side of the screen by clicking **[Participants]** icon at the bottom of the screen.



Click **[Admit]** on the **[Participants]** window one by one for admission.

To enable all participants waiting in the Waiting Room to join, click **[Admit all]**.

\* Be sure to check if there are no unwanted persons in the waiting room.

- Do not share URLs, IDs, and passwords of online joint research meetings with outsiders. It is strictly prohibited to post such URLs, IDs, and passwords at locations that are accessible to public and unspecified third parties (e.g., websites, social media).

## 2. Start of a research meeting

### Controlling audio and video (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.

To control the microphone, click **[Participants]** at the bottom of the screen to show the list of participants.

\* RIMS recommend to set the microphones of all participants' devices to **[Mute]** when a speaker or others (e.g., a participant who asks a question) are talking. Unmute when necessary. Participants can unmute themselves. In this case, the host or the co-host(s) must instruct the participants to mute them again after they finish talking. Otherwise, the host or the co-host(s) must control the microphones of the participants.

The screenshot shows the Zoom Participants window with 10 participants. The host (Rims Hanako) and co-host (Rims Taro) are at the top. Below them are other participants with various control buttons. Annotations provide instructions for these controls:

- Click [Ask to Mute] to request the participants to unmute themselves.** (Points to the 'Ask to Mute' button for participant 相宇 絵尾)
- To lower the hand of a participant, click [Lower Hand]. \*Mute/unmute if necessary.** (Points to the 'Lower Hand' button for participant 華菊 景子)
- Hover the cursor over a participant whose video should be stopped, and request to stop the video.** (Points to the 'More' button for participant 相宇 絵尾, with a callout showing the 'Stop Video' option in the dropdown menu).
- Hover the cursor over a participant whose video should be started, and request to start the video.** (Points to the 'More' button for participant 華菊 景子, with a callout showing the 'Ask to Start Video' option in the dropdown menu).
- To remove a person from the meeting. Once removed, the participant cannot join the meeting in session.** (Points to the 'More' button for participant 華菊 景子, with a callout showing the 'Remove' option in the dropdown menu).
- To send the participants back to the Waiting Room.** (Points to the 'More' button for participant 華菊 景子, with a callout showing the 'Put in Waiting Room' option in the dropdown menu).

At the bottom of the Participants window, there are buttons for 'Invite' and 'Mute All'. A callout for 'Mute All' shows a list of settings:

- 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

At the bottom right, there are icons for 'Organizer' and 'Organizer'.

\* The display varies depending on the settings.

## 2. Start of a research meeting



Speakers

### Sharing the Screen

Speakers are able to share their screens with participants while giving a talk. Document files on his/her PC such as PDF and PowerPoint slides can be shared with participants as well as on screen virtual [whiteboard] on which the speaker (and participants, if necessary) can annotate on.

\* In the default setting of RIMS, only hosts and co-hosts have the privilege for screen sharing.

\* A document file to be shared (e.g., PDF, PowerPoint) should be ready on the speaker's PC screen in advance for smoother operation.

Share the desktop screen that is currently displayed.

When you want to use a whiteboard, select **[Whiteboard]**.

Click the **[Share Screen]** icon at the bottom of the screen to select a screen to be shared.

Share an application that is already opened on your PC.

Select a screen to be shared and click this button.

Share

Share computer sound ☐ Optimize Screen Sharing for Video Clip ☐

Mute Stop Video Security Participants **New Share** Pause Share **Annotate** More

You are screen sharing Stop Share

When you start sharing your screen, the meeting control bar will move to the top. Click **[Annotate]** to have the annotate bar, which you can drag around, appear on your screen.

Mouse Select Text Draw Stamp Spotlight Eraser Format Undo Redo Clear Save

It is possible to draw and add text, etc. by using the annotation tool.



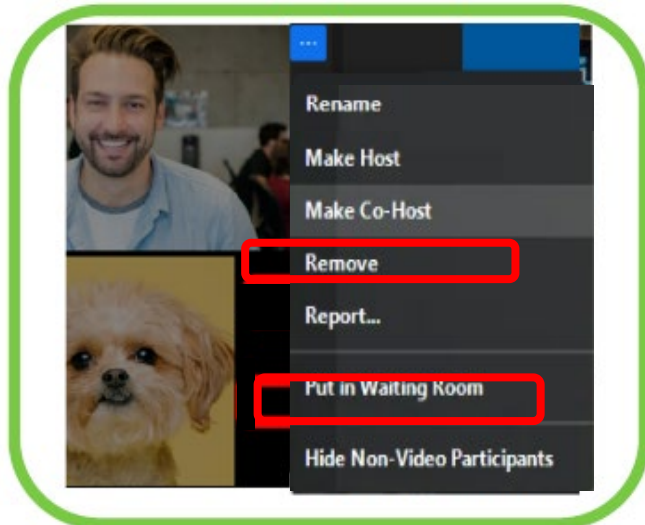
## 2. Start of a research meeting

### Removing participants

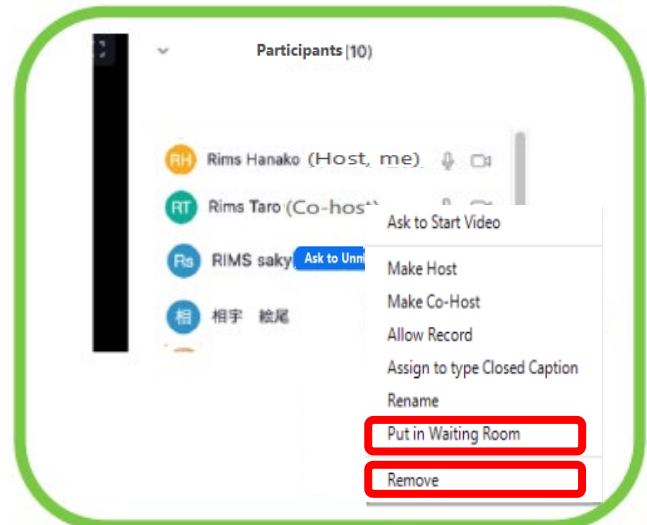


This feature enables a host to forcibly remove a participant based upon the host's privilege. It is possible to send back participants to the Waiting Room during a meeting (re-admission allowed) or to completely remove participants engaged in annoying activities (re-admission not allowed).

The host or the co-host(s) can remove unwanted participants either from the video screen or from the **[Participants]** window. Hover the cursor over a participant to be removed, and select **[Put in Waiting Room]** or **[Remove]**. \* If **[Remove]** is selected, the removed participant cannot rejoin the meeting in session.



Video screen

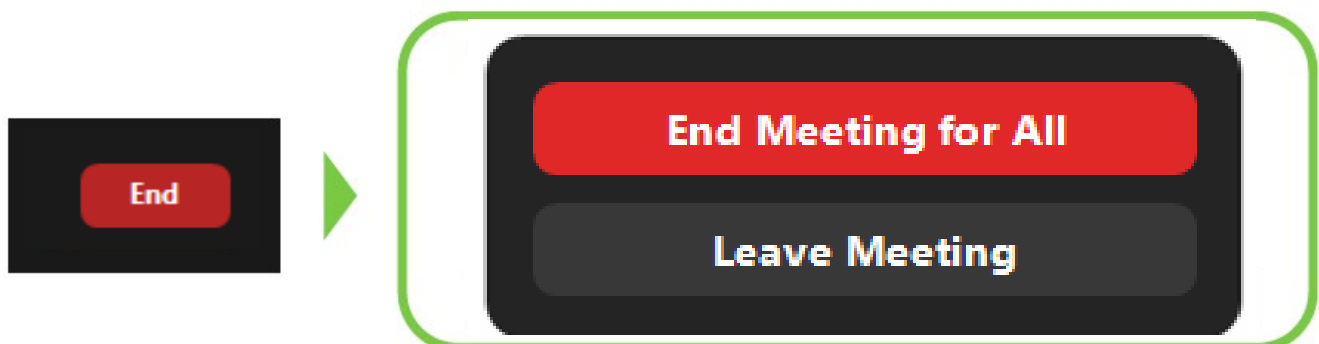


**[Participants]** window

### Ending a meeting



Only the host can end the meeting in session. To end meetings, click **[End]** at the bottom of the screen.



Click **[End Meeting for All]**.

\* By clicking **[Leave Meeting]** you will be out from the meeting. If the host is leaving the on-going meeting, he/she should delegate the host privileges to a specified participant. If not, one of the remaining participants will be automatically designated to serve as a host.

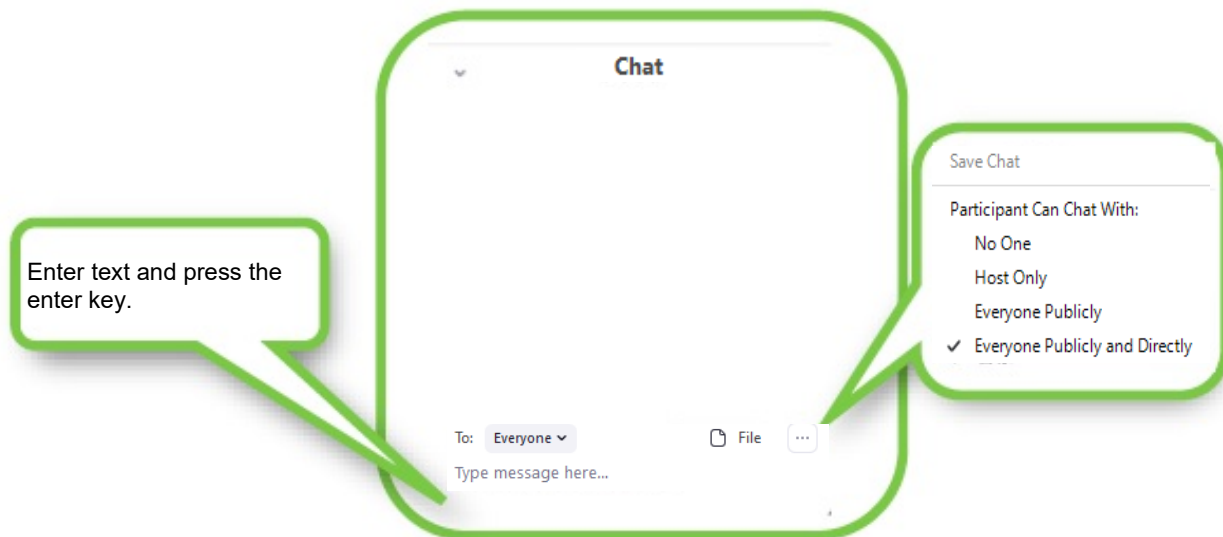
### 3. Other features



## Chatting

\* By the default setting recommended by RIMS, private chat is disabled.

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.

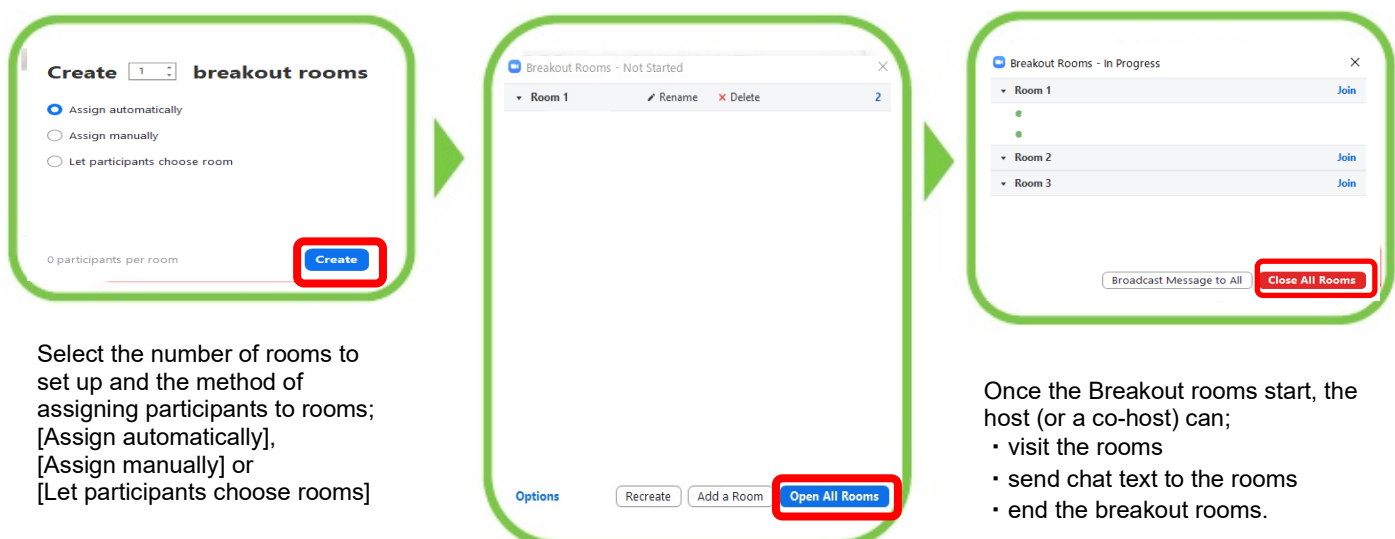


## Breakout rooms

\* Breakout rooms are disabled in the default setting of RIMS. To have breakout rooms set beforehand, consult the RIMS staff in charge.

The host can divide the participants into small groups.

Clicking the **[Breakout Rooms]** icon at the bottom of the screen to go to the submenu window.



Select the number of rooms to set up and the method of assigning participants to rooms; [Assign automatically], [Assign manually] or [Let participants choose rooms]

Once the Breakout rooms start, the host (or a co-host) can;

- visit the rooms
- send chat text to the rooms
- end the breakout rooms.

Click [Assign] to manually assign participants. Automatically assigned participants can also be manually moved to other rooms.

# 1. Measures against disruptions in a meeting



The following measures can be implemented to cope with disruptions in a meeting.

- Removing participants

If an outsider joins and engages in inappropriate behavior, a host can forcibly remove the person.

- ① Click the **[Participants]** icon at the bottom of the Zoom screen.
- ② List of participants appears. Hover the cursor over a participant to be removed and click **[More]**.
- ③ Click **[Remove]**.  
→ The removed participant cannot re-enter the meeting.

- Enabling the Waiting Room

It is desirable to set the Waiting Room effective when scheduling a meeting so that outsiders cannot enter the meeting without permission. It is also possible to enable the Waiting Room after the meeting starts.

- ① Click the **[Security]** icon at the bottom of the Zoom screen.
- ② Check **[Enable Waiting Room]**.  
→ New participants will automatically be in the Waiting Room until the host admitted them into the meeting.

- Muting All and Prohibiting Participants to Unmute Themselves

Organizers can select the setting to prohibit participants from unmuting themselves and control who are to speak out for smoother meeting operations.

- ① Click the **[Participants]** icon at the bottom of the Zoom screen.
- ② Click the **[Mute All]** button at the bottom of the list of participants. → All participants are muted.
- ③ Click ... and uncheck **[Allow Participants to Unmute Themselves]**.  
→ Participants will not be able to unmute themselves.

- Disabling Screen Sharing

If the screen sharing privilege is set to **[Only Host]** in the default setting, participants cannot share the screen of their PCs with other participants. Only the host can share his/her screens.

# 1. Measures against disruptions in a meeting



organizer



Chairs



Speakers

- Disabling **[Annotate]** (writing on the shared screen) in Screen Sharing  
When a speaker shares a file (e.g., PDF, PowerPoint), there may be a possibility that someone may scribble on the screen using the Annotate (pencil icon) tools.  
How to prevent such scribbling
  - ① Click ... **[More]** at the right end of the menu at the bottom of the screen.
  - ② Click **[Disable Attendee Annotation]** → Participants cannot write on the shared screen.
- Prohibiting [Chat]  
A host can control [Chat]. For details, refer to the Chat section (On the day of a meeting – Other features) (p. 18).
- Prohibiting [Rename] During a Meeting  
A host can prohibit participants from renaming (changing their registered names) themselves during a meeting in order to identify the participants by their names.
  - ① Click the **[Participants]** icon at the bottom of the Zoom screen.
  - ② Click **[...]** at the lower right of the participants list.
  - ③ Uncheck **[Allow Participants to Rename Themselves]**.  
→ Participants cannot rename themselves in a meeting. However, a host can rename participants.

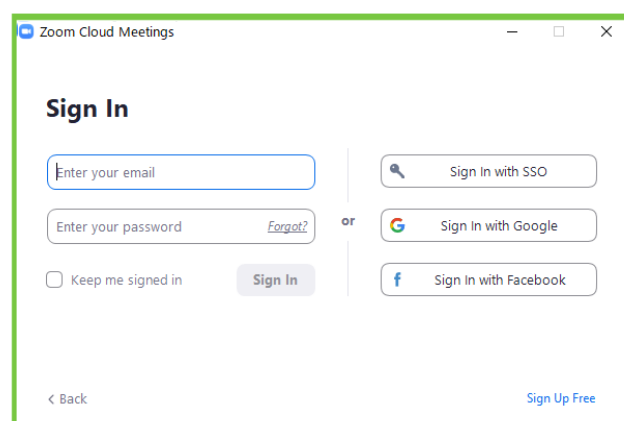
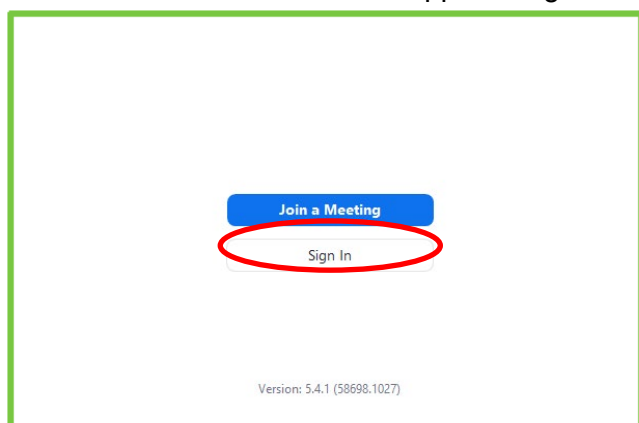
## 2. Zoom manual for the free version



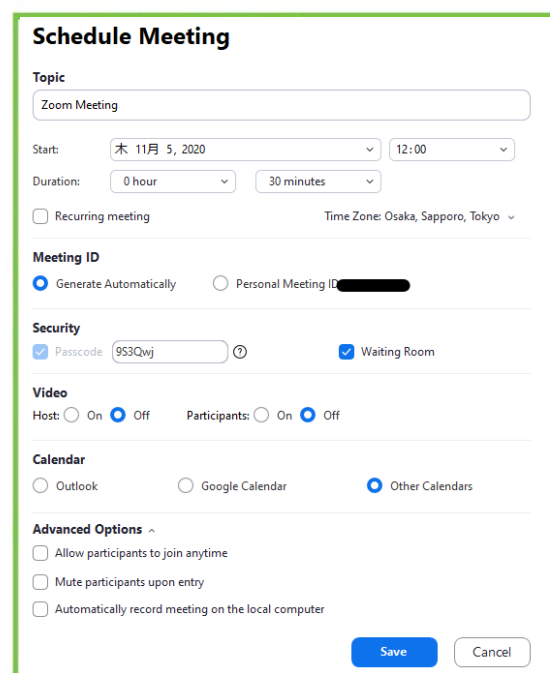
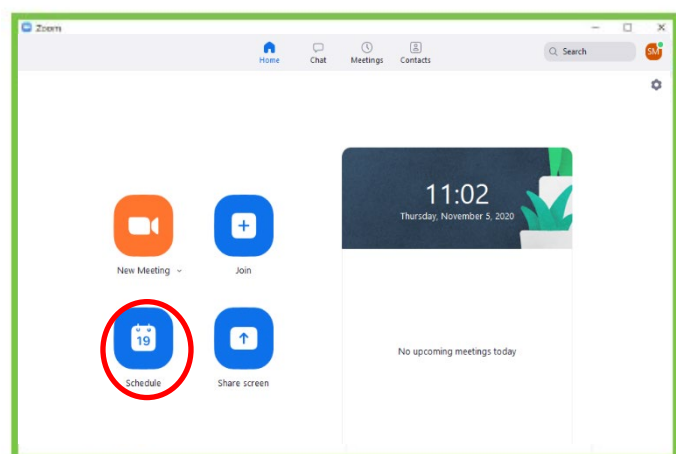
For the RIMS online joint research activities, hosts are requested to use a paid license of Zoom as described in the guidelines. The free version may be used to familiarize with the Zoom features. The process to install Zoom, create an account, update the app, etc. is the same as that of the paid version.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

## 2. 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 entry

☐ Automatically record meeting to the local computer

**Save** **Cancel**

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.

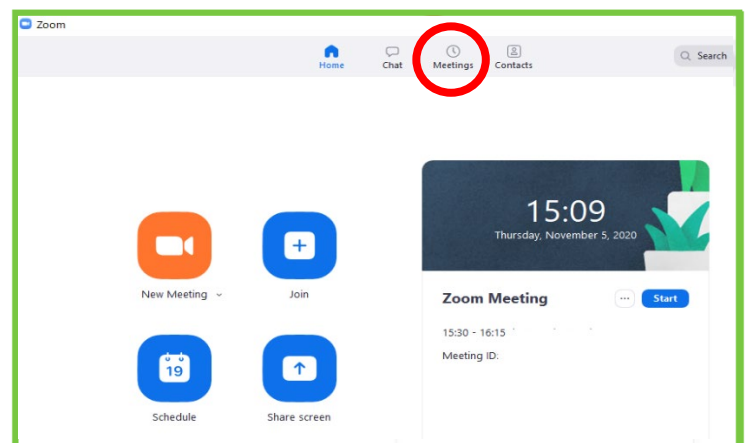
██████████ is inviting you to a scheduled Zoom meeting.

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

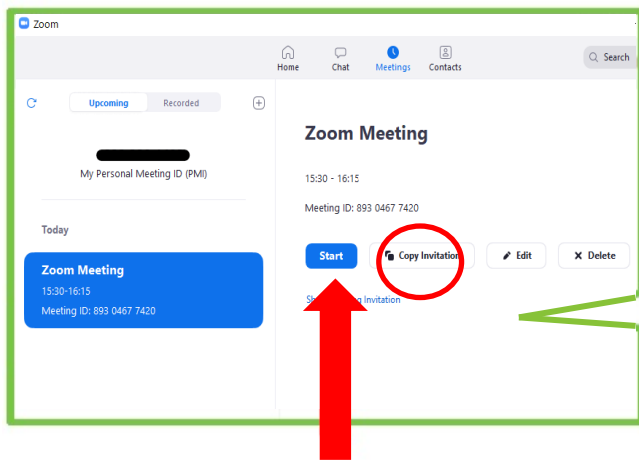
Join Zoom Meeting  
<https://us02web.zoom.us/j/89304677420?pwd=cXQydUY0aUovUVA5Qj9lWUkYOHIEUT09>

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

**Open with default calendar (.ics)** **Copy to Clipboard**



## 2. 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

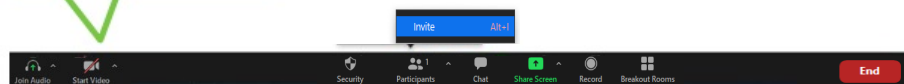
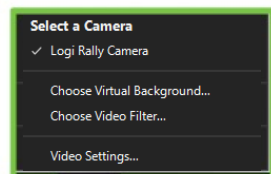
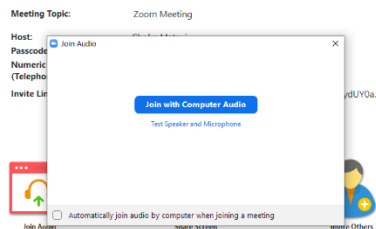
Join Zoom Meeting  
[https://us02web.zoom.us/j/893046774202?pwd=cXQydUJMaUJvUjVhS0l9\\*\\*\\*\\*\\*](https://us02web.zoom.us/j/893046774202?pwd=cXQydUJMaUJvUjVhS0l9*****)

Meeting ID: \*\*\* \*\*\*\*\*  
Passcode: Am6paV

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



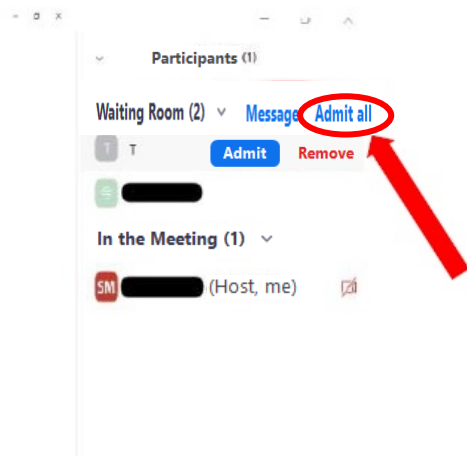
Talking:



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.



## 2. Zoom manual for the free version

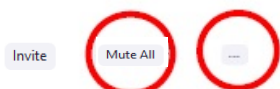


A host can manage audio, video, etc. of participants on the participants window.

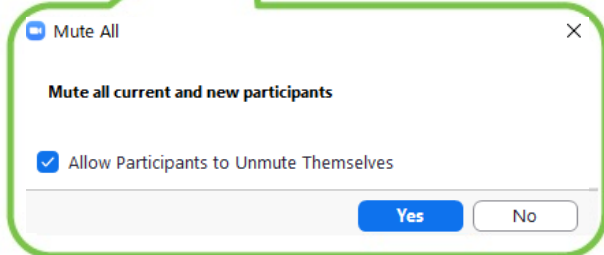


### Ask All to Unmute

- ✓ 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

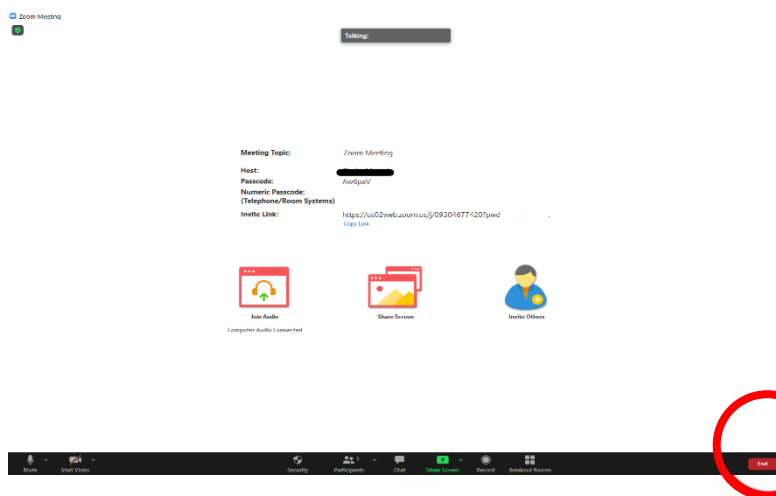


Checked items depend on the settings at the time of scheduling a meeting. Uncheck **[Allow Participants to Rename Themselves]** when not allowing participants to rename themselves in a meeting.



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.



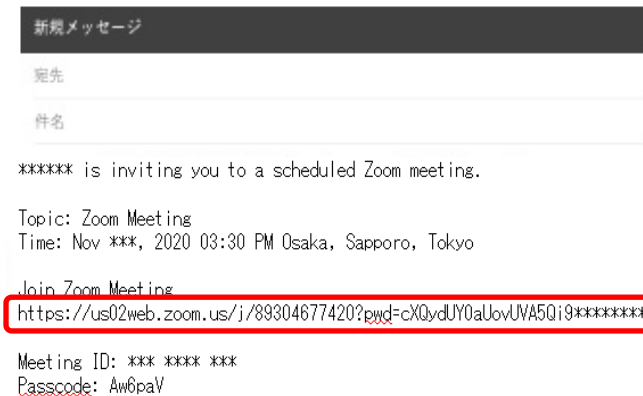
## 2. Zoom manual for the free version



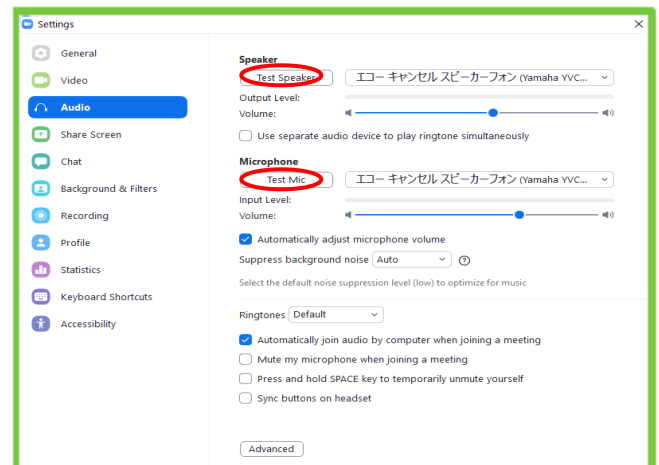
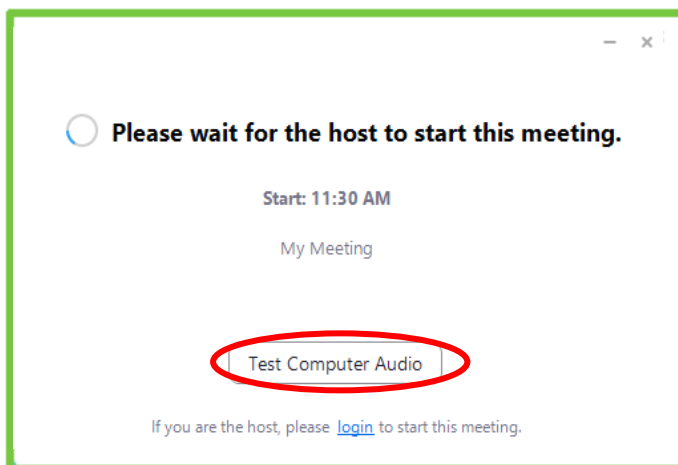
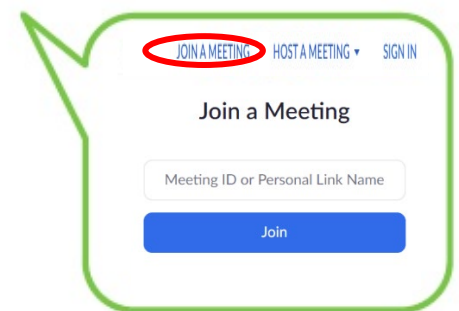
### When participating as a guest (invited to a meeting)

To become a host, it is required to sign in on Zoom app. A guest can join a meeting without signing in (without an account).

Invitation emails are to be sent out from the host. At the scheduled time, click the URL indicated in the email.



\* If the URL does not work, enter the meeting ID and password in the **[Join a Meeting]** window of the Zoom website.



Click **[Test Computer Audio]** to test and check your speaker and microphone. For the speaker, make sure you hear sound and set the output level.

When the host starts a meeting and he/she will admit you to join the meeting. When a host chooses not to have a Waiting Room for the meeting, you will directly join the meeting without waiting in a Waiting Room.

When the meeting is set with a waiting room feature, all participants are to be held in the waiting room at first until the host lets them into the meeting.

## 2. Zoom manual for the free version



When the video is off, your screen is deactivated. Click the **[Start Video]** icon in the lower left of the screen to undo the red slash and your screen is activated.

If the microphone icon does not appear next to your name, click **[Join Audio]**.

Click **[Participants]** at the bottom of the screen. The list of participants appears on the right side.

Clicking **[Chat]** at the bottom of the screen enables group chat.

To leave the meeting, click **[End]** and select **[Leave Meeting]**.

Leave Meeting

Cancel

Participants (5)

Invite Raise Hand

Chat

To: Everyone

Type message here...