

How to use Zoom (Online meeting system)

What you need;

1. Windows PC, Mac, iPhone, iPad, Android phone or Android tablet connected to Internet (either via WiFi or mobile network)
2. Microphone and camera attached to Windows PC or Mac if you want to speak or show your face to the audience. I suppose microphone and camera are built in for mobile devices.
3. Latest version of web browser on Windows PC/Mac

How to join a meeting using Windows PC

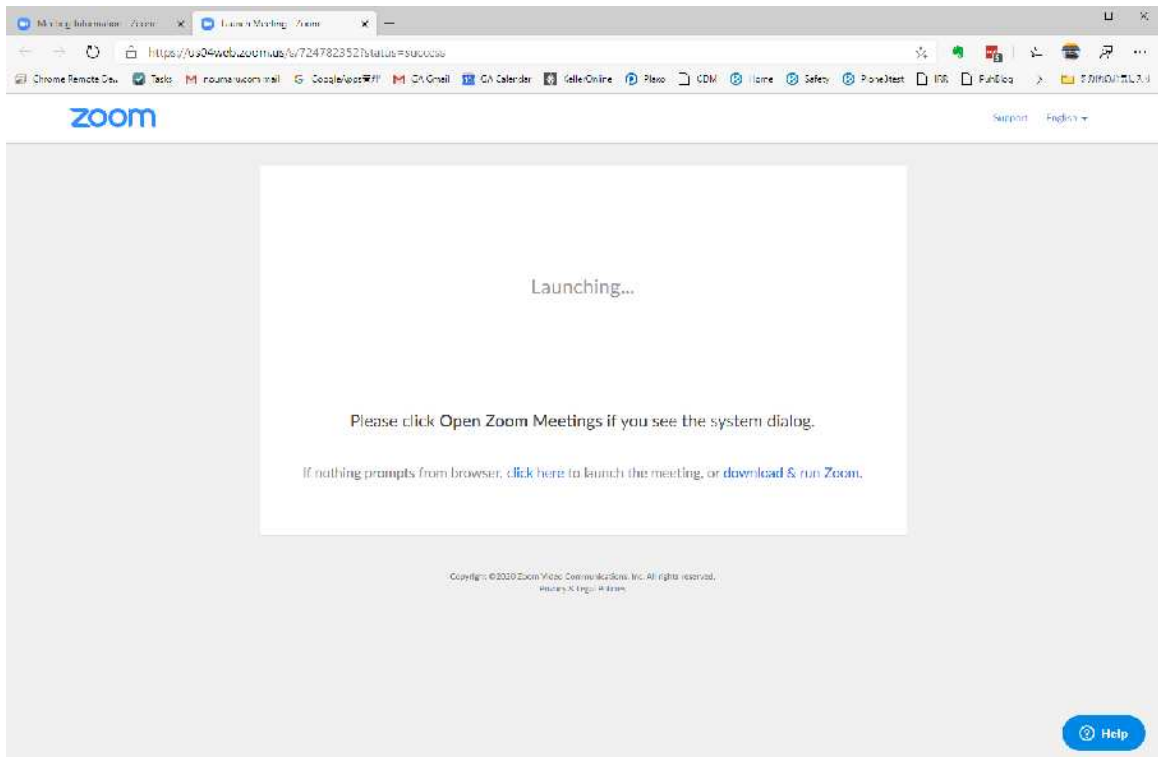
1. A meeting notice you will receive via email should include a URL and a meeting ID. A Meeting ID is unique for each meeting and may change for every meeting. Don't assume Meeting ID is the same for all the meetings and check one for each meeting you will attend.

Join Zoom Meeting

<https://us04web.zoom.us/j/735554664>

Meeting ID: 735 554 664

2. If this is the first time to use Zoom, click on the URL. Your browser shows you this screen. Your OS may bring an error message if you don't have Zoom client installed. If this is the case, just close the message and click on "download & run Zoom."



Launching...

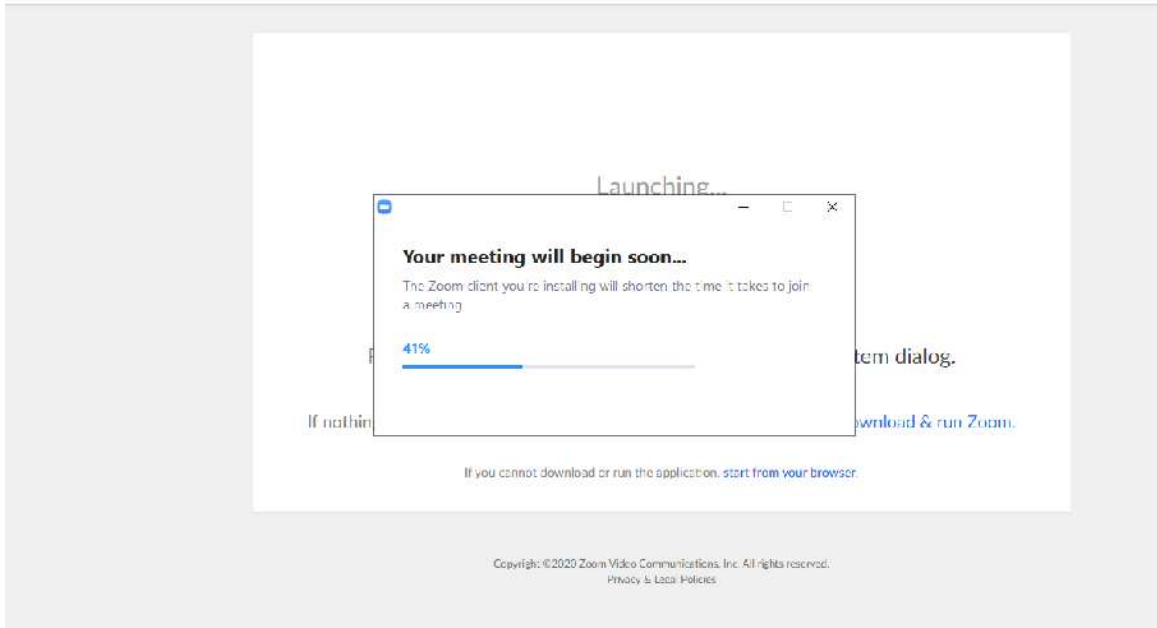
Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

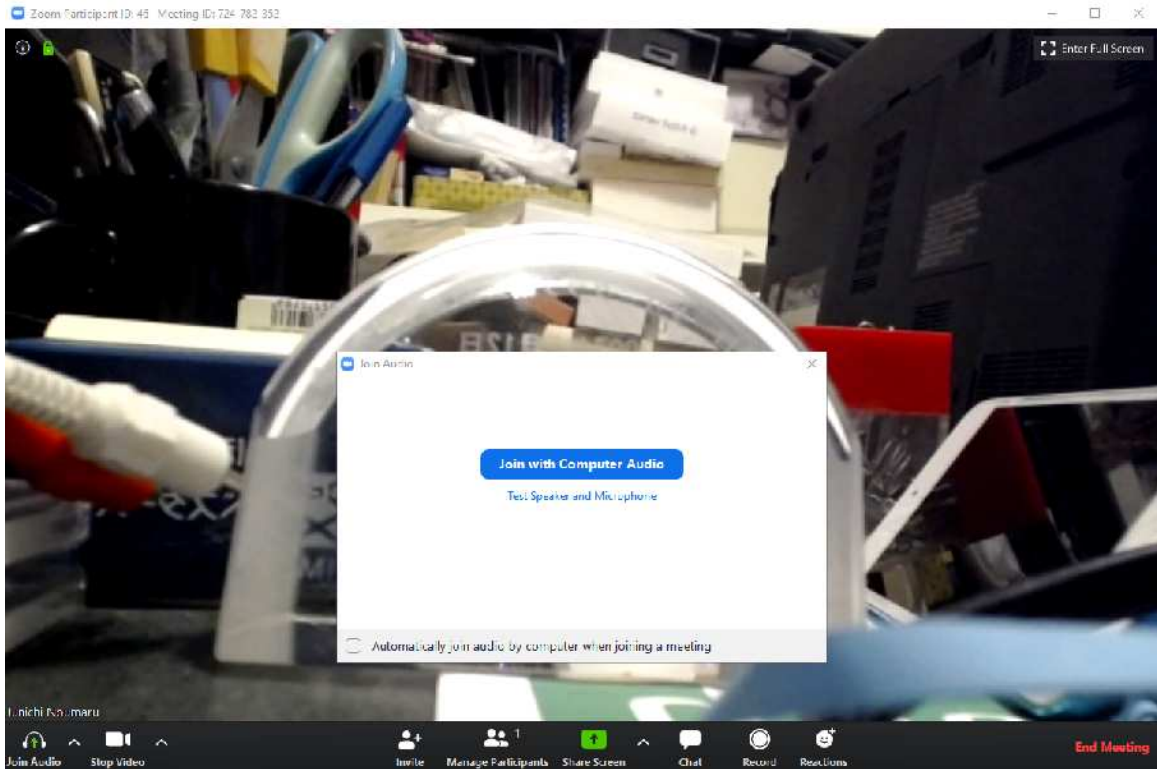
If you cannot download or run the application, [start from your browser](#).

3. Downloading and installing the Zoom client continues.

zoom



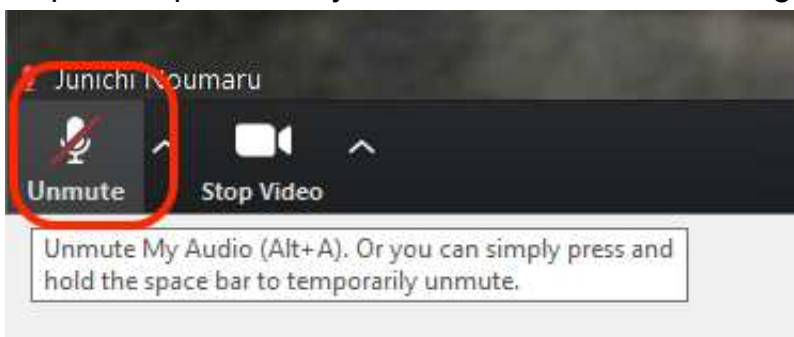
4. When installation is done, Zoom client starts and show picture from your video camera. In "Join Audio" dialog, choose "Join with Computer Audio." Skip #5.



5. If you already have Zoom client in your PC, just start the client, click on “Join a Meeting” and enter the Meeting ID. Or you can click on the URL and the Zoom client starts and connect to the meeting.

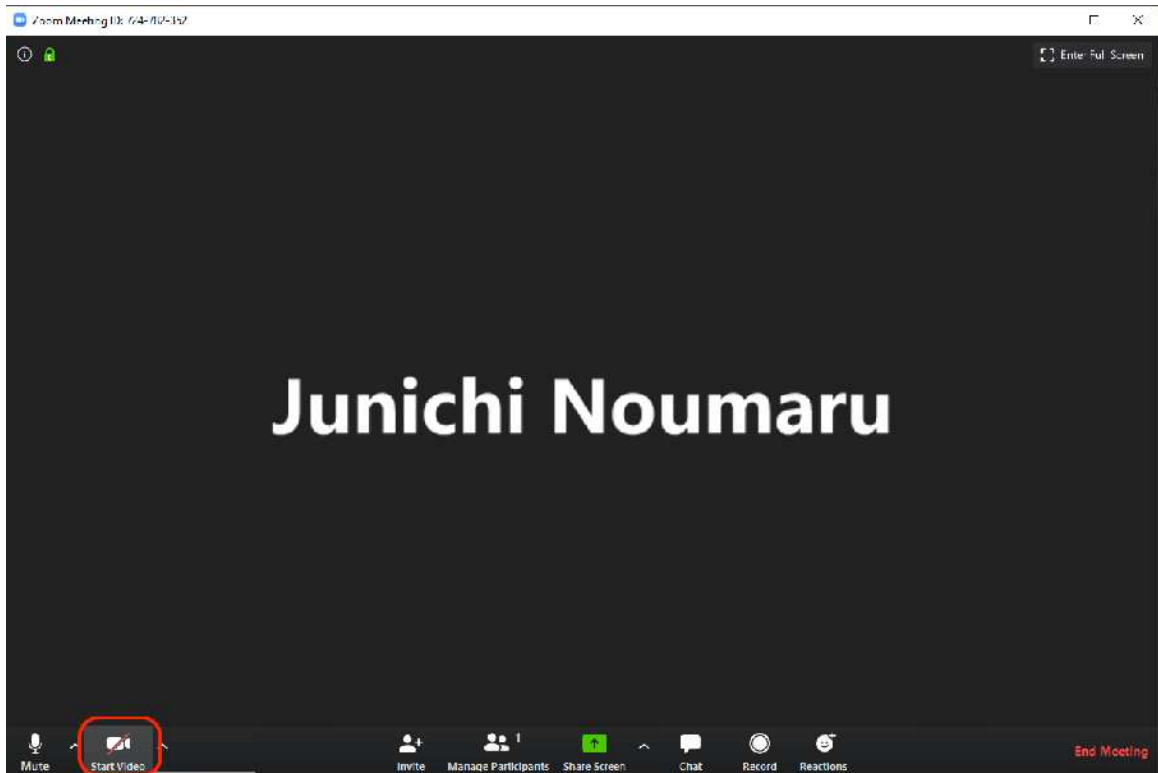


6. While the meeting is progress and you are just listening to the meeting, click this icon to mute. While muted, this icon shows Unmute with red crossed line over the icon. Zoom transmits voice from the loudest site to all the participants. Even if you shut your mouth, chicken crows, dog barks or coqui’s chirps behind you would distract the meeting.



7. If you don't want to send your face, click on the icon “Stop Video.”. While video is off, this icon shows Start Video with red crossed line over the icon.

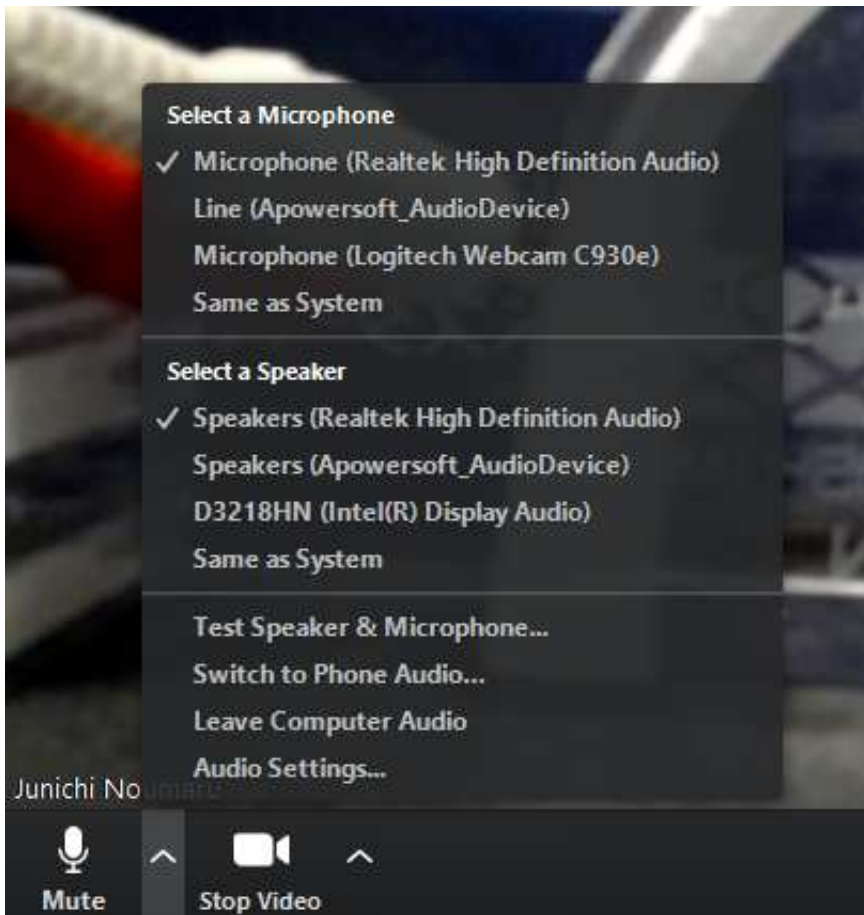
And you will see your name or whatever you entered as your identification prior to the meeting.



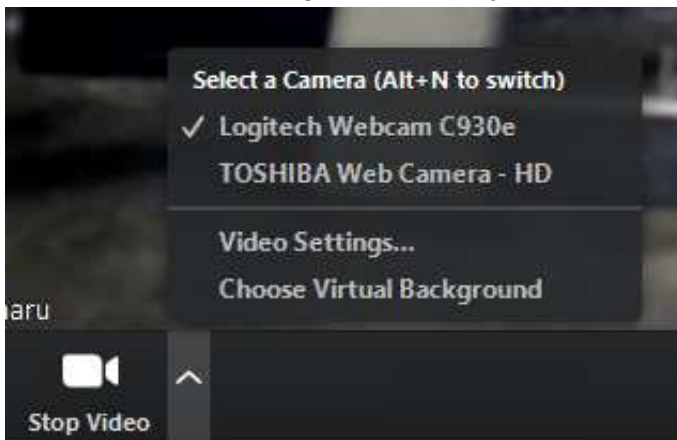
8. The bottom bar shows how many people join the meeting. This bar shows the one of the meeting host. Your client may show the label in a different way.



9. Click on caret next to Mute will show you available audio sources for input and output. Choose the right one that you want to use.



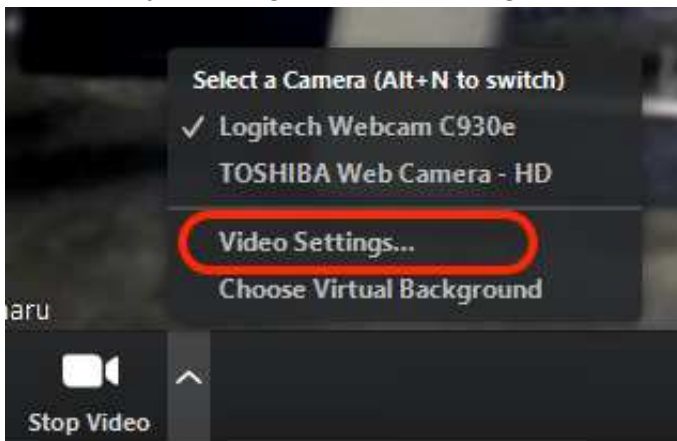
10. Click on caret next to Stop Video will show you available video sources for input. Choose the right one that you want to use.

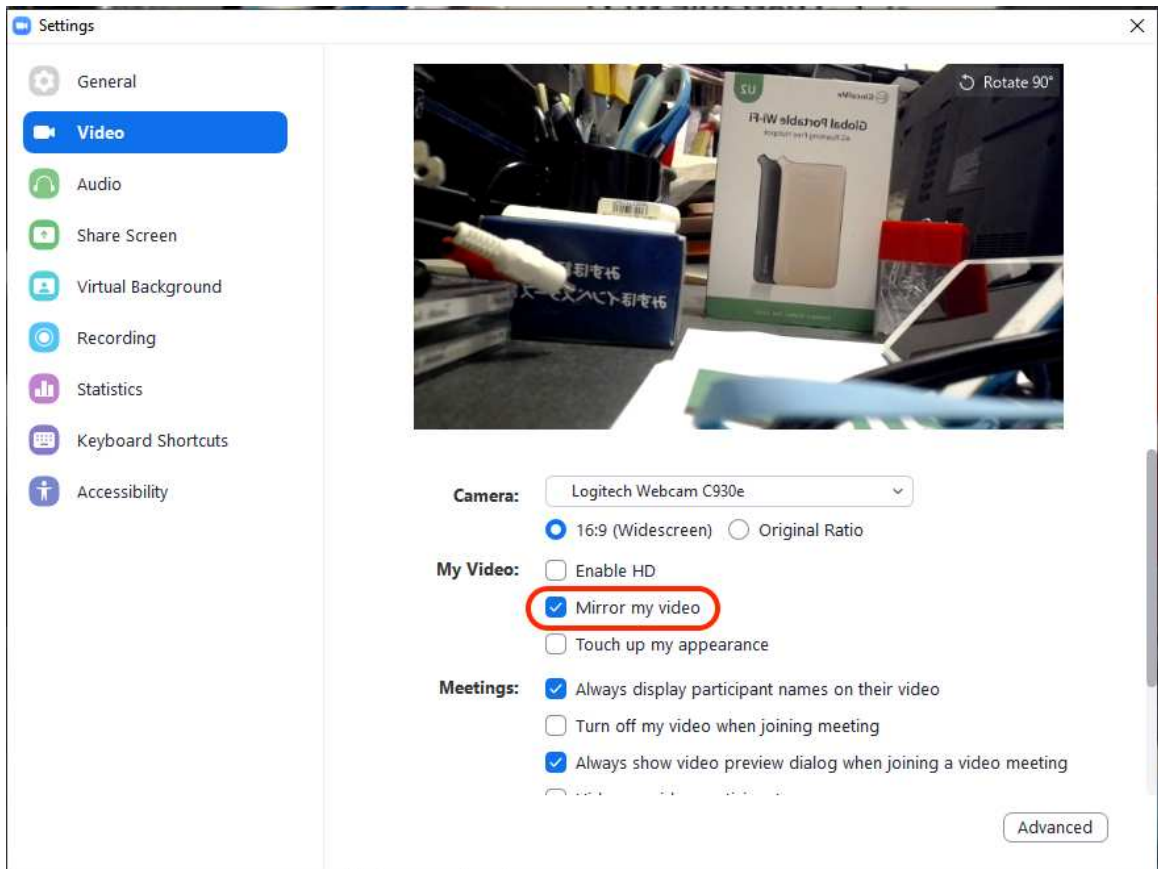


11. By default, you will see your video mirrored. If you want to see your video in normal orientation...



12. Click on the caret next to Stop Video and choose Video Settings..., then select Video on the left menu and check off Mirror my video. Close this window by clicking x on the top right corner.



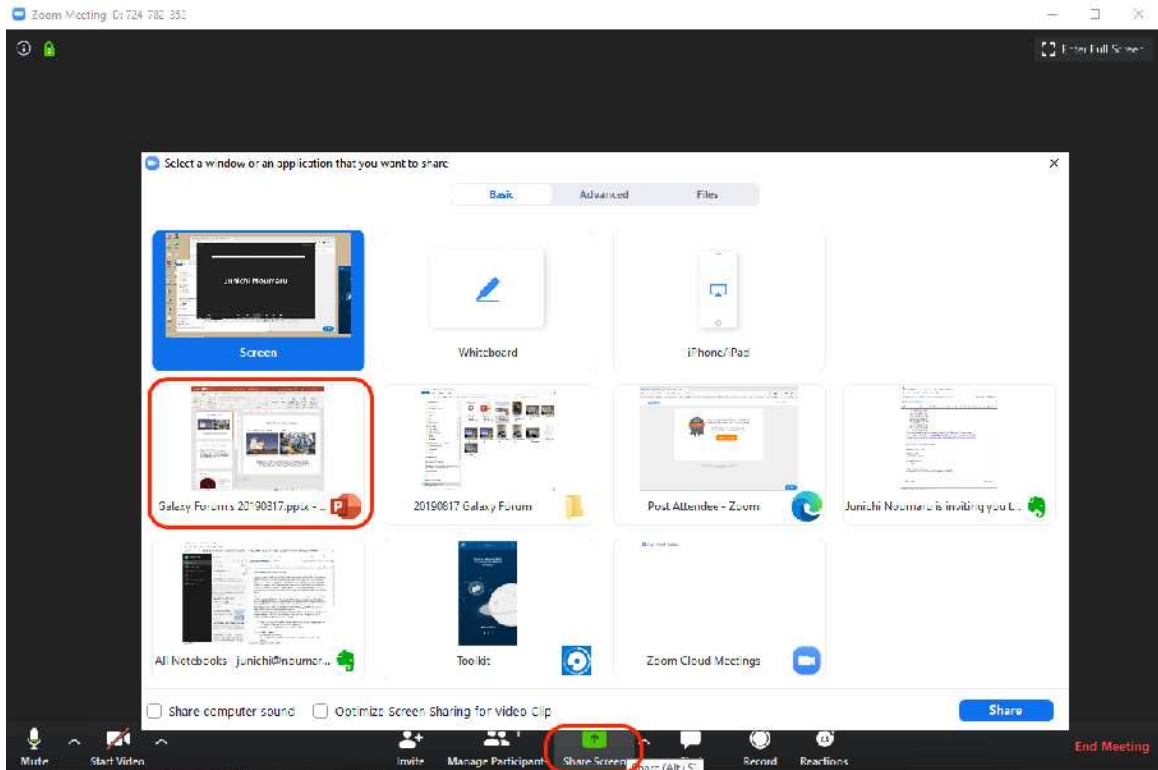


13. Now you see your picture in normal orientation.

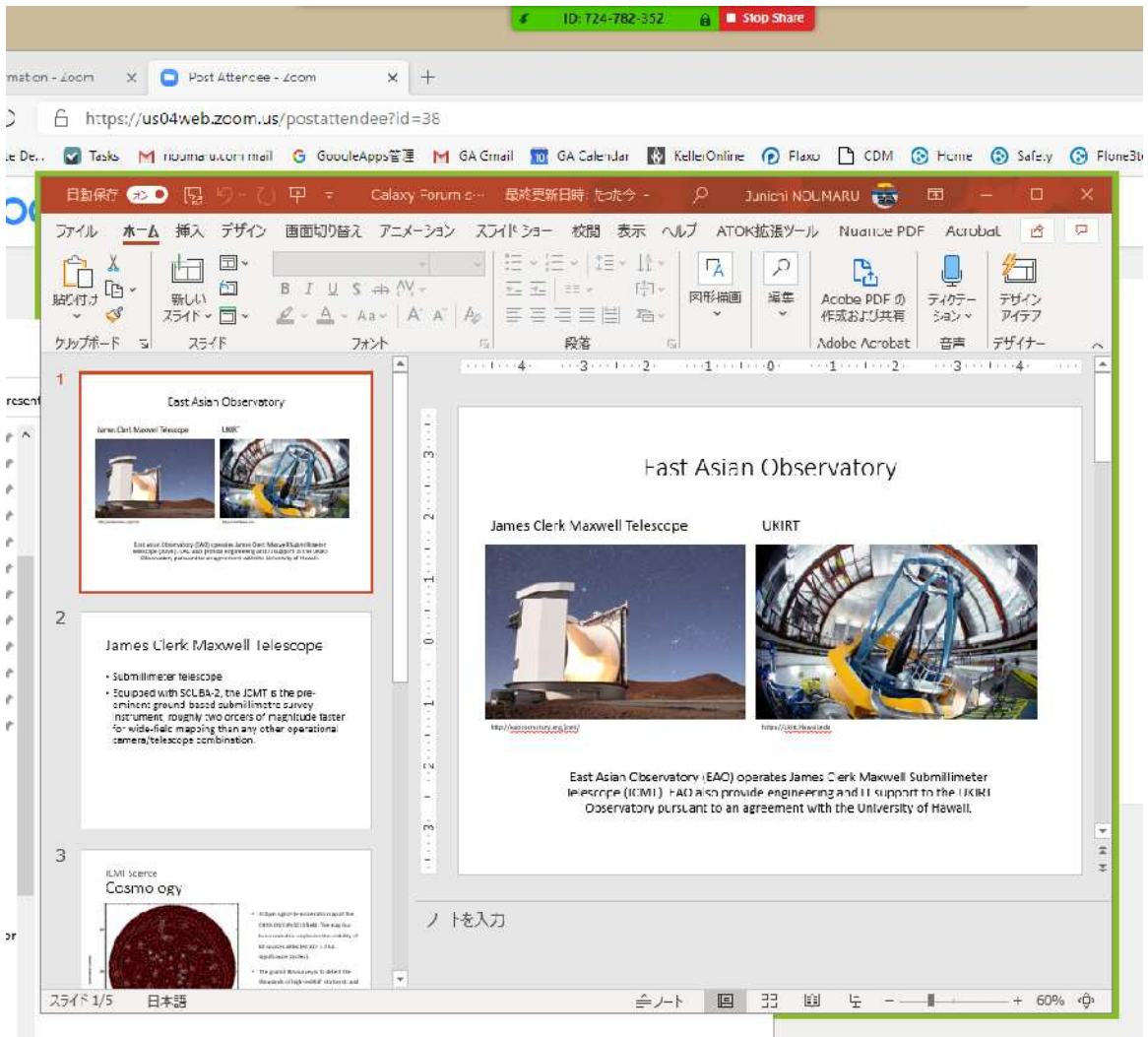


Telescope (JCMT). EAO also provide engineering and IT support to the UKIRT Observatory pursuant to an agreement with the University of Hawaii.

14. If you want to show your computer screen, click on Share Screen button on the bottom bar. Then you can choose the object you want to show. If you want to show the entire screen, choose Screen. If you choose one application such as PowerPoint, choose that application. Here I selected PowerPoint.



15. Zoom client window disappears and the selected application windows is highlighted with green border. At the top of the screen you will see the meeting ID and a red button "Stop Share." When your presentation is done, click this red button to stop screen share.



How to join a meeting using Mac, iPhone, iPad, Android phone or Android tablet

The way to connect your device to Zoom system is similar to the way for Windows PC. First, open an email of the meeting invitation and click on the link for the meeting. If an app does not exist in your device, you will be asked to install the Zoom application. Go ahead and install the Zoom application, then the application will try to connect to the meeting. You may be asked whether you use a microphone and a camera to the meeting. And you may be asked whether you use a phone or voice via Internet. Usually you may choose voice via Internet.

How to join a meeting using a (landline) phone

Call a number in the invitation and enter the Meeting ID when prompted.