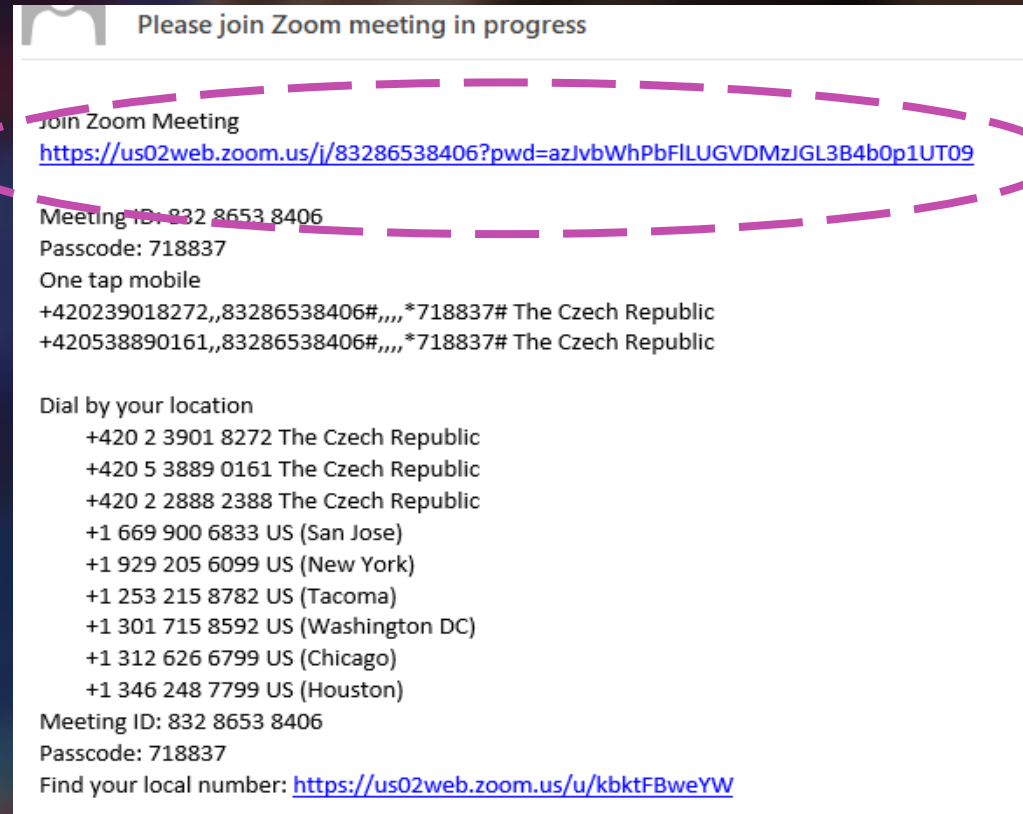


ZOOM Meetings

Instructions for participants

Joining the meeting

Please enter the conference hall. In case you are not coming from a virtual platform, but you have received an email with a link to the meeting, simply click on the link or copy it to your web browser clipboard.



Please join Zoom meeting in progress

Join Zoom Meeting
<https://us02web.zoom.us/j/83286538406?pwd=azJvbWhPbFILUGVDMzJGL3B4b0p1UT09>

Meeting ID: 832 8653 8406
Passcode: 718837

One tap mobile
+420239018272,,83286538406#,,,,*718837# The Czech Republic
+420538890161,,83286538406#,,,,*718837# The Czech Republic

Dial by your location
+420 2 3901 8272 The Czech Republic
+420 5 3889 0161 The Czech Republic
+420 2 2888 2388 The Czech Republic
+1 669 900 6833 US (San Jose)
+1 929 205 6099 US (New York)
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+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)

Meeting ID: 832 8653 8406
Passcode: 718837
Find your local number: <https://us02web.zoom.us/u/kbktFBweYW>

Please note that all codes and password are just illustrative and they will not work for you.

Joining the meeting

Please join Zoom meeting in progress

Join Zoom Meeting
<https://us02web.zoom.us/j/83286538406?pwd=azJvbWhPbFILUGVDMzJGL3B4b0p1UT09>

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Find your local number: <https://us02web.zoom.us/j/83286538406?pwd=azJvbWhPbFILUGVDMzJGL3B4b0p1UT09>

Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join

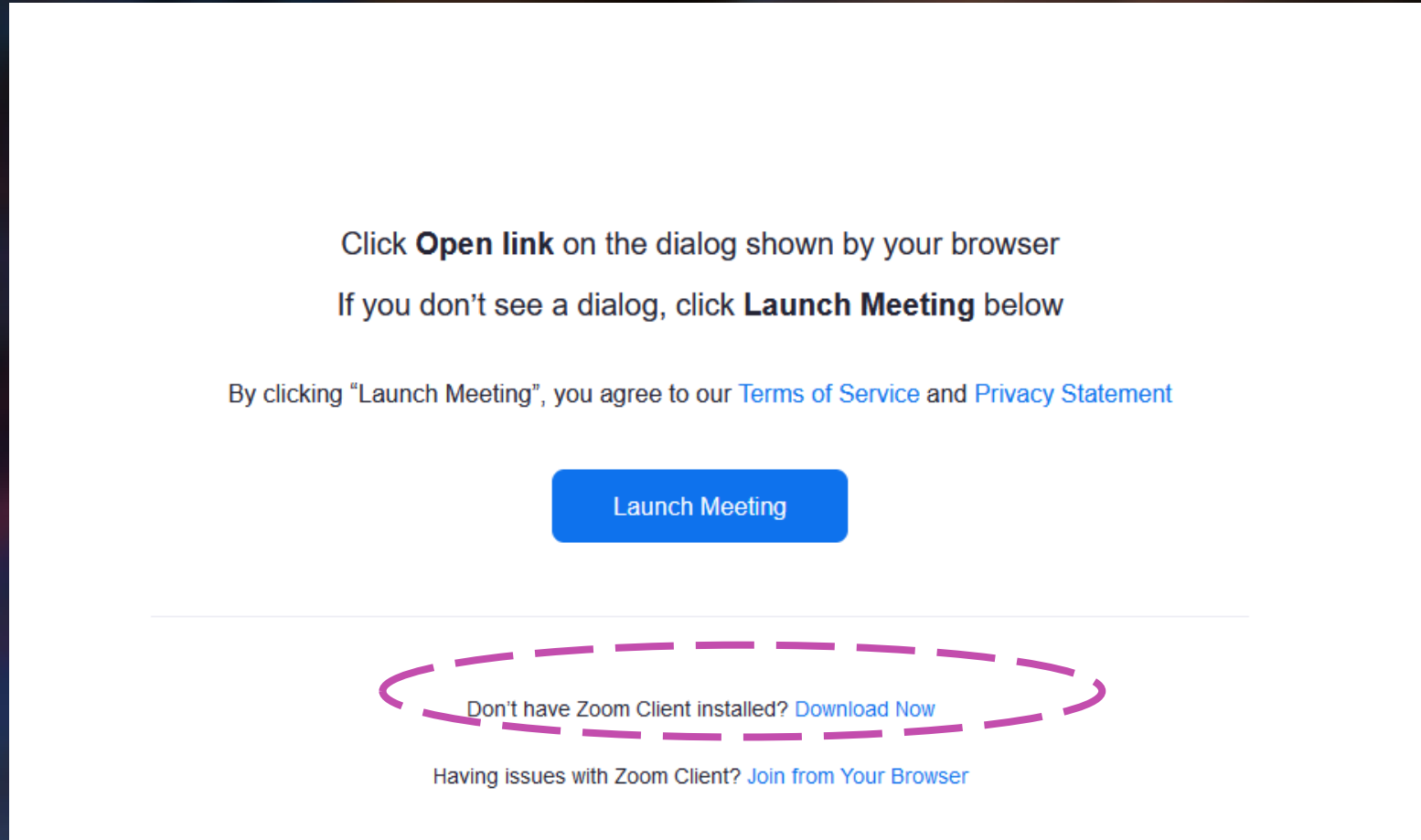
Or you can visit <https://zoom.us/join> and enter ID of your meeting.

You should receive Meeting ID in the e-mail.

Joining the meeting

- In next slides we will show you how to join via Zoom app or from a Web browser.
- **Joining Meetings via Zoom app is strongly recommended.**
- It is also possible to join from an Android or iOS devices but we do not recommend this option.

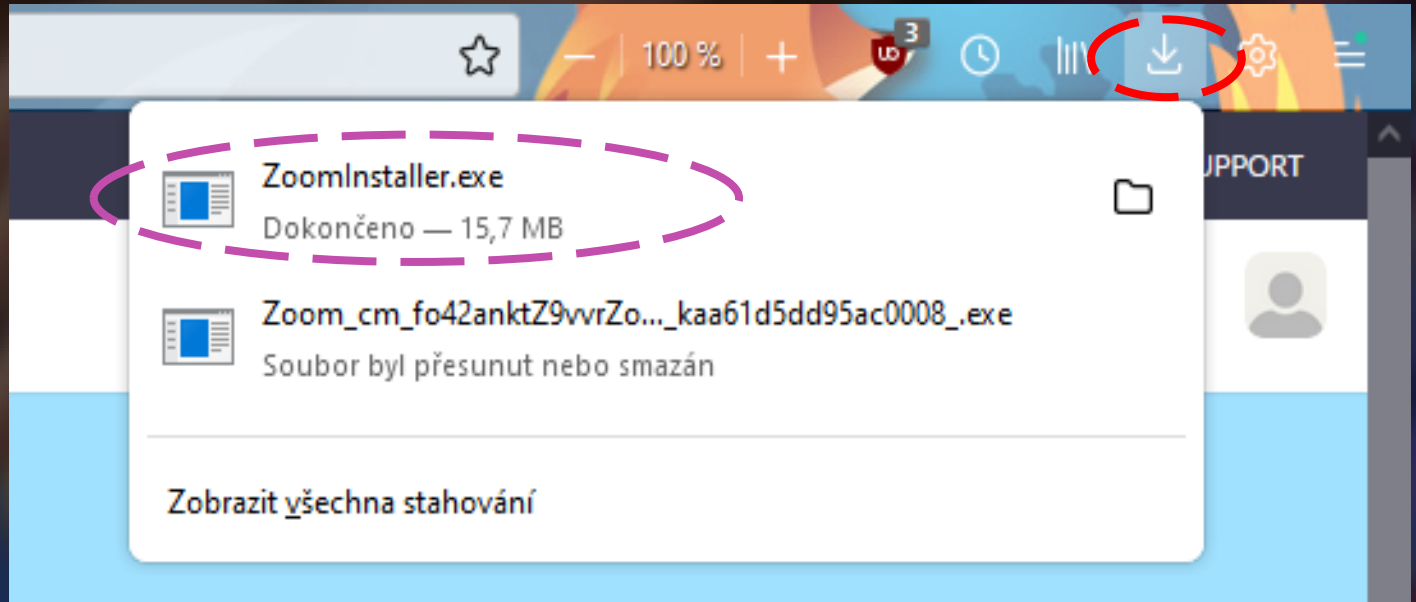
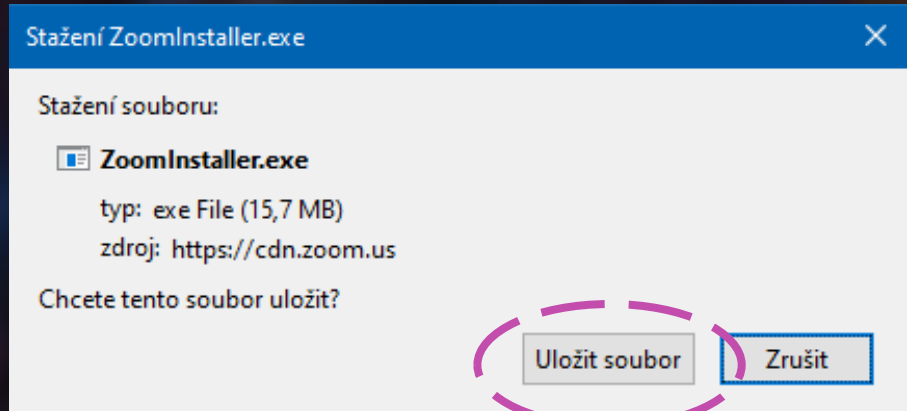
Joining via Zoom app – for the first time



Your Web browser should automatically start downloading the Zoom.exe file.

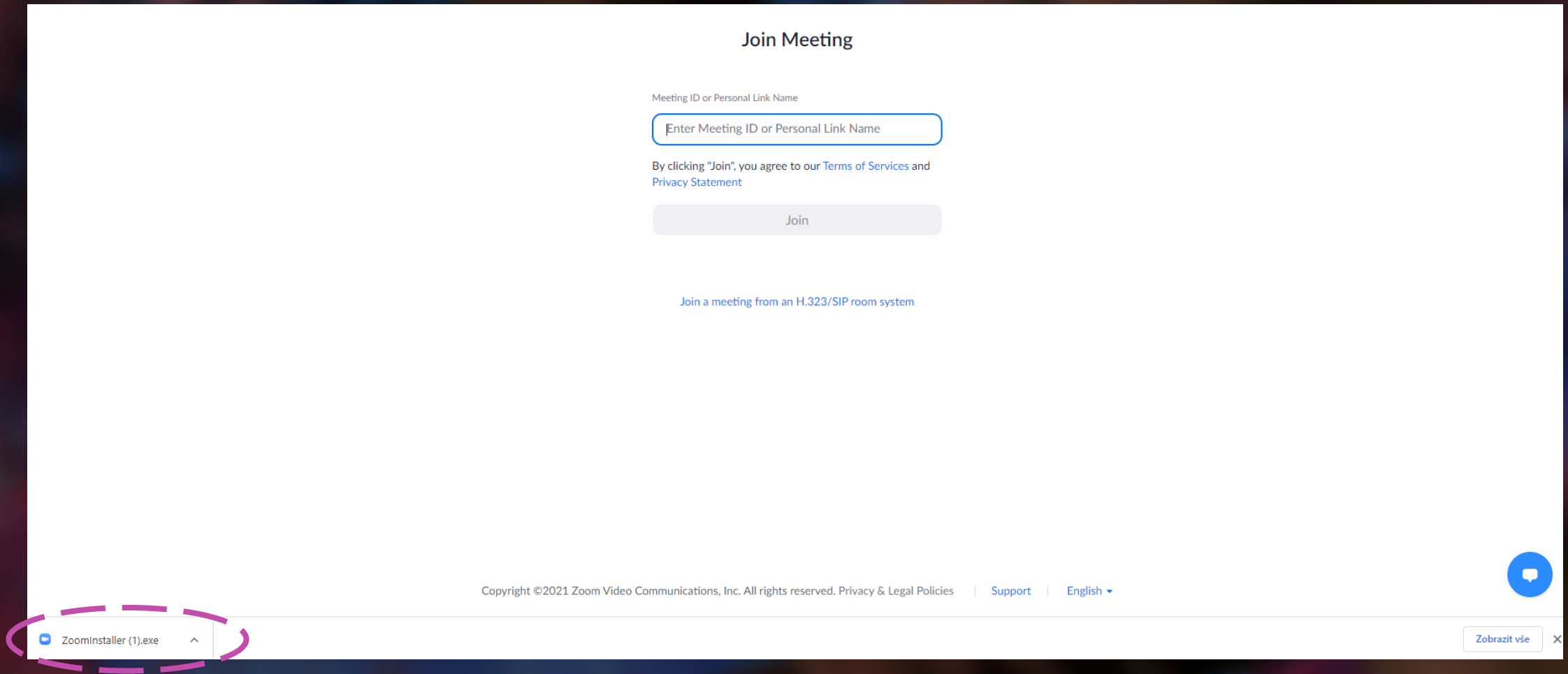
If not, please click the **Download now** button.

Mozilla Firefox download



In Mozilla Firefox you must click „Save file“ when downloading Zoom, then click the Arrow icon (right upper corner) and on the Zoom file. The installation should start right after that.

Google Chrome download



The image shows a screenshot of a web browser displaying the Zoom 'Join Meeting' page. The page has a white background with a blue header. The main content area contains a form with a text input field labeled 'Enter Meeting ID or Personal Link Name' and a 'Join' button. Below the button is a link that says 'Join a meeting from an H.323/SIP room system'. At the bottom of the page, there is a footer with copyright information, links for 'Support' and 'English', and a blue chat icon. In the bottom left corner of the browser window, a download notification for 'Zoominstaller (1).exe' is visible, highlighted with a dashed pink circle. In the bottom right corner of the browser window, there is a button labeled 'Zobrazit vše' with a close icon.

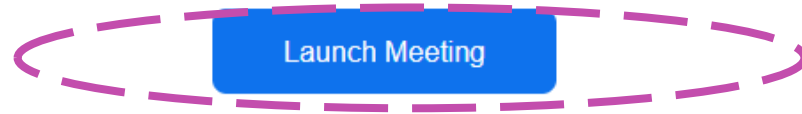
In Chrome your downloaded files will show up in the left corner.
You can just simply click on the file once the download is completed.

Joining via Zoom app

Click **Open link** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)



Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

Your meeting should start automatically.

If not, click the **Launch Meeting** button.

Joining via Zoom app

Zoom

Enter your name and the meeting passcode

Your Name

Meeting Passcode

Remember my name for future meetings

By clicking "Lau

Privacy Statement

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

Please join Zoom meeting in progress

Join Zoom Meeting
<https://us02web.zoom.us/j/83286538406?pwd=azJvbWhPbFILUGVDMzJGL3B4b0p1UT09>

Meeting ID: 832 8653 8406
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+420538890161,,83286538406#,,,,*718837# The Czech Republic

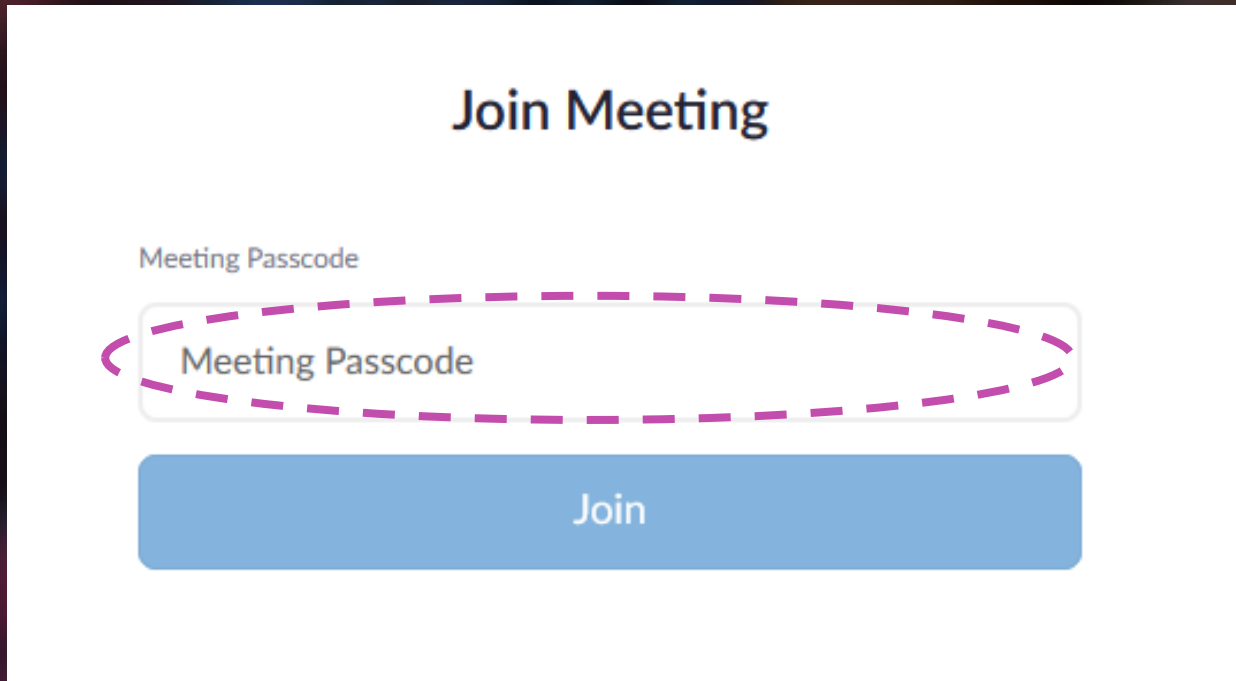
Dial by your location
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Meeting ID: 832 8653 8406
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Find your local number: <https://us02web.zoom.us/j/83286538406?pwd=azJvbWhPbFILUGVDMzJGL3B4b0p1UT09>

When you are attending the Zoom Meeting from the Zoom app just **enter your Username** (whichever you want, typically your name) and **Meeting password** obtained also in e-mail.

Then click on the **Join meeting** button.

Joining via Zoom app

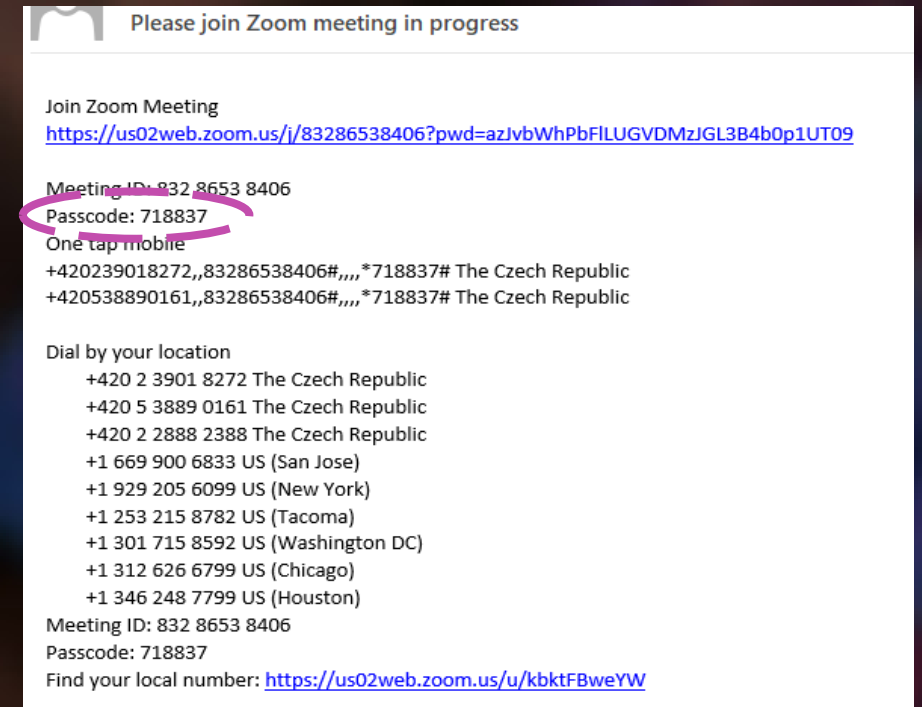


Join Meeting

Meeting Passcode

Meeting Passcode

Join



Please join Zoom meeting in progress

Join Zoom Meeting
<https://us02web.zoom.us/j/83286538406?pwd=azJvbWhPbFlUGVDMzJGJl3B4b0p1UT09>

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Meeting ID: 832 8653 8406
Passcode: 718837
Find your local number: <https://us02web.zoom.us/j/83286538406?pwd=azJvbWhPbFlUGVDMzJGJl3B4b0p1UT09>

If required in this step, you need to **enter the password** for the meeting and then click on **Join**.

Joining via Web browser

Click **Open link** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

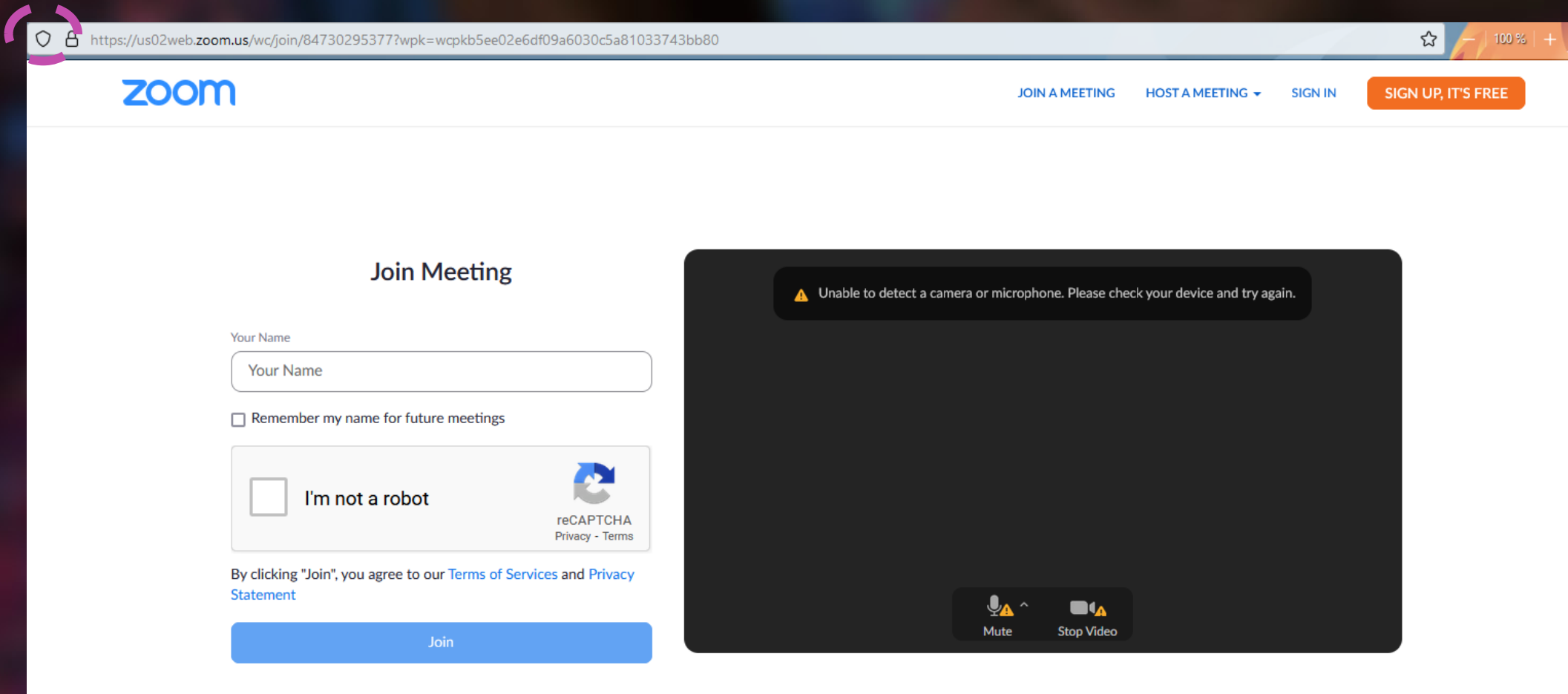
Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

Join the Meeting by clicking the circled button.

Joining via Web browser



The screenshot shows the Zoom web browser interface. At the top, the browser address bar displays the URL: <https://us02web.zoom.us/jc/join/84730295377?wpk=wcqkb5ee02e6df09a6030c5a81033743bb80>. The Zoom logo is visible in the top left, and navigation links for 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and 'SIGN UP, IT'S FREE' are in the top right. The main content area is titled 'Join Meeting' and contains a form with the following elements:

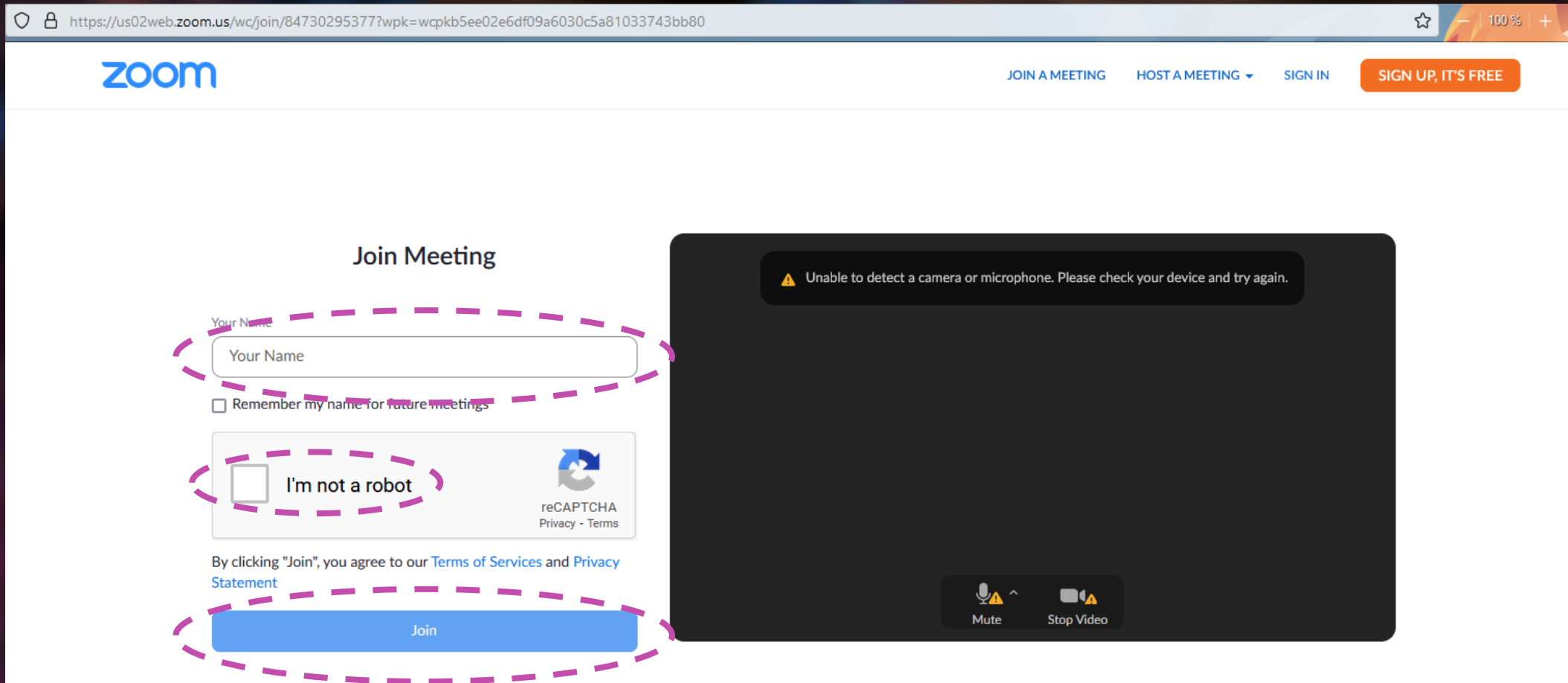
- A text input field labeled 'Your Name' with the placeholder text 'Your Name'.
- A checkbox labeled 'Remember my name for future meetings'.
- A reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link.
- A blue 'Join' button.

Below the form, a disclaimer states: 'By clicking "Join", you agree to our [Terms of Services](#) and [Privacy Statement](#)'.

On the right side of the interface, a dark grey notification box displays a warning message: 'Unable to detect a camera or microphone. Please check your device and try again.' Below this message, there are two control buttons: 'Mute' and 'Stop Video', both with yellow warning icons.

Firstly you should check that your browser had all the needed permissions to use your Webcam and Microphone (especially on Mozilla browsers => SHIELD icon).

Joining via Web browser



Then just **insert your username** (please use your real name), **tick reCAPTCHA**, and then **click on Join button**.

Joining via Web browser

Join Meeting

Meeting Passcode

Meeting Passcode

Join

Please join Zoom meeting in progress

Join Zoom Meeting
<https://us02web.zoom.us/j/83286538406?pwd=azJvbWhPbFILUGVDMzJGJL3B4b0p1UT09>

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One tap mobile
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+420538890161,,83286538406#,,,,*718837# The Czech Republic

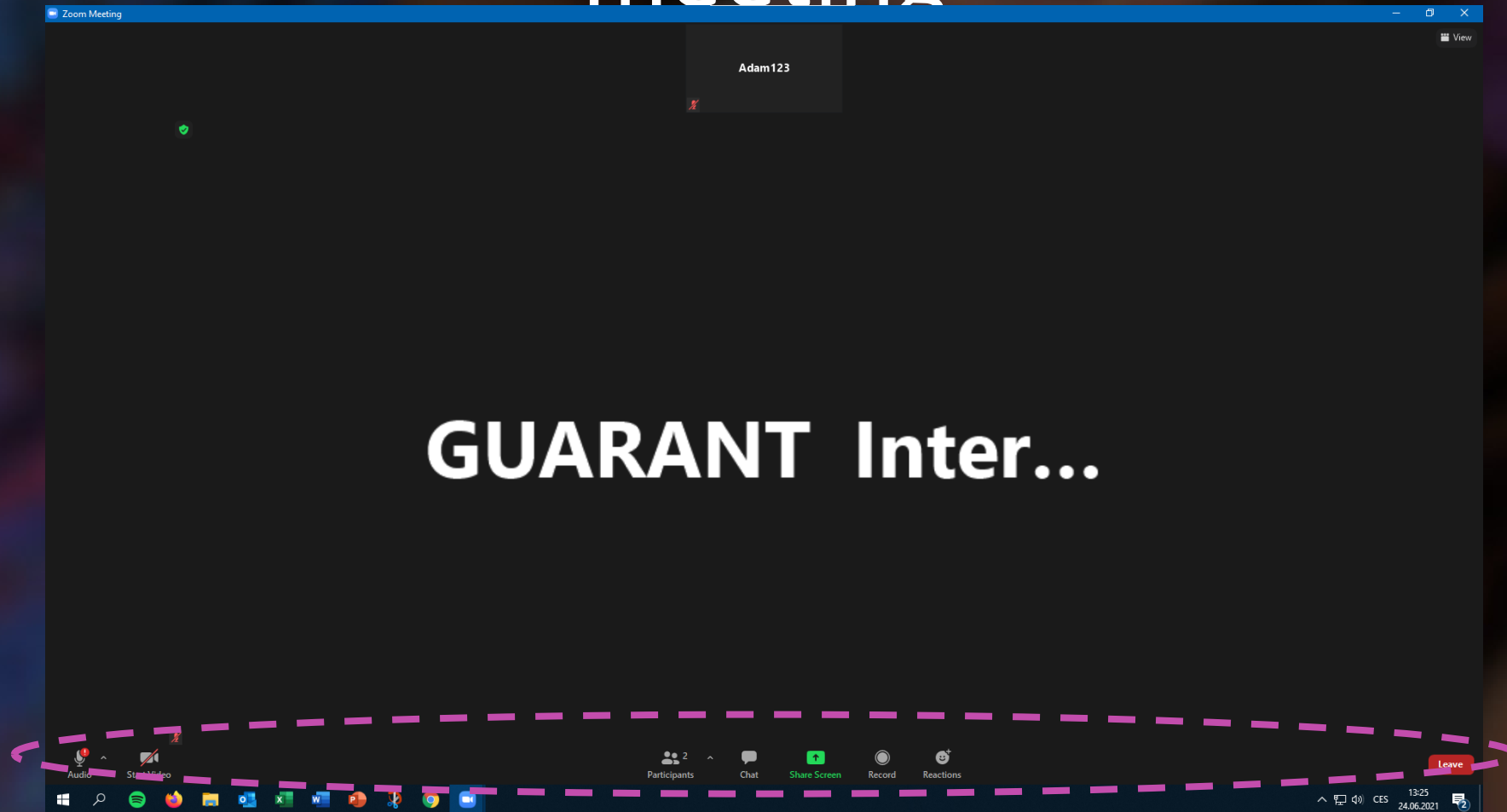
Dial by your location

- +420 2 3901 8272 The Czech Republic
- +420 5 3889 0161 The Czech Republic
- +420 2 2888 2388 The Czech Republic
- +1 669 900 6833 US (San Jose)
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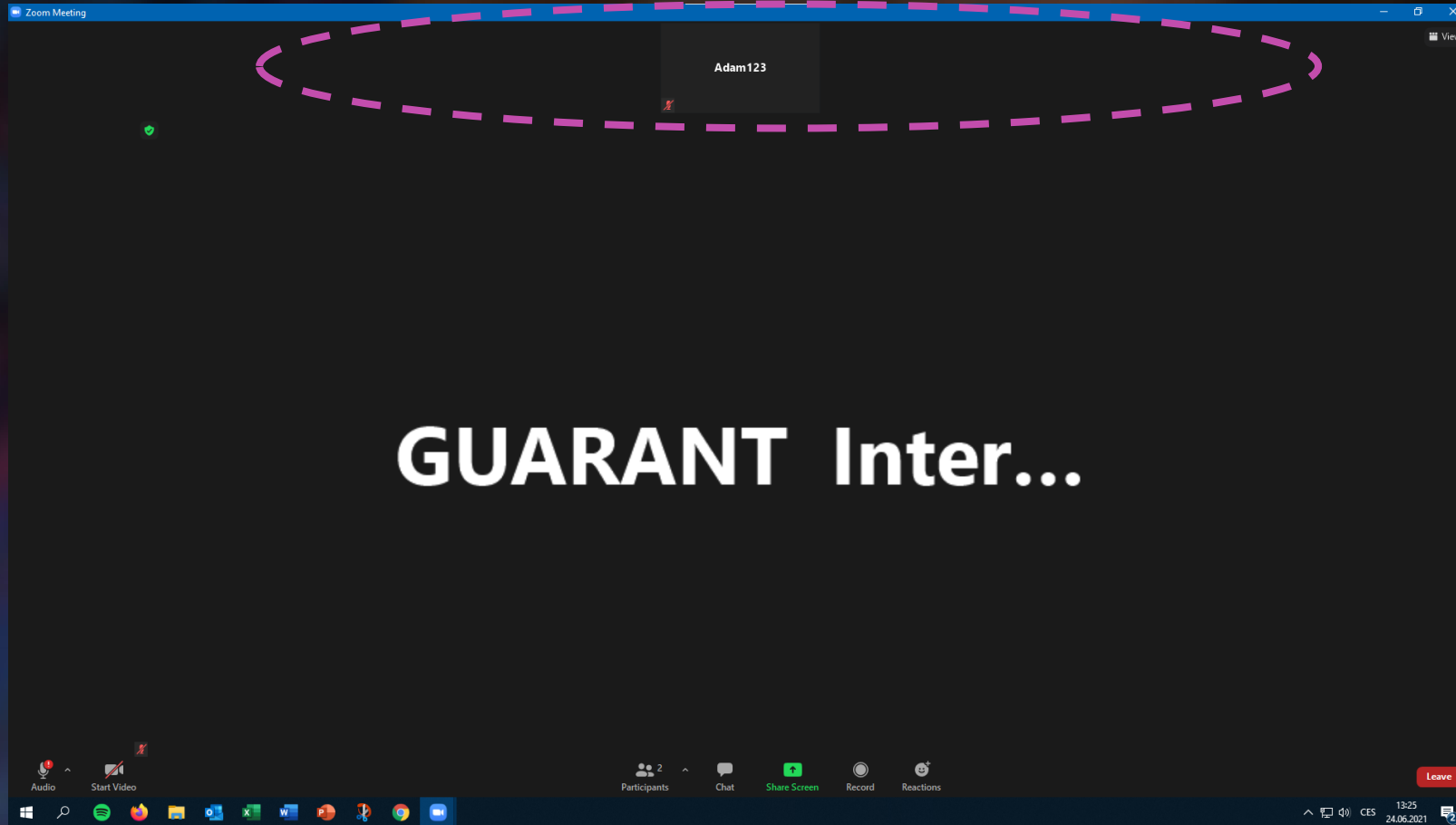
If required in this step, you need to **enter the password** for the meeting and then click on **Join**.

Mastering the Zoom app during the meeting



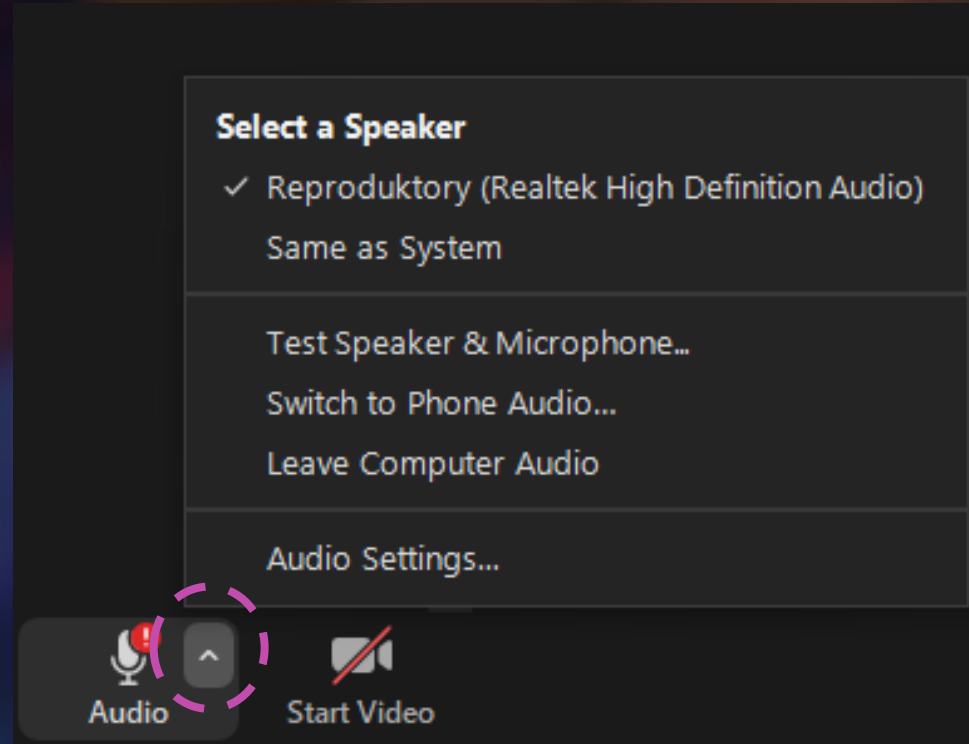
At the bottom part of the screen, you can see the control panel where you can manage your settings, mute the Microphone or turn on/off Webcam.

Mastering the Zoom app during the meeting



At the top of the screen, you can see some of the users in the default view.

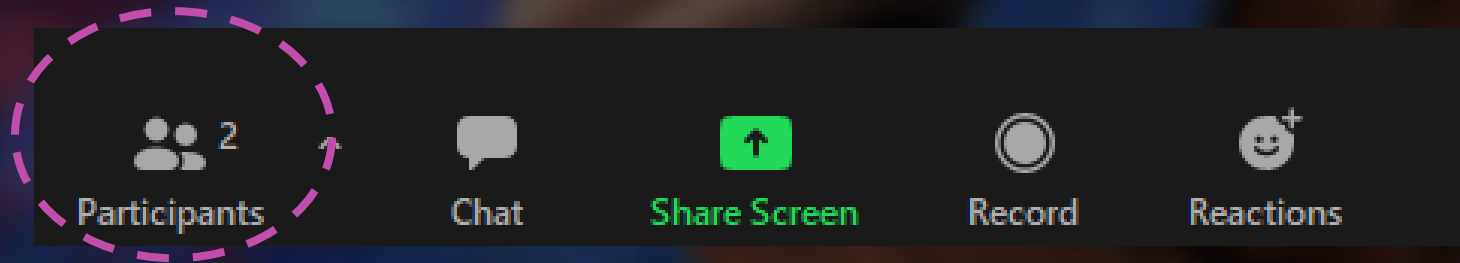
Mastering the Zoom app during the meeting



In the left lower corner, you can mute your microphone and turn on/off your Webcam.

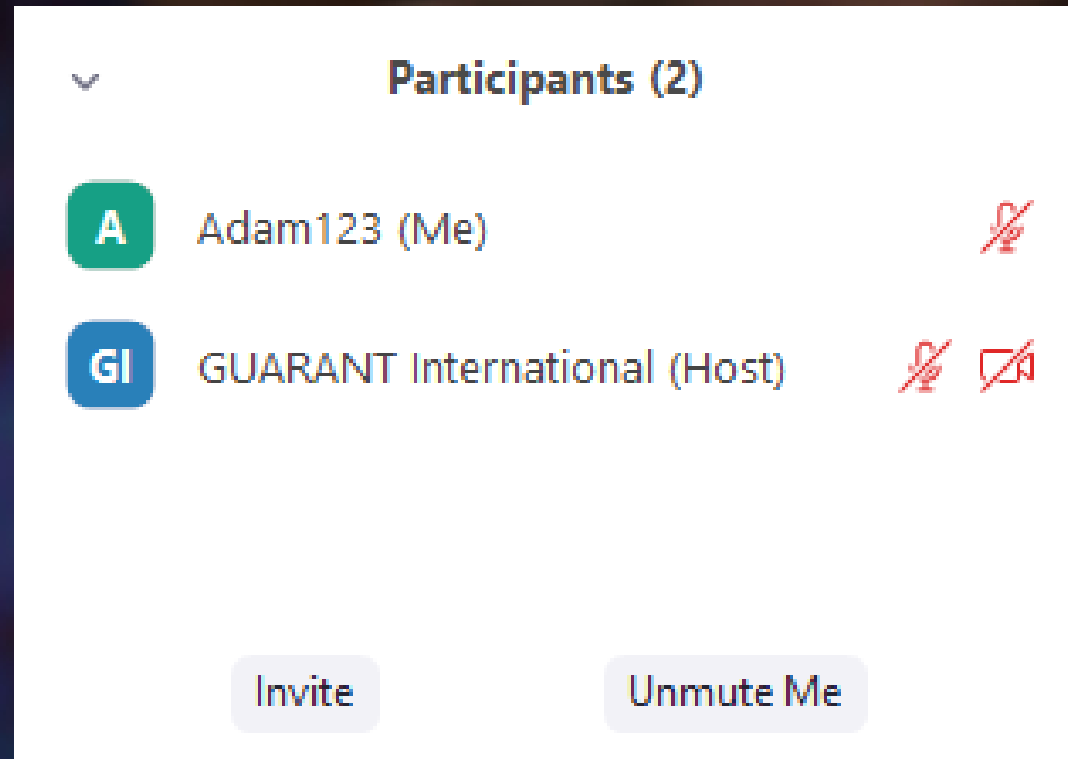
Also, you can set up your audio output (headphones) and input (microphone and Webcam) by clicking on that small arrow.

Mastering the Zoom app during the meeting



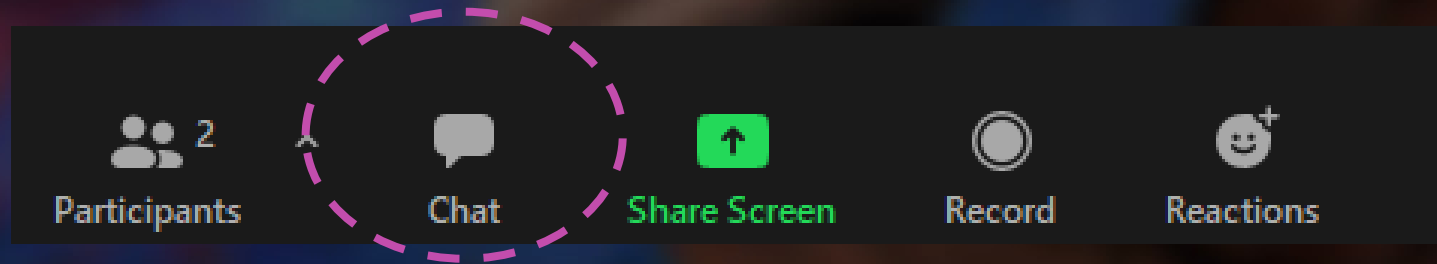
In the main part of the control panel, you can enter the Participants panel.

Mastering the Zoom app during the meeting



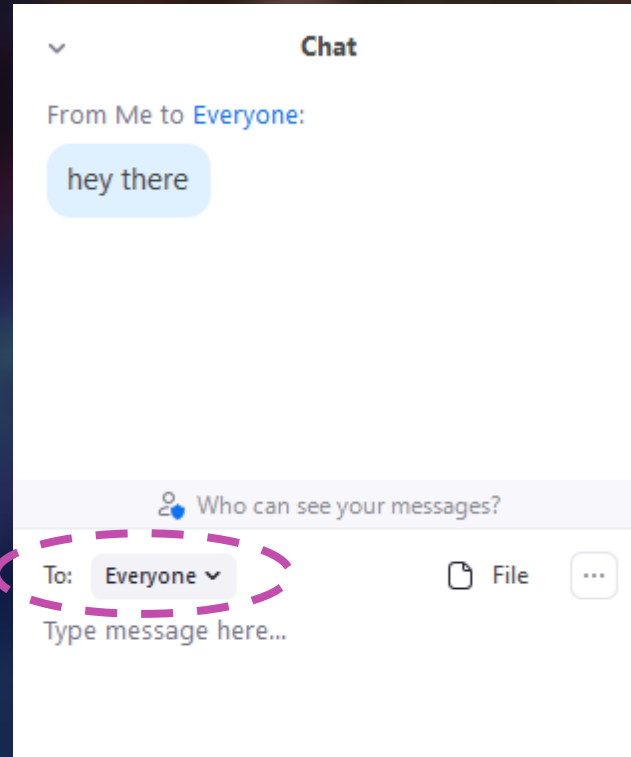
Participants panel is here mainly for Host (and Co-Hosts) who can change names, invite new participants, mute and unmute participants.

Mastering the Zoom app during the meeting



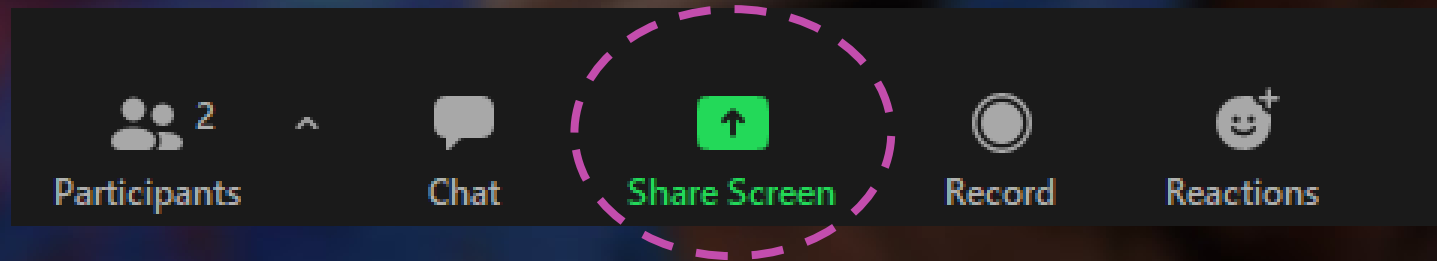
Next to the Participant button is the Chat button.

Mastering the Zoom app during the meeting



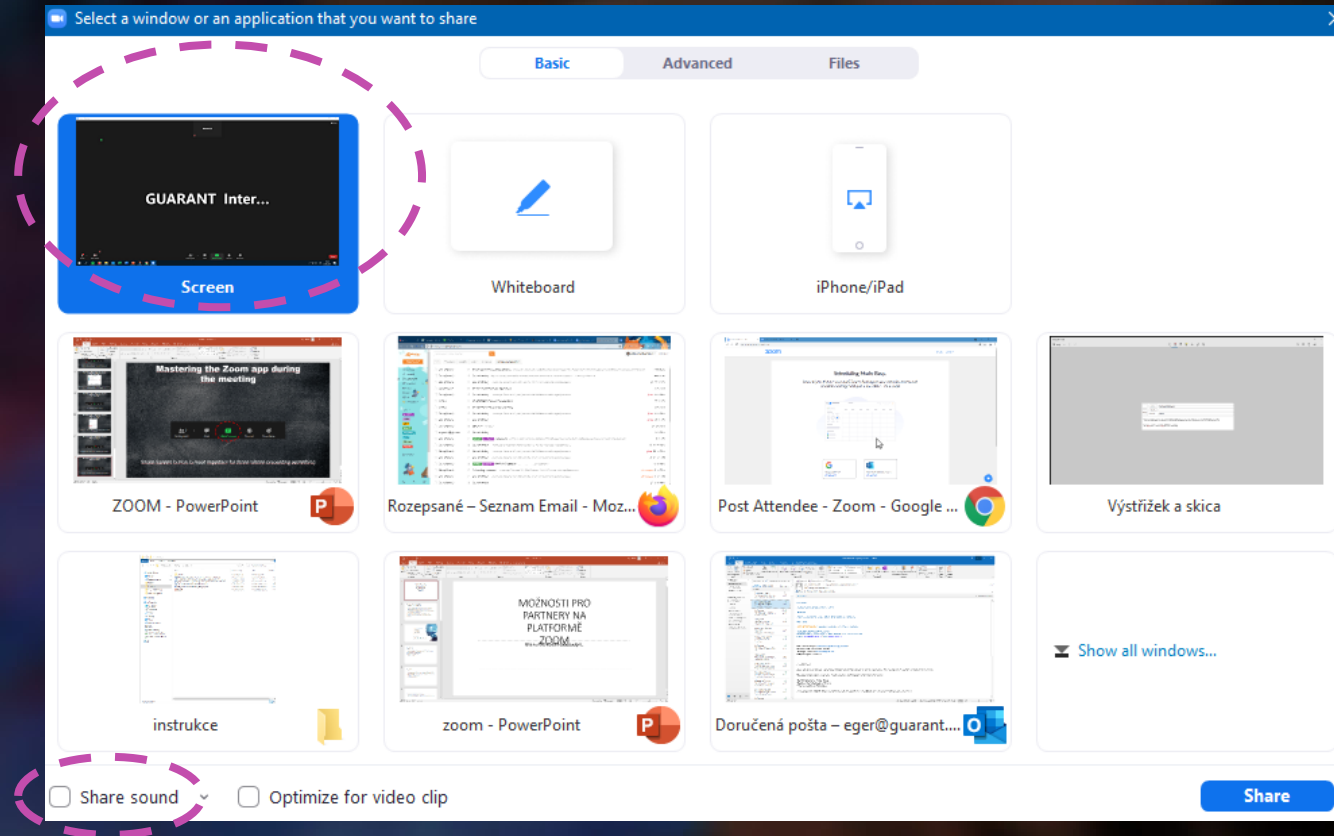
From here you can type to the group chat or with an individual participant (you can choose by the small arrow icon).

Mastering the Zoom app during the meeting



Share Screen button is most important for everyone who presents their documents, etc.

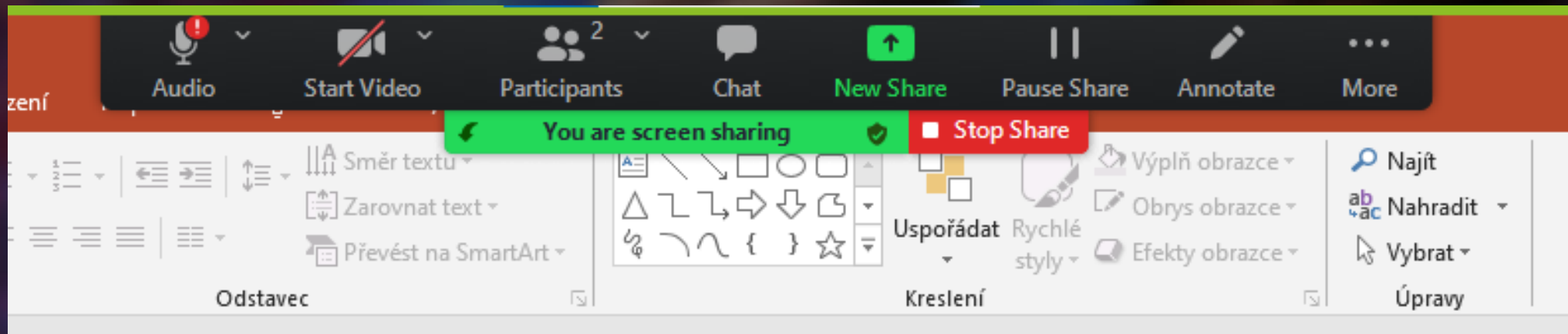
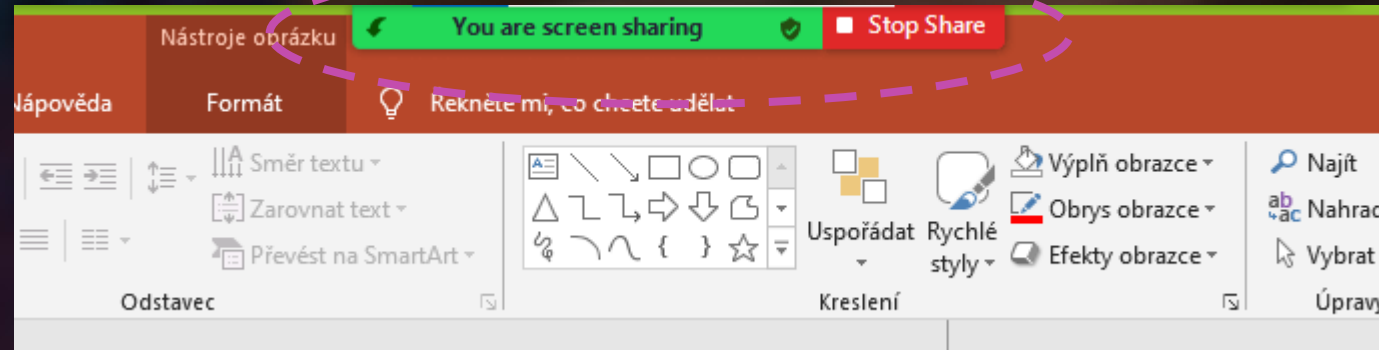
Mastering the Zoom app during the meeting



Here you can choose what you will share (We recommend you to share it to the **whole Screen**).

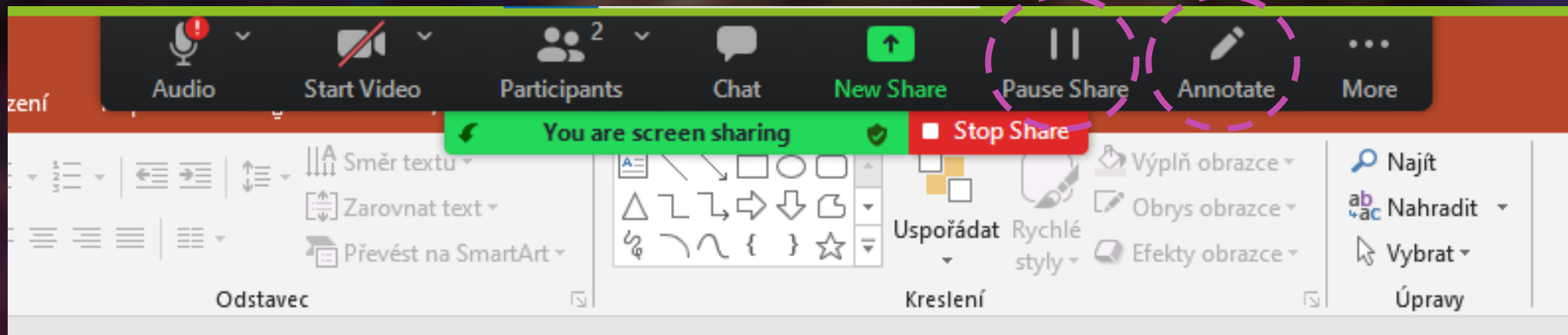
Also when you want to share a video with sound do not forget to click **Share sound**.

Mastering the Zoom app during the meeting



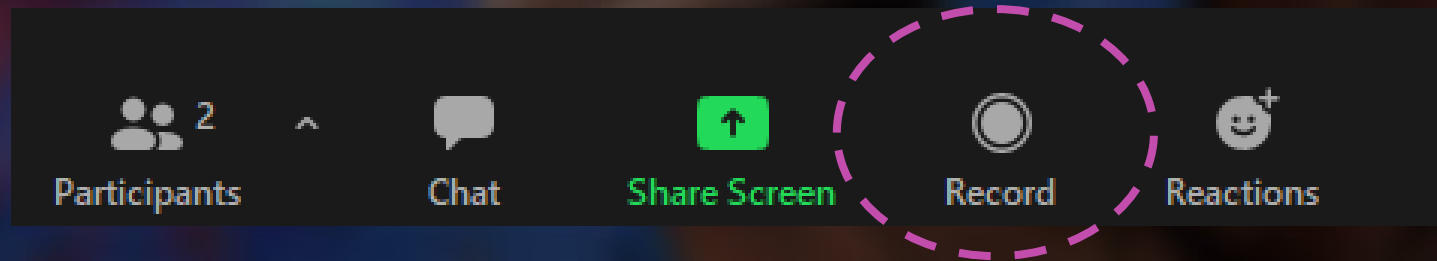
NOTE THAT when you are sharing your screen the Control bar is now on the top of your screen and by default, it is hidden (you must run over the green bar with your mouse).

Mastering the Zoom app during the meeting



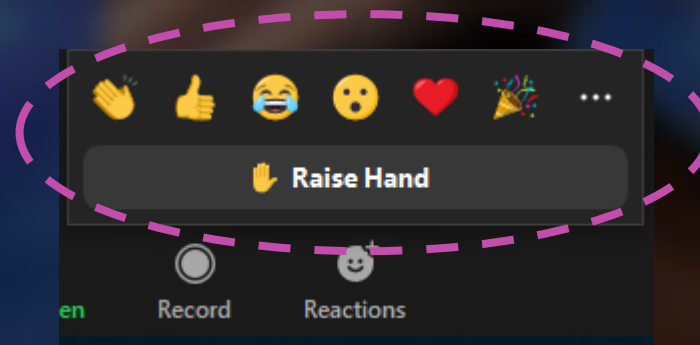
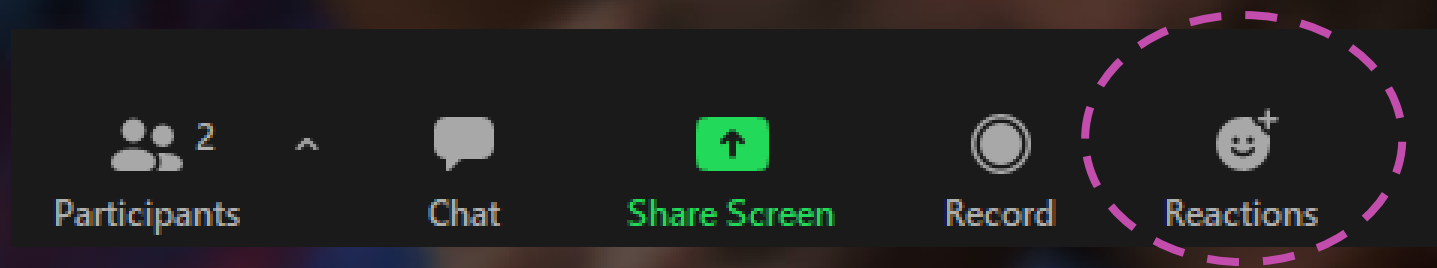
Also you can Pause sharing/Resume sharing and Draw (Annotate button) on your screen for all participants in the Meeting.

Mastering the Zoom app during the meeting



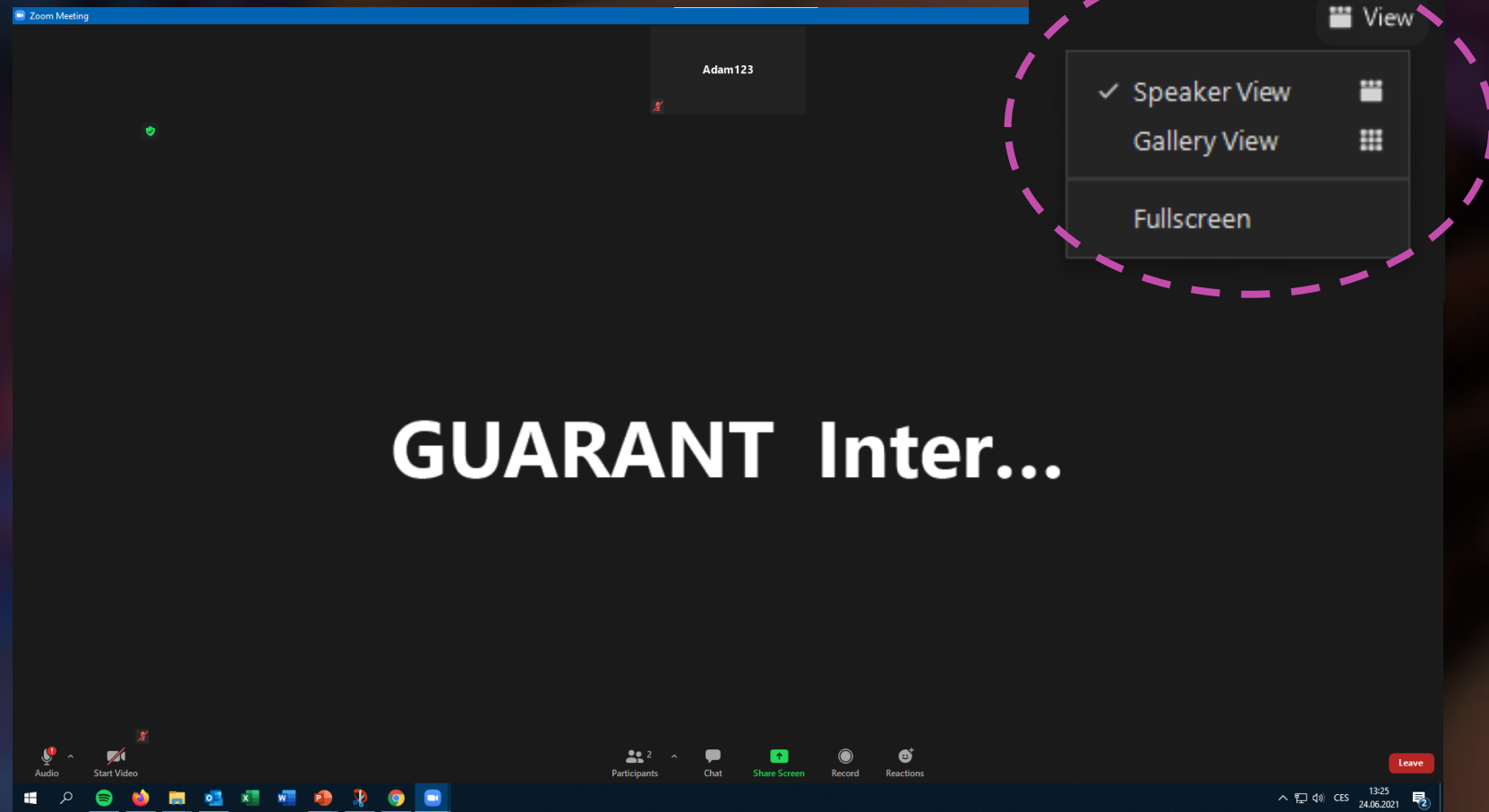
The recording is here to record the meeting if it is allowed by the Host.

Mastering the Zoom app during the meeting



In reactions, you can Raise your hand (for example to ask a question) or post an Emote.

Mastering the Zoom app during the meeting



In the upper right corner, you can switch the views of the Meeting.
(Please note that will affect only your view).

We hope the instructions were helpful to you.

Thank you.
GUARANT International