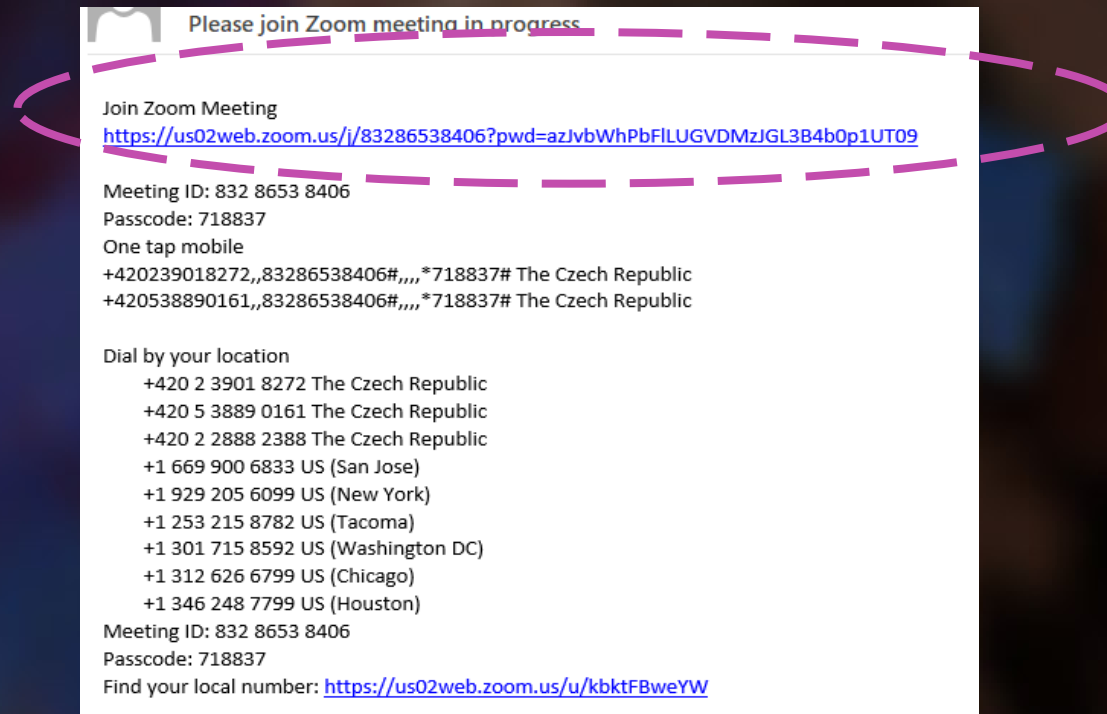


ZOOM Meetings

Instructions for speakers

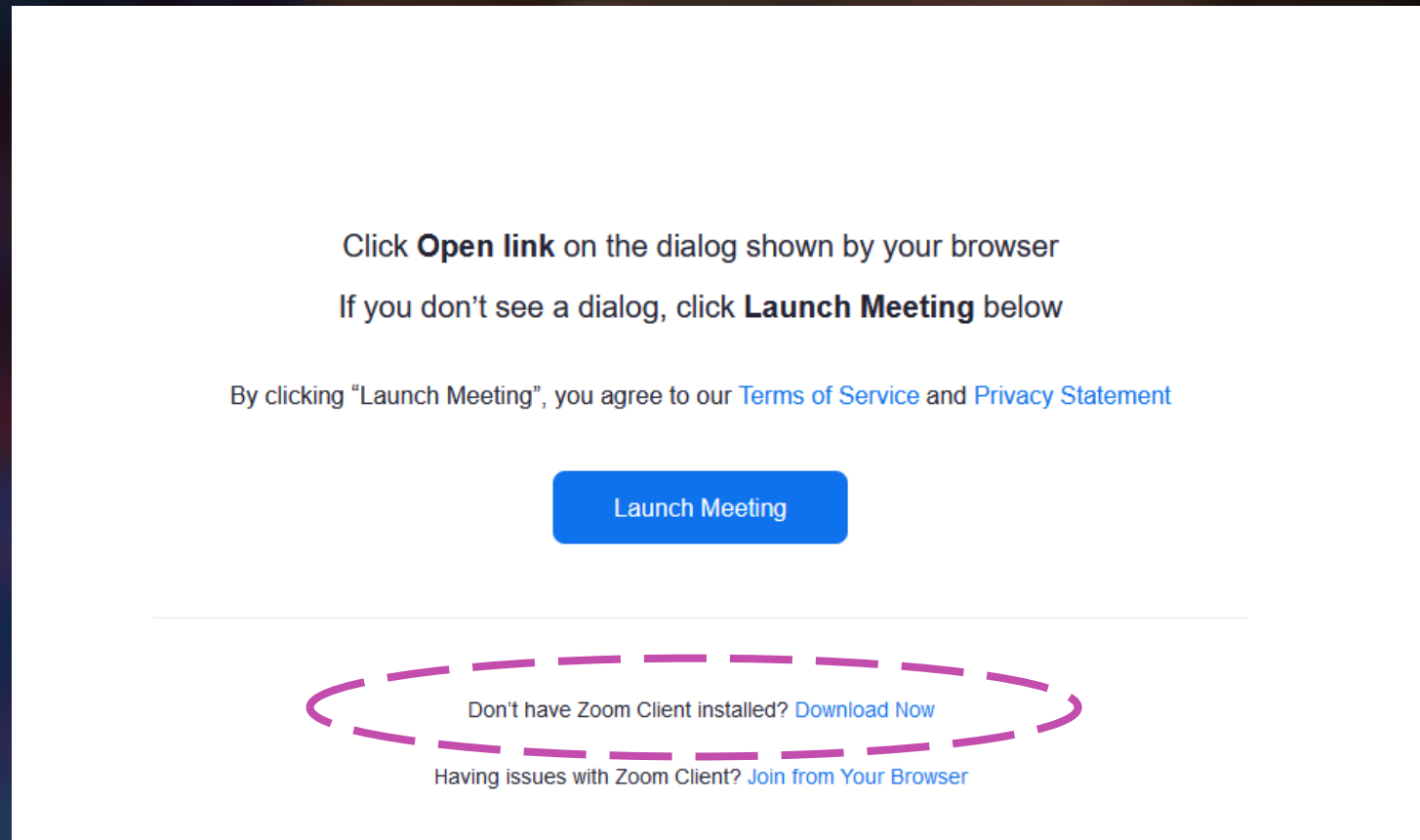
Joining the meeting

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

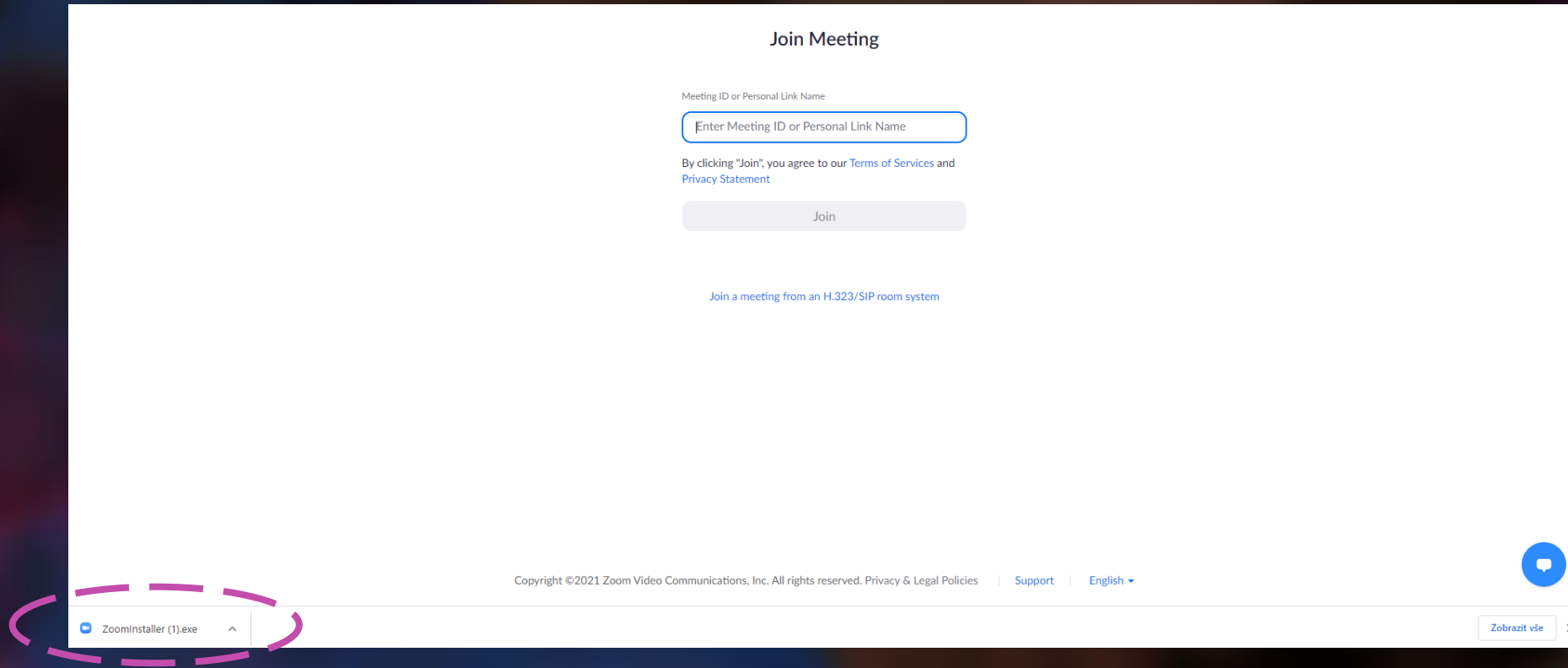
Joining via Zoom app – for the first time



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

If not click the **Download Now** button.

Google Chrome download



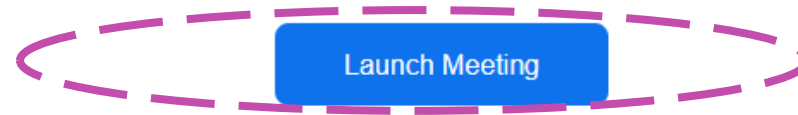
In Chrome your downloaded files will show up in left corner.
You can just simply click on the file once the download is completed.

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](#)

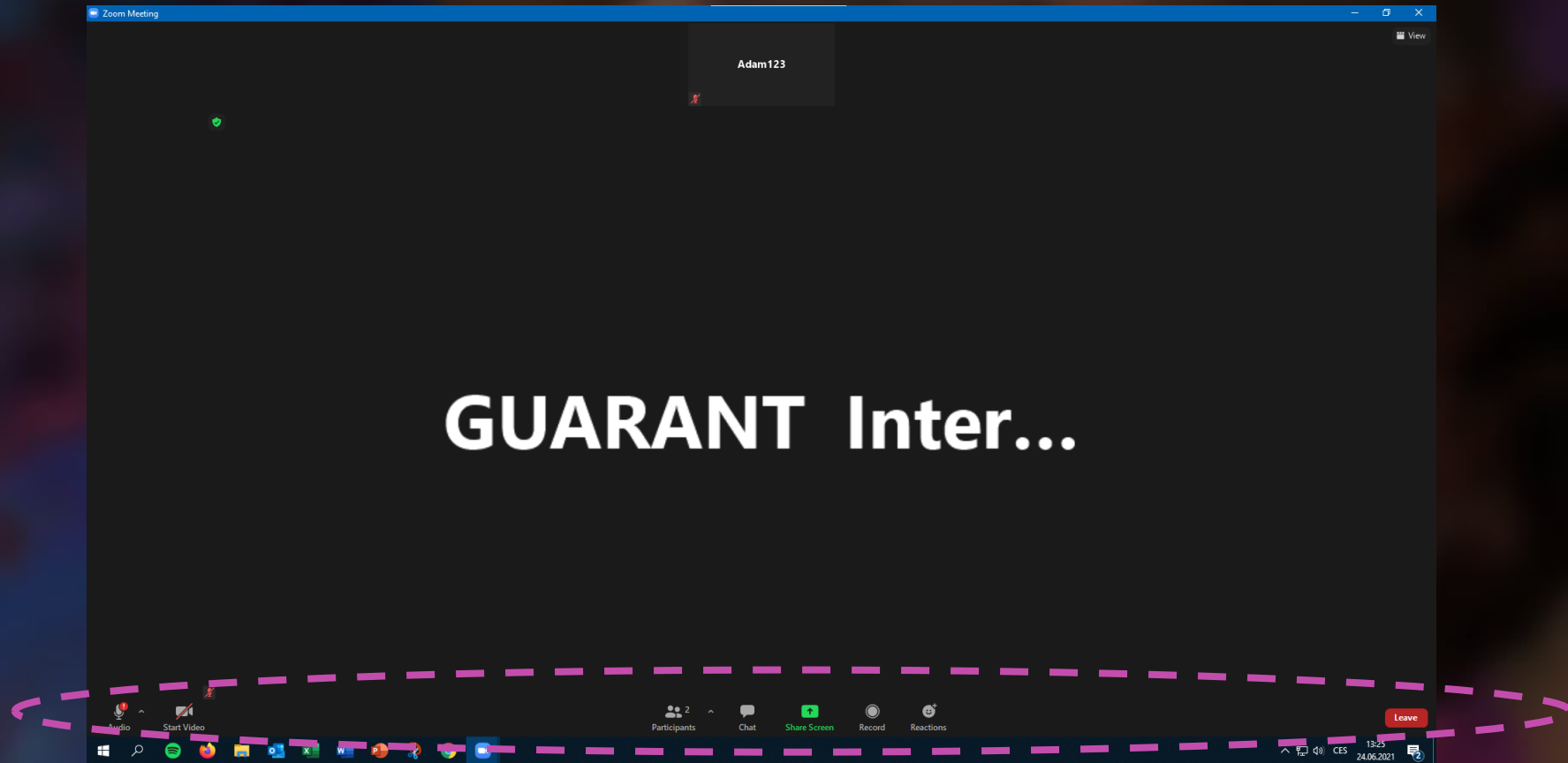


Don't have Zoom Client installed? [Download Now](#)

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

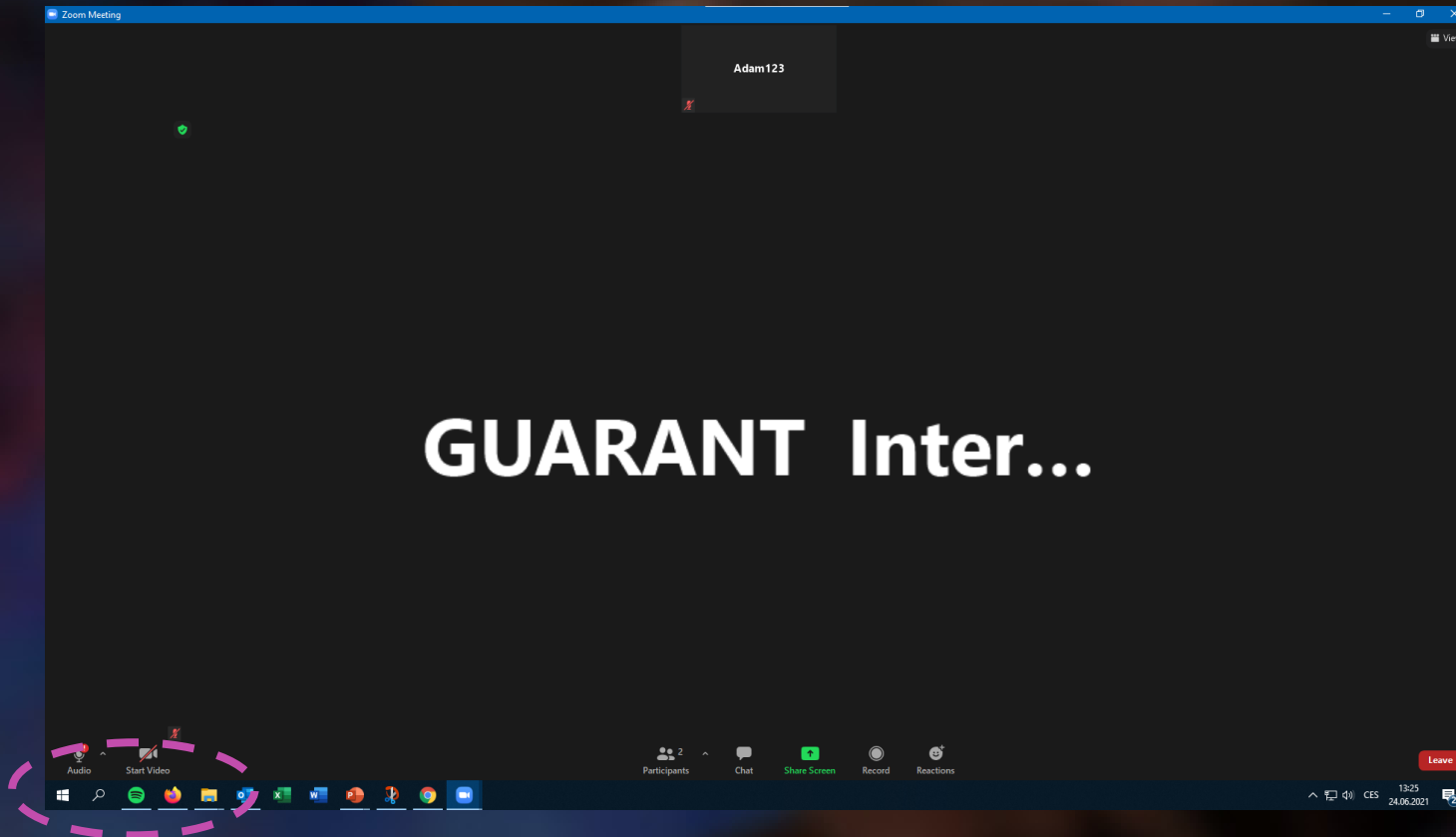
Your meeting should start automatically.
If not, click the **Launch Meeting** button.

Mastering the Zoom app during the meeting



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

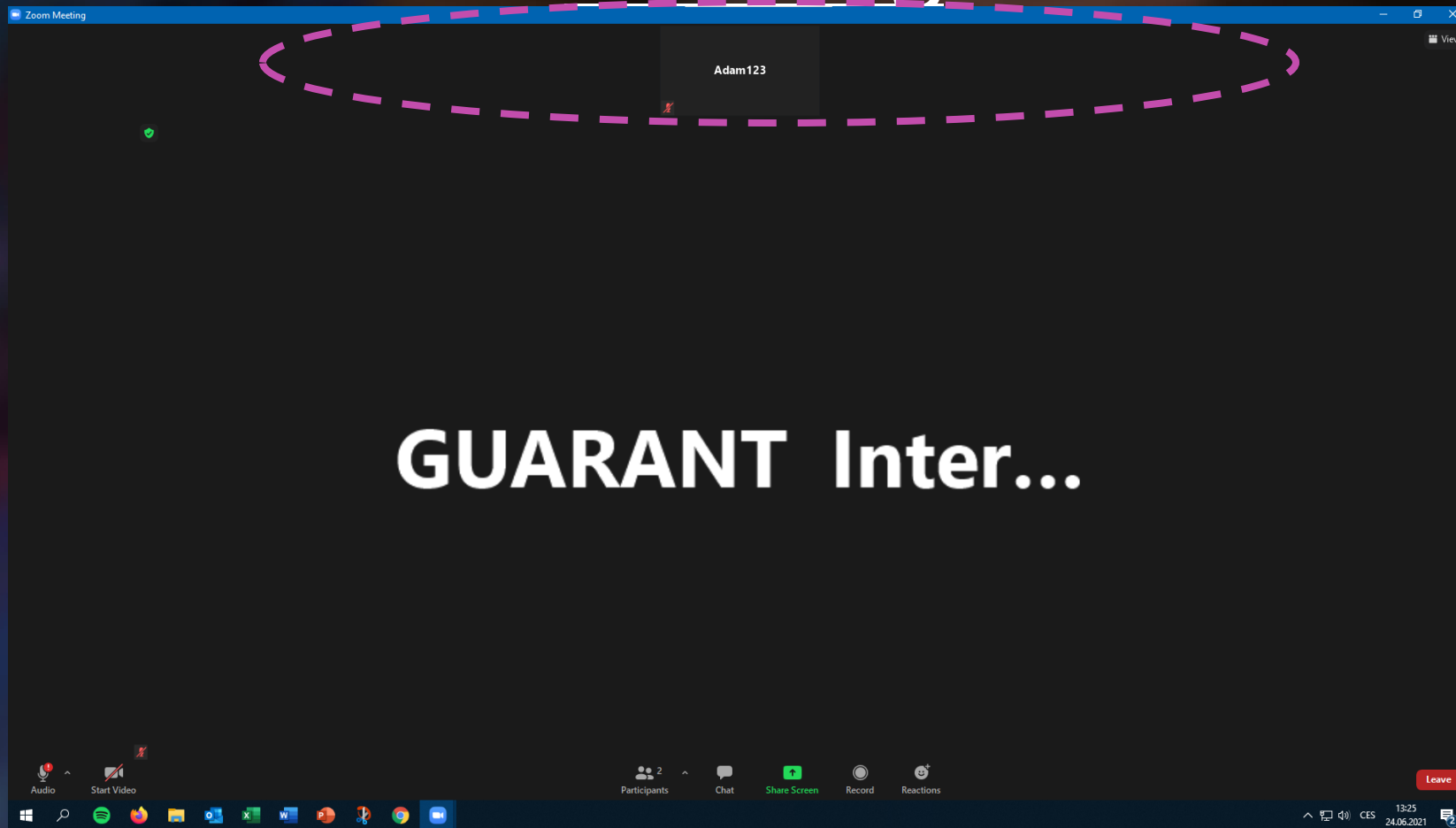
Mastering the Zoom app during the meeting



There are two buttons on the bottom left. The first is used to turn the microphone on / off. The second is used to turn on / off the camera.

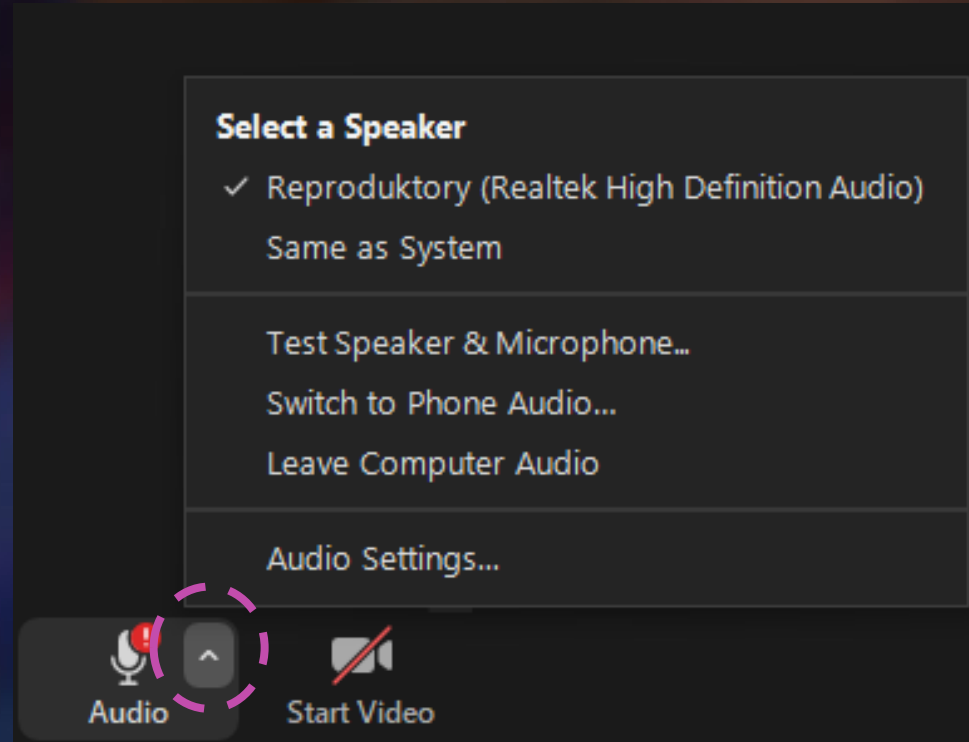
Please always make sure that the microphone is muted when you are not speaking.

Mastering the Zoom app during the meeting



In the upper part of the screen, you can see some of the users in the default view.

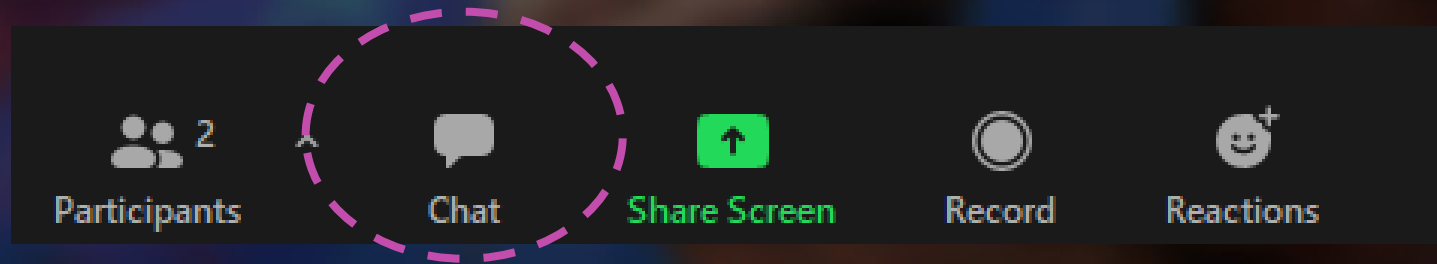
Mastering the Zoom app during the meeting



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

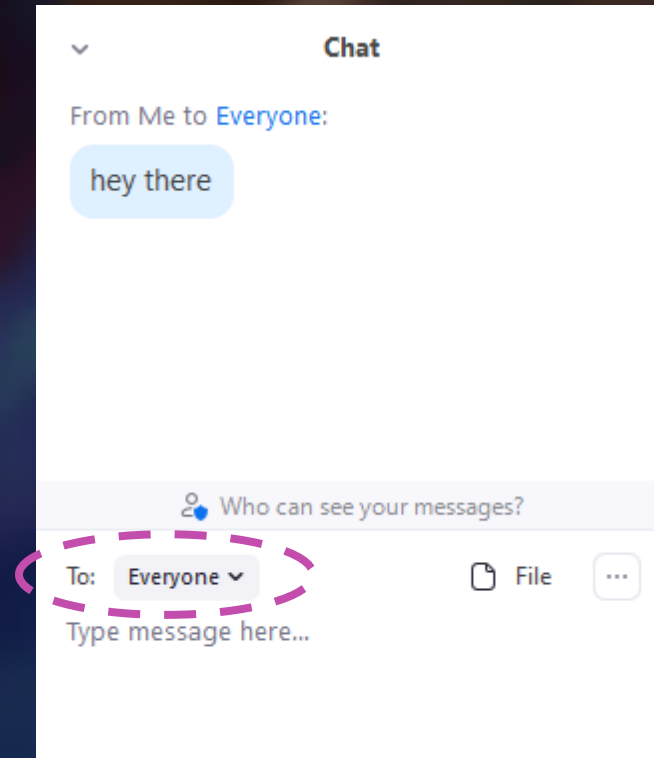
Also, you can setup your sound output (headphones) and input (microphone and Webcam) by clicking on that small arrow.

Mastering the Zoom app during the meeting



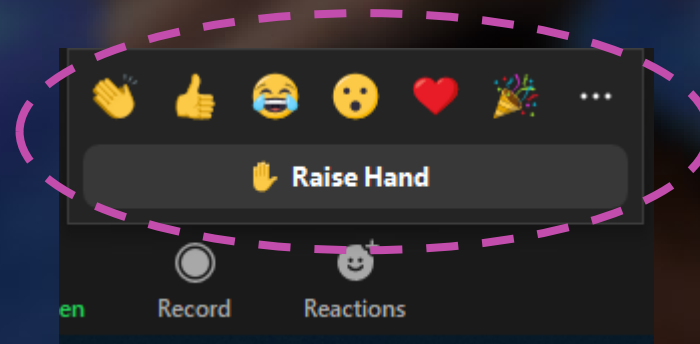
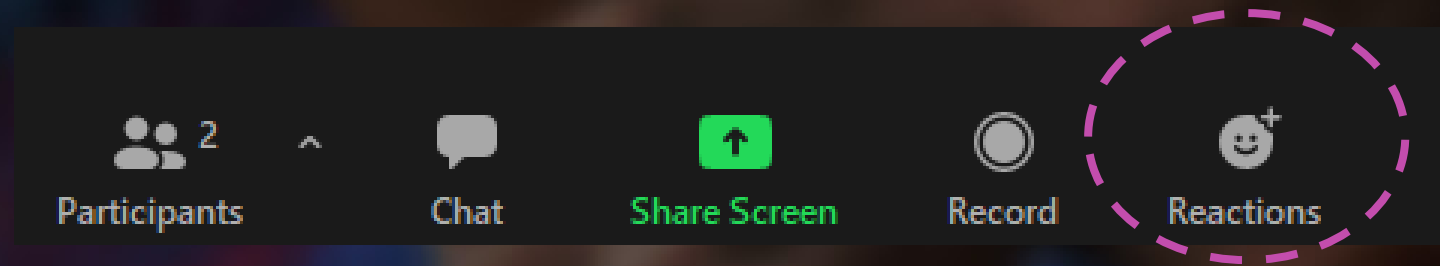
Next to the Participant button is the Chat button.

Mastering the Zoom app during the meeting



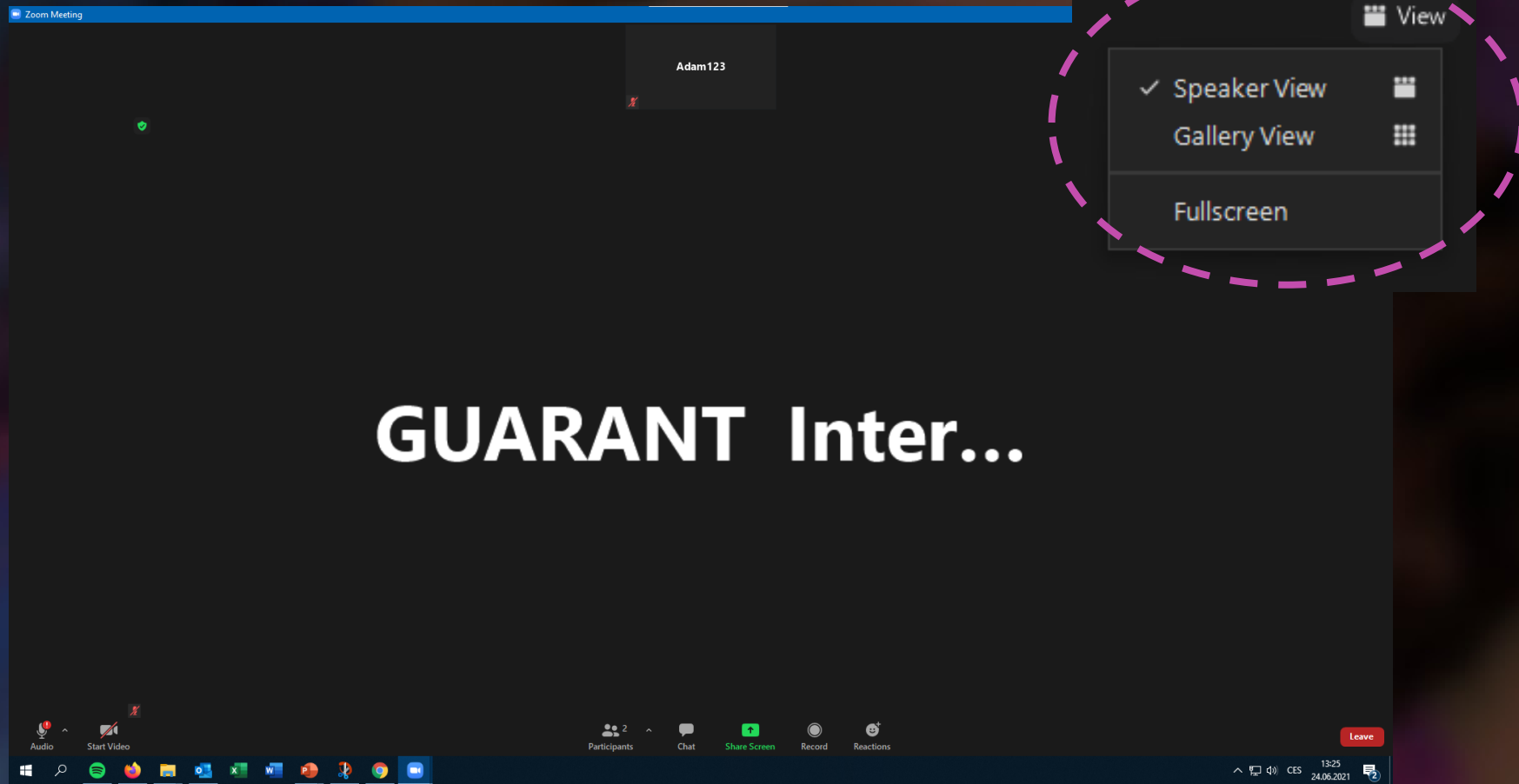
From here you can type to the group chat or with the individual participant (you can choose by the small arrow icon).

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 this will affect only your view).

Technical difficulties with ZOOM

If you have problems with ZOOM, do not hesitate to contact us via the Helpdesk that is directly on the virtual platform or to the email address: rajtora@guarant.cz

Thank you
Guarant International