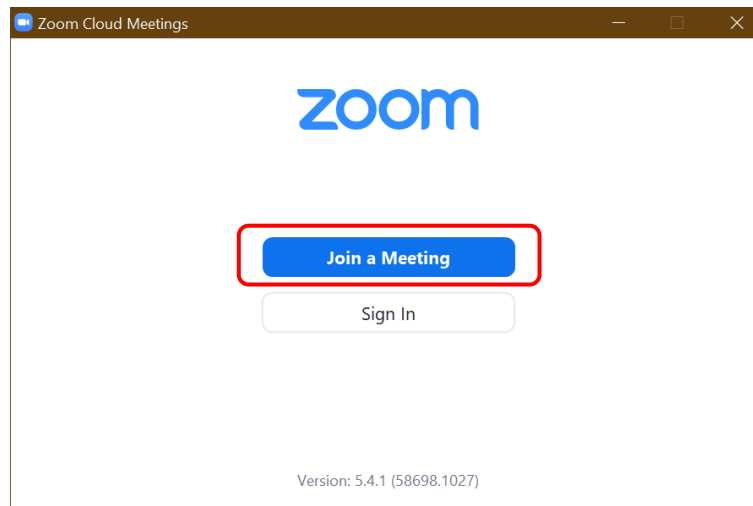

User Guidance for Zoom Meeting

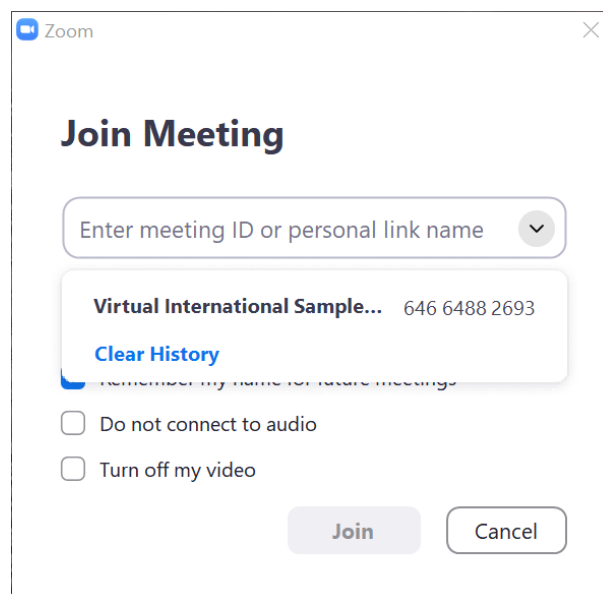
Download the *Zoom meeting* software

Please visit the official website: <https://www.zoom.us/download> or use the download link: <https://www.zoom.us/client/latest/ZoomInstaller.exe> to download the Zoom software. After installation, the software will automatically open.

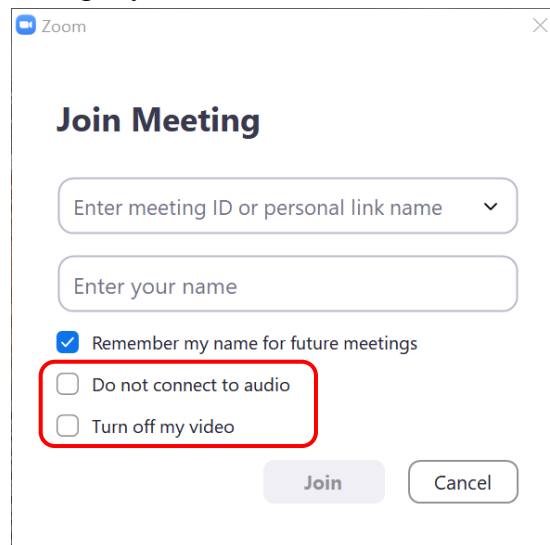


Join a Meeting by meeting ID

By pressing the button “Join a Meeting” in the front plane of the software showed above, it will lead you to a plane where you can fill in the meeting ID and your name to join the meeting as presented below. For the second time to join in the same meeting, you can click the drop-down menu to the left of the meeting ID box for convenience.

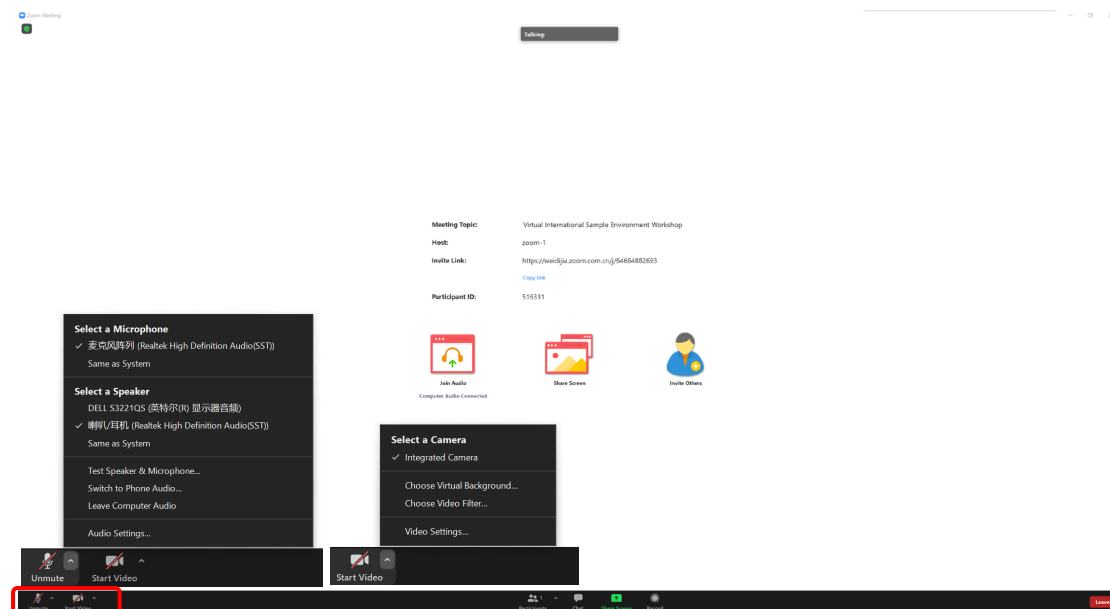


There are three additional options below the blank, which you can click on to remember your name for future meetings. You can also turn off your video and audio while joining in the meeting if you want to.



General settings

After entering the meeting, there are several settings you would to acknowledge to improve your meeting experience. In the bottom left side of the meeting interface, you could find your audio and video settings. You may choose the source of the audio and video if you can not hear or see anything upon joining in.



If you are a reporter, you can find more options which provide several settings to improve your report performance by pressing “Share Screen” button in the middle of the meeting interface.