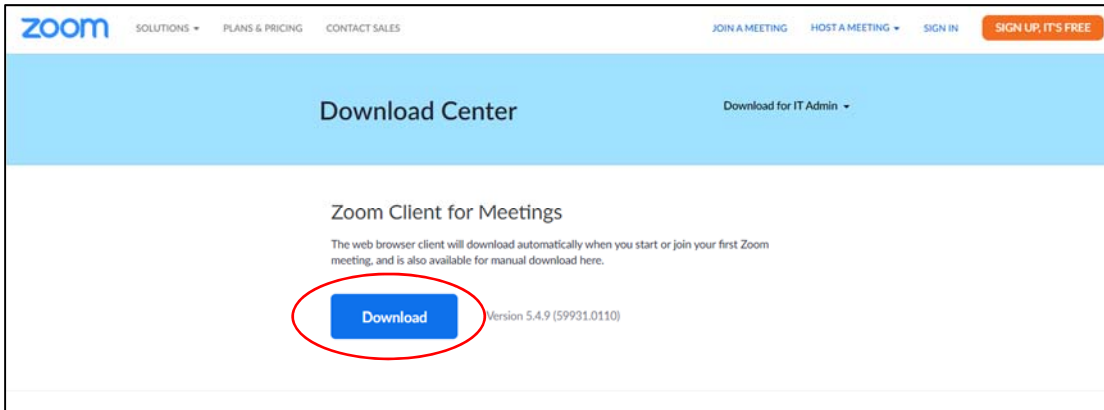


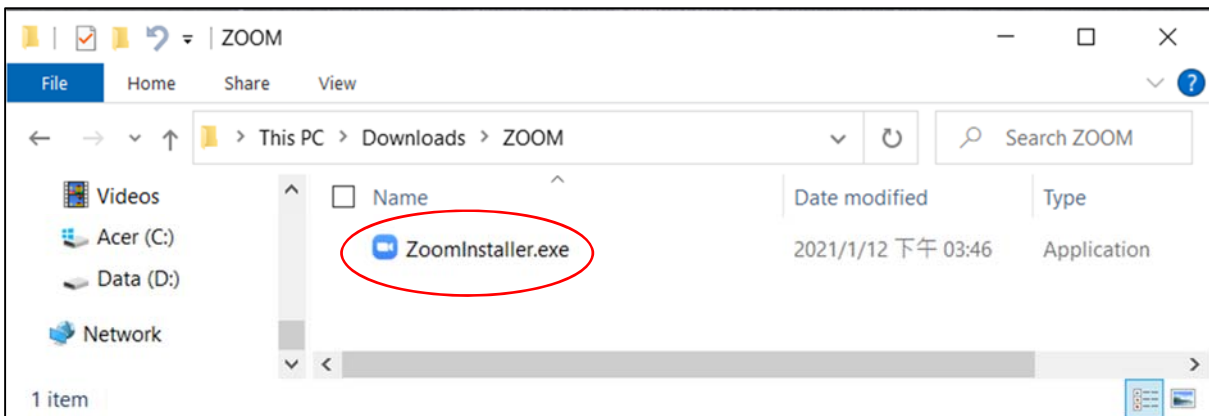
# IAM2021W Meeting Room Operating Instructions

## 1. Download & Install Zoom

Link to <https://zoom.us/download> and Click “Download”



Open File Explorer → double click “ZoomInstaller.exe” to install Zoom



## 2. Join a Meeting

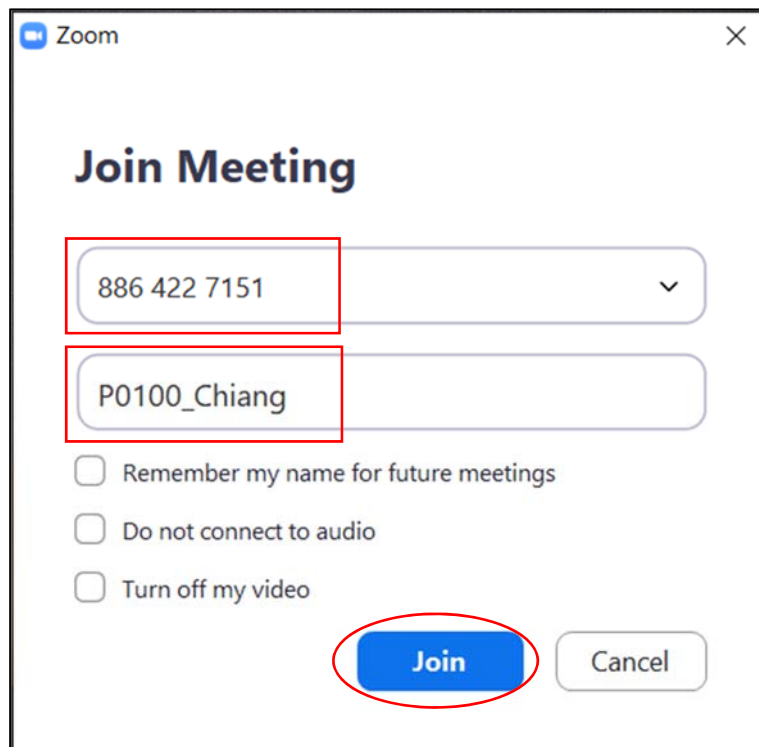
### Note:

Please open your presentation file, and let it in slide show mode before join meeting.

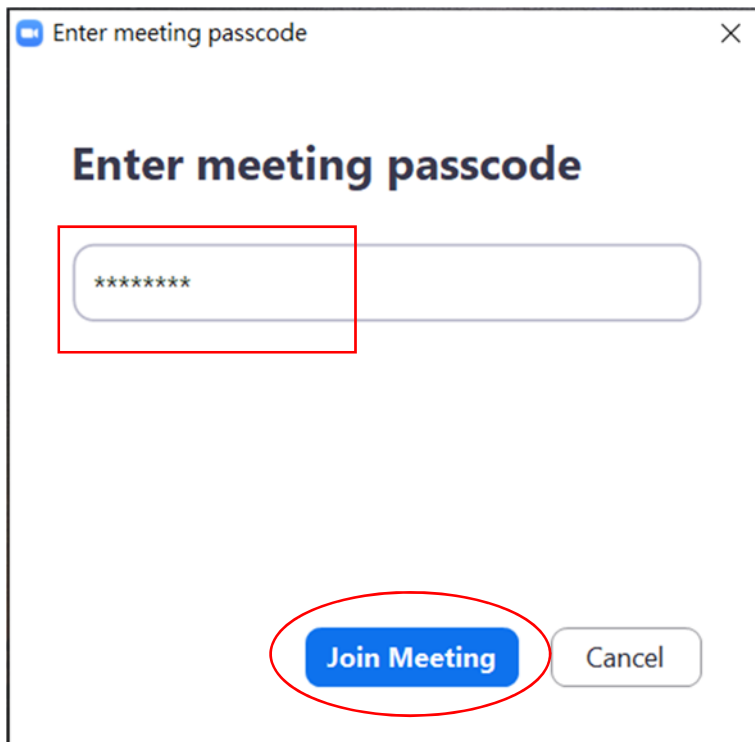
Start up the “Zoom” → click “Join a Meeting”



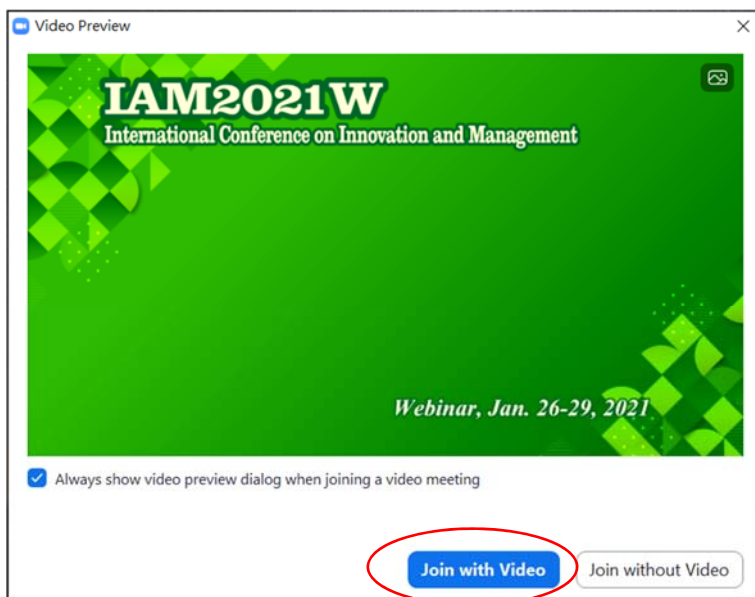
Enter Meeting ID (886 422 7151) and Name (PID\_Name) → click “Join”



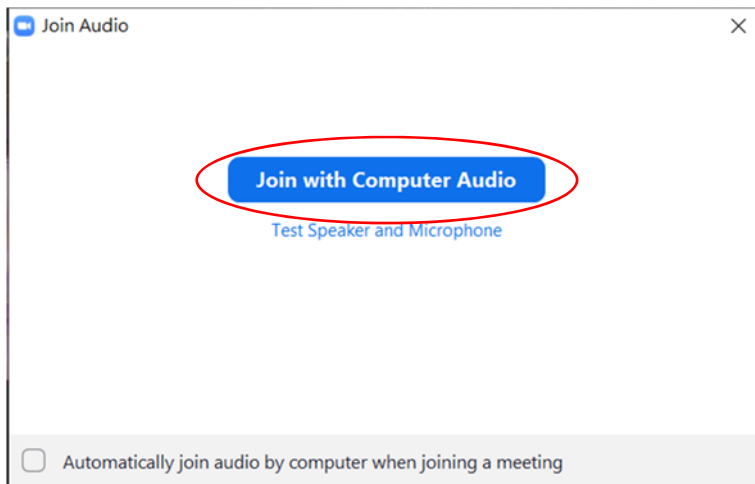
Enter meeting passcode (**iam2021w**) → Click “Join Meeting”



Click “Join with Video”



Click “Join with Computer Audio”



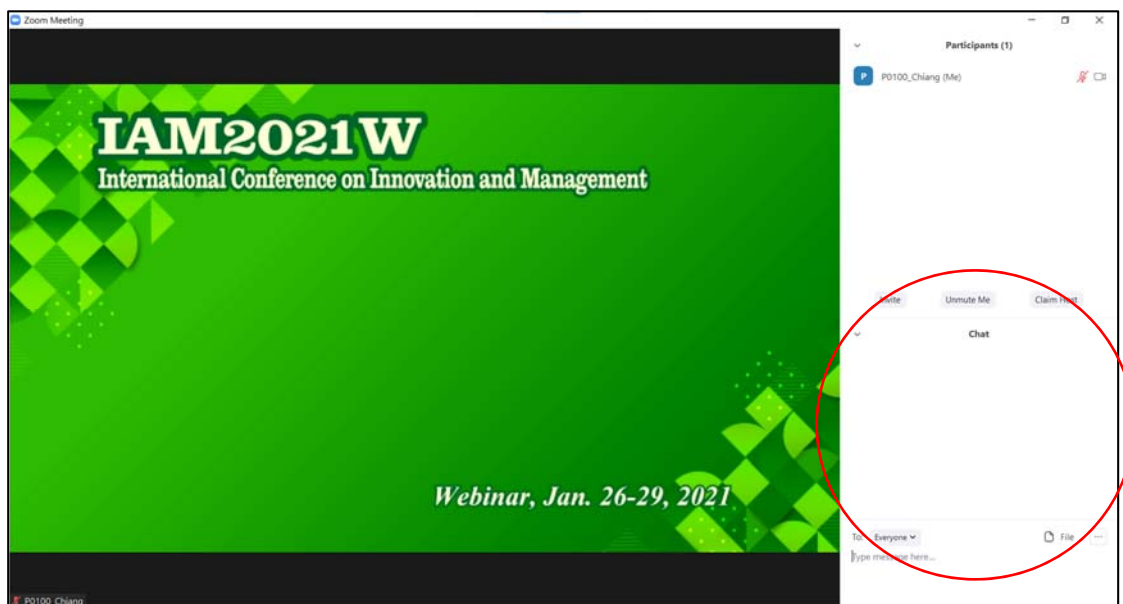
Maximize your Zoom Meeting windows



Click “Participations” and “Chat”

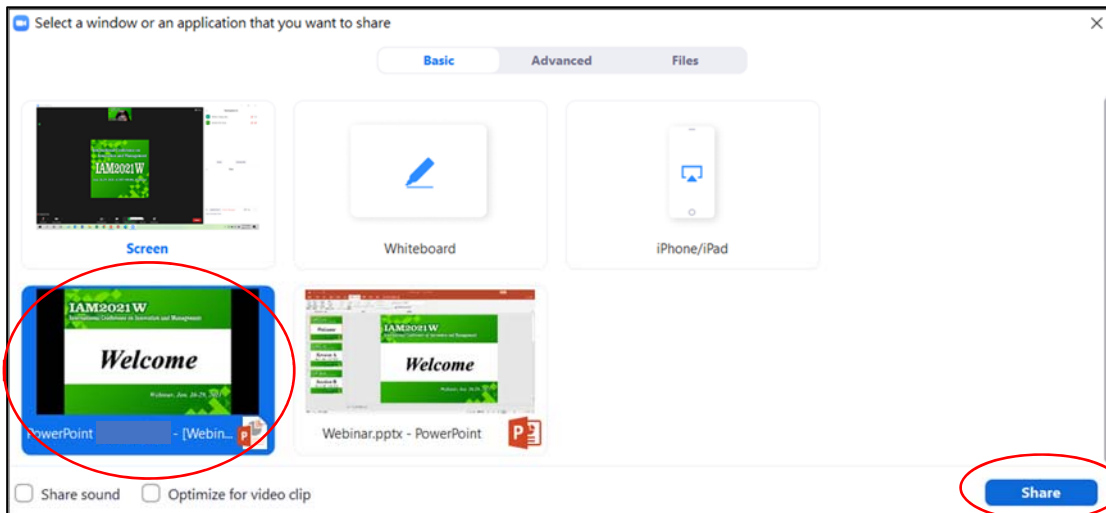


You can chat to participations through the Chat window.



### 3. Presentation

Click “Share Screen” → Click your slide show → Click “Share” → Alt+A to unmute your audio → Start making your presentation





## 4. Speak

If you want to speak please click “Reactions” then click “Raise Hand” and wait for the instruction by session chair.

