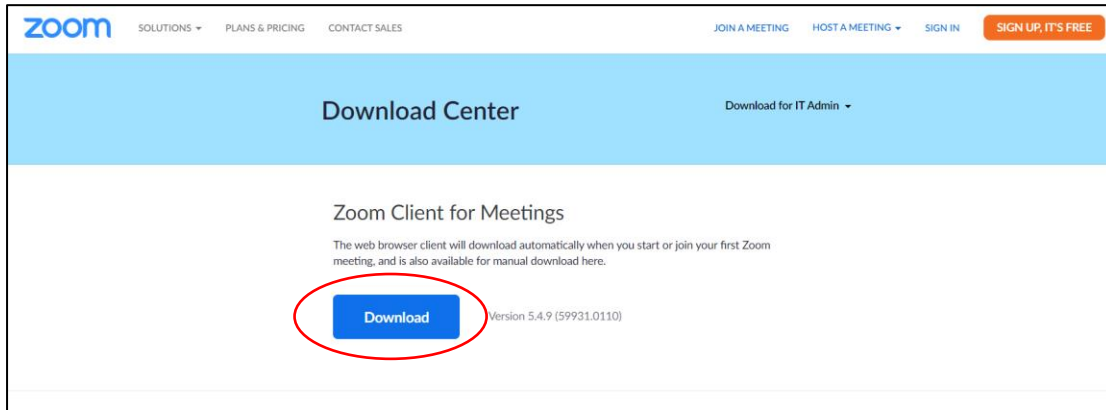


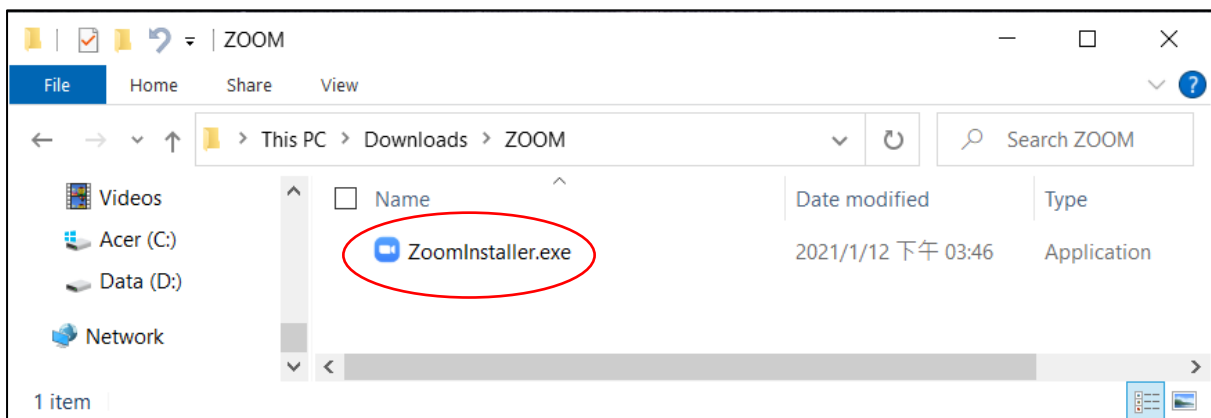
IAM2022W Meeting Room Operating Instructions

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

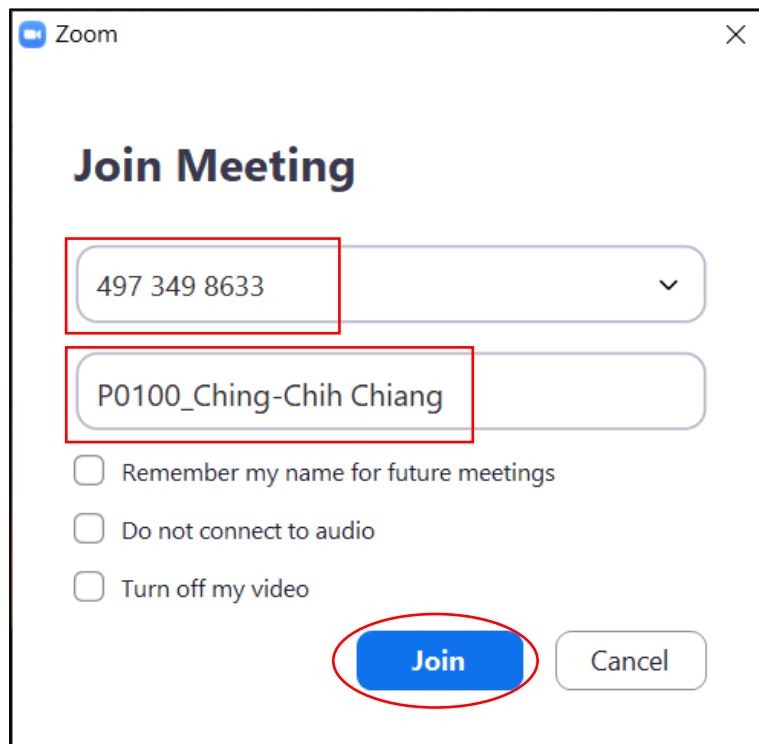
Note:

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

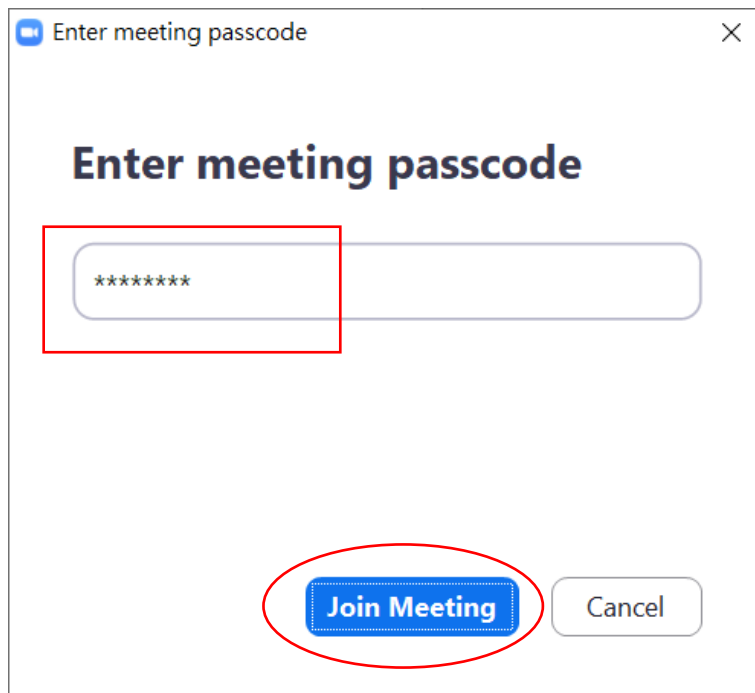
Start up the “Zoom” → click “Join a Meeting”



Enter Meeting ID (497 349 8633) and Name (PID_Name) → click “Join”



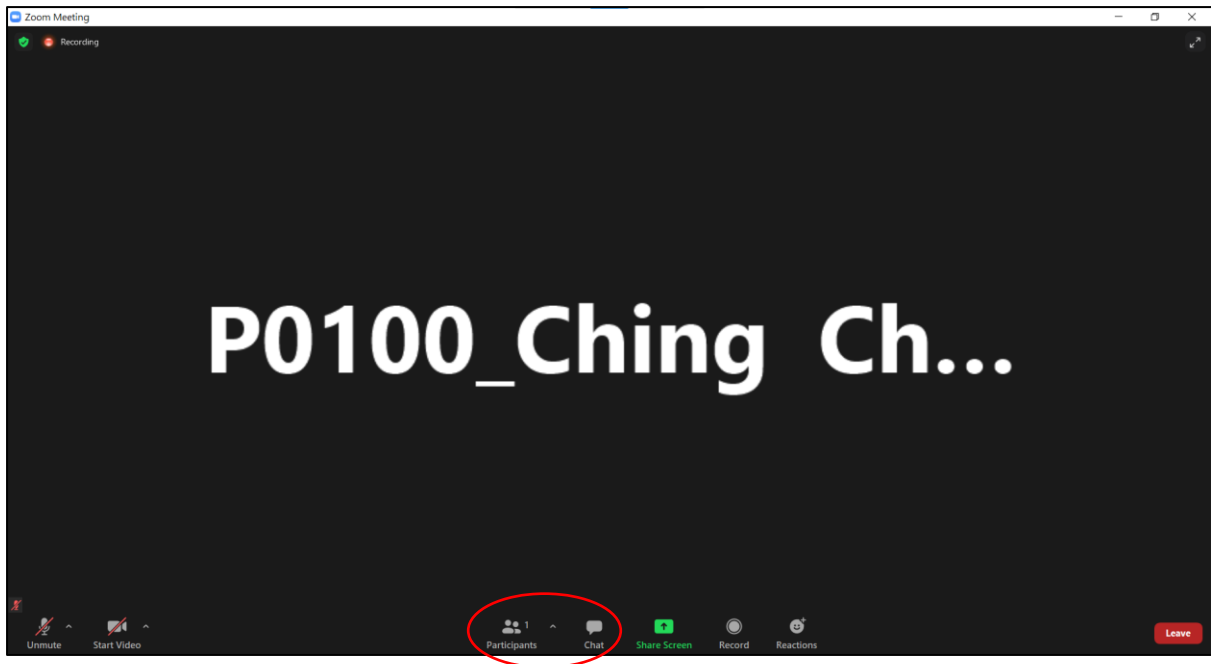
Enter meeting passcode (TzTzG7\$Z) → Click “Join Meeting”



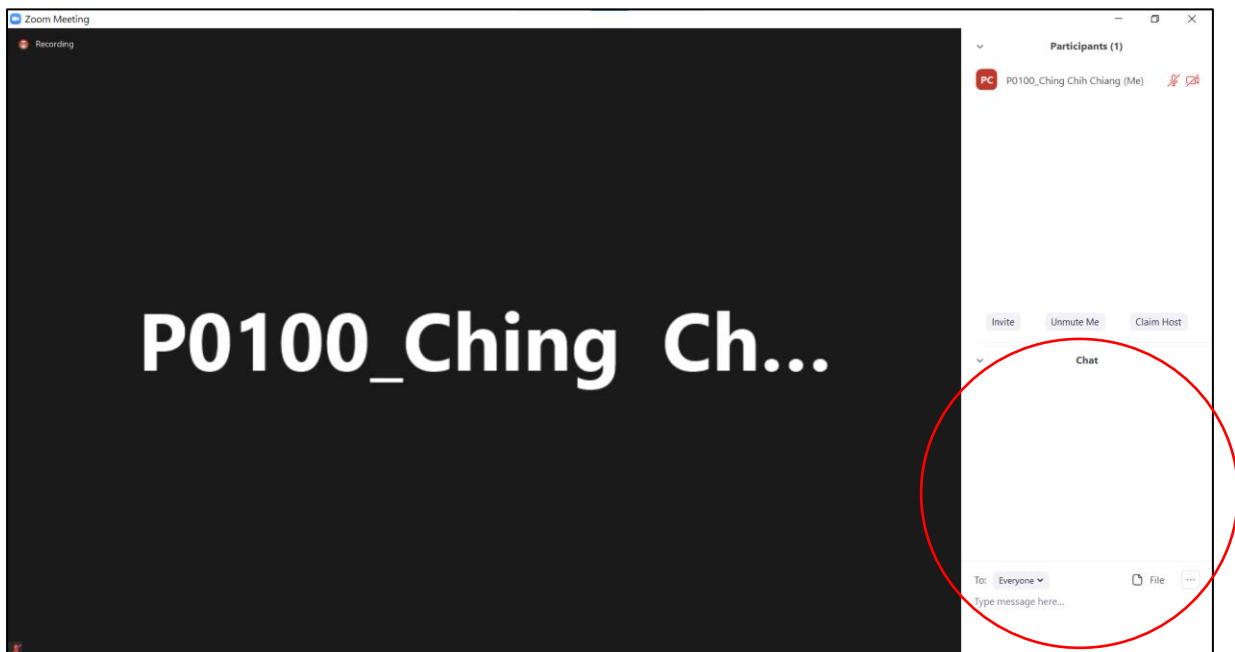
Maximize your Zoom Meeting windows



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, Alt+V to unmute your video → Start making your presentation

