

How to use ZOOM [introductory level]

Organizing Committee
of
ICSTLL 55 Kyoto

First, please download the application of ZOOM at the following website.
You are requested to register your account.

<https://zoom.us/meetings> [English]

If you have already signed up or installed ZOOM, please update the latest version by Sept. 13th, 2022.

Introducing Zoom Apps: Use the apps you love, right in your meetings

Zoom Apps make meetings more engaging, productive, and fun.

Learn More



Please sign up here!



Simplified video conferencing and messaging across any

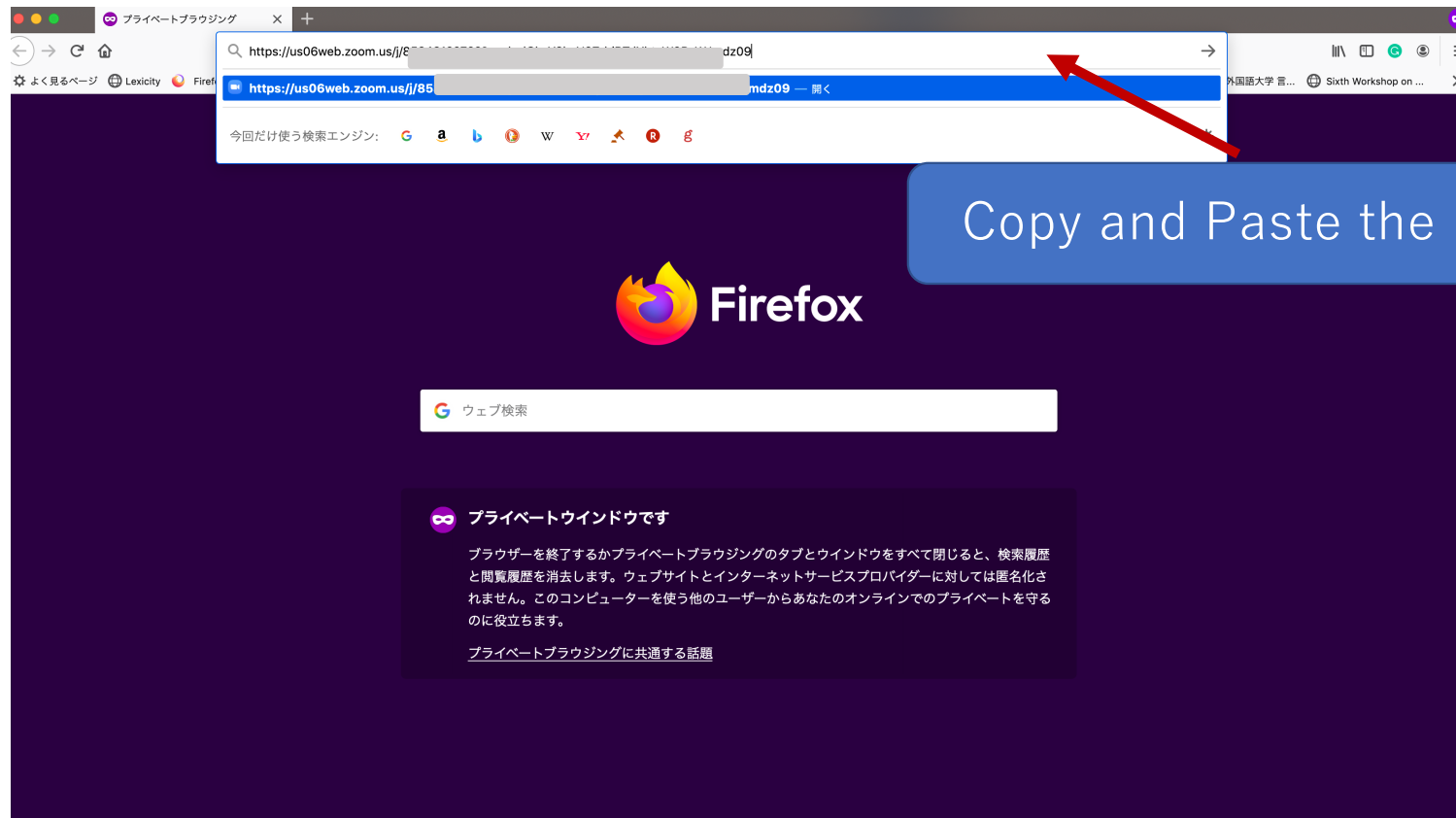
Happy to answer any questions around our meeting options!

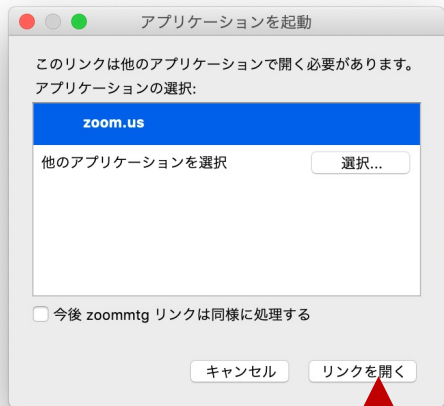


After you downloaded the ZOOM application,
please launch it in advance
before you enter a ZOOM meeting room.

You will receive the meeting ID from Organizing Committee.

When you join the conference, please copy and paste the URL into the web browser. You may be requested to type passcode as well.





示しているダイアログのリンクを開くをクリックしてください
示されない場合は、以下のミーティングを起動をクリックしてく
ださい

「リンクを開く」をクリックすると、サービス利用規約とプライバシーステートメントに同意
したことになります。

ミーティングを起動

Please press the button of the pop-up "Open link".
(This notification differs in the web browsers)





Search



Meetings

Contacts

Whiteboards



Another way to attend the ZOOM conferences



New Meeting



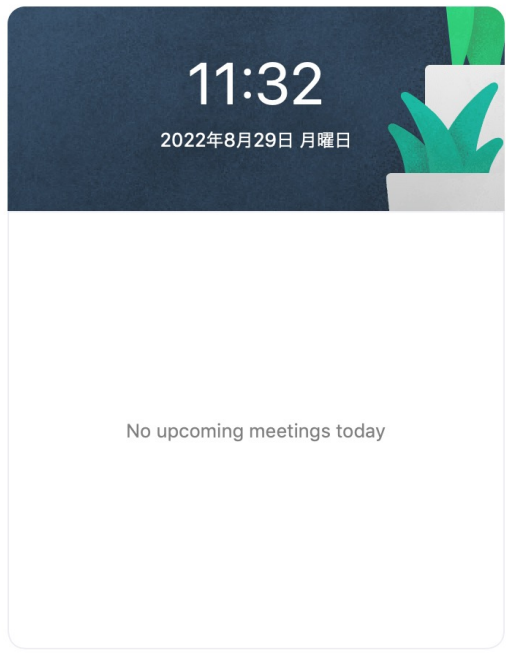
Join



Schedule



Share Screen



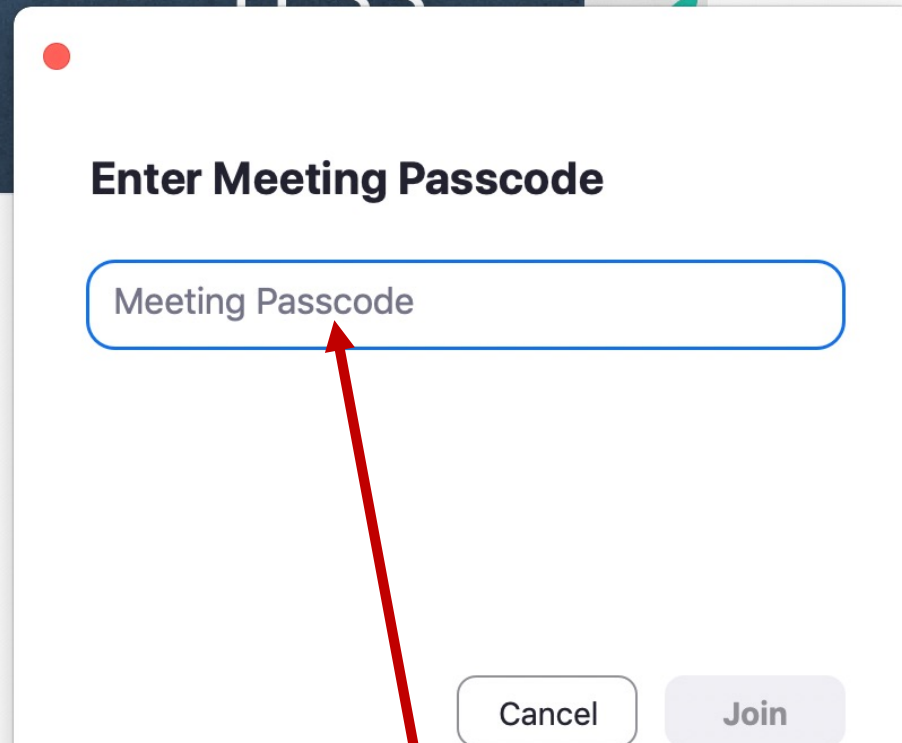
First, you launch the ZOOM application and click the JOIN button.

Another way to attend the ZOOM conferences

The image shows a 'Join Meeting' dialog box from Zoom. The dialog has a title 'Join Meeting' and a dropdown menu for 'Meeting ID or Personal Link Name'. Below this is a text input field containing the name 'Norihiko Hayashi'. There are two checkboxes: 'Don't connect to audio' and 'Turn off my video'. At the bottom are 'Cancel' and 'Join' buttons. A red arrow points from a blue callout box below to the 'Meeting ID or Personal Link Name' dropdown.

And, please fill the Meeting ID here.

Another way to attend the ZOOM conferences



Enter Meeting Passcode

Meeting Passcode

Cancel Join

And, please fill the Passcode here.

Choose ONE of the audio conference options

Phone Call **Computer Audio**

Join with Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

Please press the button of the pop-up “Join with Computer Audio”.

When your ZOOM is connected with the computer audio, the default setting is not muted.
Please mute yourself while the other presenter is talking.
Just press this button to switch to be muted or unmuted.



Norihiko Hayashi



Mute



Start Video



Security



Participants 1



Chat



Share Screen



Polls



Record



Breakout Rooms



Reactions

11

End

When you enter into the ZOOM meeting, your video is not shown at the default setting. If you want to show yourself, please press the button "Start Video." You can arrange the background.

Norihiko Hayashi



Mute



Start Video



Security



Participants



Chat



Share Screen



Polls



Record



Breakout Rooms

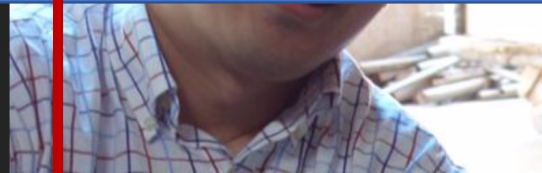


Reactions

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End

If you sign in by your nickname, or by your device name, etc., please rename it into your REAL name.
When you rename, please press the “Participants” button, then you will find your name in the pop-up appearing in the right side.



Norihiko Hayashi



Mute



Start Video



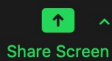
Security



Participants



Chat



Share Screen



Polls



Record



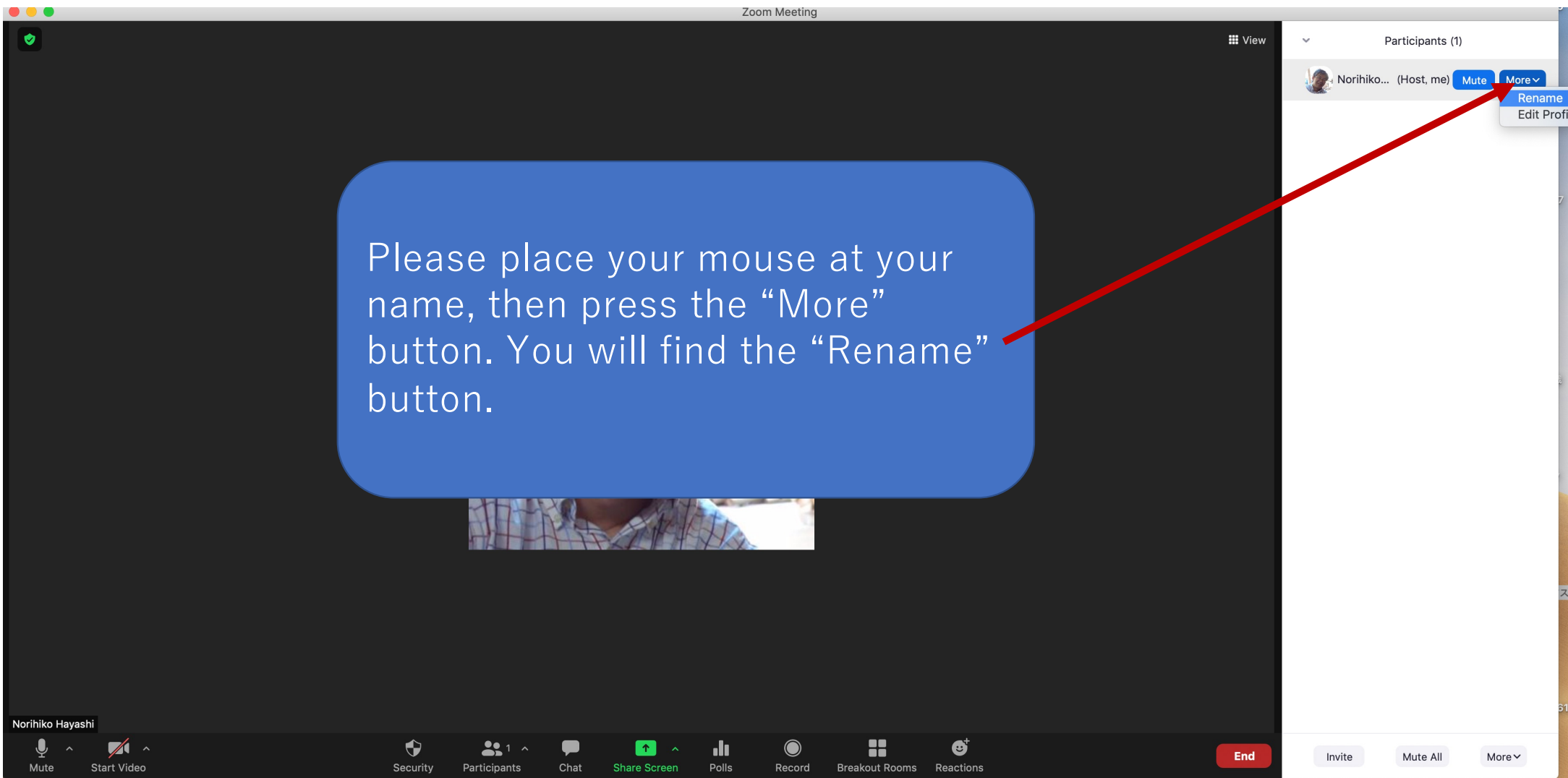
Breakout Rooms



Reactions

13

End



Please place your mouse at your name, then press the "More" button. You will find the "Rename" button.

Then, you can put in your REAL name.
Please describe your name in "LAST
NAME-FIRST NAME" order.



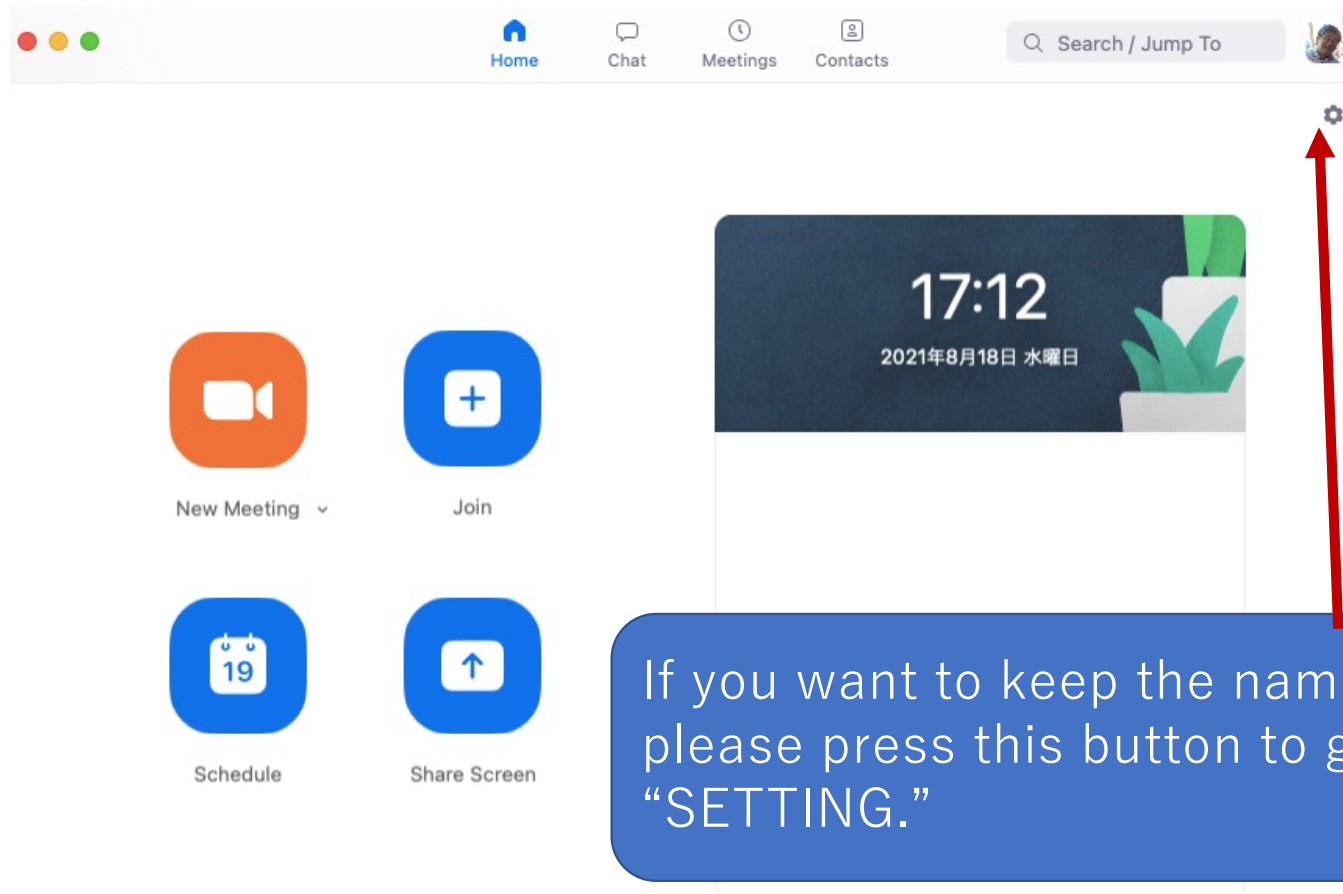
Rename

Enter new name here:

Cancel Rename

Norihiko Hayashi

Another way to rename



The screenshot shows the top navigation bar of a meeting application. It includes a search bar labeled "Search / Jump To" and a user profile icon. Below the navigation bar, there are four main action buttons: "New Meeting" (orange), "Join" (blue with a plus sign), "Schedule" (blue with a calendar icon), and "Share Screen" (blue with an upward arrow). In the center, a meeting card displays the time "17:12" and the date "2021年8月18日 水曜日". A red arrow points from a blue callout box to a small gear icon (settings) located above the meeting card.

If you want to keep the name setting, please press this button to go to "SETTING."

Another way to rename

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

- Use dual monitors ?
- Enter full screen when starting or joining a meeting
- Always show meeting controls ?
- Copy invite link when starting a meeting
- Ask me to confirm when I leave a meeting
- Show my meeting duration
- Add Zoom to macOS menu bar
- Stop my video and audio when my display is off or screen saver begins
- Remind me minutes before my upcoming meetings

Theme



Reactions



Please press the PROFILE button.

[View More Settings](#)

Another way to rename

Settings

Please press the “Edit My Profile” button. You may be led to launch the web browser and get access to the editorial page of your ZOOM account.
Then, you can rename.

The screenshot shows the Zoom settings interface. On the left, a vertical menu lists various settings: Profile (highlighted in blue), Statistics, Feedback, Keyboard Shortcuts, and Accessibility. On the right, the profile section for 'Norihiro Hayashi' is displayed, including a profile picture, name, and email address. Below the profile information are three buttons: 'View Advanced Features', 'Edit My Profile', and 'View My Subscription'. A red arrow points from the 'Edit My Profile' button in the profile section to the 'Edit My Profile' button in the settings menu.

Zoom Meeting

View

55th
International
Conference on
Sino-**T**ibetan
Languages and
Linguistics
September 15th - 18th, 2022.
at Kyoto University

When you share the slide with the other participants, first, open your slide at your desktop, then, press the GREEN button “Share Screen.”

Mute Stop Video Security Participants Chat **Share Screen** Polls Record Breakout Rooms Reactions Whiteboards End

Zoom Meeting

View

55th International Conference on Sino-Tibetan Languages and Linguistics
September 15th - 18th, at Kyoto University

Basic Advanced

Desktop 1 Whiteboard iPhone/iPad via AirPlay iPhone/iPad via Cable

Reopen closed PDFs
Your last Acrobat session ended abnormally. Click Restore to reopen the PDFs from the last session.
Restore

Acrobat Pro DC - Acrobat Pro DC - demopresentation...

PLEASE USE YOUR PDF FILE!!!
(Please don't use Powerpoint!)

When you share the screen, you will find this pop-up. You should choose one you want to share.

Share sound Optimize for video clip

Mute Stop Video Security Participants Chat Share Screen Polls Record Breakout Rooms Reactions Whiteboards End

Zoom Meeting

View

55th International Conference on Sino-Tibetan Languages and Linguistics

September 15th - 18th, at Kyoto University

Desktop 1

Whiteboard

iPhone/iPad via AirPlay

iPhone/iPad via Cable

Reopen closed PDFs

Acrobat Pro DC -

Acrobat Pro DC - demopresentatio...

Then, press this to share.

Share

Share sound

Optimize for video clip

Mute Stop Video Security Participants Chat Share Screen Polls Record Breakout Rooms Reactions Whiteboards End

The screenshot shows the Adobe Acrobat Pro DC interface. The 'View' menu is open, and 'Full Screen Mode' is highlighted. A red arrow points from the 'Full Screen Mode' option to a blue callout box containing the text: 'Please click the "View" button and select "Full Screen Mode"'. The background shows a presentation slide with the following text:

The 55th International Conference on
Sino-Tibetan Languages and Linguistics
Kyoto University
Sept 14-18, 2022

Presentation

Norihiko Hayashi
Kobe City University

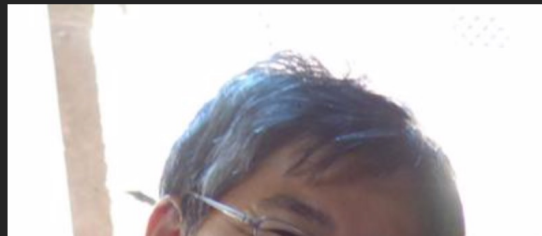
22

The screenshot shows the Adobe Acrobat Pro DC interface. The 'View' menu is open, with 'Full Screen Mode' selected. The PDF content displays the title: 'The 55th International Conference on Sino-Tibetan Languages and Linguistics, Kyoto University, Sept 14-18, 2022'. A sharing toolbar is visible, featuring a green 'New Share' button and a red 'Stop Share' button. A red arrow points from a blue callout box to the 'Stop Share' button. The callout box contains the text: 'When you finish your paper, please click this RED button "Stop Share."'.

The 55th International Conference on Sino-Tibetan Languages and Linguistics
Kyoto University
Sept 14-18, 2022

Sometimes you will find a number marking here (CHAT). There may be comments or questions. It may be better to press this to check them.

ROBE City University of Foreign Studies



After your paper is all finished,
please mute yourself to switch to
the next speaker(s).
THANK YOU!!!

Norihiko Hasegawa



Mute



Start Video



Security



Participants



Chat



Share Screen



Polls



Record



Breakout Rooms



Reactions

While you are a listener

Please mute yourself while the presenter is speaking.

If you have a question or comments, it is better to click the "Chat" button and describe it.



Norihiko Hayashi



Mute



Start Video



Security



Participants 1



Chat



Share Screen



Polls



Record



Breakout Rooms



Reactions

While you are a listener



You can show your reaction (clapping hands, raising hands, etc.) by pressing this button.



Norihiko Hayashi





You can disconnect yourself from ZOOM by pressing the “END” button.

Norihiko Hayashi



Mute



Start Video



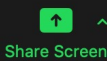
Security



Participants 1



Chat



Share Screen



Polls



Record



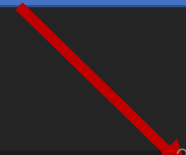
Breakout Rooms



Reactions

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End



The Zoom tutorials are provided at the following website, so please study it in advance if you are a real beginner.

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-tutorials>



When you are in trouble to use ZOOM in your presentation,
please feel free to call our staff.

THANK YOU VERY MUCH FOR YOUR COOPERATION!
どうもありがとうございます!

Acknowledgments:

This ZOOM guide has been made in cooperation with Prof. Satoko SHIRAI.
I express my gratitude to her assistance here.