Zoom Meeting Manual
（For Chairs/Commentators/Lecturers）

＜**STEP1**＞
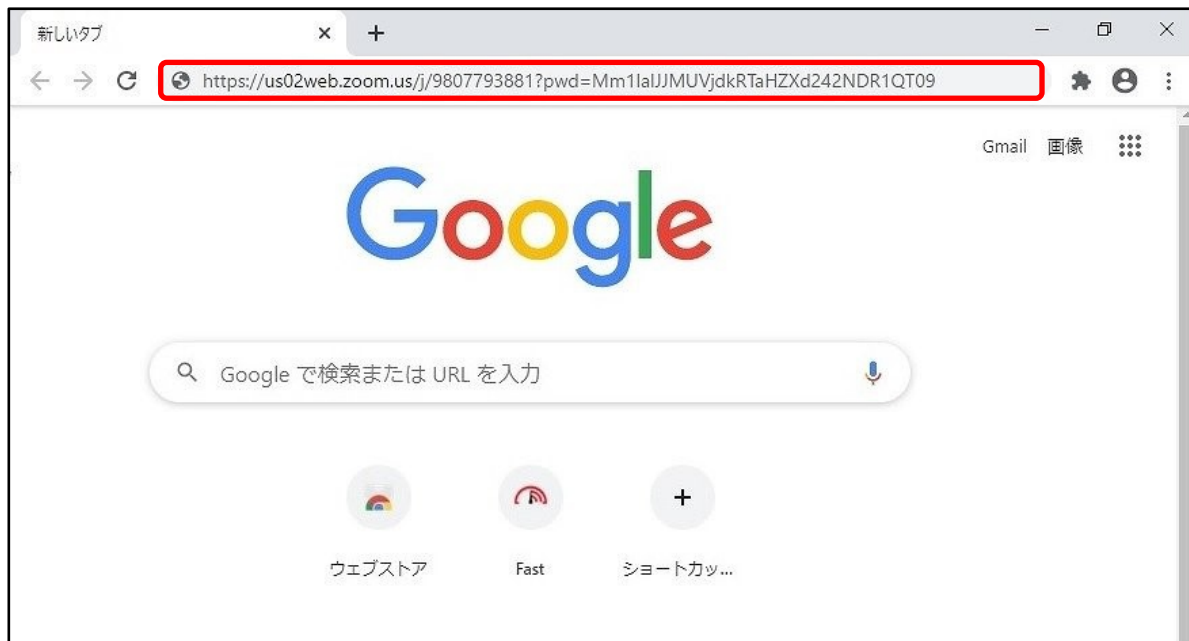
Click on the meeting link included in the email invitation or paste it into your web browser .
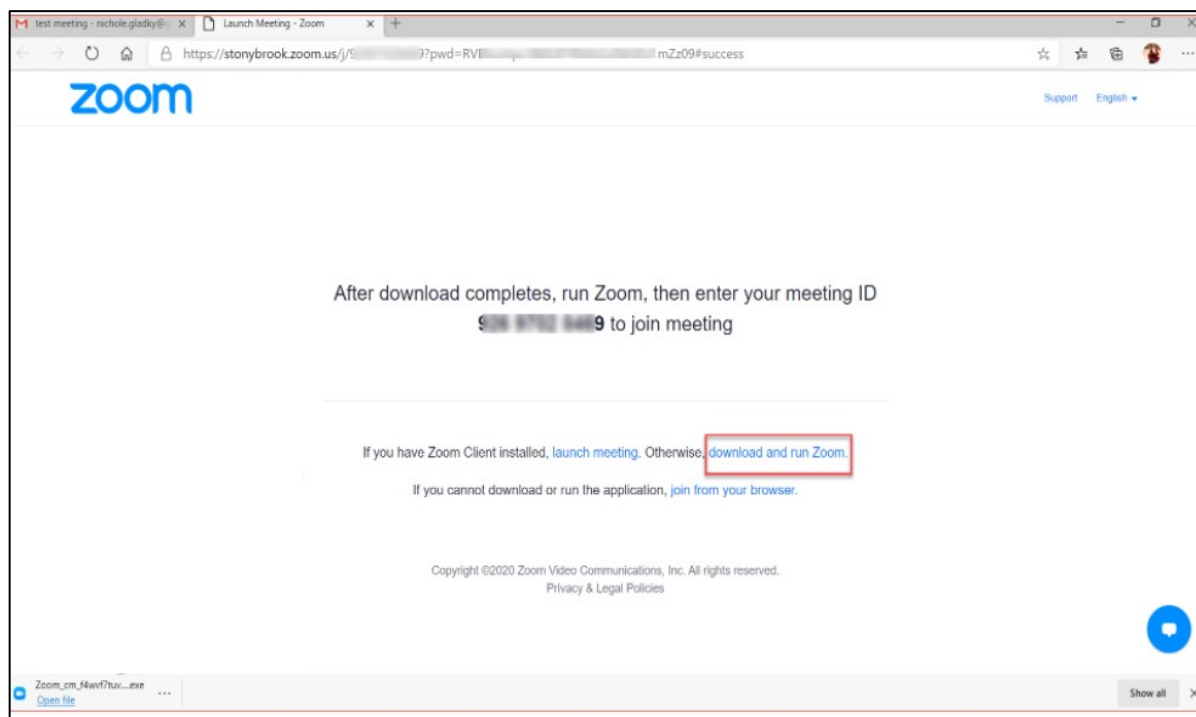
Go to <STEP2> to see how to download a Zoom app.

Go to <STEP5> when you have already downloaded a Zoom app in your computer.
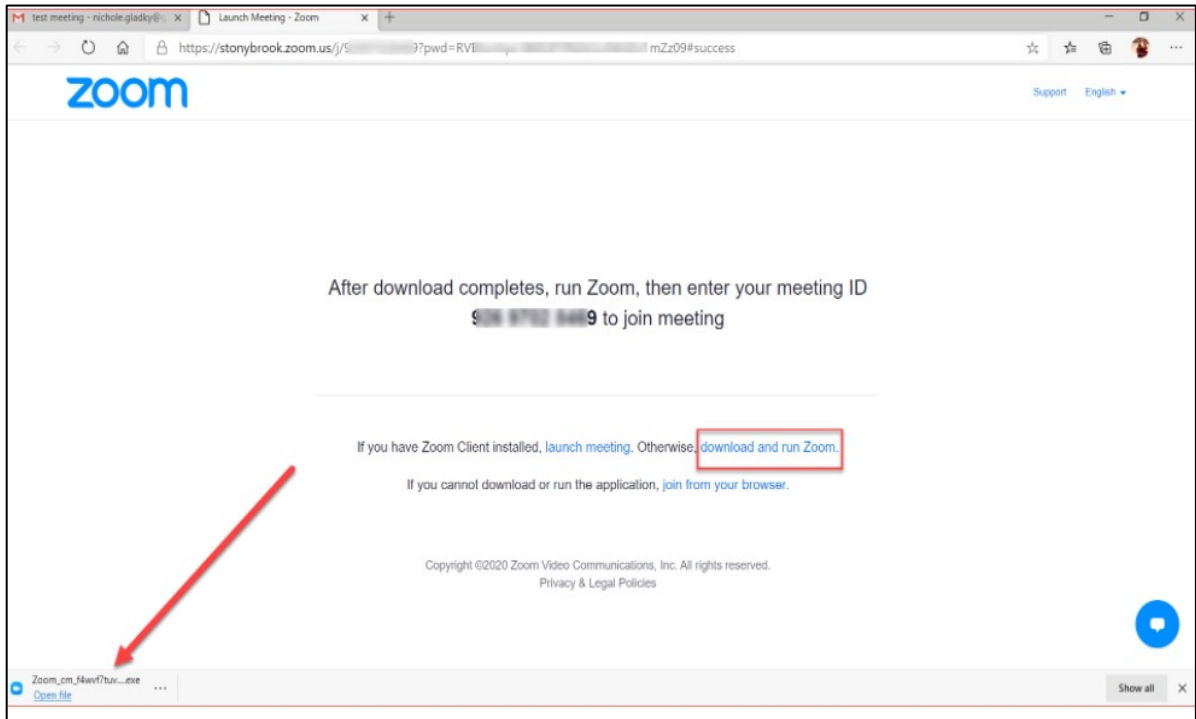

＜**STEP2**＞

You will be prompted to download the Zoom app to enter the meeting from your browser. If there is no prompt from the browser, you can click on download and run Zoom.
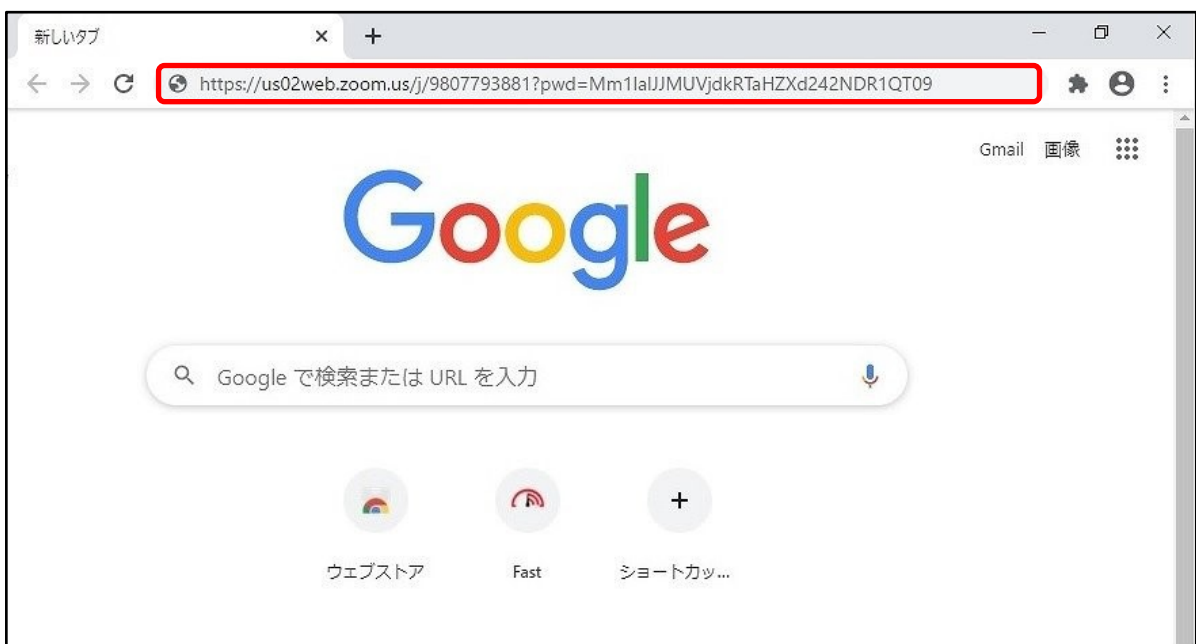
＜**STEP3**＞

Launch the downloaded "Zoom_cm_.....exe" file and install Zoom on your computer.

(The download location of the file depends on your browser.)

＜**STEP4**＞

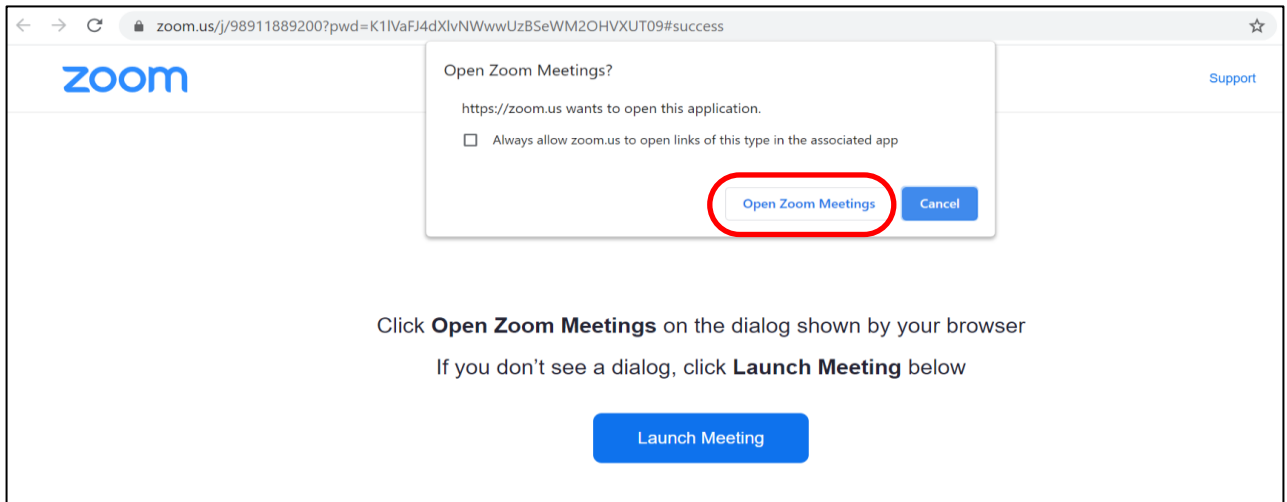Close Zoom once, then paste a meeting link into your web browser to join the meeting.

＜**STEP5**＞

Click on "Open Zoom Meetings".

Go to <STEP6> before joining the meeting.

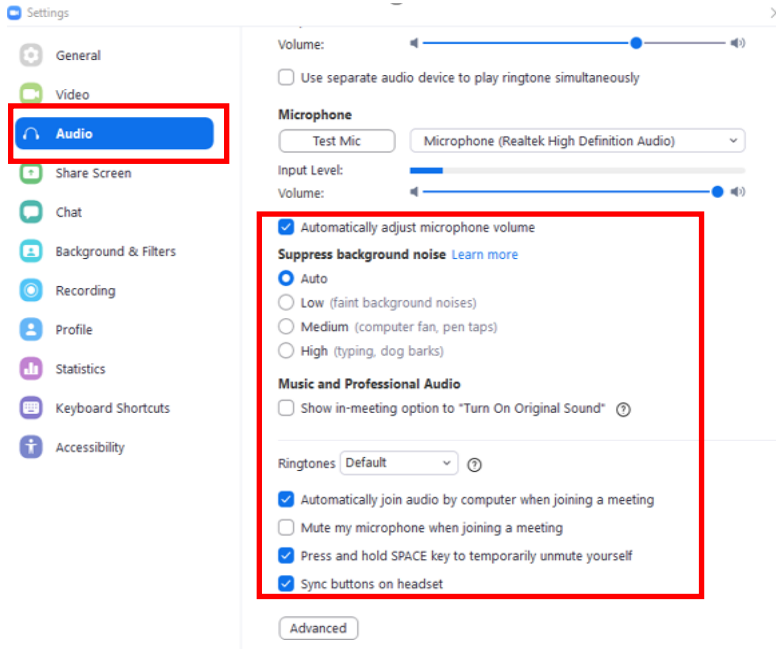Go to <STEP11> after joining the meeting.

＜**STEP6**＞

Click the "Test Computer Audio" button on the zoom dialog box as indicated in the photo below.

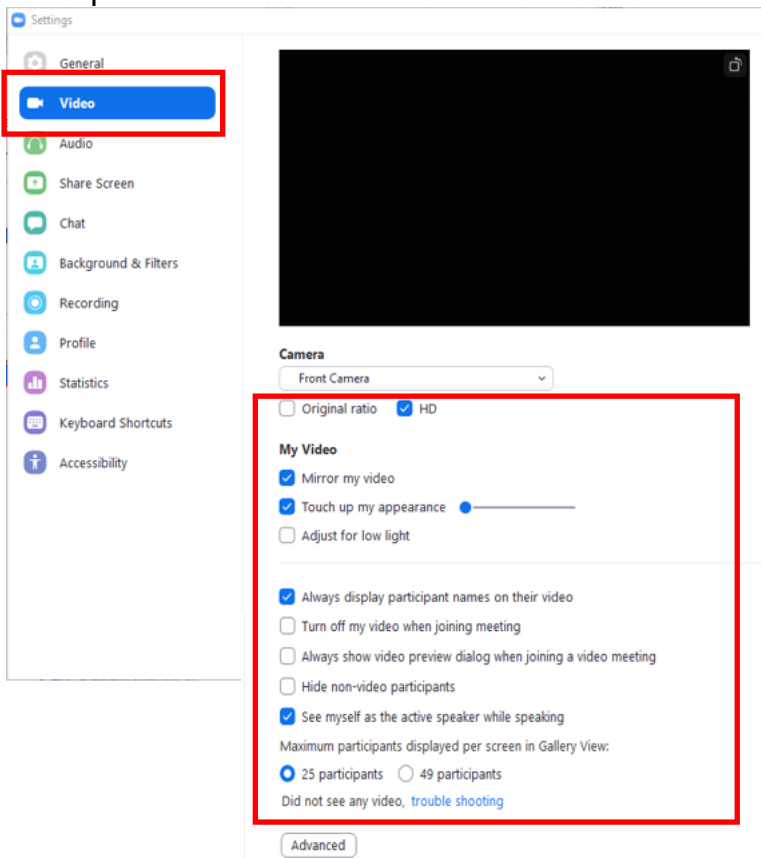It will be shown when you access Zoom before the meeting starts.

＜**STEP7**＞

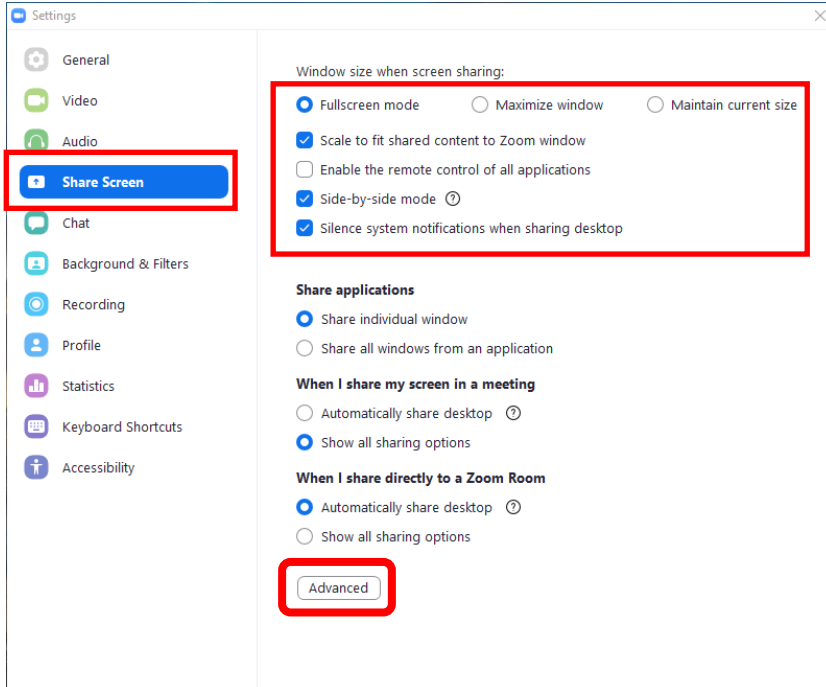At the Settings screen, click "Audio". Change the settings for "Audio" as indicated in the photo below.

＜**STEP8**＞

At the Settings screen, click "Video". Change the settings for "Video" as indicated in the photo below.

＜**STEP9**＞

At the Settings screen, click "Share Screen". Change the settings for "Share Screen" as indicated in the photo below.
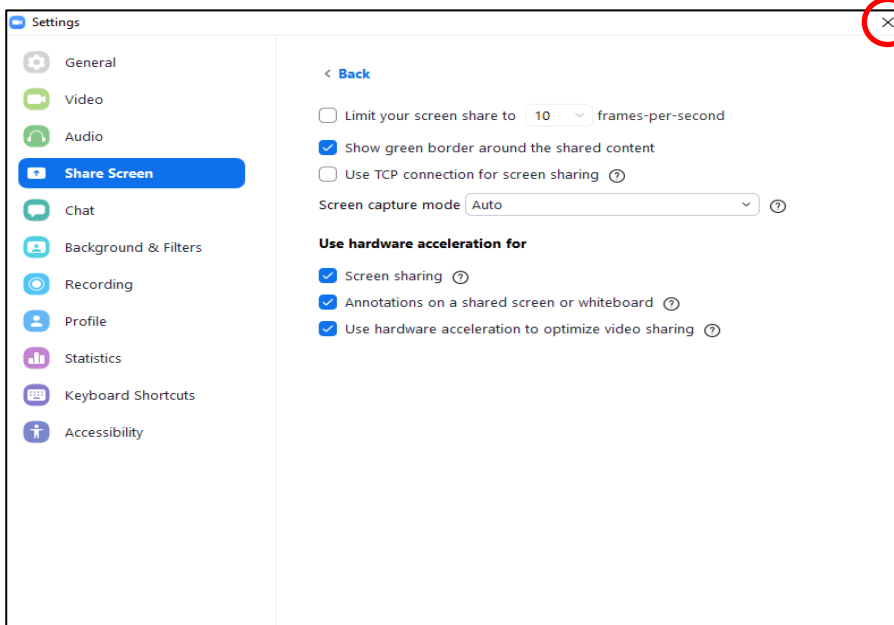
After that, Click "Advanced" as indicated in the photo below.
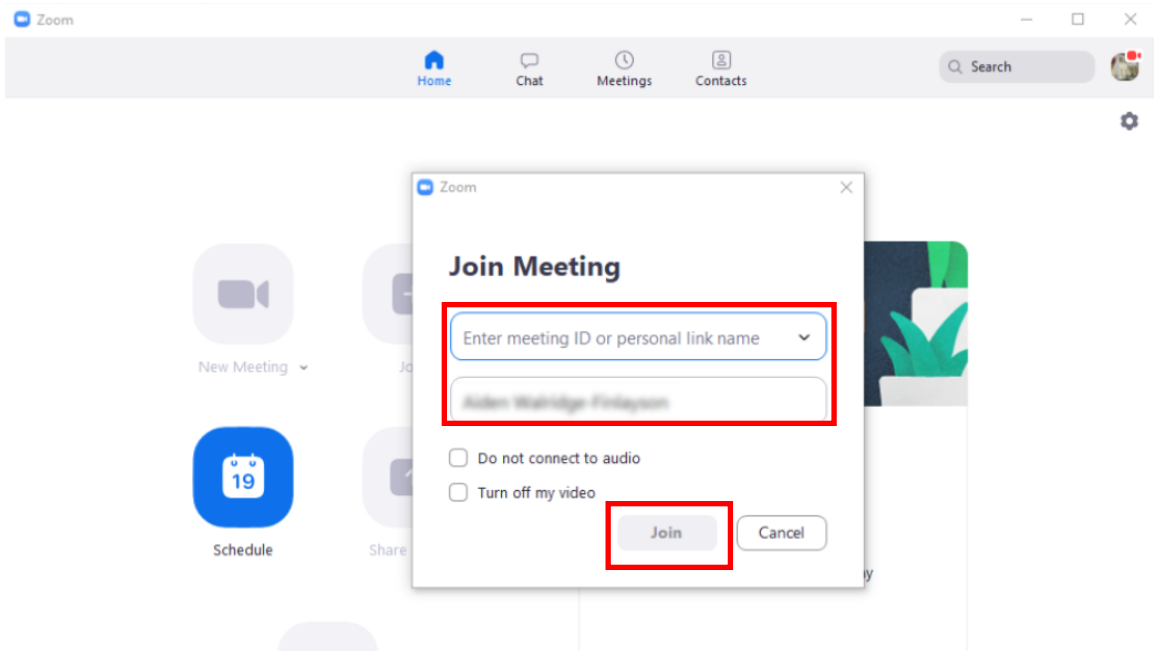

＜**STEP10**＞

Change the settings for "Advanced" as indicated in the photo below.

After that, close the Settings screen by clicking the "x" button on the right top corner. All settings are done. Please wait until the meeting starts.
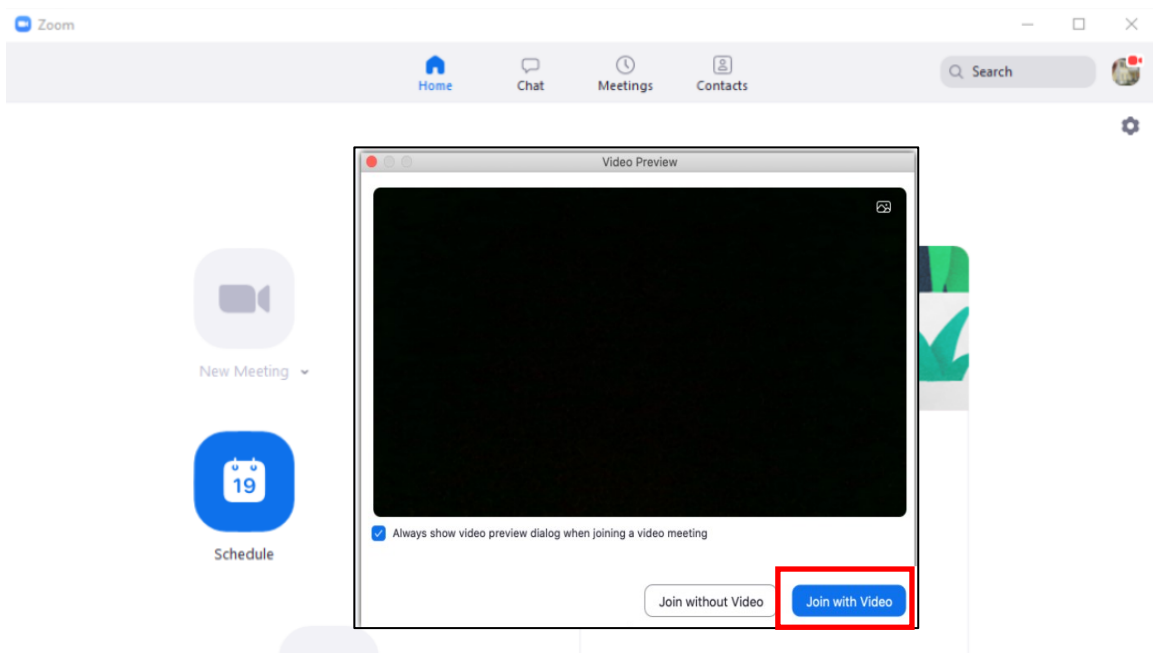
＜**STEP11**＞

Enter your meeting ID or personal link name and your name in the "Join Meeting" dialog box as indicated in the photo below. After that, click the "Join" button.

＜**STEP12**＞

Click the "Join with Video" button.
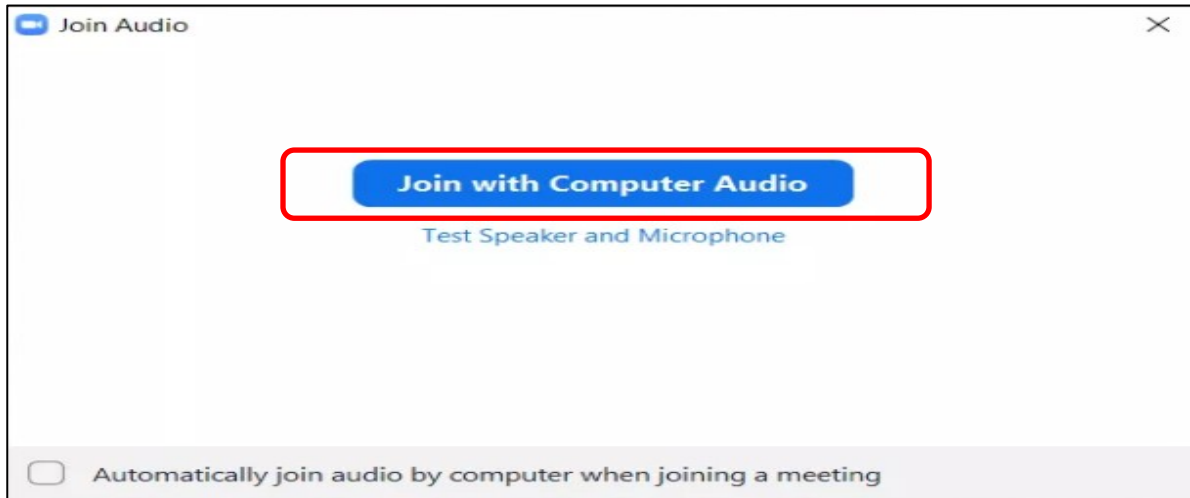
＜**STEP13**＞

After joining the meeting, click "Join with Computer Audio" .

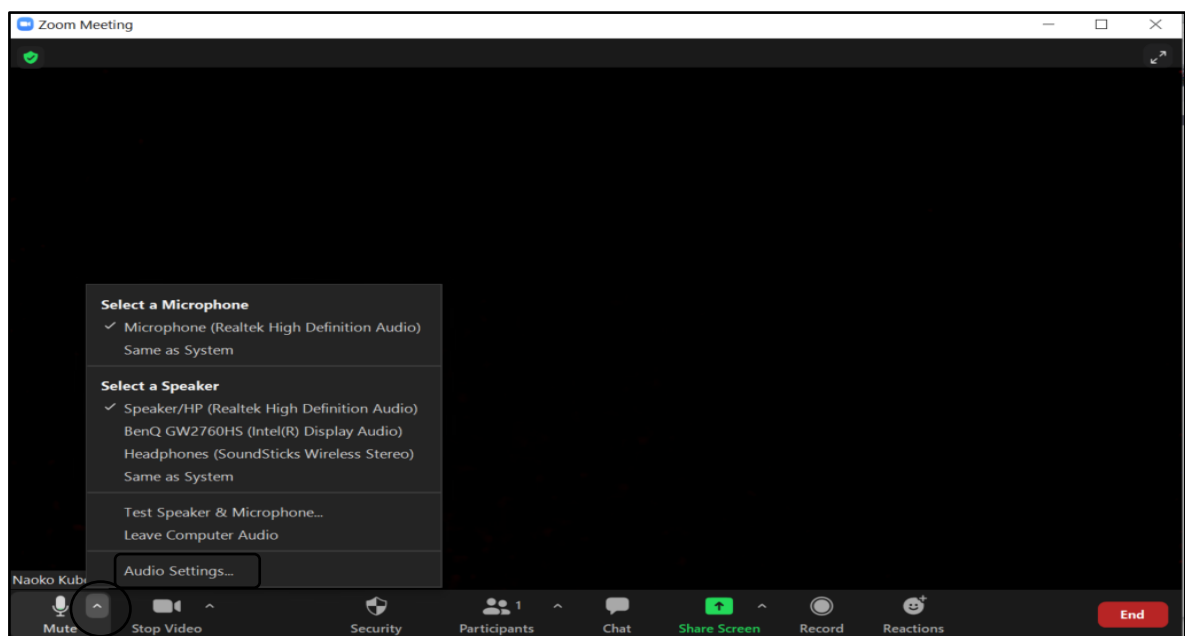Go to <STEP14> when you haven't checked STEP7～10.
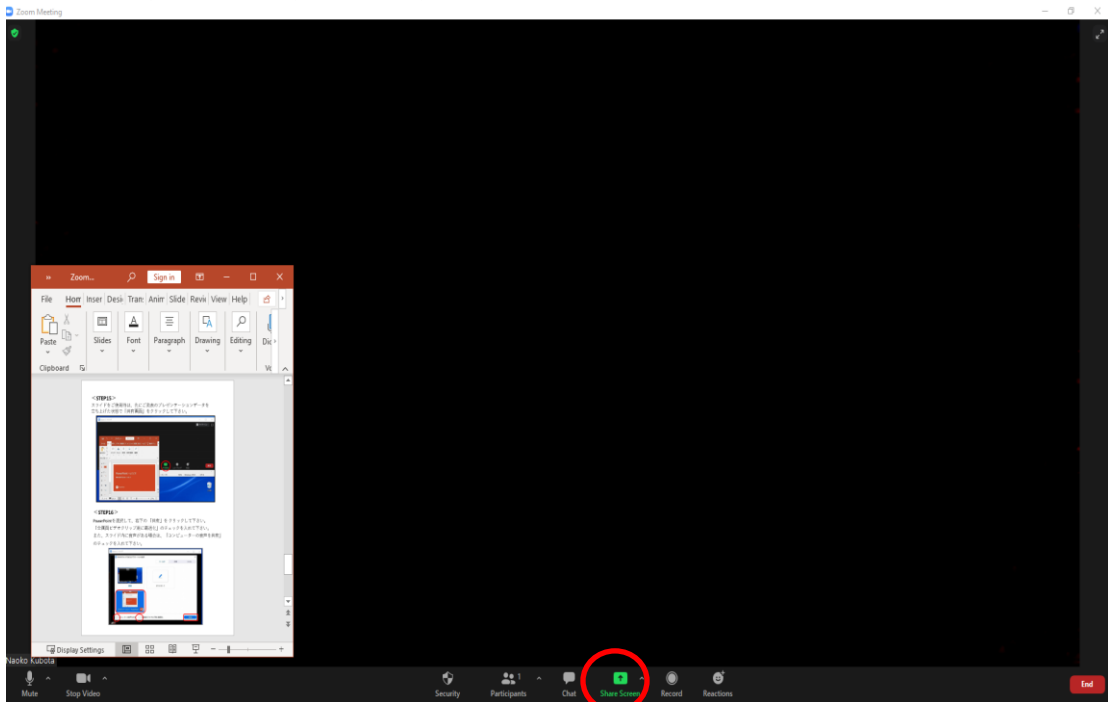
Go to <STEP15> when you have already checked STEP7～10.

＜**STEP14**＞

If you haven't checked the Settings, click the ⌃ button, then click "Audio Settings"

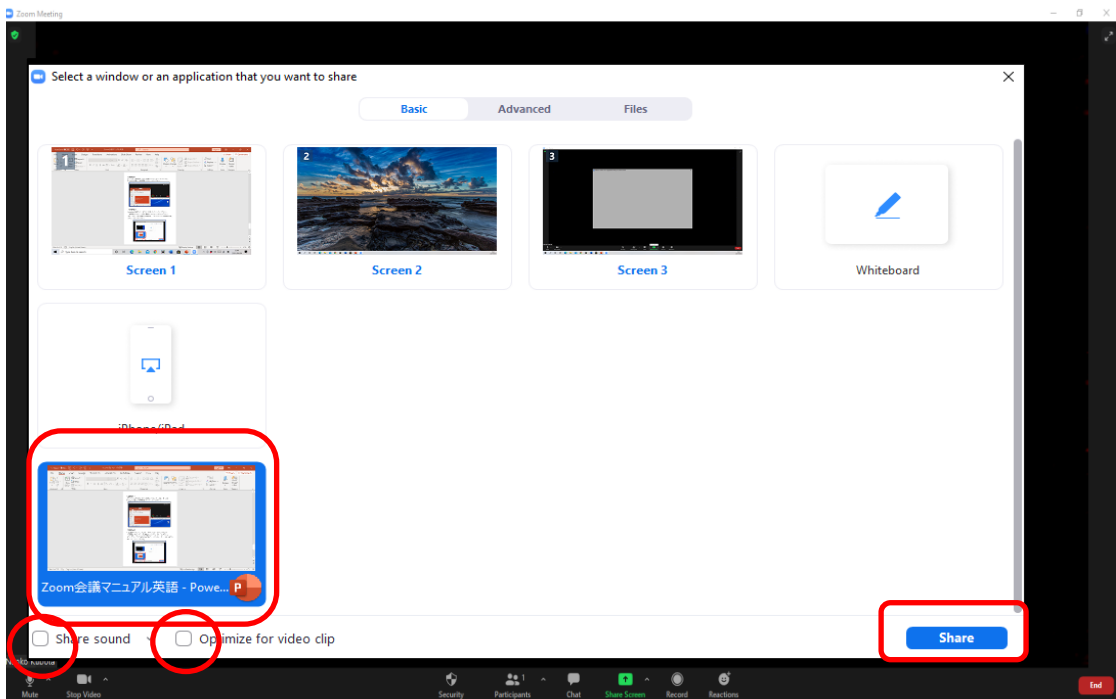Go to <STEP15> after checking STEP7～10.

＜**STEP15**＞

When using slides, open the presentation file first, then click "Share Screen".
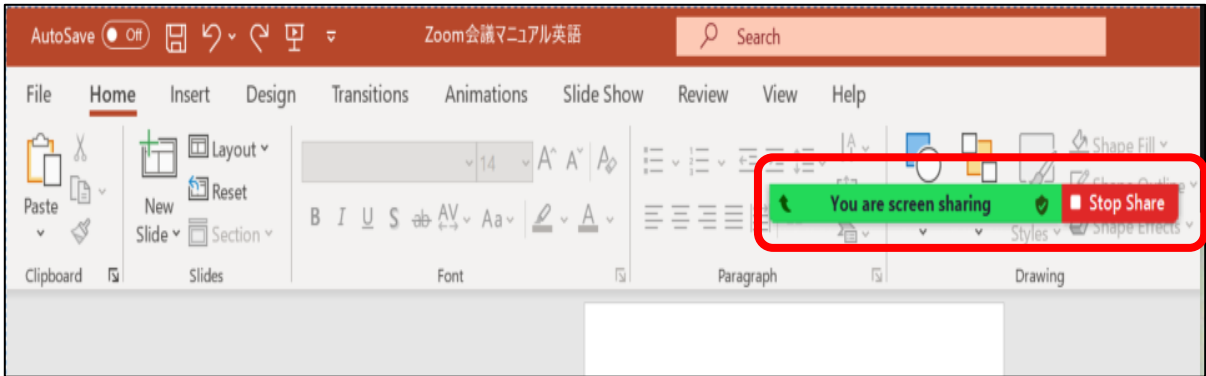

＜**STEP16**＞

Select the PowerPoint presentation file, (then select the checkbox next to "Optimize for video clip". If it has slides with audio, also select the checkbox next to "Share sound".) Click the "Share" button at the bottom right corner.
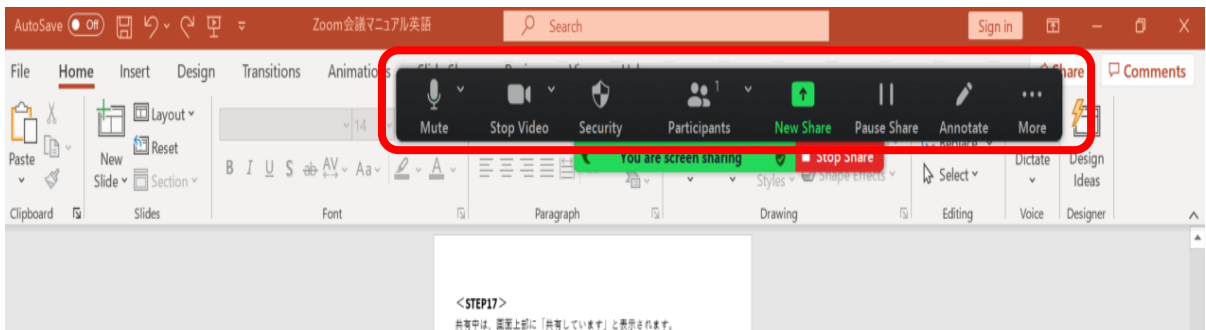
＜**STEP17**＞

While sharing the presentation file, "You are screen sharing" will be displayed
at the top of the screen.

Play the PowerPoint slideshow and make the presentation.

When you move the mouse closer to the part of "You are screen sharing",
a control bar (shown in the below photo) will be displayed.

After you finish the presentation, click the "Stop Share" button.

＜**STEP18**＞

Please wait until the session is over. The meeting will be closed on the venue side.