Zoom instructions of use.

1. You need to download zoom from https://zoom.us/support/download
2. Run the ZOOM INSTALLER
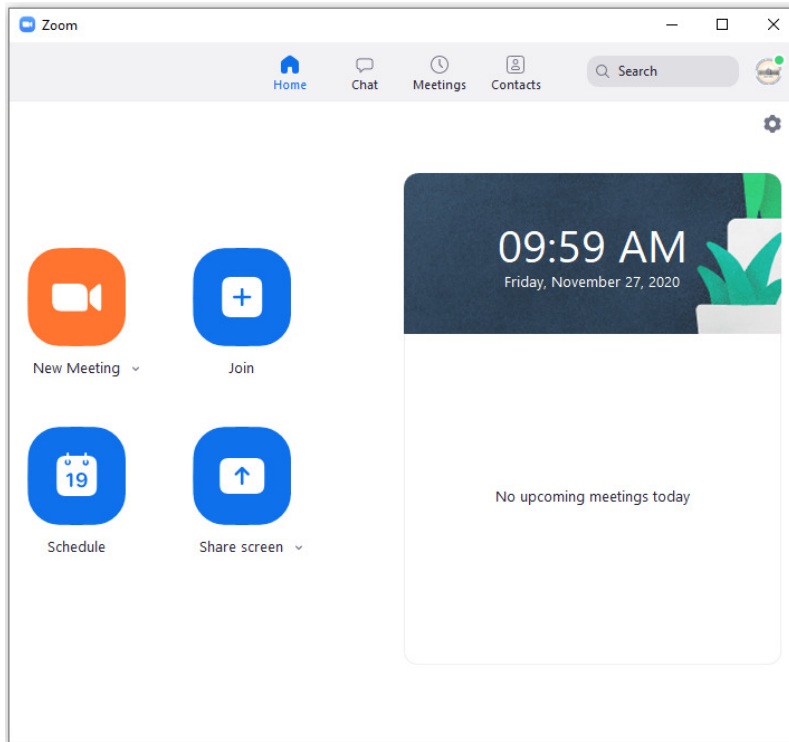3. After the installation you will get this screen
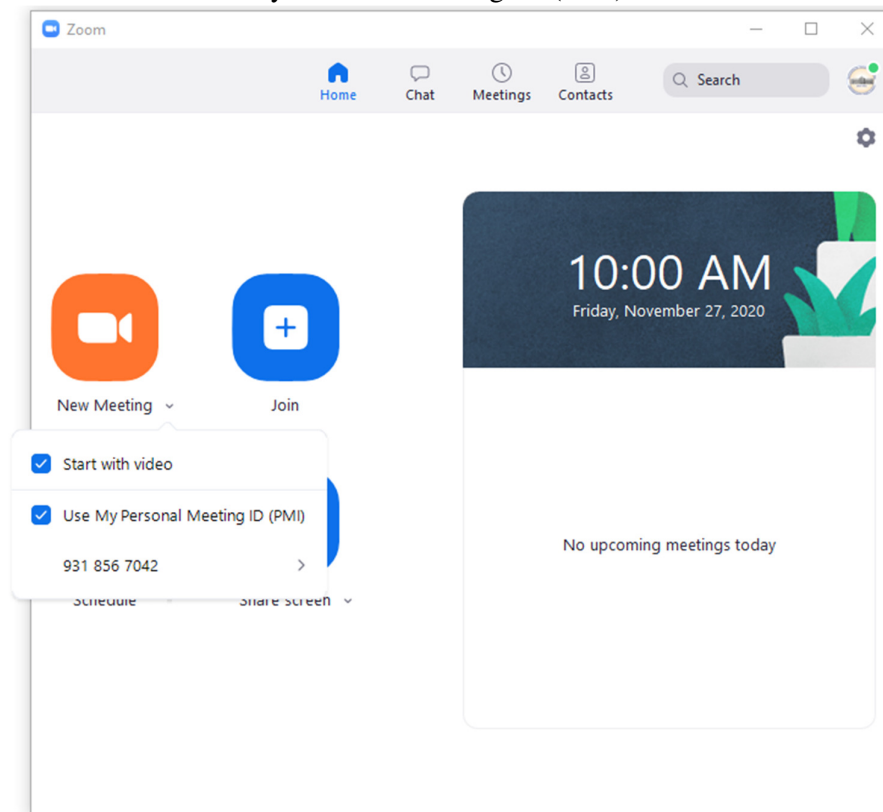

4. Click on SIGN IN
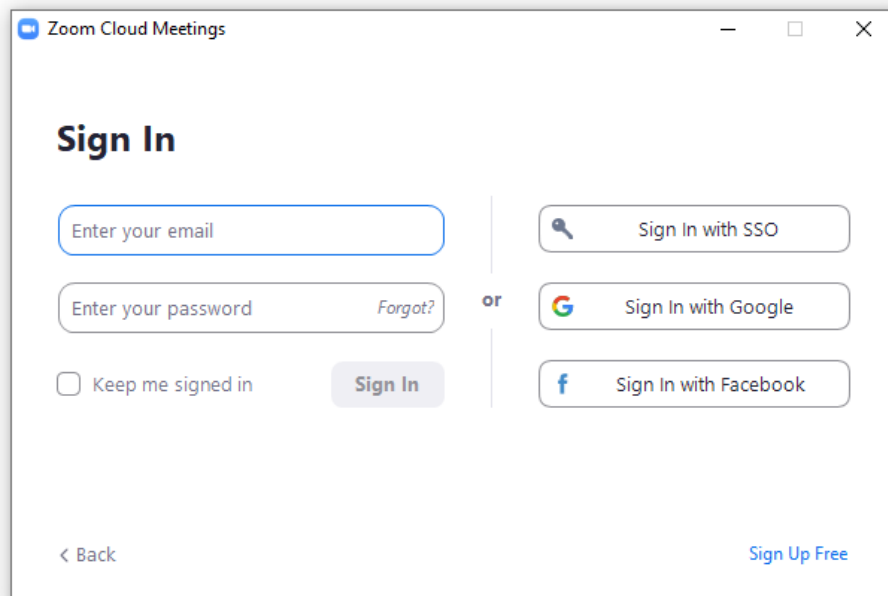
5. You have the USERNAME and PASSWORD provided by the Conference organizator and click sign in
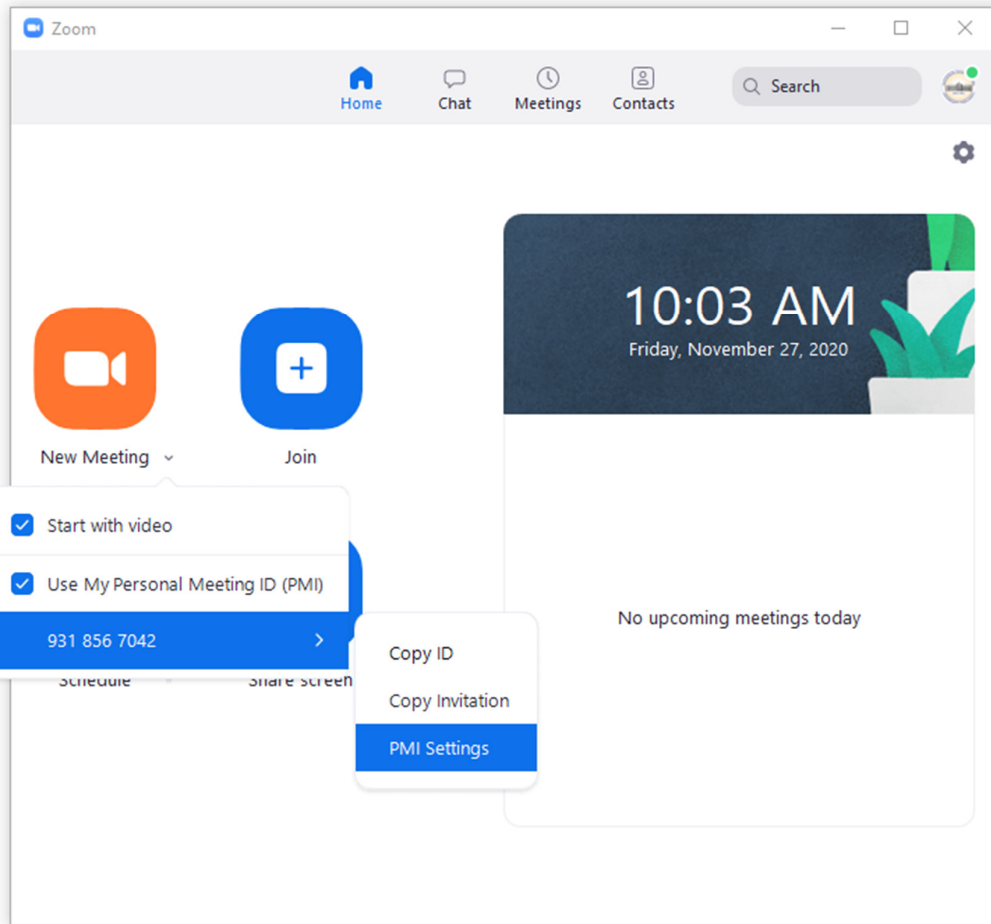
6. After you log in you will get this window

7. Please make sure that you click on the little arrow down below New Meeting icon and check the box USE My Personal Meeting ID (PMI)

8. You need to access the PMI SETTINGS menu to finish the setup.

9. Make sure you have the following options enabled on your PMI Settings (click on ADVANCED OPTIONS to see all the settings)

Zoom - Personal Meeting ID ✕

Personal Meeting ID Settings

Personal Meeting ID

931 856 7042

Security

☐ Passcode   ☐ Waiting Room

Video

Host: ⦿ On ○ Off   Participants: ⦿ On ○ Off

Audio

○ Telephone   ○ Computer Audio   ⦿ Telephone and Computer Audio

Dial in from United States Edit

Advanced Options ^

☑ Enable join before host

☑ Mute participants upon entry

☐ Only authenticated users can join: Sign in to Zoom

☑ Automatically record meeting

    ○ Locally ⦿ In the cloud

Alternative hosts:

john@company.com

Save

10. Now you can start you session with NEW Meeting (Orange) id.