



Artmazing

www.artmazing-group.com

Zoom User Guide

Dear guests:

Thank you for participating in "Activity Name**"!**

The online video conference is used this time, and the **online conference system operation instructions will be provided below.**

Please follow the step-by-step instructions to operate, thank you!



Zoom Operation Instructions

Step 1

Launch Meeting - Zoom

us02web.zoom.us/j/83697439136#success

zoom

Support English

Once you install Zoom Client, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

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Privacy & Legal Policies | Do Not Sell My Personal Information | Cookie Preferences

Click **Keep** when receiving notification
Then click **Zoom...**.exe

Zoom_cm_to42ank...exe

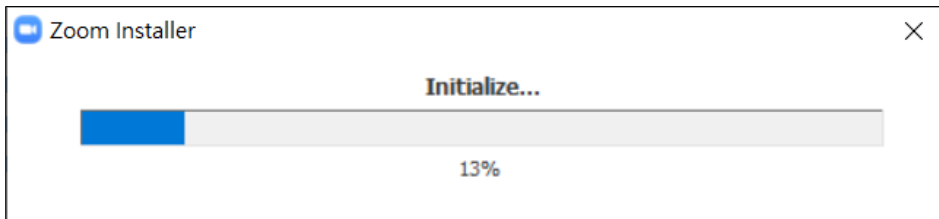
全部展开

1. After clicking the link, the window will pop up the Zoom system download page.

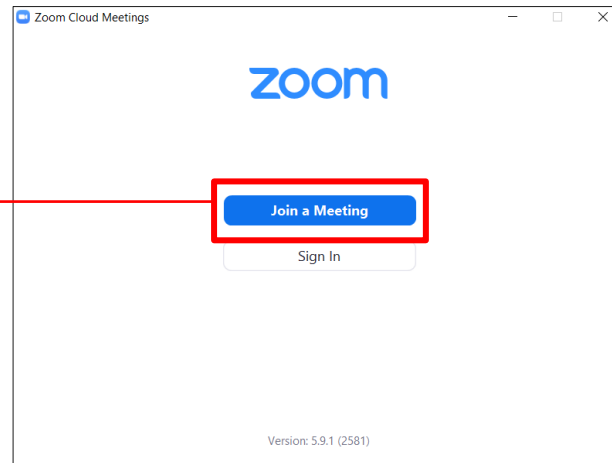
2. Please click button to install Zoom on the lower left.

Zoom Operation Instructions

Step 2



1. Click to join the meeting.



Zoom Operation Instructions

Step 3

Zoom

Join Meeting

Meeting ID or Personal Link Name

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Remember my name for future meetings

Don't connect to audio

Turn off my video

By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#).

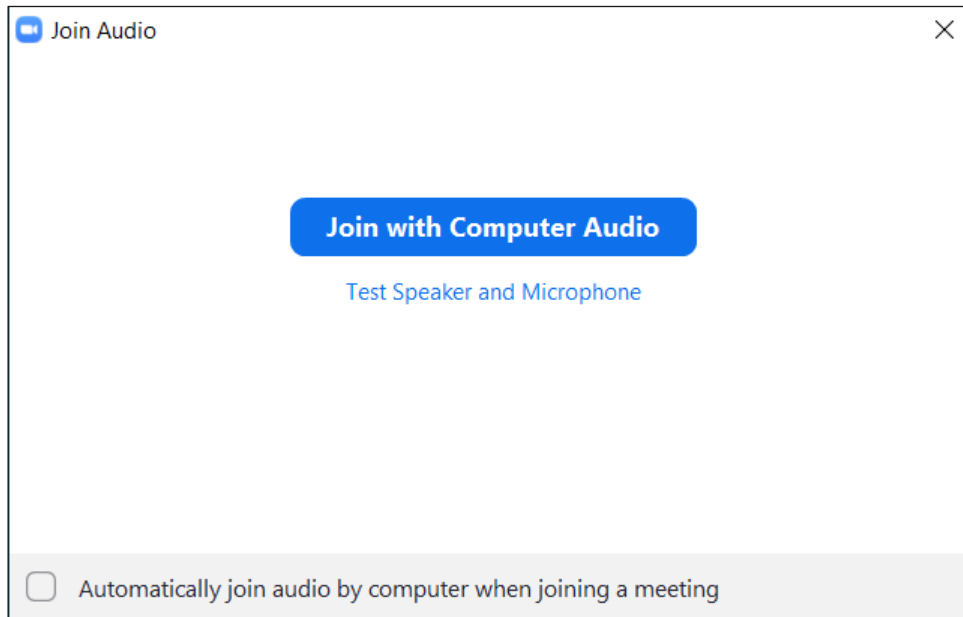
Join Cancel

Type in meeting ID and your name.

Click to start.

Zoom Operation Instructions


Step 4

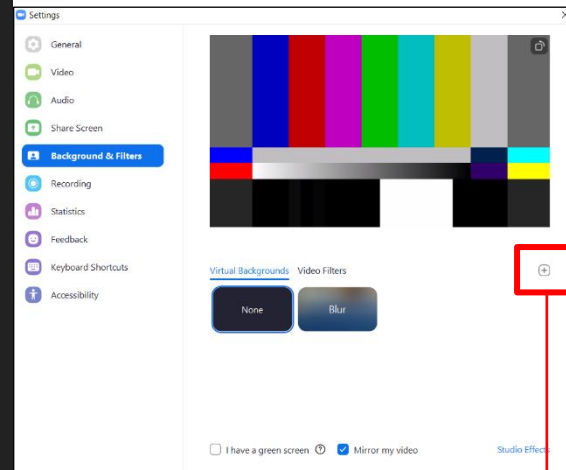
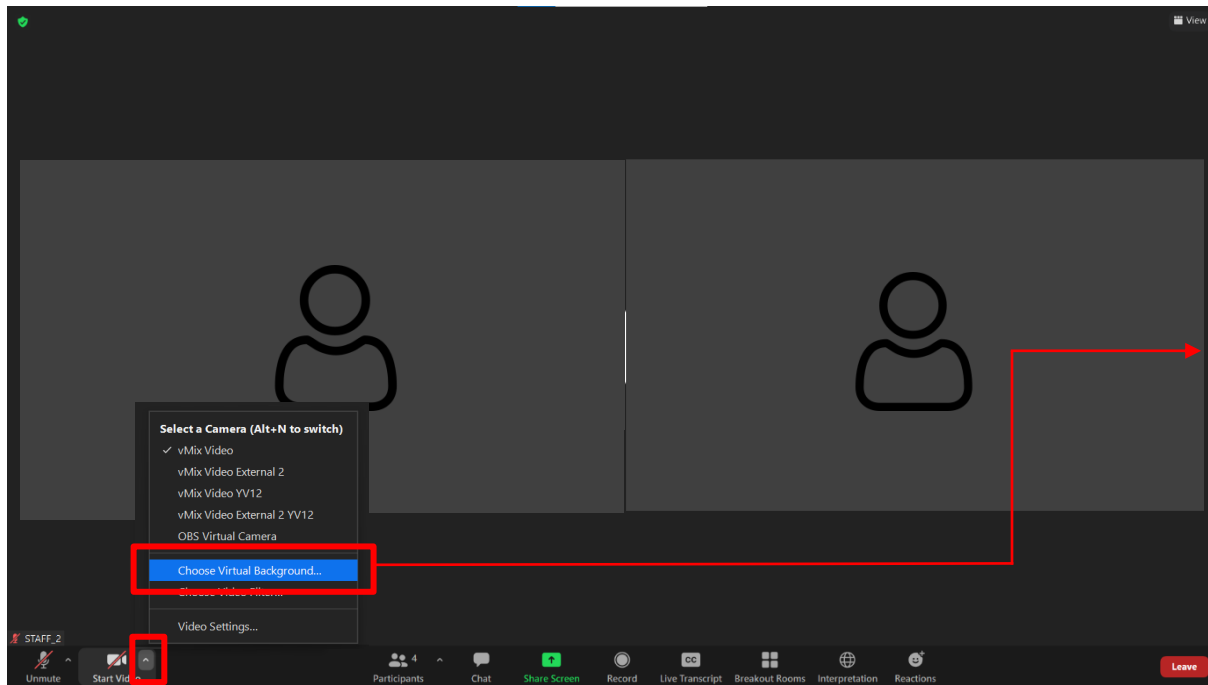


Select “Join with Computer Audio”, and test whether the equipment is normal.

Zoom Operation Instructions

Step 5

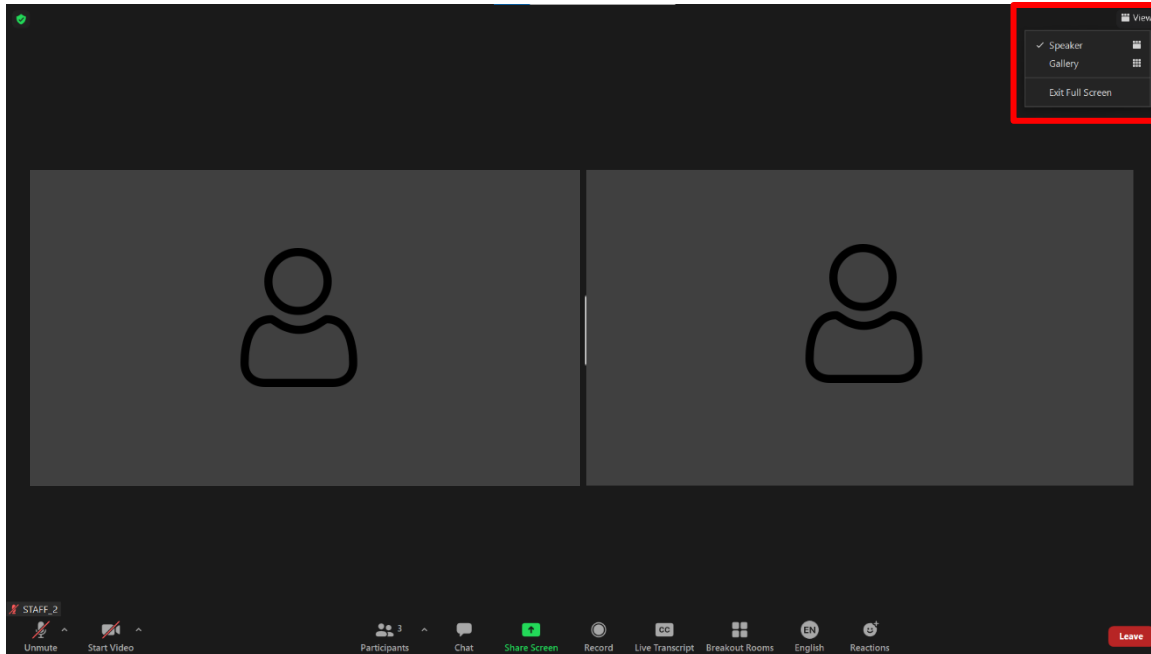
Click the  beside the video button to select a virtual background.



Click "+" to select the background image you want.

Zoom Operation Instructions

Step 6



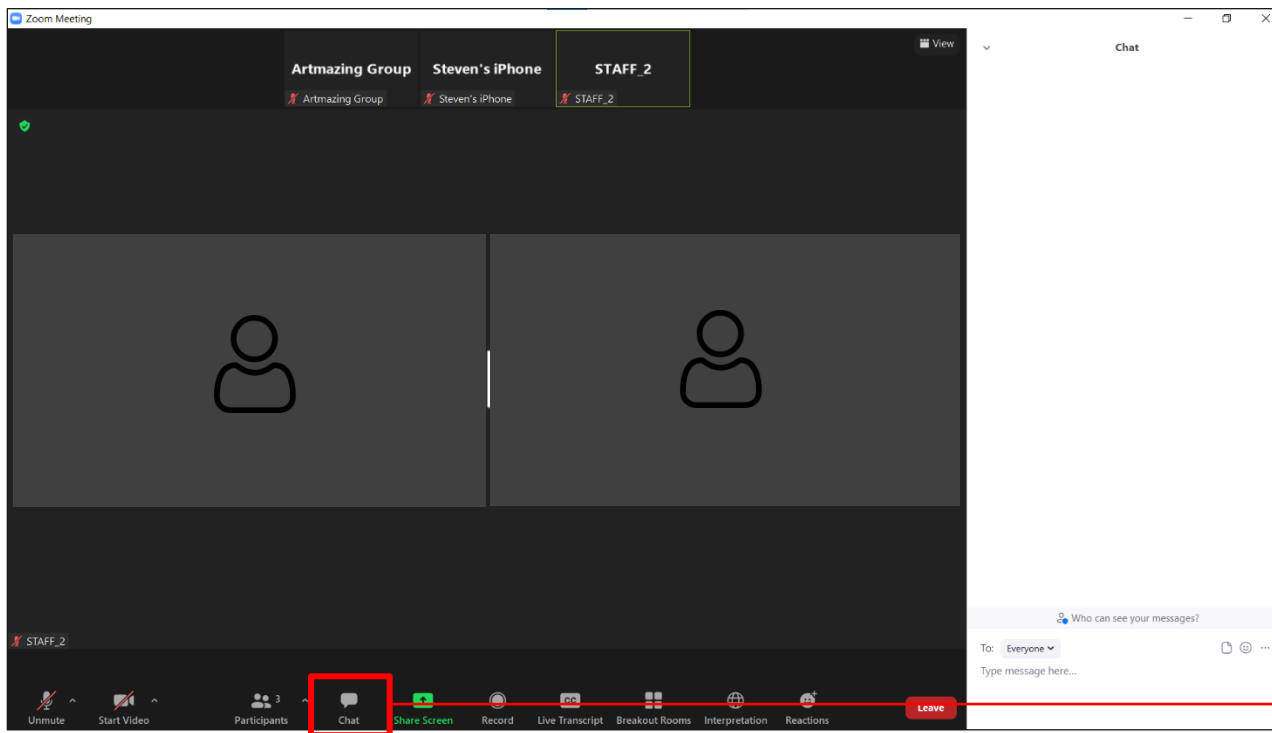
Click "View" on the upper right corner can adjust your display mode.

Gallery View: multiplayer mode.

Speaker View: Speaker Mode.

Zoom Operation Instructions

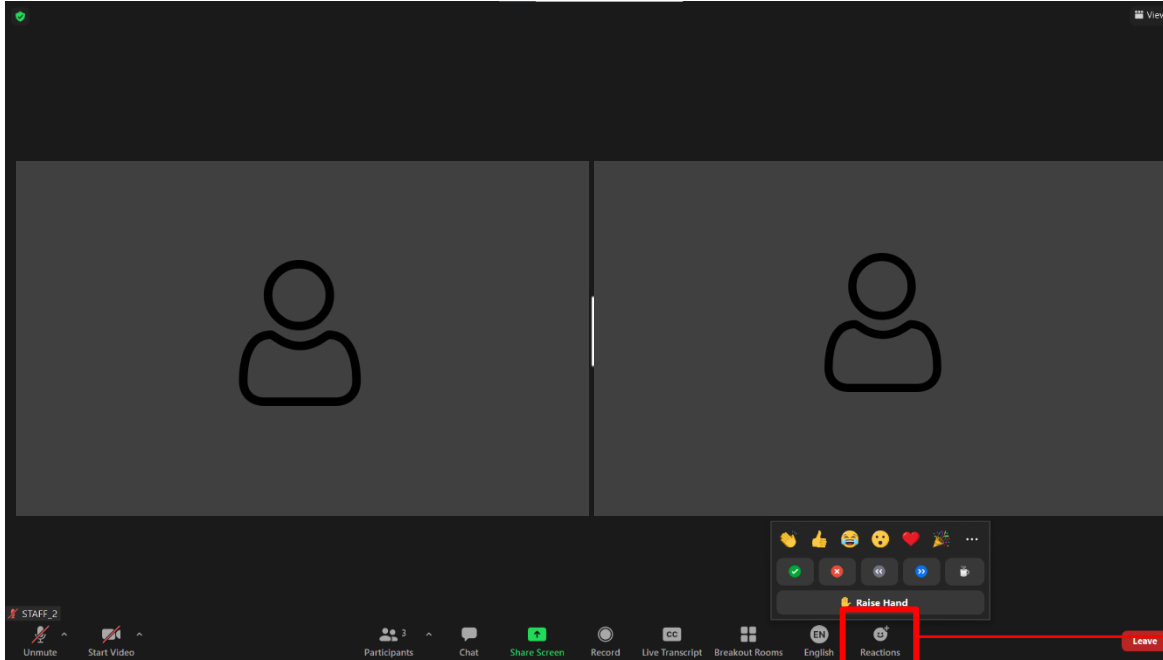
Step 7



Chat box allows you to participate the discussion during the meeting.

Zoom Operation Instructions

Step 8



You can give feedback to the speaker by sending an emoji or raising hand if you have other opinion.

Zoom Operation Instructions

Step 9

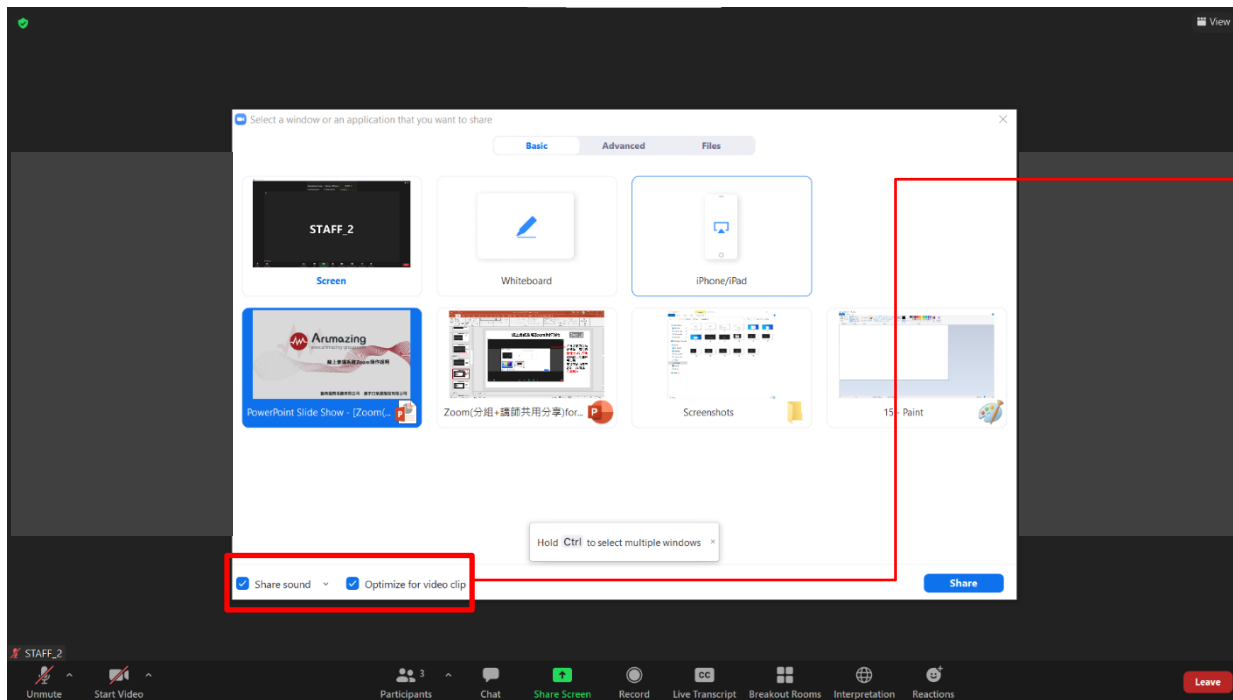


Click share button to share your slides.



Zoom Operation Instructions

Step 10

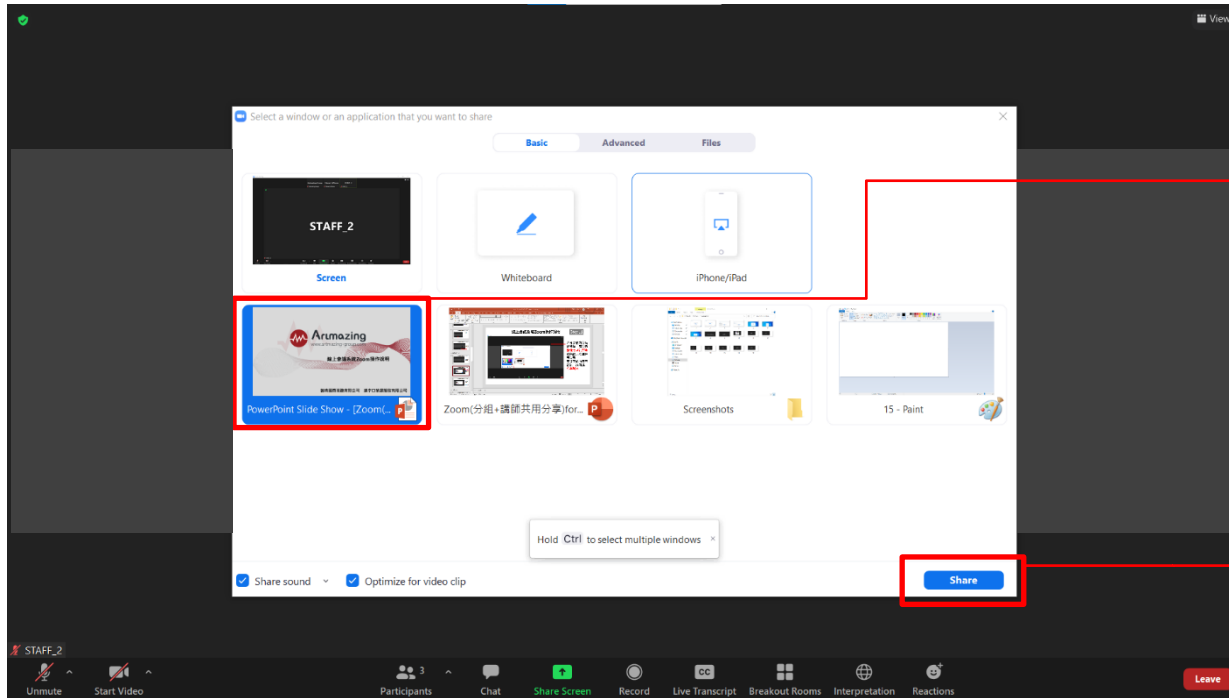


If there are videos in your slide, please click **Optimize for video clip**.

If there has audio in your slide, please click **Share sound**.

Zoom Operation Instructions

Step 11

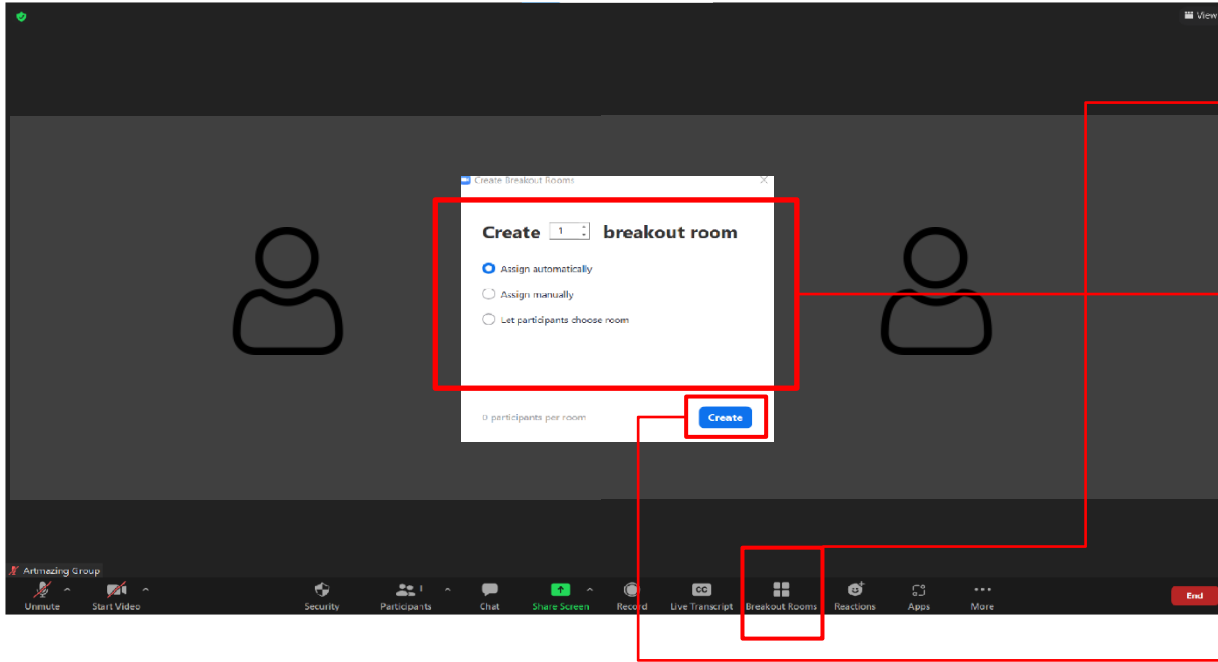


1. Select the window which you want to share.

2. Click share to start.

Zoom Operation Instructions

Step 12



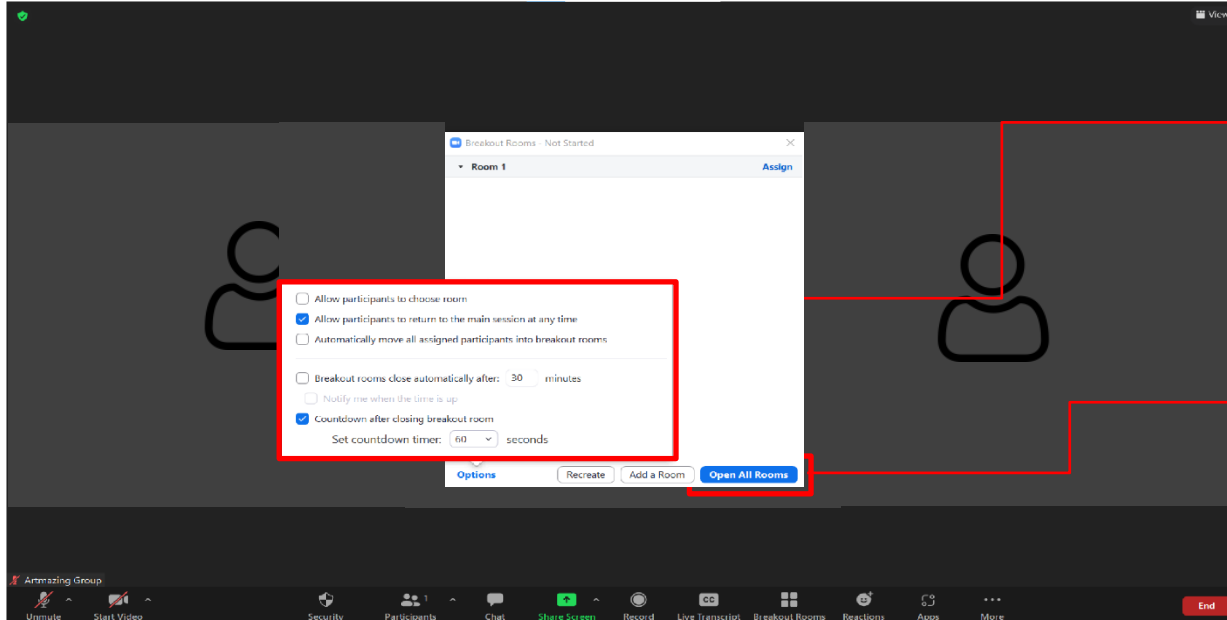
1. Click Breakout Rooms.

2. Set the number of breakout rooms.

3. Create Breakout Rooms.

Zoom Operation Instructions

Step 13

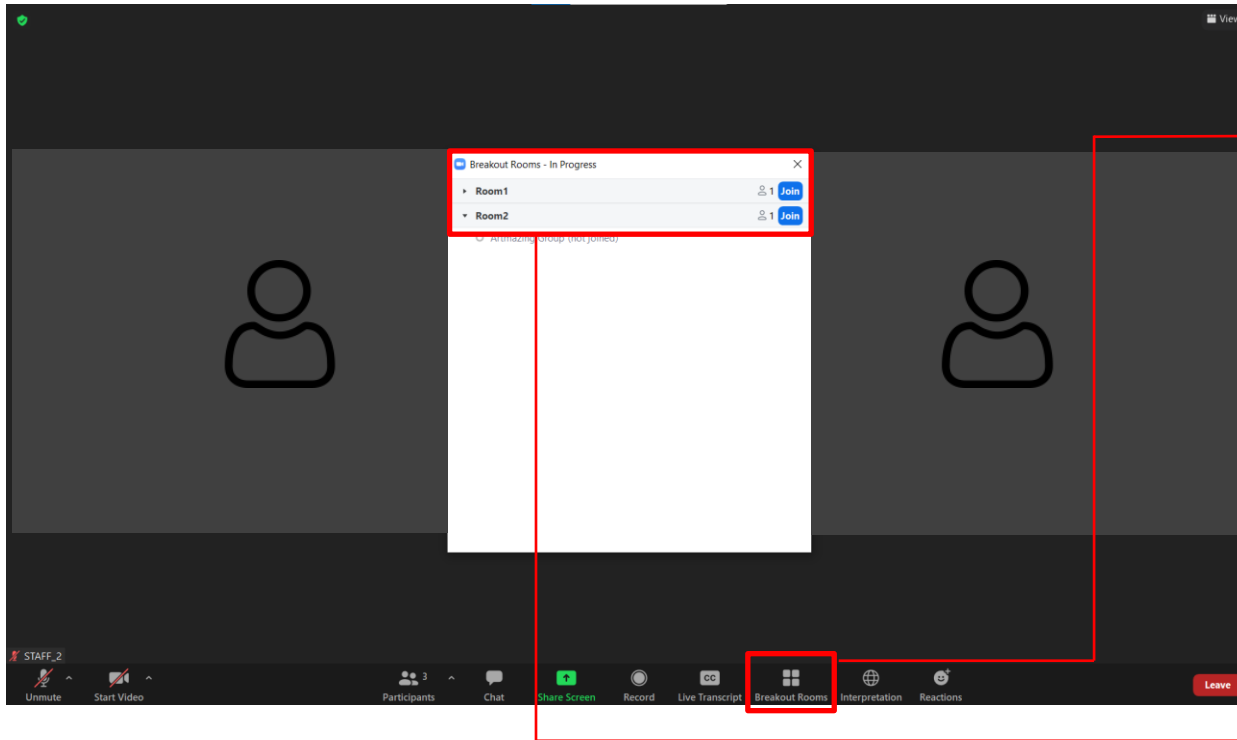


1. Set the participant restrictions.

2. Click here to start.

Zoom Operation Instructions

Step 14

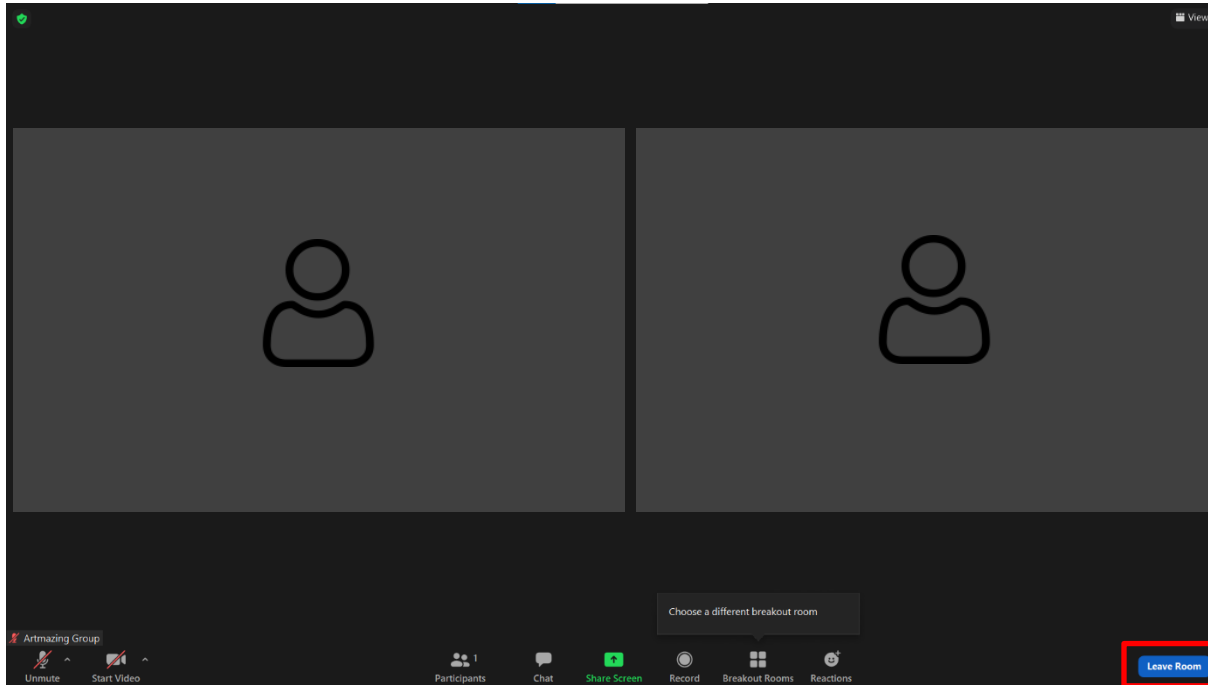


1. Click Breakout Rooms.

2. Select the group you want to join

Zoom Operation Instructions

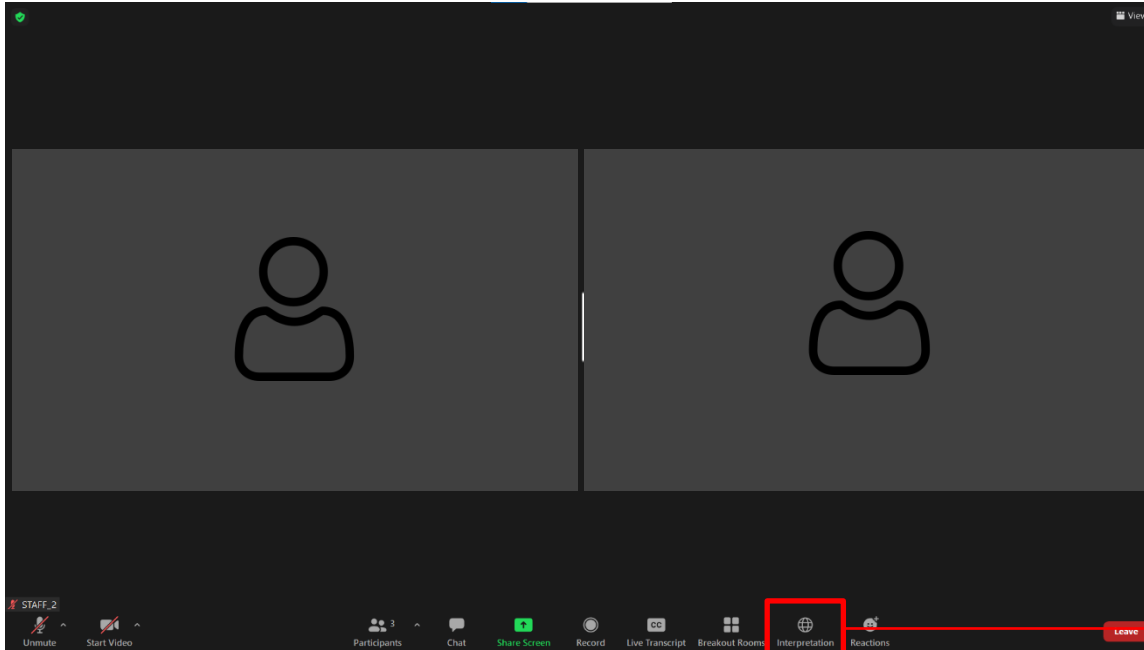
Step 15



When the group discussion is over, click **“Leave Room”** to leave the group discussion.

Zoom Operation Instructions

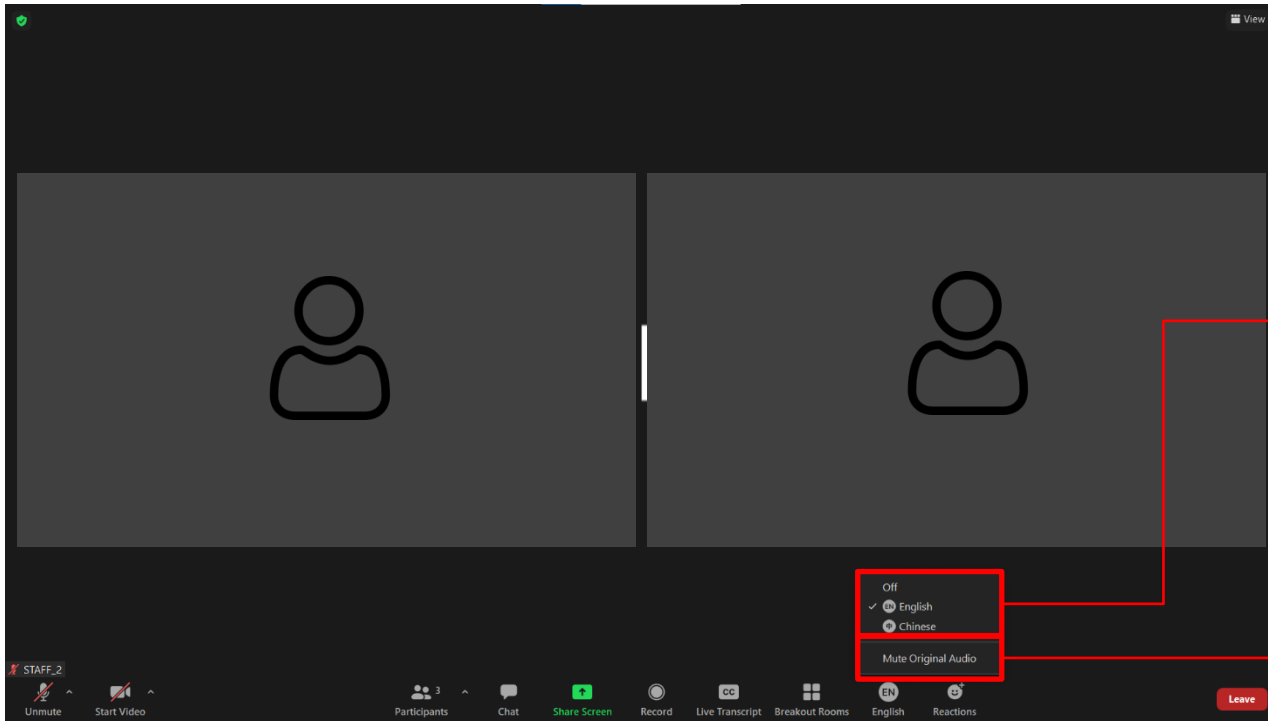
Step 16



You can manage interpretation setting here.

Zoom Operation Instructions

Step 17



1. Select your language.

2. Click to mute original sound.



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Artmazing language Services Co., Ltd.