



『The 2<sup>nd</sup> Congress of EASA』

# Zoom Manual

(PC Version)

# 『The 2<sup>nd</sup> Congress of EASA』 Via Zoom

## ■ Rehearsal Test - Oct. 28 (Thu.), 2021

- Link for Zoom Meeting

: <https://us02web.zoom.us/j/86260837973?pwd=dmxnOUd0ejlyRnRmL0tQbFFPZ1hrUT09>

- Conferece ID : 862 6083 7973 / PW : 211028



# 『The 2<sup>nd</sup> Congress of EASA』 Via Zoom

## ■ DAY 1 - Oct. 29 (Fri.), 2021

- Link for Zoom Meeting

: <https://us02web.zoom.us/j/87275227802?pwd=eWcwZ1RuQnZib0NUaHRJcFpscU9BUT09>

- Conferece ID : 872 7522 7802 / PW : 211029



## ■ DAY 2 – Oct. 30 (Sat.), 2021

- Link for Zoom Meeting

: <https://us02web.zoom.us/j/86914303174?pwd=NXQ4RHI6YkxxRG4yZGRoYUZPSErBdz09>

- Conferece ID : 869 1430 3174 / PW : 211030



1. Connect to Zoom using **Chrome** (<https://zoom.us>)

2. **ZOOM(Website) download : 'Meetings Client' download** at the bottom of the main website

The screenshot shows the Zoom website footer. At the top left is the Zoom logo. Navigation links include SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. A prominent orange button says "SIGN UP, IT'S FREE". A green banner contains the text: "We have developed resources to help you through this challenging time. [Click here](#) to learn more." Below this are two buttons: "Request a Demo" and "Buy Now". The footer is dark blue and contains several columns of links: "About" (Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations, Partners, Investors, Press, Media Kit, How to Videos, Brand Guidelines), "Download" (Meetings Client, Zoom Rooms Client, Browser Extension, Outlook Plug-in, Lync Plug-in, iPhone/iPad App, Android App), "Sales" (1.888.799.9666, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events), "Support" (Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility, Privacy and Security), "Language" (English), and "Currency" (US Dollars \$). Social media icons for YouTube, LinkedIn, Twitter, Instagram, and Facebook are at the bottom right. The footer text reads: "Copyright ©2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies | About Ads | Do Not Sell My Personal Information | Cookie Preferences". A red box highlights the "Download" link, and a red arrow points from the text above to it.

### 3. Click to Download

## Download Center

Download for IT Admin ▾

### Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

✓Click

Download

Version 5.2.0 (42619.0804)

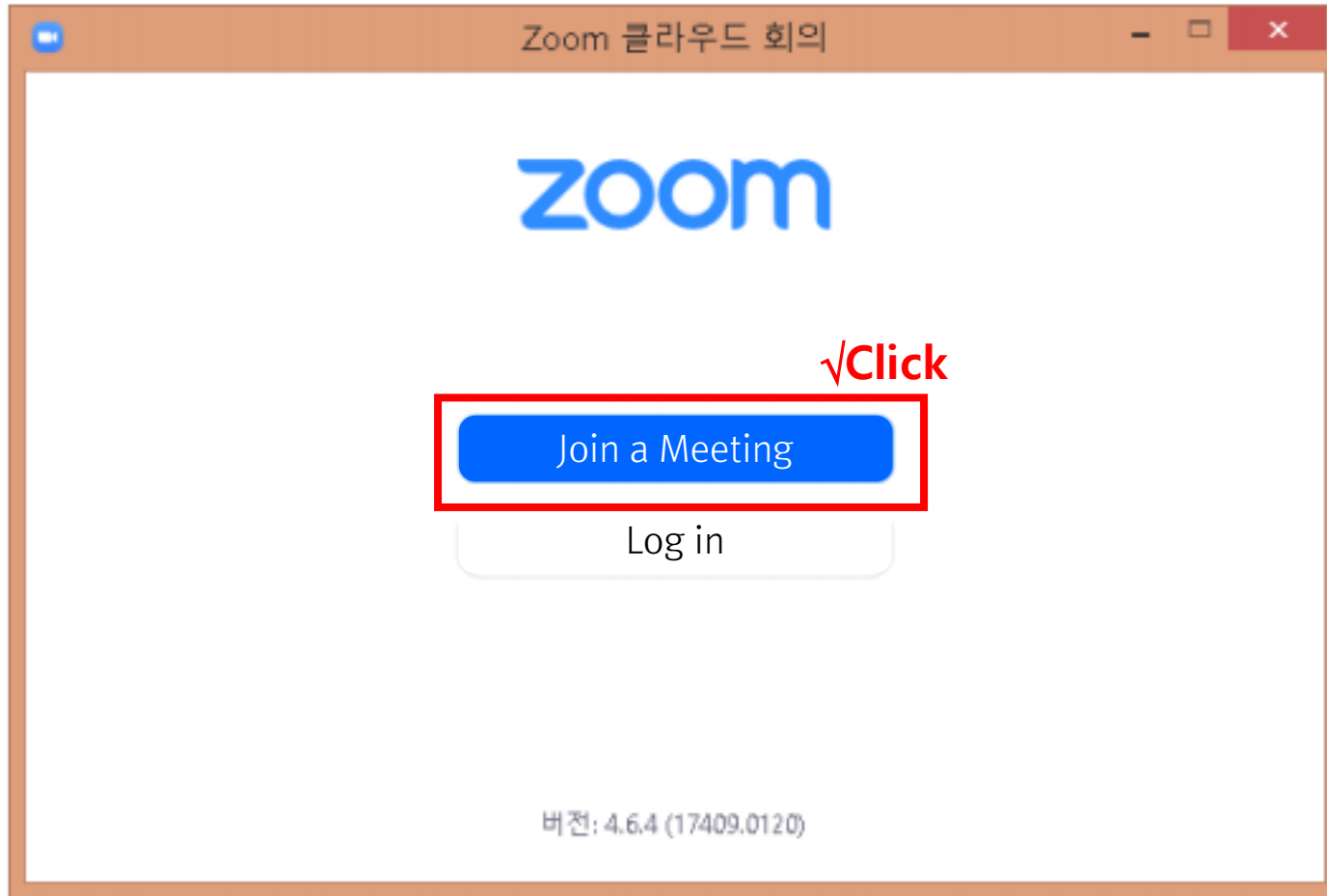
### Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

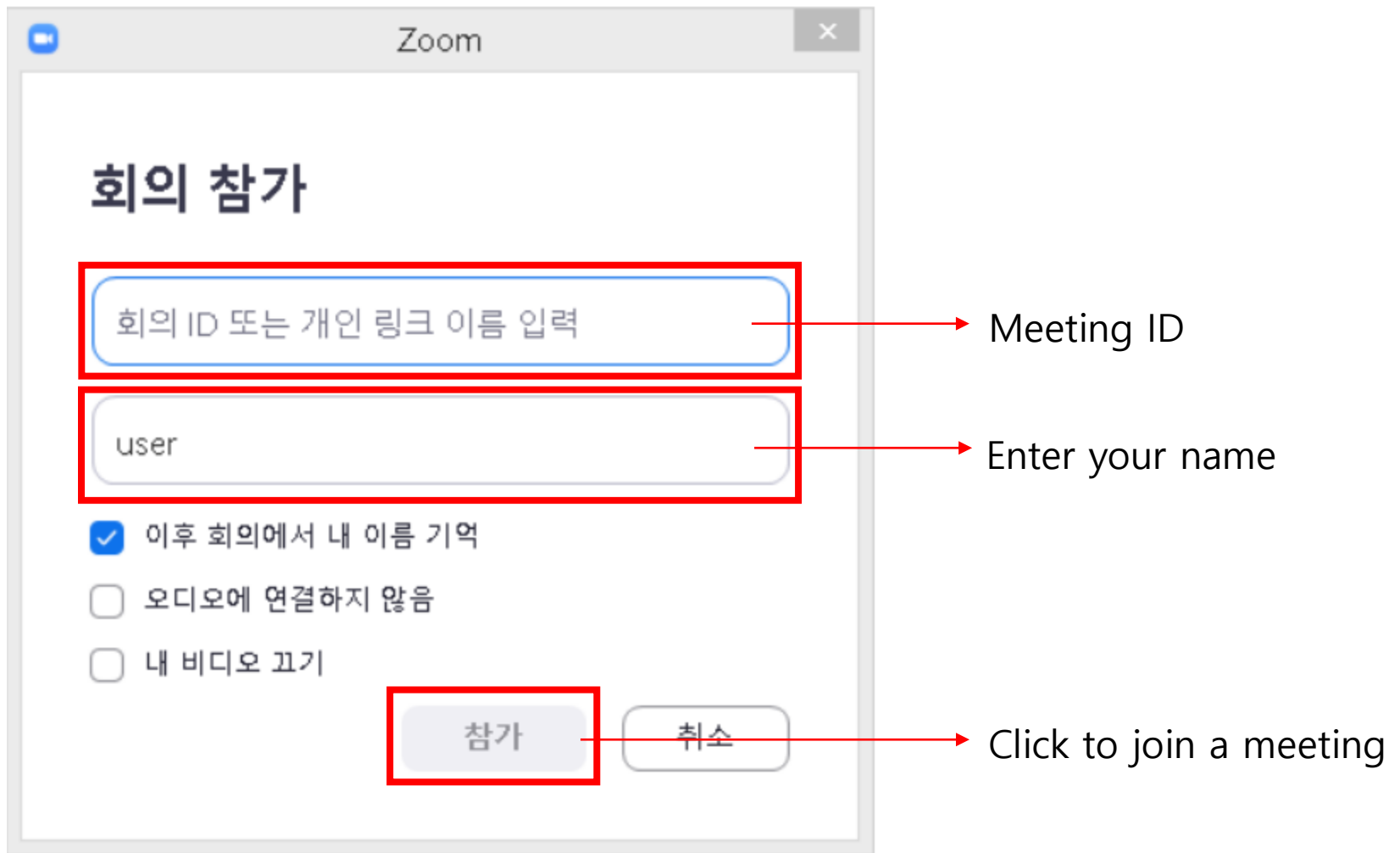
Download

Version 5.2.41981.0729

## 4. Click to Join a Meeting



## 5. Please join after entering the following details.



The image shows a Zoom window titled "Zoom" with a close button in the top right corner. The main heading is "회의 참가" (Join Meeting). Below the heading are two input fields, both highlighted with red boxes. The first field contains the placeholder text "회의 ID 또는 개인 링크 이름 입력" (Enter Meeting ID or Personal Link Name) and is pointed to by a red arrow labeled "Meeting ID". The second field contains the placeholder text "user" and is pointed to by a red arrow labeled "Enter your name". Below the input fields are three checkboxes: the first is checked and labeled "이후 회의에서 내 이름 기억" (Remember my name in future meetings), the second is unchecked and labeled "오디오에 연결하지 않음" (Do not connect to audio), and the third is unchecked and labeled "내 비디오 끄기" (Turn off my video). At the bottom, there are two buttons: "참가" (Join) and "취소" (Cancel). The "참가" button is highlighted with a red box and pointed to by a red arrow labeled "Click to join a meeting".

Zoom

### 회의 참가

회의 ID 또는 개인 링크 이름 입력 → Meeting ID

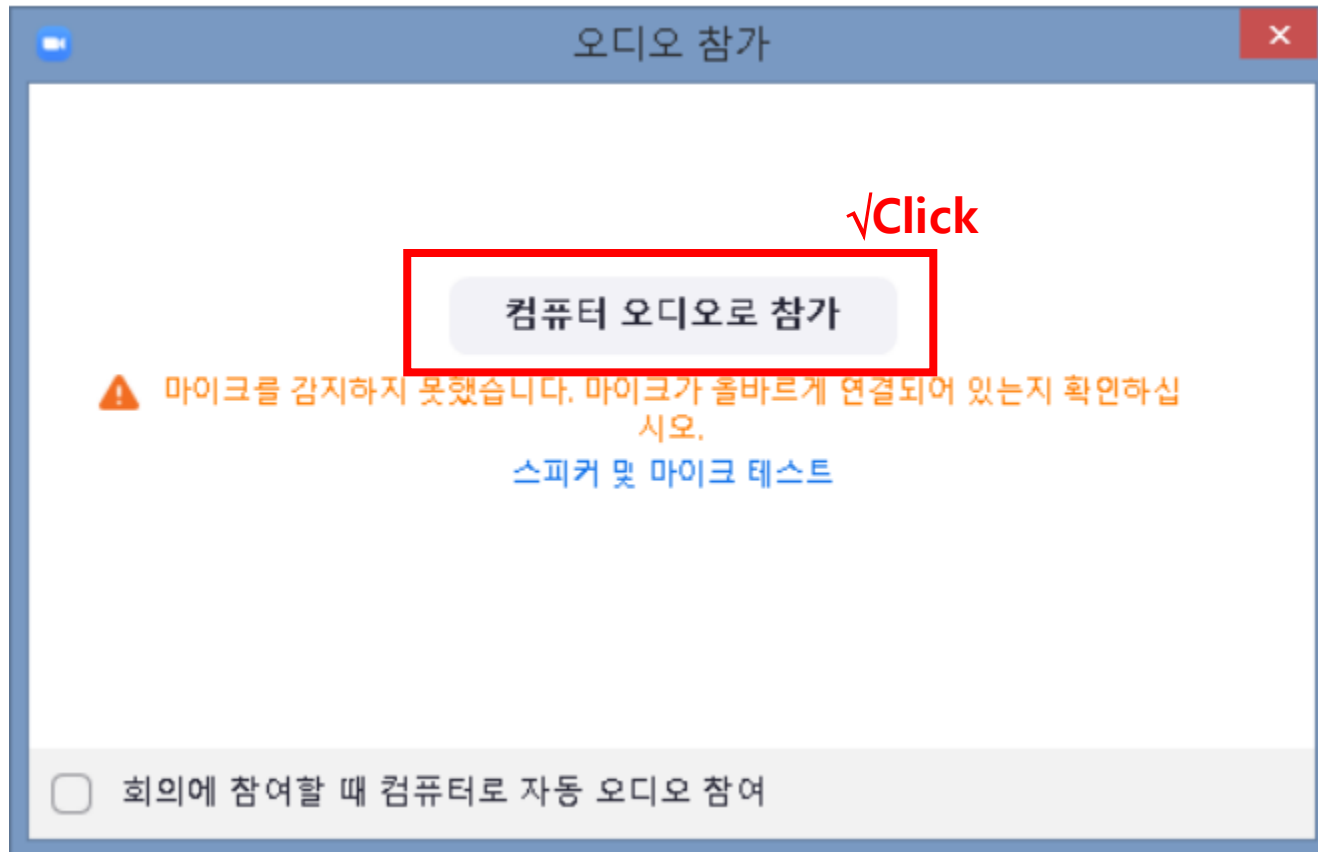
user → Enter your name

이후 회의에서 내 이름 기억  
 오디오에 연결하지 않음  
 내 비디오 끄기

참가 → Click to join a meeting    취소

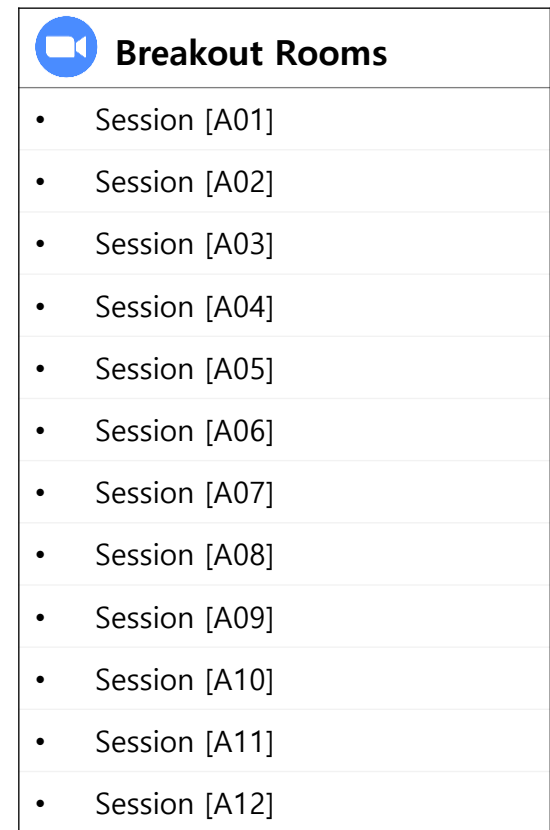
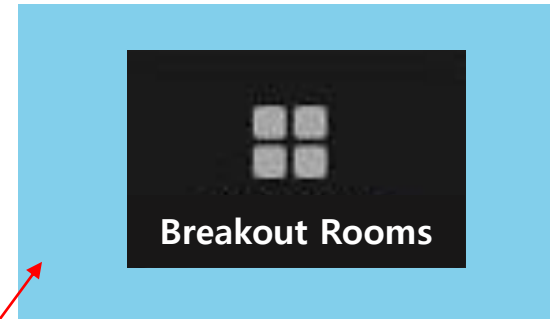
## 6. Click on Join Audio

※ Please make sure the microphone, speaker and camera of your computer are turned on





7. If you click the [Breakout Rooms] icon at the bottom of the Zoom screen, a pop-up window will appear as shown on the right. Choose a Breakout Rooms that suits you and enter it.



8. If you click the [Share Screen] icon at the bottom of the zoom, a pop-up window will appear as shown in the screen on the right, and among them, select a presentation file.

