

ICCES2020/2021

January 6-10, 2021

HOW TO USE ZOOM

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How do I join ICCES20/21

(Video Tutorial)

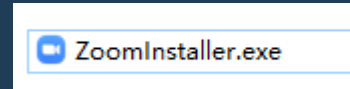


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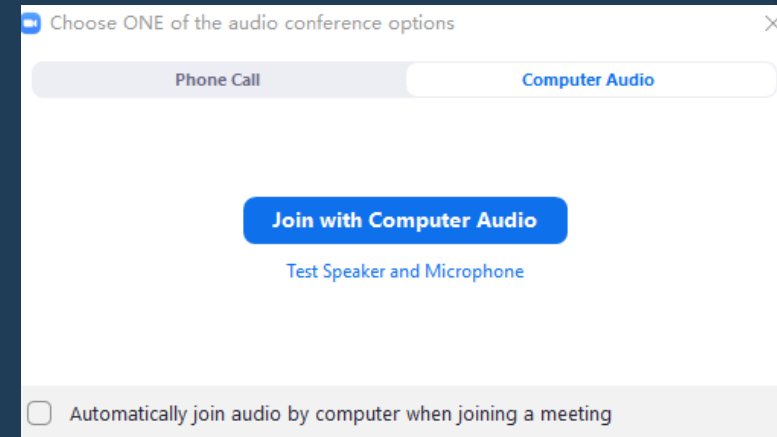
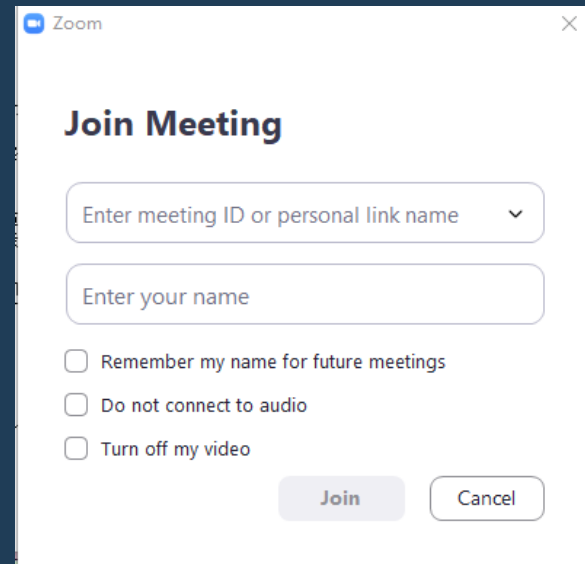
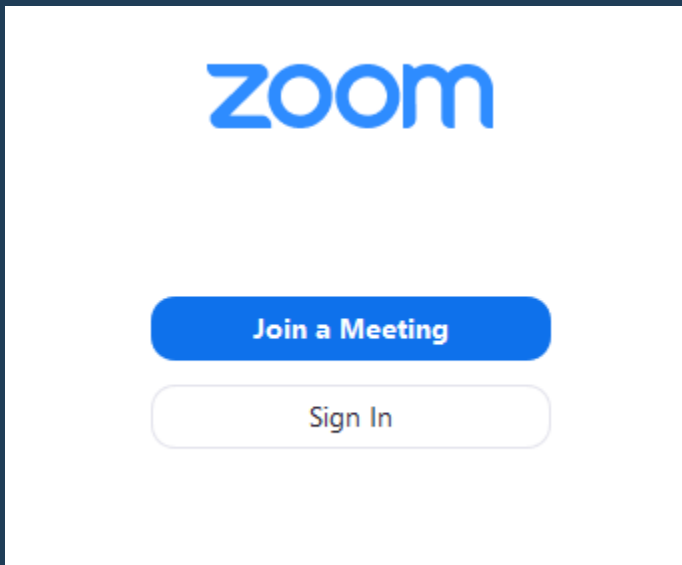
Download the APP

<https://zoom.us/support/download>

<https://www.zoom.com.cn/download>



Click “Join a Meeting”-----Enter Meeting ID-----Enter your name as “ Submission ID + Full Name” (listeners rename as " LIS+Name+Affiliation")-----Click “Join”----- Click “Join with Computer Audio”.



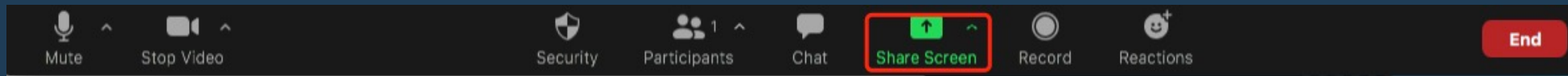
How do I share my screen

(Video Tutorial)

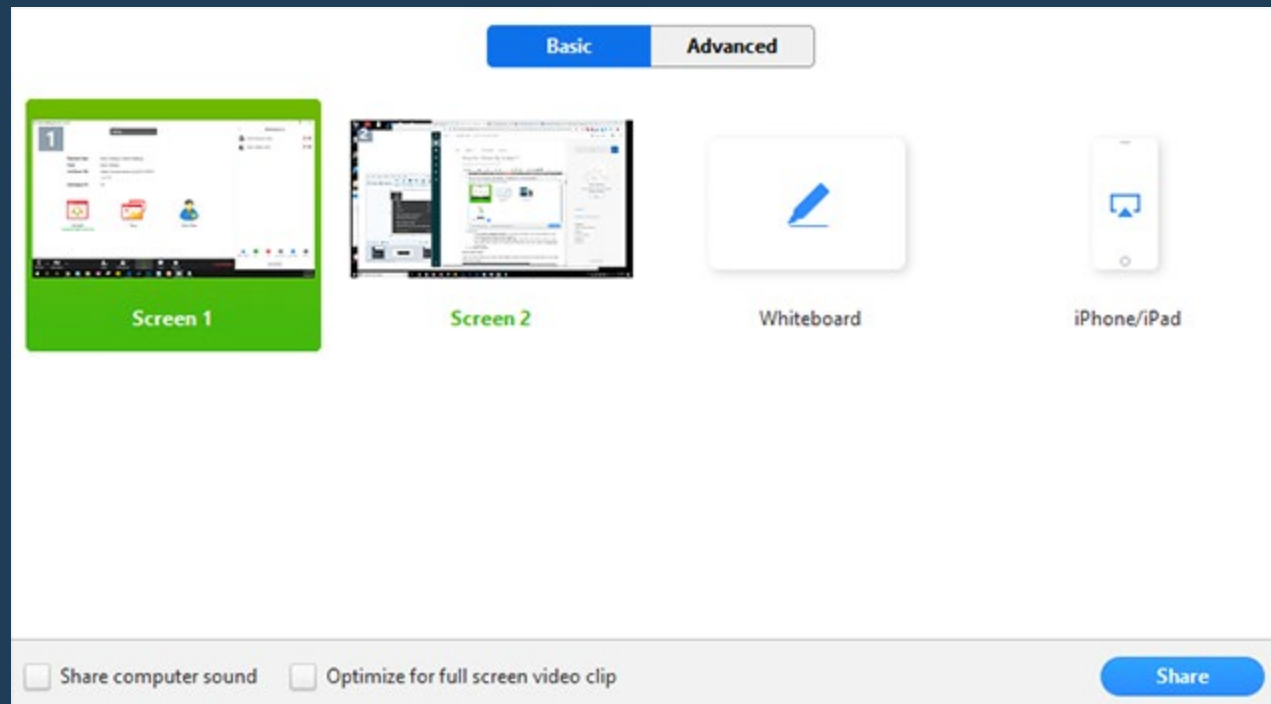


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Click “Share Screen” (Shortcut: Alt + S)



Select your Presentation Slides-----Click “Share” -----Click “Stop Share” (Shortcut: Alt + S).

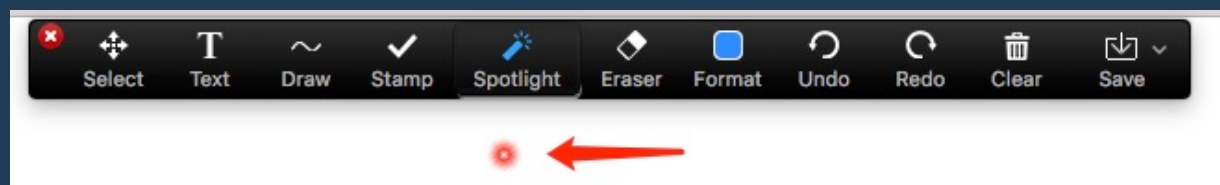
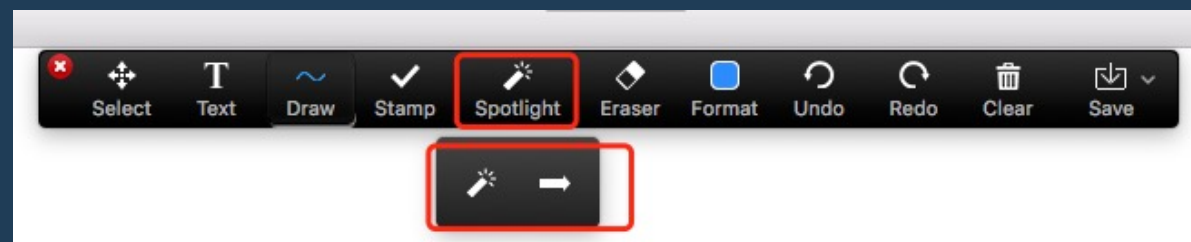
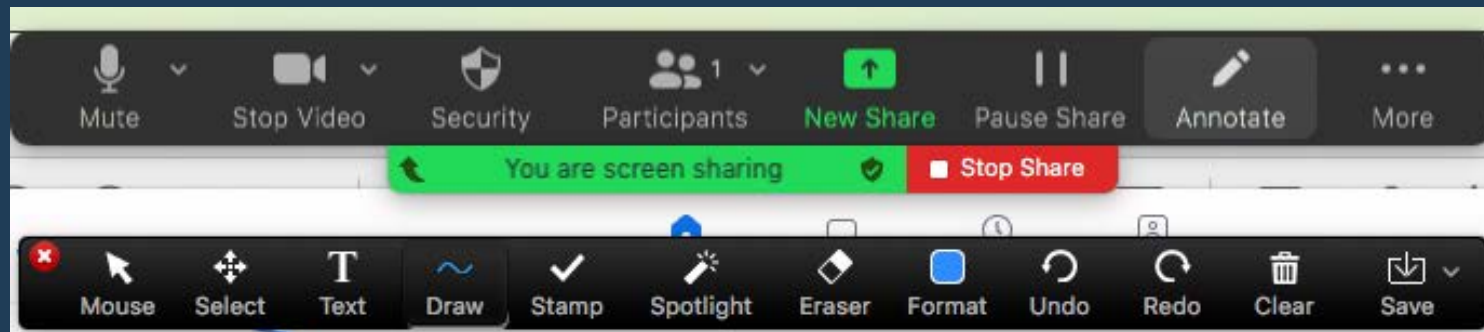


How do I use mouse pointer during presentation?



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Click “Annotate”-----Click “Spotlight”-----Choose the first icon

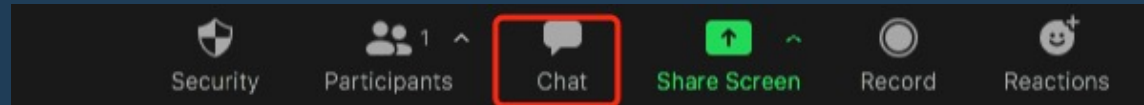


How do I communicate with other participants?

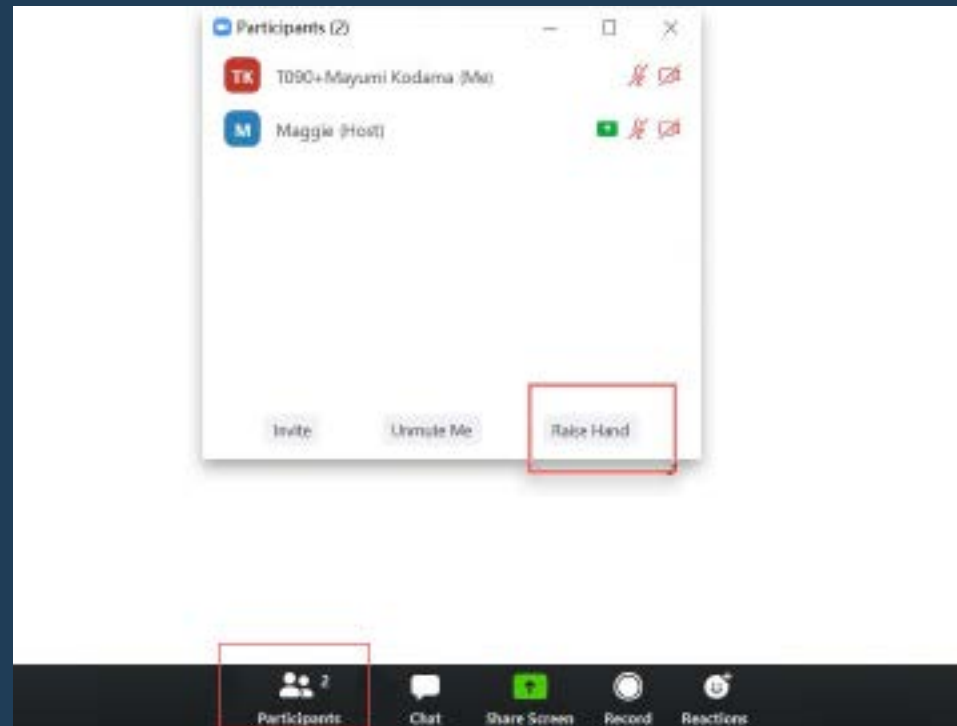


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Click “Chat” (Shortcut: Alt + H) -----Q&A time, use the function of “ Raise Hand”



Click “ Participants” first, then you will see the button of “ Raise Hand”

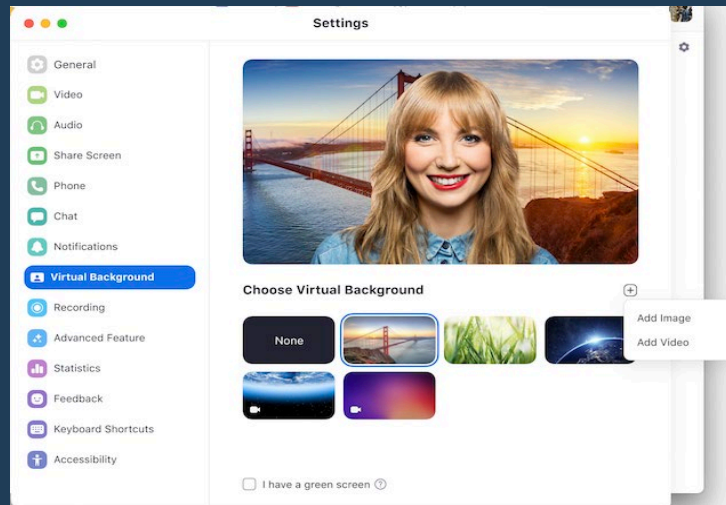


How do I use virtual background? ([Video Tutorial](#))

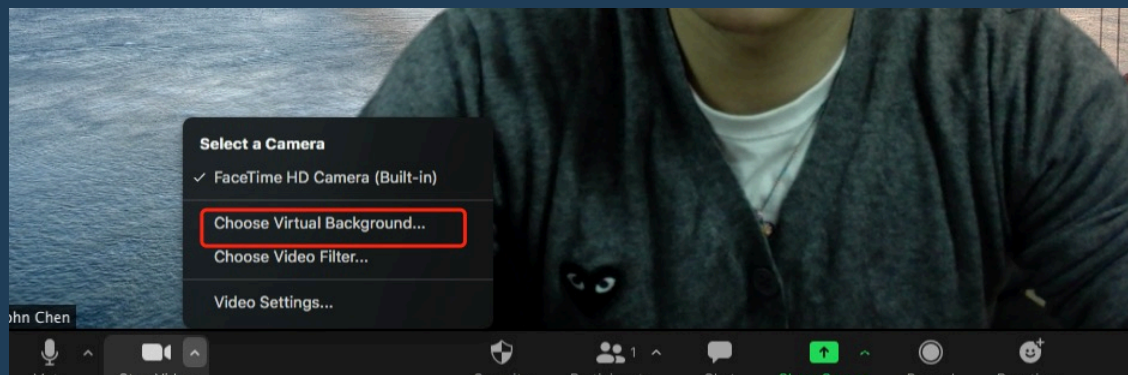


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Method 1: Click “Settings” ----- Select “Virtual Background”



Method 2: Click the ^ arrow next to Start/Stop Video-----Click “Choose a virtual background”.

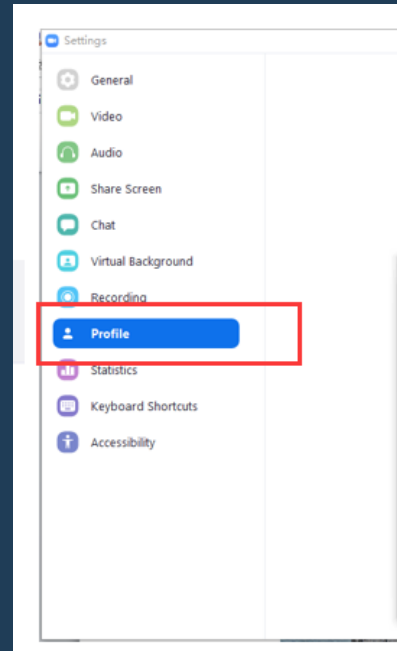


How do I change profile picture ?

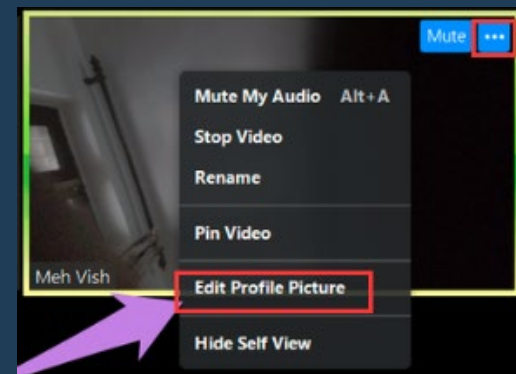


Method 1: Click "Settings" ----- Select "Profile" ----- Click your profile picture and Edit.

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Method 2: Click on "Manage Participants"(Shortcut: Alt + U)
-----Find yourself, click on "More"
-----select the "Add / Edit profile picture"



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**Looking forward to
your attendance!**

