



COMCEC VIRTUAL ZOOM MEETING PROCEDURES

Getting Started

Firstly, the participants will need wired internet connected desktop computers, laptop, or smartphones to attend the relevant meeting. If the participants are using Wi-Fi, it's recommended that they remain in an area with strong internet signal for the entirety of the call. If their internet connection is still weak, they can still join the meeting, however it may be worthwhile for them to reduce their network usage while in the call.

If the device that you intend on using to connect to Zoom does not already have an inbuilt microphone and a webcam, you may need to procure a USB-webcam and microphone/headset for the Zoom call.

We kindly ask you to pay attention to the following points about the meeting.

- The meeting will be recorded.
- To prevent the mixing of sounds during the meeting, all participants are expected to keep their microphones off, except for speech.
- **Please do not forget to fill-out the username respectively with your country and your name (ex. TURKEY- Hakan USLU) to reflect the country you represent.**
- You can raise your questions by asking the floor from the moderator or make use of the chat section.
- When you ask for the floor, please click on the *hand symbol* in the participants section.
- **Please note that the interpretation service is only available through the updated desktop application or mobile application of the ZOOM. If you are connecting from your web browser (Google/Mozilla etc.) or outdated version of desktop application, you cannot reach the interpretation service.**
- **In order to use language interpretation you must select either one of the language channels of your choice. You will hear nothing unless you select any channel.**

Join a Meeting

You can join Zoom meeting by clicking the meeting URL, or by entering the meeting ID into the Zoom Web Portal, the desktop app, or mobile app. Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

A. Join a Meeting via URL

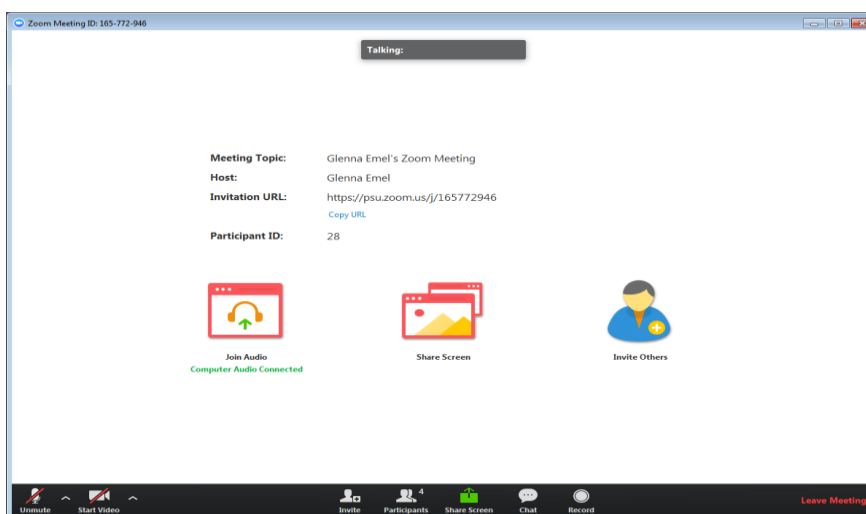
1. Click the **Meeting URL** provided by the host.
2. If necessary, follow the prompts to download and install the **Zoom desktop application**.

NOTE: You will need to download and install the Zoom desktop application to use meeting chat and participate in polls.

B. Join a Meeting via the Zoom Web Portal

1. Navigate to the Zoom Web Portal at <https://zoom.us/> in your web browser.
2. Click **Join (Connect to a meeting)**.
3. Enter the **Meeting ID** into the field. The meeting ID is the 9, 10, or 11-digit number located in the meeting invitation or at the end of the Zoom meeting URL.
4. Click **Join**.
5. If necessary, follow the prompts to download and install the **Zoom desktop application**.

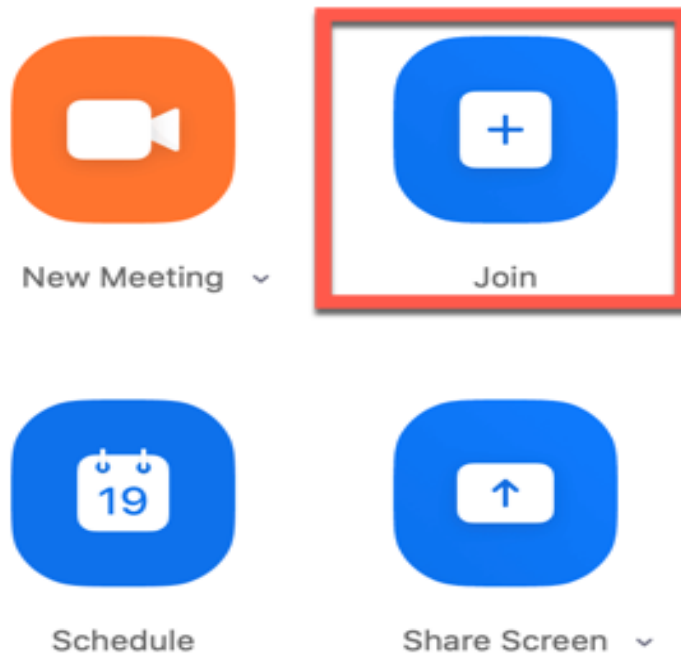
NOTE: If the host has decided not to allow participants to join before the host, you will see a message appear on your screen and you will automatically join the meeting when the host arrives.



Join a Meeting Using the Zoom Desktop Application

To Join a Meeting with a URL or Meeting ID

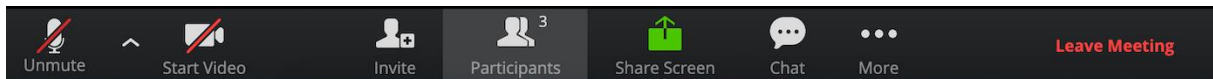
1. Open your Zoom desktop application.
2. Click **Join** in the Zoom application window.



3. Enter the URL or meeting ID in the **Meeting ID or Personal Link Name** field.

4. Click **Join**.

Mute/Unmute Audio and Adjust Audio Options

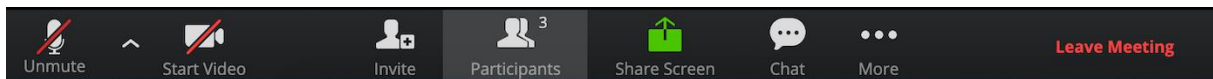


Using audio in a Zoom meeting requires you to have access to either a microphone through your computer or a telephone. Please be aware that the host can control participant audio during the meeting. This means the host can mute and unmute you at any time. Check the icons in the menu bar and the Participants panel to determine your current audio setting.

1. To unmute yourself and begin talking, click the **Unmute** button (microphone) in the bottom-left corner of the meeting window.
2. To mute yourself, click the **Mute** button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.
3. To test your computer microphone and speakers, click the **up arrow** to the right of the microphone icon and select **Audio Settings**.

NOTE: You can switch to a different audio input device using the Audio Settings option. If you have joined the meeting via computer audio, be sure to leave computer audio before dialing in to the meeting via the phone.

Start/Stop Video and Adjust Video Options




1. Click the **Start Video** button in the menu bar at the bottom of the window to begin your video stream.
2. Click the **Stop Video** button to stop sharing your video stream.
3. To choose a different webcam or adjust your video settings, click the **up arrow** to the right of the Video icon and select **Video Settings**.

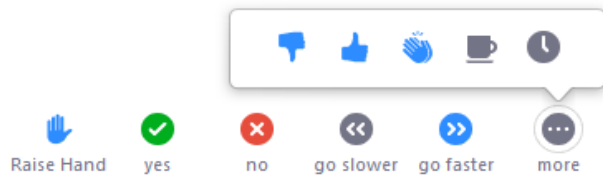
NOTE: When your video is activated, The **Enter/Exit Full Screen** options are available in the upper right of the screen.

Providing Nonverbal Feedback During Meetings (Participants)

To provide nonverbal feedback to the host of the meeting:

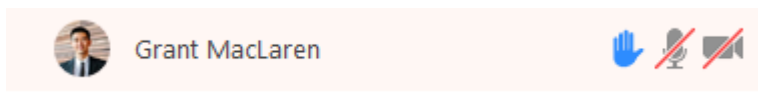
1. Join a Zoom meeting as a participant.
2. Click the Participants button.

3. Click one of the icons to provide feedback to the host. Click the icon again to remove it.

Note: You can only have one icon active at a time.



- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster

The icon will appear next to your name in the participants list.



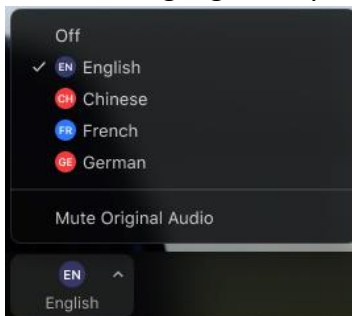
Listening to Language Interpretation

To listening the language interpretation from your computer

1. In your meeting controls, click **Interpretation**.



2. Click the language that you would like to hear.



3. (Optional) To only hear the interpreted language, click **Mute Original Audio**.

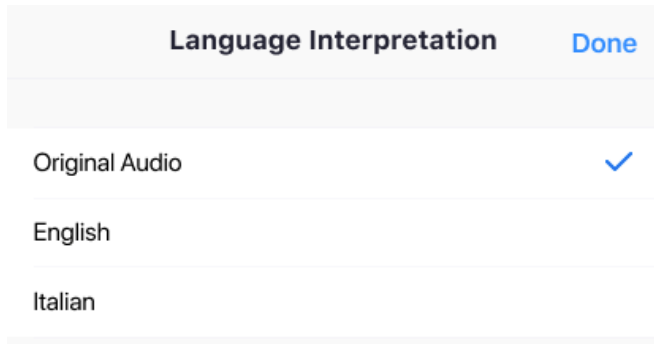
To listening the language interpretation from your smartphones

1. In your meeting controls, tap **... More**.



2. Tap **Language Interpretation**.

3. Tap the language you would like to hear.



4. (Optional) Tap the toggle to **Mute Original Audio**.



5. Click **Done**.

NOTE: The following features must be available to use the **Language Interpretation**

Zoom Desktop Client

- Windows: **5.2.1 (44052.0816)** or higher
- macOS: **5.2.1 (44040.0816)** or higher

Zoom Mobile App

- Android: **5.2.1 (44042.0816)** or higher
- iOS: **5.2.1 (44038.0816)** or higher

NOTE: The interpretation service is **only** available through the updated desktop application or mobile application of the ZOOM. If you are connecting from your web browser (Google/Mozilla etc.) you **cannot** reach the interpretation service.

Send Messages with Chat

You can send a chat message to all participants in the meeting or privately to specific individuals.

NOTE: When you enter a meeting, any messages posted in chat prior to you joining the meeting are not visible to you in the chat panel.

Send a Message to Everyone

1. Click the **Chat** button in the menu bar to open the Chat panel.
2. Type your message in the **Text box** at the bottom of the panel.
3. Press **Enter** to send the message.

Send a Private Message

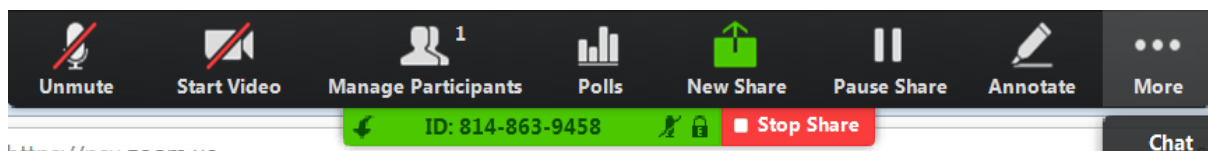
You can send a private message to a single person by clicking the down arrow in the **To:** field and selecting the person's name from the list. The person's name will stay selected until you click the down arrow again and select **Everyone (In Meeting)**.

Share Your Screen

Both hosts and participants can share their screen in Zoom. However, participants cannot share if the host is already sharing or if the host has disabled this feature for participants.

1. Click the **Share Screen** button on the menu bar.
2. Select the desktop or application you would like to share or select **whiteboard** to share a whiteboard. Selecting **Screen** will allow you to share any open window on your computer.
3. Click the **Share** button at the bottom of the screen.

When sharing your screen, the menu bar moves to the top of your screen and disappears until you roll your cursor over the area. Additional tools, such as Chat, Remote Control and the Audio options are located under the **More** button. To reposition the menu bar, click and drag it to another location on your screen.



4. If you receive a chat message while you are screen sharing, the More button will blink. To view the chat message, click the **More** button and select **Chat** from the menu.
5. Click the **Annotate** button to open the annotation toolbar. Use the draw tools (arrows, shapes) to direct participants' attention to an area of your screen or use the text tool to type notes on the screen.
6. Click the **X** in the upper right of the annotation menu to close the annotation menu.
7. Click the **More** icon to view additional options.
8. Click **Stop Share** in the small menu bar to stop sharing your screen.

NOTE: The host can control who can share their screen, therefore this feature may be disabled in your meeting.

Leave a Meeting

1. Click the **Leave Meeting** option in the menu bar to exit the meeting.
2. Click the **Leave Meeting** button in the confirmation dialog box.