Zoom Oral session how to

Preparation

[1] Install Zoom application from https://zoom.us/download#client_4meeting. Application is preferred though one could use Zoom on modern web browsers. You do not need to sign up. It is strongly recommended to test your client application in advance if you are new to Zoom. See getting started with Zoom for more information.

[2] It is highly recommended to use a headset or at least an earphone. If both are unavailable, turn off either microphone or speaker.

Attending to an oral session as a speaker

[1] Speakers are requested to attend the session by joining Zoom meeting at least **5 minutes before the session starts**. Session URL is available in the Session Table and/or the Session Schedule in

https://tsys.jp/itc-cscc/cgi/online_archive.cgi

This site opens at 0:00, July 3. You are requested your Registration ID(5xxx) and password.

If you are going to make a presentation, open your presentation file before participating to the session. If you have a dual screen and are planning to use the "Presenter View" of PowerPoint, then start your presentation to show title page and press ALT+TAB to switch to a web browser.
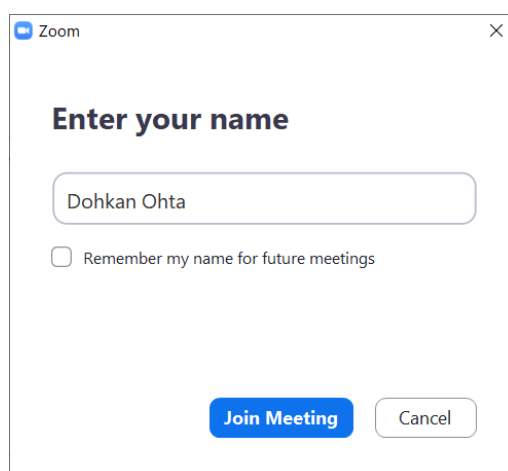
[2] Open the session URL with a browser. Click "Open Zoom Meetings" if asked.
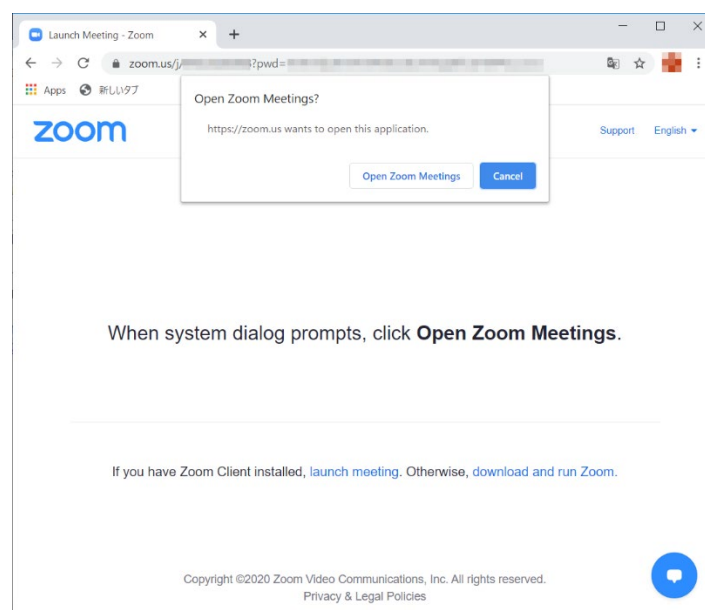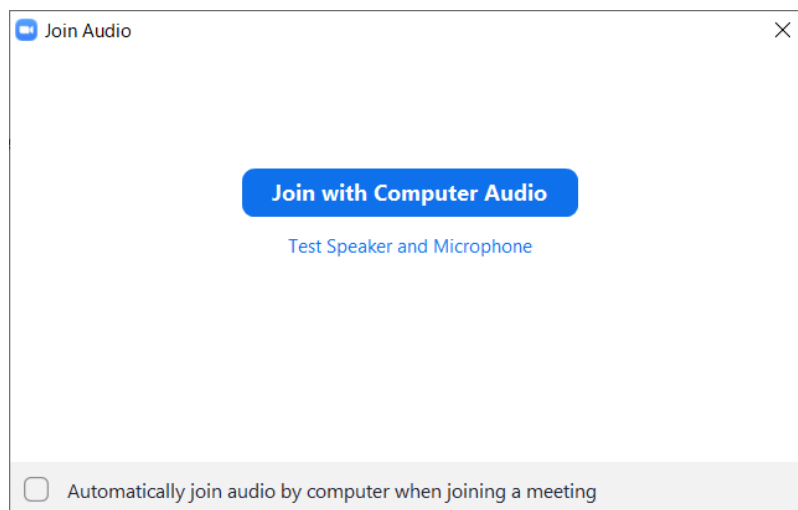
[3] If the meeting is not ready, wait a while.
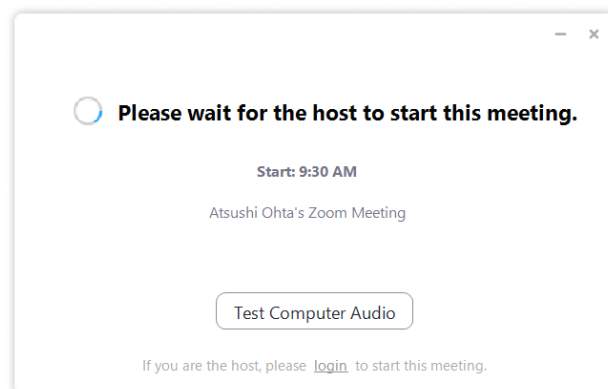
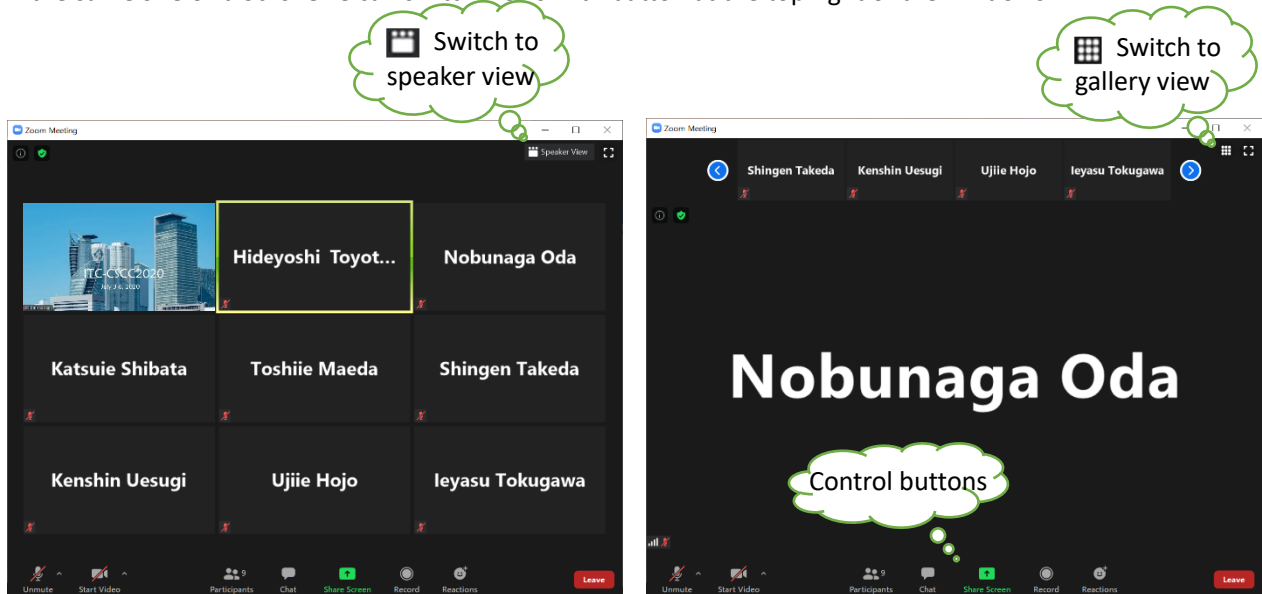[4] If you do not have a Zoom account, your name is asked. You can change your name later.

[5] Click "Join with Computer Audio"

[6] Zoom meeting window opens.

There are two modes of view. Speaker view shows a talking person on the large window. Gallery view shows persons in the same size of blocks. One can switch views with button at the top right of the windows.


There are control buttons at the bottom of the window.

	Mute/unmute the microphone. Unmute to talk.		Start/stop the video. Start to send video on your webcam.
	Show/hide participant list pane		Show/hide chat pane
	Start showing your screen		Make reactions (applause👏 / like👍)
	Leave the meeting		

[7] At the beginning of the session, chairperson will call your names. When you are called, unmute to turn on the microphone, reply to check whether you can be heard, and mute again.

[8] When you are about to make your presentation, unmute ![Unmute] and start your presentation by sharing your screen. Click "Share Screen" button ![Share Screen].

Choose your presentation window (1). If the presentation contains sound, then check "Share computer sound" (2). If the presentation contains video clips, then check "Optimize Screen for Video Clip" (3). Lastly click share button (4).
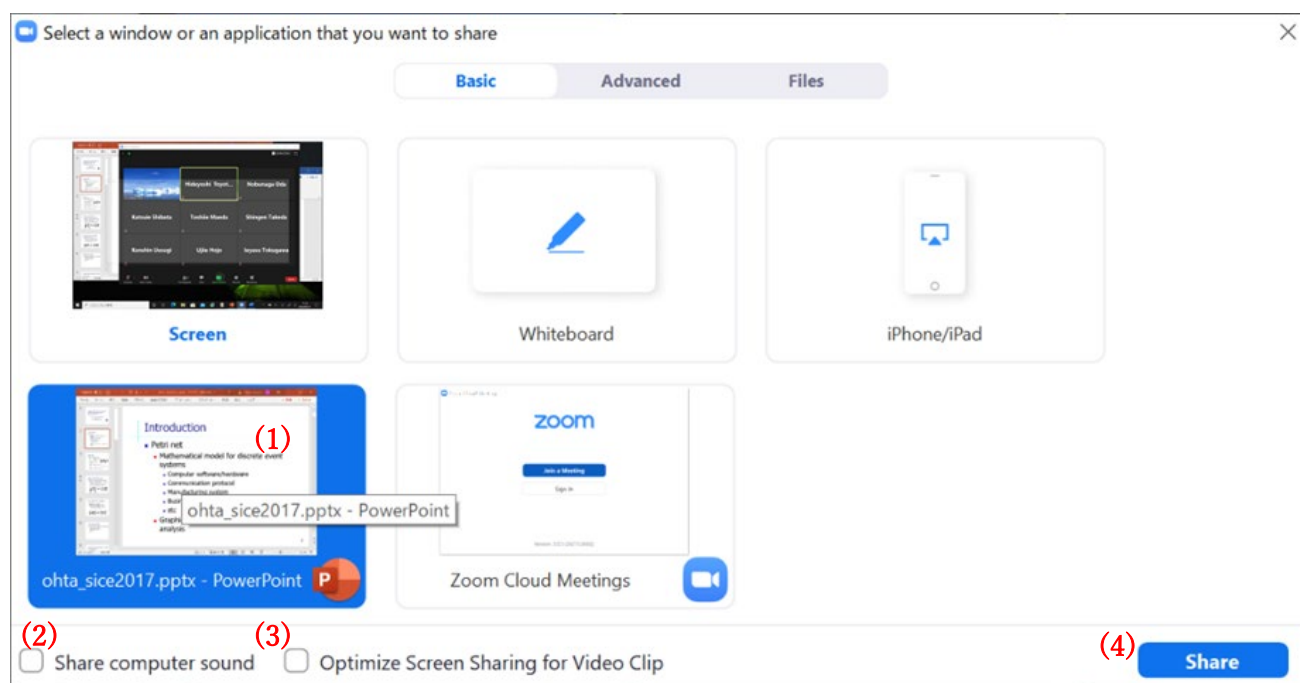

[9] Window of your choice is shown with green border. If you are going to use presenter view and have started your presentation, then choose slide show window. Otherwise start your presentation. Now your presentation is shown to all participants.

Control buttons appear on top of the screen when you point "You are screen sharing" ![You are screen sharing].
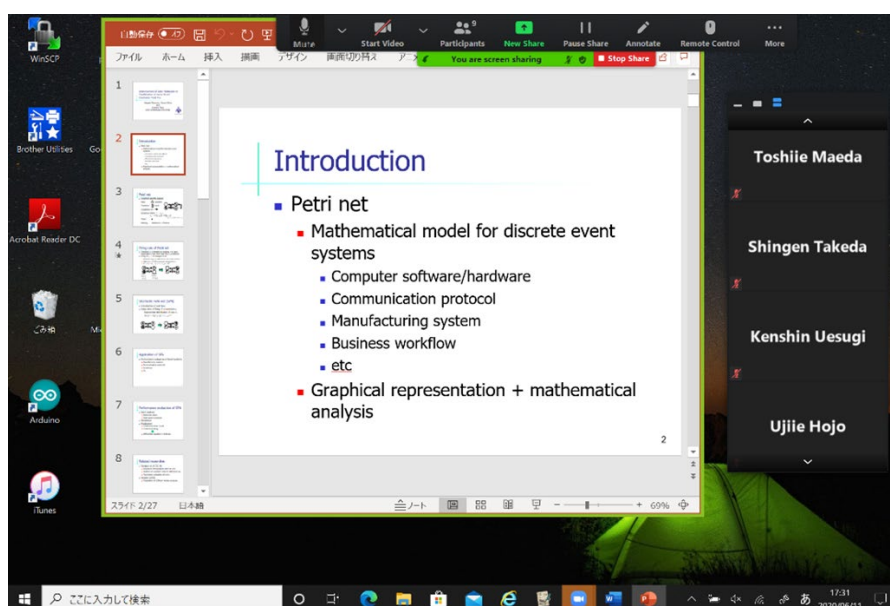
[10] Each speaker has 20 minutes including Q&A. Chairperson might send you chat messages to notify you. Then your control buttons appear and "more" button is highlighted. Click "more" button and "chat" menu item then the message is shown in a popup window.
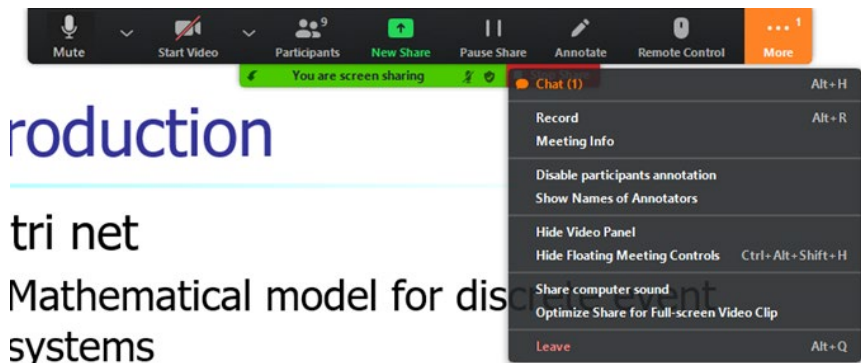
[11] When your presentation is over, then click "Stop share" button . Be sure to turn off your microphone by mute button .

[12] If you have a question in Q&A time, raise your hand. Show participants list pane and click more button at the bottom right of the pane. Choose "Raise hand" in the popup menu.