

Zoom - Instruction for Attendees

In the case of any change, all data for Zoom Conference Korenine Slovenov in Evropejcev will be published on the link www.korenine.si/news.htm

1. Browser access

Copy the lower link in your browser:

<https://us02web.zoom.us/j/83059402417?pwd=dXJVZnpCSVNNZXZOOHhUMW5Gc2lzZz09>

In case of demand for the other meeting data, please use:

Passcode: [302660](#)

Meeting ID: [830 5940 2417](#)

2. Launch meeting

- You may be offered to install an application.
- Accept or Decline cookies, if you are asked to.
- Once clicking the button "**Launch Meeting**" (see image) you get the second option (2) "**Join from Your browser**" below the first option.
- Choose to connect one or another way. These instructions follow the steps for Browser.

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

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Don't have Zoom Client installed? [Download Now](#) **1**

Having issues with Zoom Client? [Join from Your Browser](#) **2**

3. Terms of Service and Privacy Policy

After clicking "Join from Your browser" you get the lower Pop-Up (see image). Choose "**I Agree**" button.

To use Zoom, you need to agree to the
[Terms of Service](#) and [Privacy Policy](#).

I Disagree

I Agree

4. Enter meeting info

- Enter your Name (1), see the lower image.

Enter Meeting Info

b) Click Join (2)

Meeting Passcode

Your Name

 ← 1

Remember my name for future meetings

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

Join 2

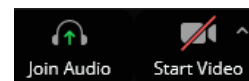
c) If the Security alert appears then click the button "Allow access".



5. Video preview

You are almost there. You will see information about the present state of your audio and video devices. You can choose the available device.

Select the "Join" button.



Join

6. Recording information

Before you proceed with the meeting, you need to accept the recording information.

Click the "Got it" button.

This meeting is being recorded

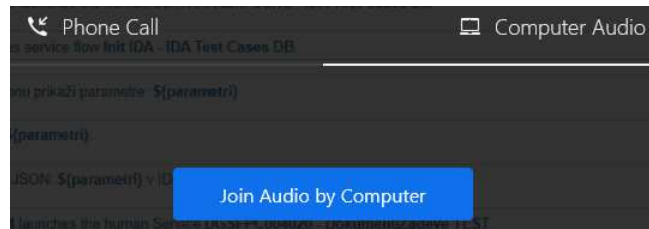
The account owner can also watch this recording if it's stored in the cloud. Any participant granted permission can (1) record to their local device or (2) invite an app to record for them. These individuals can share these recordings with apps and others.

By staying in this meeting, you consent to being recorded.

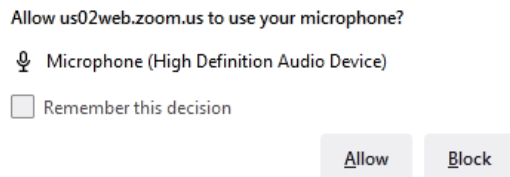
→ Got it Leave Meeting

7. Microphone and camera

- a) When you click on the Audio  icon you may get the information: "Join Audio by Computer or Cell phone". Choose one that suits you.



- b) If you get a security alert, choose "Allow".



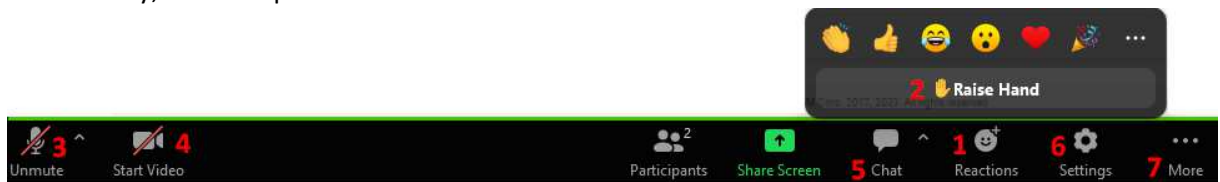
- c) If your microphone or camera is blocked you must allow Zoom to access your camera and microphone unless you do not want to use them. One can find instructions on the next link: <https://us02web.zoom.us/wc/support/mic>

- d) When the microphone is ready for use, the Audio icon changes from headphones to microphone.



Attendees cannot use the microphone unless they are allowed to by the organizer.

One will get a message: "The host is not allowing participants to unmute themselves". In that manner, you must ask the organizer to allow you to speak. Click Reactions (1) and choose Raise Hand (2). Organizer will receive your signal to speak. You may not be turned immediately, which depends on the situation.





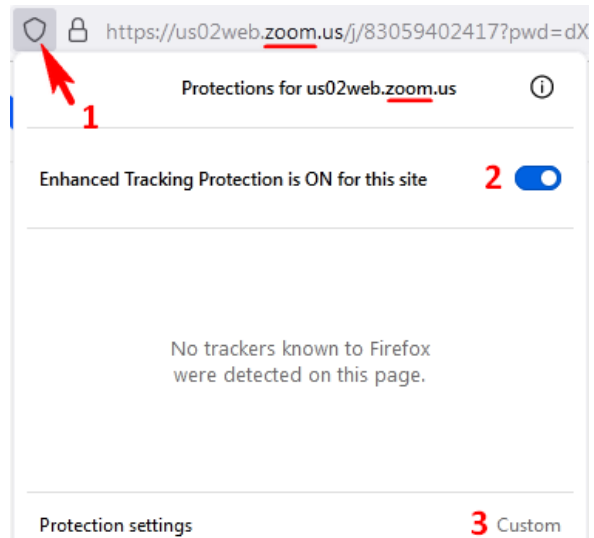
DO NOT try to post questions or to speak when the author's presentation is implemented. Wait until the end of each contribution, and wait until the time questions started. Each author has 10 minutes reserved for answers. You may also express your feelings with emos (2↑).

- e) If you get the message "Your browser is preventing access to your Share Screen", click on the icon and select Allow Screen Sharing.



Your browser is preventing access to your Share Screen.

f) If you cannot turn on the camera or microphone click (1) security lock  (Chrome) or shield  (Firefox). Then you can disable protection (2), which is not recommended. Click "**Protection Settings**" (3). Scroll down to Privacy & Security chapter, find the Camera and Microphone image and change Settings to Ask or **Allow**.



8. Speaking

When the organizer gives you a word, you will get a message (see lower picture). Click Unmute. Your microphone will change. Select Reactions (1) and choose "**Lower Hand**". It is good practice to turn the camera on so that people can see who is speaking. If you dislike being on camera, leave it.

The host would like you to unmute



9. Chat (5)

Is another way to express yourself or to raise a question, but it is not comfortable for the organizer to check, to read and to speak instead of you, especially in the lack of time. Speakers have an advantage over chatters.

10. Settings (6)

General: You may set some options that suit you more.

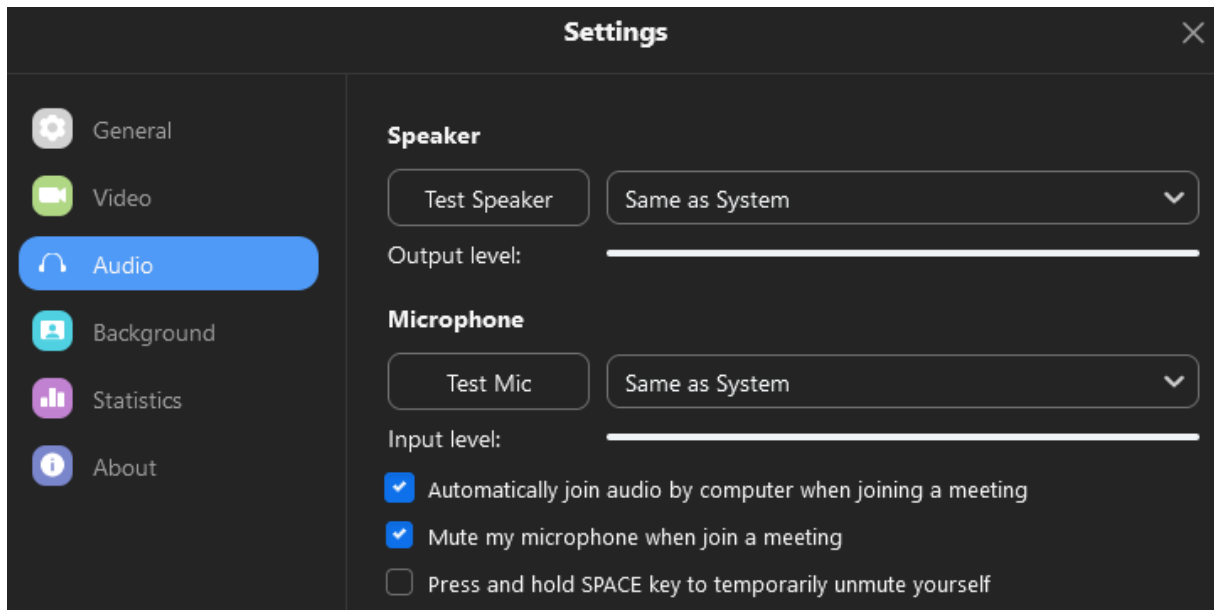
Video: You can check your camera view. Select "**Hide Self view**", if you would like to exclude your frame from other attendees.

Audio: This is the most usable part, where you can test your speakers and microphone on Zoom. After you press "**Test Mic**" and say some words, wait for 9 sec to hear your echo voice.

Background: You can choose or add your own background, to mask space behind you of the background does not show unless you



start Video.



11. Share Screen

- a) First of all, open an application you intend to share, e.g. PowerPoint and prepare it for presentation (**F5**). The ones, who are allowed to present their content by the organizer, will be asked to share their content. Simply click on the green icon "Share Screen". Unless you are allowed to share the screen, you will get the next message.

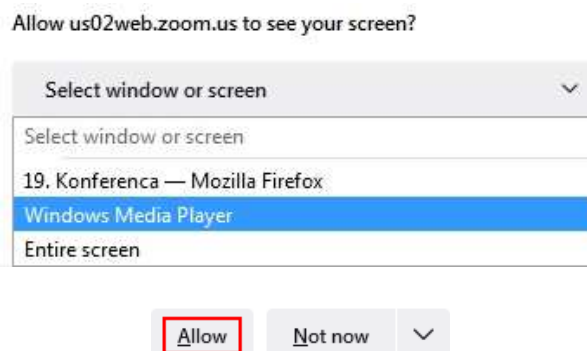


Disabled Share

You cannot start screen share while the other participant is sharing.

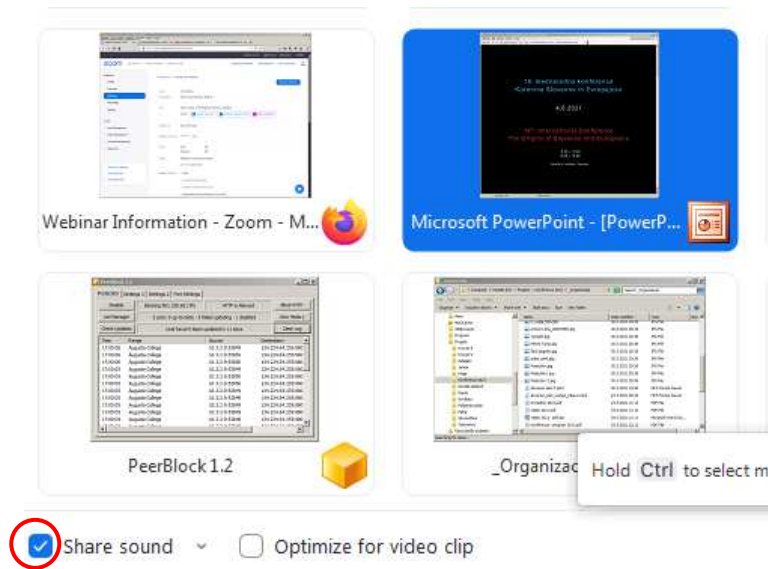


- b) After you click "Share Screen" button, you will get the Pop-Up window as the next picture presents. Select the application from the list of opened applications, e.g. PowerPoint. If the application is minimized, it may not be seen in the Pop-Up window. If you like to share any sound from your computer, you must select "Share sound". If you do not see check "Share (system) audio" or "Share sound" or "Share tab audio", try the tab "Entire Screen". After selecting the desired window select "Allow" button.



After that, you will be switched to your application, which is now (time of presenting) in your focus. All that you see in that application can view attendees. When you finished presenting your contribution, and 10 minutes for questions pass, please stop sharing your screen.

- c) If you use the Zoom application or Chrome browser you will see, after you click "**Share Screen**" button, you will see thumbnails of the opened applications (see picture below), instead of the list. Otherwise, the procedure is the same as described in the point b).



12. End of the Conference

When the Conference ends or you live it before time, please click the button "**Leave**" at the right bottom corner and then again "**Leave Meeting**". If you click the button by mistake, repeat the proceeding of joining the Conference.

