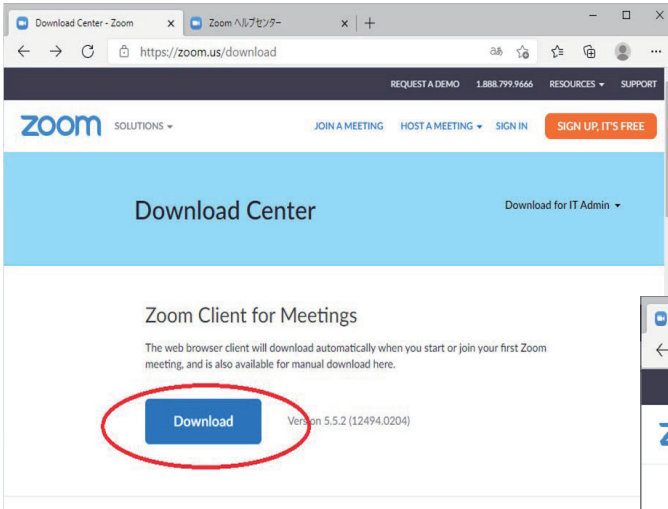


Basic Instruction For All Attendees

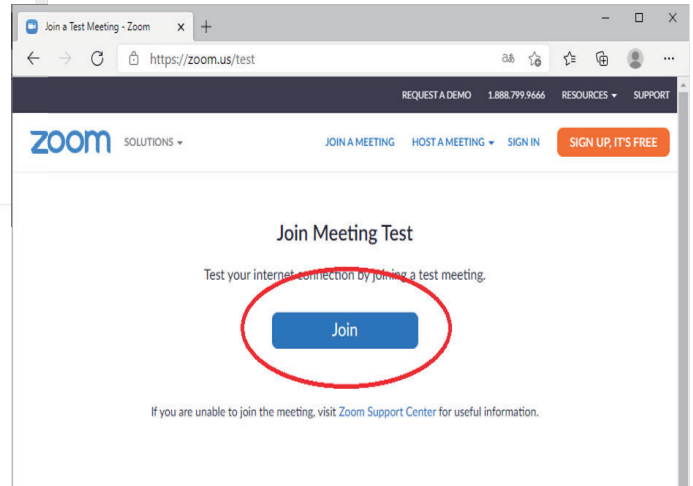
(1) Please download or update the latest Zoom client

<https://zoom.us/download>



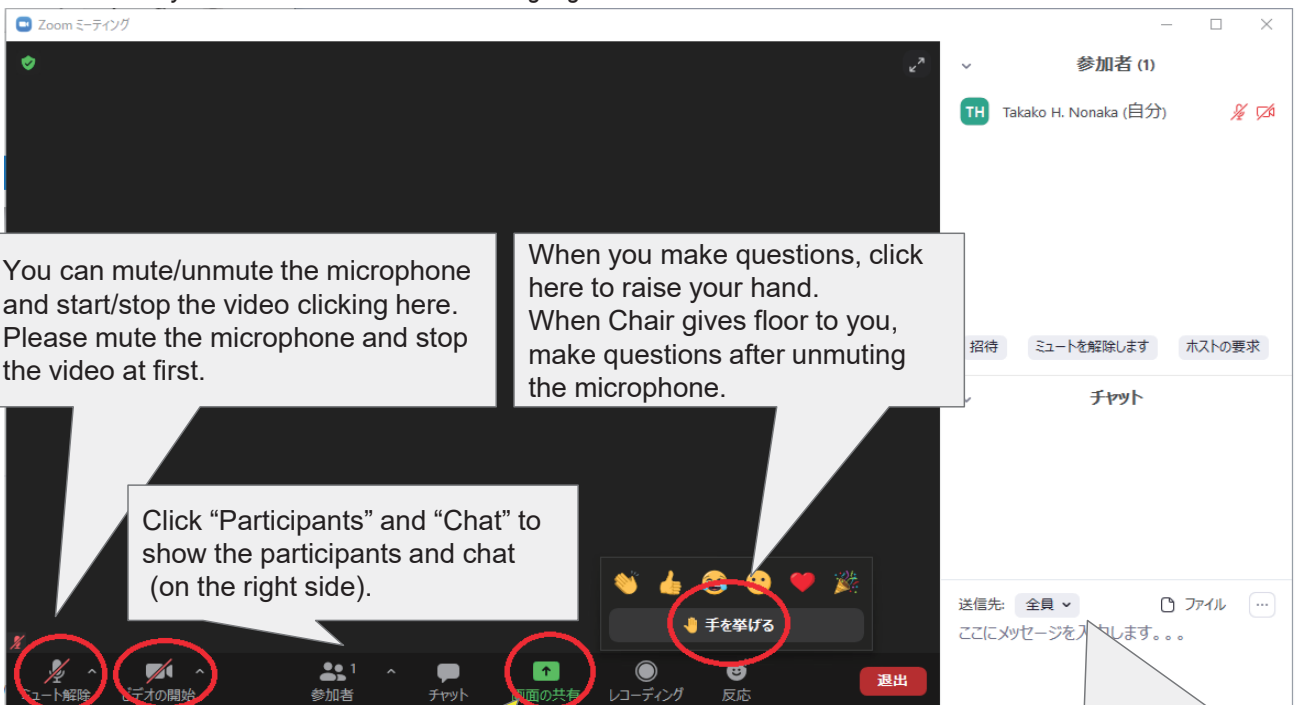
(2) Access to the Zoom Official Test Meeting

<https://zoom.us/test>



(3) Check to control your microphone and video, etc.

Menu icons and descriptions in the following sample images are shown in Japanese, but the layouts are same as in the other language.



You can mute/unmute the microphone and start/stop the video clicking here. Please mute the microphone and stop the video at first.

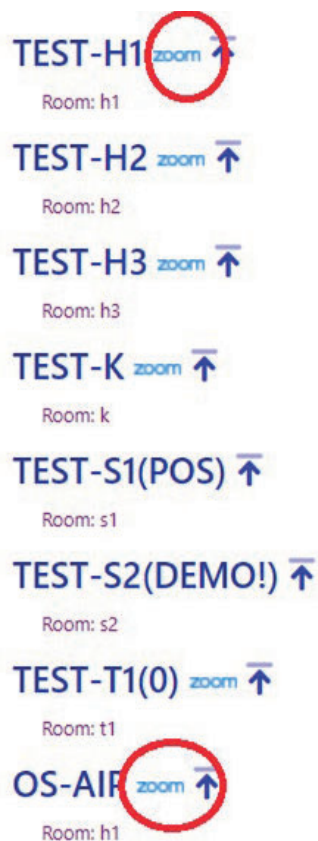
When you make questions, click here to raise your hand. When Chair gives floor to you, make questions after unmuting the microphone.

Click "Participants" and "Chat" to show the participants and chat (on the right side).

"Share screen" is only for presenters.

Questions can also be made by inputting the message here in the Chat. Questions should be directed to "all."

(4) Click the “zoom” icon on the Program: <https://edas.info/p28539>, and access to each session room



(5) Join the meeting.

A screenshot of a Zoom meeting page. The browser address bar shows <https://us02web.zoom.us/j/86542451688>. The page displays the Zoom logo and a message: "You cannot start the meeting 865 4245 1688 because it is hosted by another user". A blue button labeled "Join Meeting as an Attendee" is circled in red. A callout box points to this button with the text "Click here to join the session." Below the button, it says "If you are the host, [switch account](#) to start the meeting".

Overlaid on the page is a Japanese dialog box titled "ミーティングパスコードを入力" (Enter Meeting Passcode). It contains a text input field labeled "ミーティングパスコード" and two buttons at the bottom: "ミーティングに参加する" (Join Meeting) and "キャンセル" (Cancel).

A yellow callout box contains the following text: **Passcode will be sent to the registrants by email.** GCCE 2021 allows the registrants only to attend the virtual sessions. Please take care of the passcode.

(6) Input your name by clicking "Details" and "Change name."



Zoom ミーティング

参加者 (1)

TH Takako H. Nonaka (自分)

ミュート解除 詳細 > 名前の変更

招待 ミュートを解除します ホストの要求

Put the cursor on your account, and change your shown name by clicking "Details" and "Change name" as follows.

Name: registration#_Initial of given name. Family name (_Affiliation)
Ex) e000_T. Nonaka
e000_T. Nonaka_Shonan-IT

(7) Don't forget to click the "Exit" at the end of the session or when you want to move to another one.



Takako Nonaka

ミュート解除 ビデオの開始 参加者 1 チャット 画面の共有 リアクション 詳細

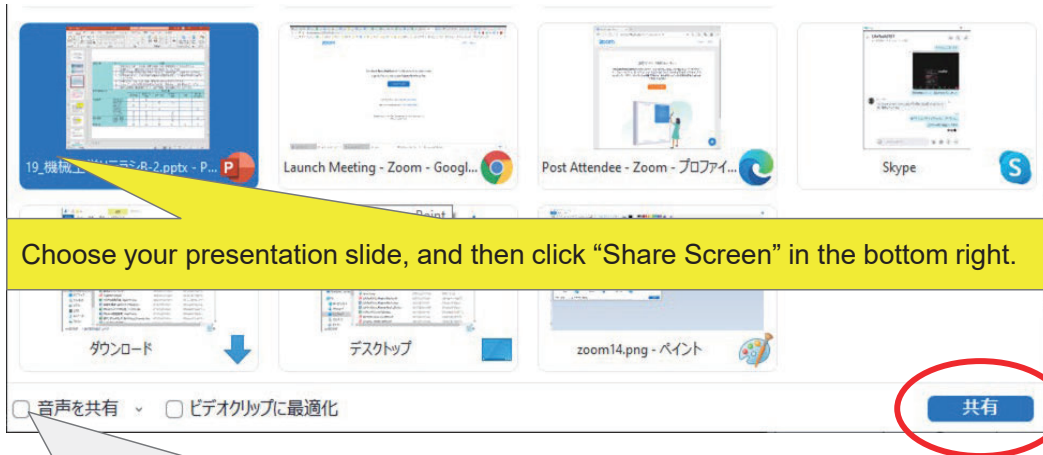
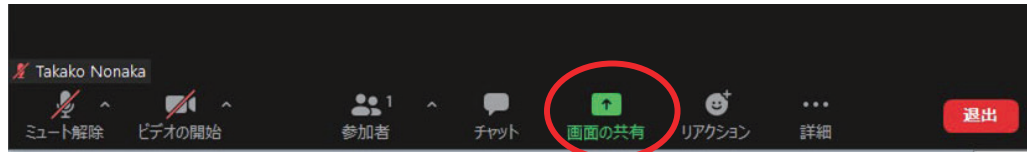
退出

ミーティングを退出

フィードバックを送信 キャンセル

For Presenters

Open your presentation slide, and share your presentation file when it's your turn as follows.



Choose your presentation slide, and then click "Share Screen" in the bottom right.

If you need to share the audio contained in your file, check "Share audio" box.

When starting the presentation,

- Check the microphone status is "unmute."
- Confirm the chairperson or staff to make sure they can hear you.
- It is recommended to turn on the video.



Click the "Stop sharing" when your presentation and discussions are finished.

Enjoy IEEE GCCE 2021 hybrid sessions!