INSTRUCTIONS FOR PARTICIPANTS

1. **Recommended devices:**
   a. Laptop (highly recommended)
   b. Smartphone
   c. Computer with peripheral devices: Speakers or Headphone, Micro, Webcam or Camera.
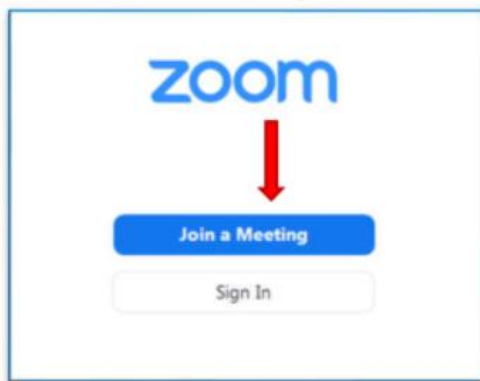
2. **Installation:**
   a. On PC: download the app at: https://zoom.us/download
   b. On Smartphone: download the app on appstore

3. **How to join Zoom meeting:**
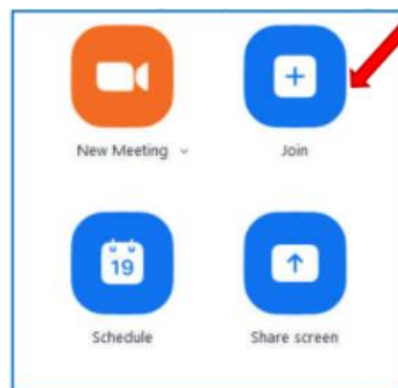   a. **ID/ Password: will be provided.**
   b. **More specific:**
   Step 1: Run the app.
   Choose **Join a Meeting**   or **Join**

Step 2: Enter **Meeting ID** and **Your Name** -> Click **Join**
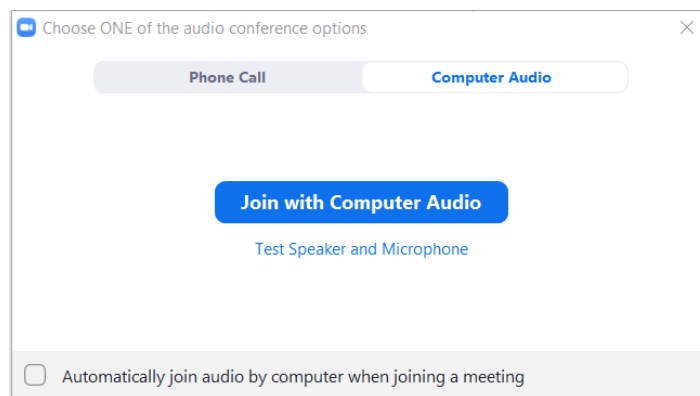

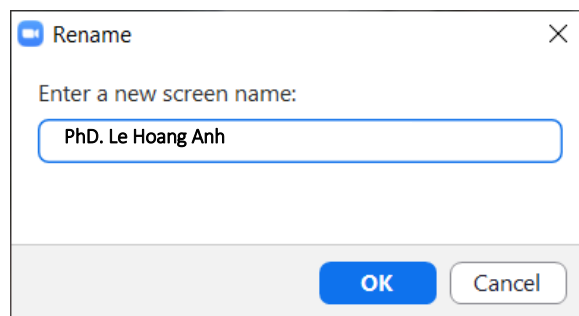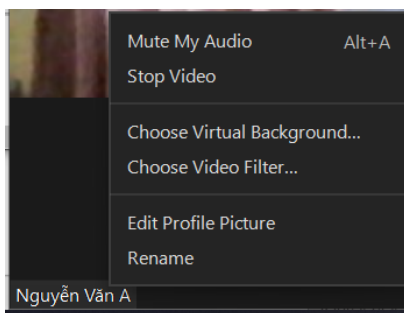**Step 3:** Enter **Meeting Passcode** and click **Join Meeting**
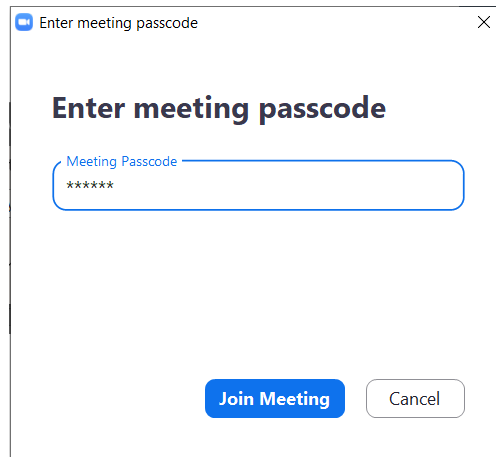
Step 4: Choose **Join with Computer Audio** (turn on camera/ webcam, allow others to see you)

Step 5: If your name is incorrect as required, please change it as follows:

Right click on your name, choose **Rename**, then enter your name again and click **OK.**


4.   Zoom room customized background:

Note: High-quality webcam is recommended and your clothes color should be different from the virtual background.

4.1. On your PC:

− Click the **arrow next to Stop Video.**

− Click **Choose Virtual Background.**

− Click **Background & Filters.**

− Click **Virtual Background**. If your computer has low configuration, click **I have a green screen** at the bottom of the window.

− Choose + at the right side of **Virtual Background** → Choose **Add image.**

- Open the file has the background, choose it and then click **Open.**
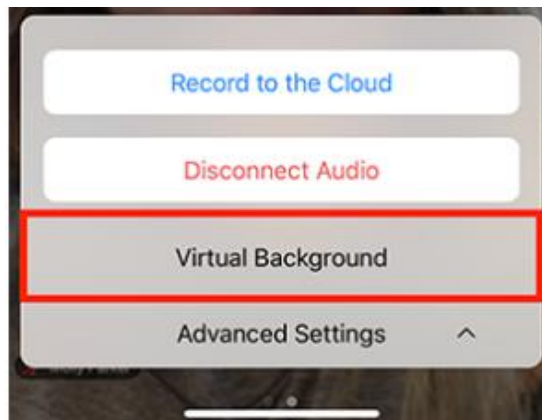- Close the **Settings** window after you have finished**.**
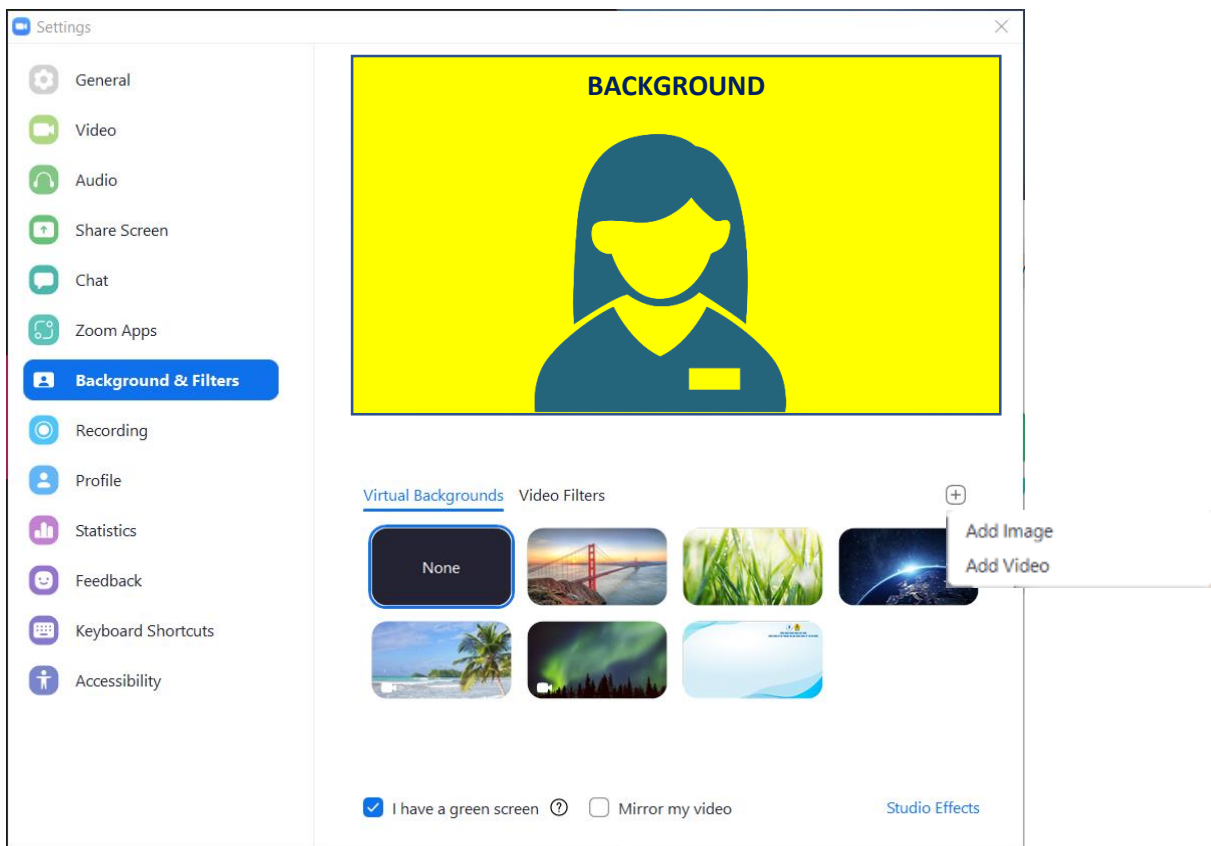
4.2. On your Smartphone:

The background feature applies to version 5.3.0 and above and only applies to iPhone 8 and above, iPad 5th, 6th, 7th generation or iPad Pro.

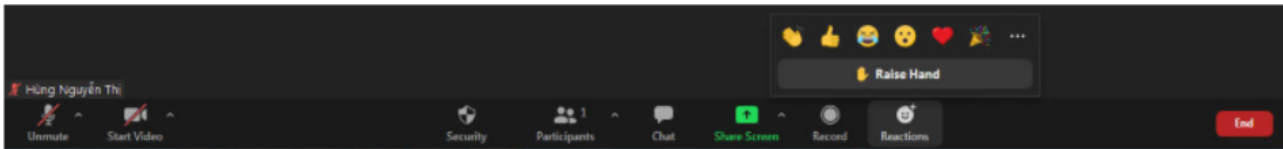- After joining the zoom meeting, choose **More.**

- Choose the **Virtual Background** option to set the background on your smartphone

- **Click** + to upload the image. The virtual background will automatically be applied.
- Click **Close** after you have finished.

5. Some useful features:

- **Mute / Unmute**.
- **Start / Stop Video**.
- **Participants**.
- **Chat.**
- **Share Screen**.
- **Reactions** (Raise Hand) / (Lower Hand).
- **Leave Meeting.**