ZOOM PROGRAM USER MANUEL IN 73TJK

INTRODUCTION TO THE ZOOM PROGRAM

1. Downloading the Program: You can download the Zoom Video program from **https://zoom.us/support/download.** You can install the **"Zoom Video"** application from the **App Store** or **Google Play** applications to download to your mobile devices.

2. Registration (Optional): After the installation of the Zoom Video program, you can start the program and register with the help of the **"Sign In"** button on the window that opens, or log in via your gmail or facebook accounts (Figure 1).
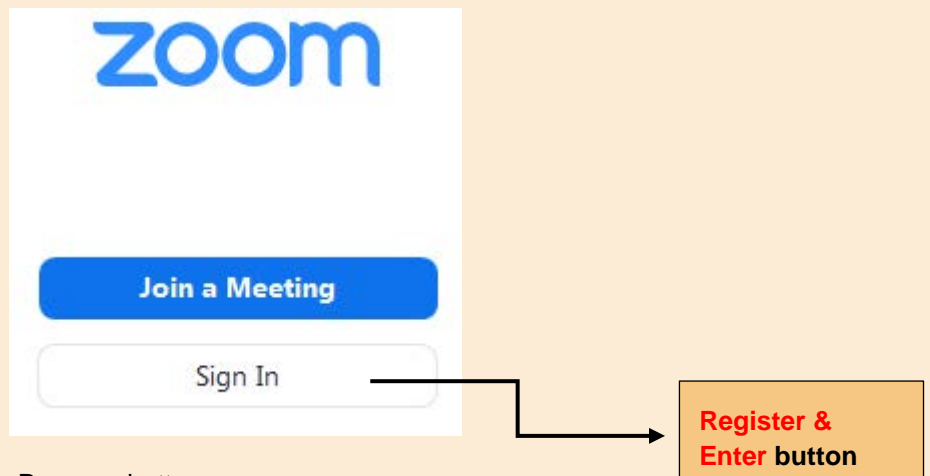

Register & Enter button

Figure 1. Register / Enter Zoom Program button

HOW TO ENTER THE CONGRESS

1. Participating in the meeting using **Meeting ID** and **Passcode**

After a successful login to the zoom program, the entrance to the relevant hall of the congress is started with the help of the **"Join"** tab on the screen that opens (Figure 2).
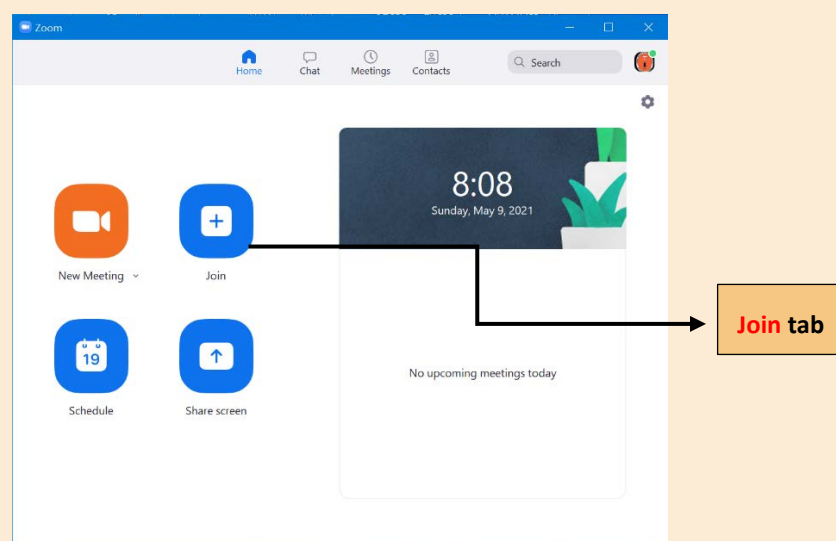

Join tab

Figure 2. Participation in the Congress Session with the **"Join"** tab

On the screen that will open, your **Name and Surname** information and the **Meeting ID** of the relevant conference hall are entered and the **"Join"** option is clicked (Figure 3). **Meeting ID** information is presented in the conference program booklet for each session.
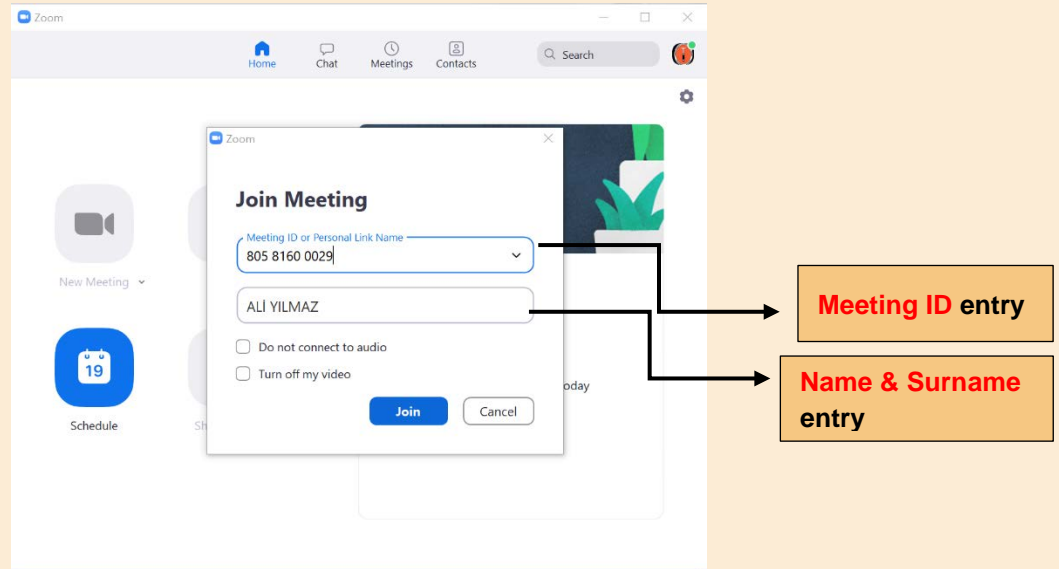

Figure 3. Entering Meeting ID and Name-Surname information

After clicking on the **"Join"** tab, the page where **Passcode (password)** information is requested for the relevant hall of the Congress will be opened. Password information must be entered correctly and click on the **"Join Meeting"** option (Figure 4). **Passcode** information is presented in the congress program booklet for each session.
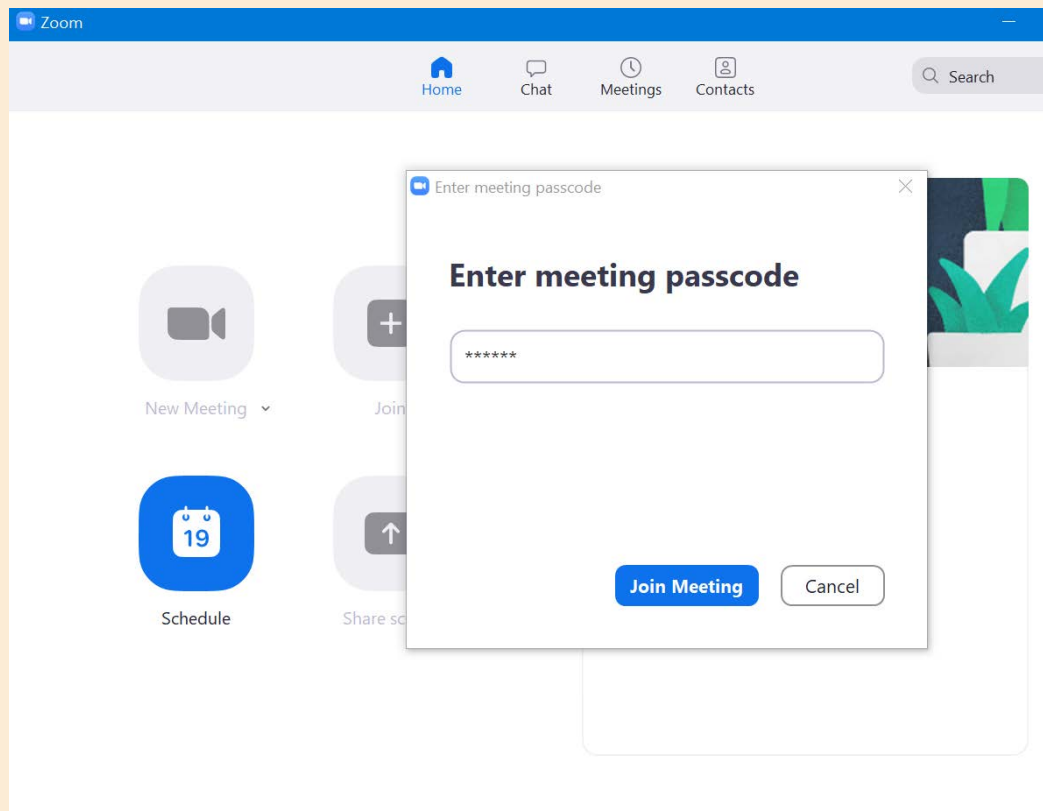

Figure 4. Passcode entry and **Join Meeting** option

2. Participation in the Meeting via Meeting Link

After the Zoom Program has been successfully installed on your computer, you can participate in the meetings (by skipping the Meeting ID and Passcode procedures) by clicking the links prepared for the relevant halls in the **"Congress Program Booklet"**. To do this, simply click the link in the congress program booklet (or place it in the toolbar of your internet service provider and press enter). Afterwards, it will be sufficient to click the **"Open Application named Zoom Meetings"** tab in the warning that opens (Figure 5).
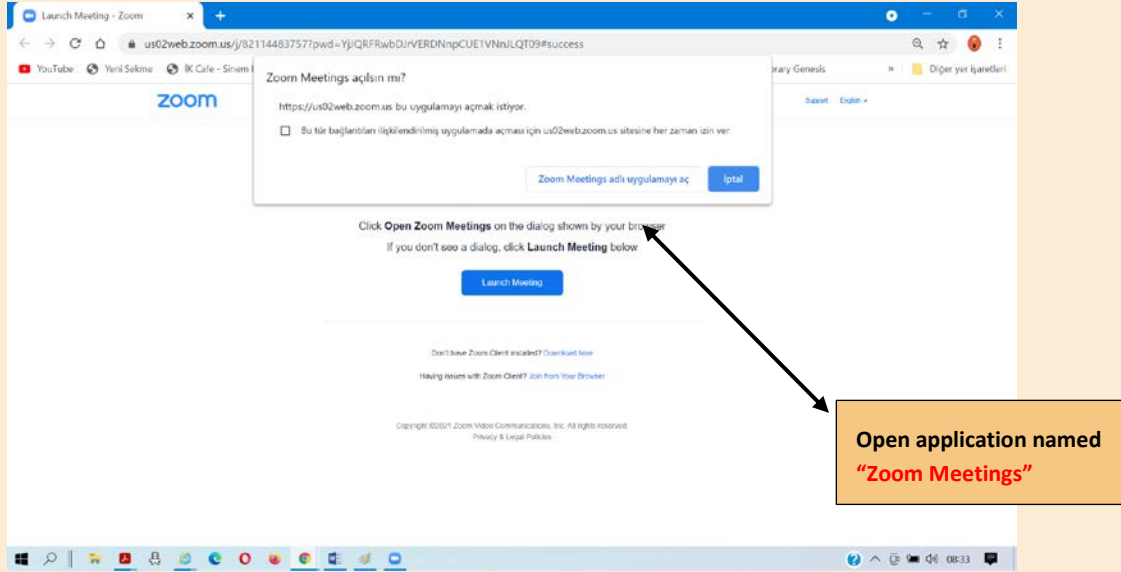

Figure 5. Participation via **Meeting Link**

When you attend meetings, the zoom program will also have an alert for your voice to be hooked (Figure 6). <u>The voices of the audience will be muted automatically throughout the conference</u>. However, we recommend that you perform the **"Test Speaker and Microphone"** test in the opened tab in order to avoid any problems in order to listen to the conference and in case of any problems, click the "**Join With Computer Audio"** option (Figure 6).
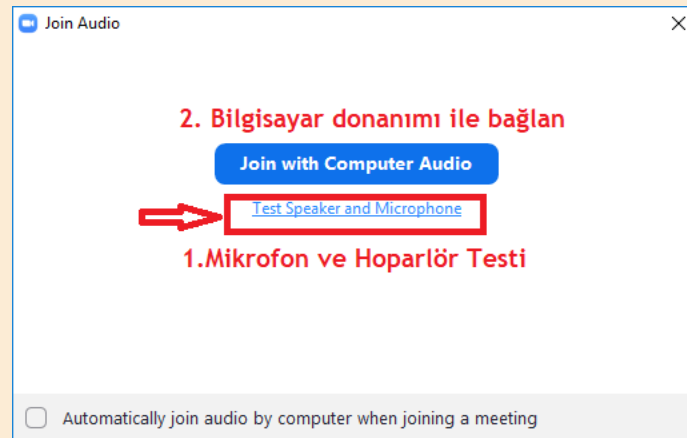

Figure 6. Microphone and Speaker Test and connecting audio

3. Zoom Screen and Using Screen Commands

When you enter the meeting, your sound and video will be turned off by the technical staff in charge of the meeting. You can submit your questions about the presentations with the help of the **Chat** tab (Figure 7). Time has been allocated for your questions in presentations. Your questions will be tried to be answered within the allotted time.
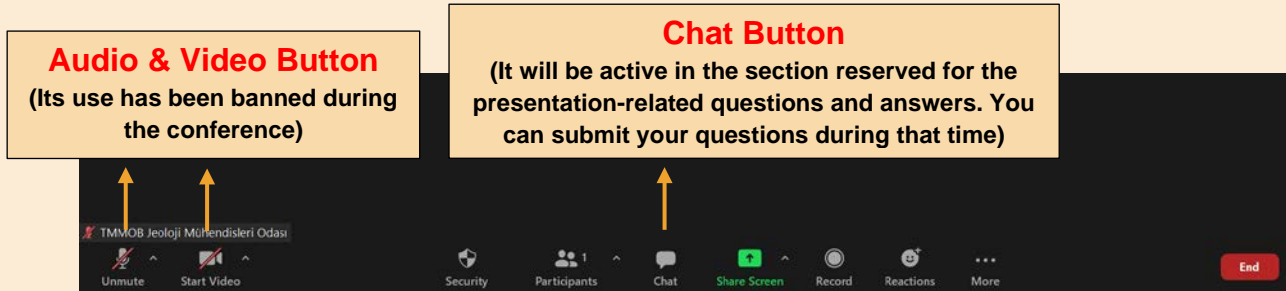
Audio & Video Button
(Its use has been banned during the conference)

Chat Button
(It will be active in the section reserved for the presentation-related questions and answers. You can submit your questions during that time)

Figure 7. Zoom Screen Commands and Usage

NOTE: When transitions between halls, participants are required to re-login using the Meeting ID and Passcode information of the hall they want to enter.