# ZOOM USER MANUAL
International Conference on Academia-Community Engagement 2023

Dear participants of UMACE2023,

Let's take a look at these basic guides first before joining our Conference:

A. What you need to prepare **BEFORE** the conference?

- You need to ensure that their laptop/device used for video conference have the **latest version of Microsoft Windows or iOS** to make sure that the session run smoothly.

- You need to ensure that your device's **audio and video system** (input & output) is **functional.**

- It is highly encouraged for you to have a **stable and reliable** internet connection or Wi-Fi.

- You are required to **install** ZOOM in your device (Kindly download it via *https://zoom.us/*)

- **Sign up** to Zoom Account.
  >> **Click on the 'Sign Up Free'** for Zoom's registration.
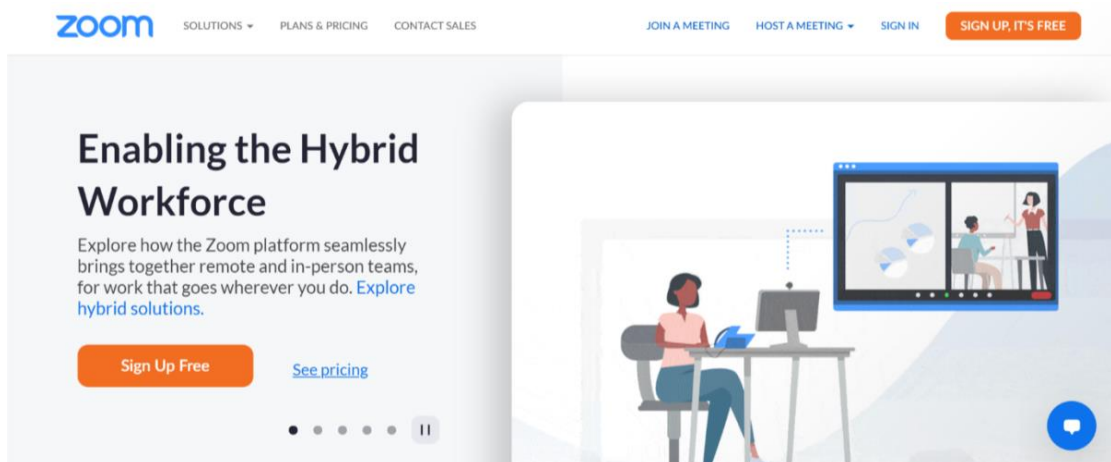
ZOOM   SOLUTIONS ▾   PLANS & PRICING   CONTACT SALES   JOIN A MEETING   HOST A MEETING ▾   SIGN IN   **SIGN UP, IT'S FREE**

1. Fill in the details required.

For verification, please confirm your date of birth.

| Month ▾ | Day ▾ | Year ▾ | Continue

This data will not be stored

2. Click 'Continue'.

ZOOM   SOLUTIONS ▾   JOIN A MEETING   HOST A MEETING ▾   SIGN IN   **SIGN UP, IT'S FREE**

Sign Up Free

1. Enter E-mail Address.

Your work email address

[   ]

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

2. Click 'Sign Up'.

Sign Up

By signing up, I agree to the Privacy Policy and Terms of Service.

ZOOM

Hello

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

Click 'Activate Account'.

Activate Account

1. Fill in the Name and Password.

2. Click 'Continue'

- For those who already have a Zoom Account without Apps (Zoom website only), you are required to install the **Zoom Apps** and sign in through the Apps.

Please follow this guide:
>> Download >> Resources >> Download Zoom Client >> Download

1. Click 'Download'

2. Click 'Resources'

3. Click 'Download Zoom Client'

>> Zoom Apps. will appear in your front desktop after a successful installation.

Click 'Zoom' icon to open Zoom Apps.
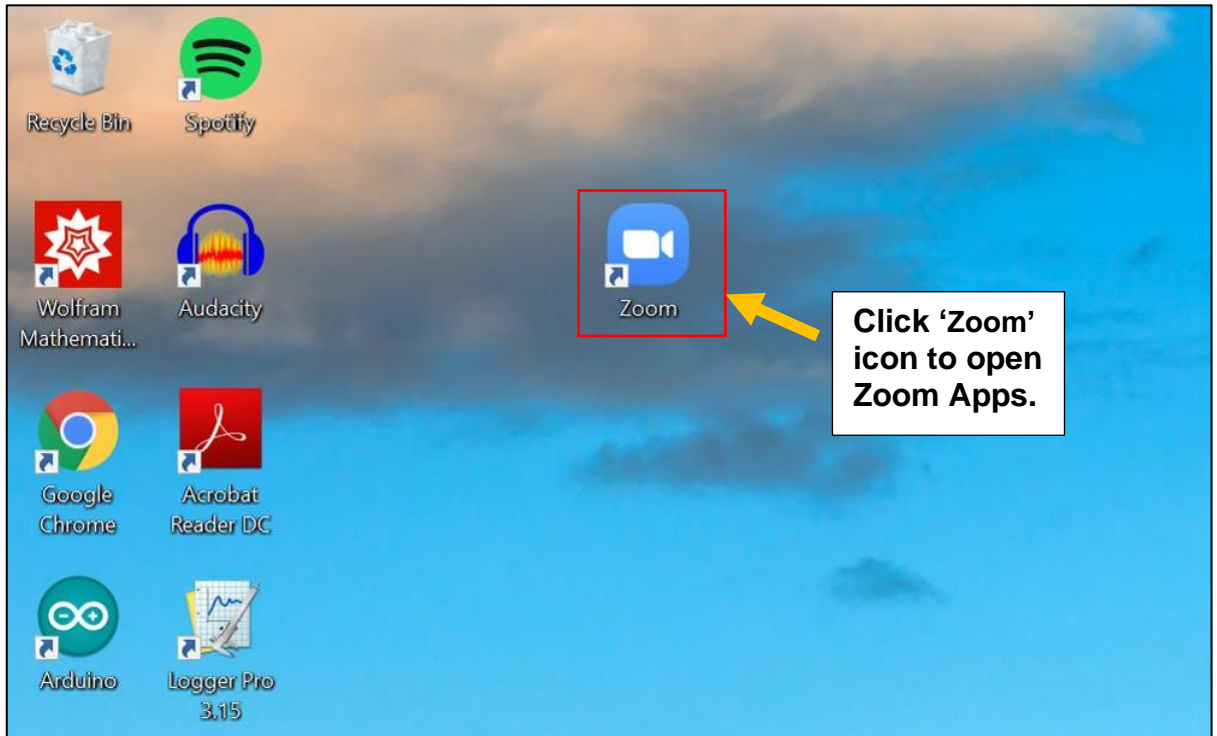
- **Link** of the UMACE2021 Conference will be provided by the Organizer.

B. What should you do **DURING** conference?

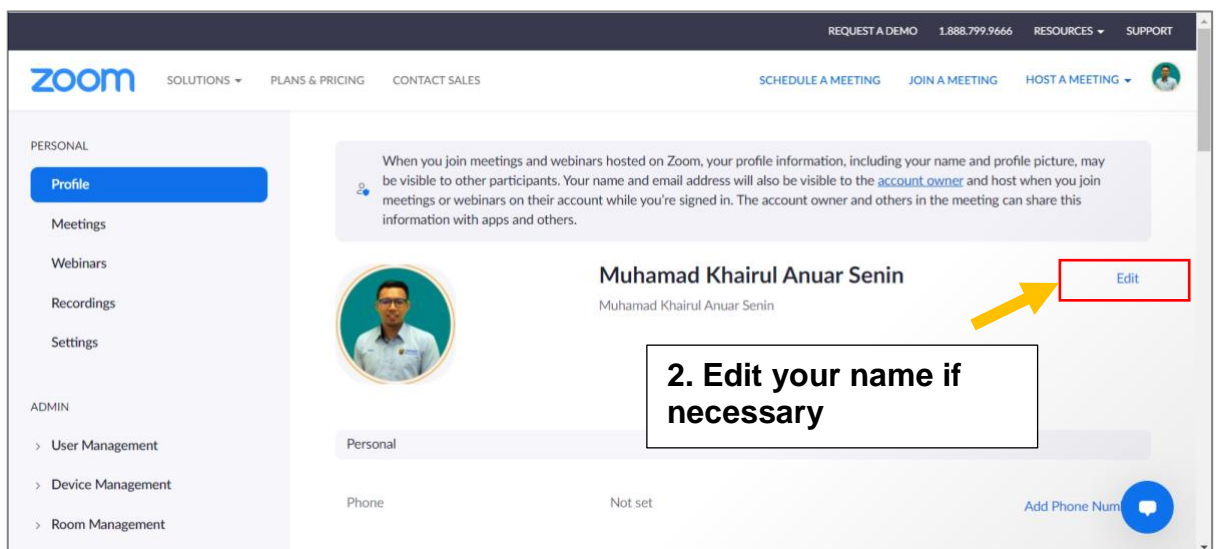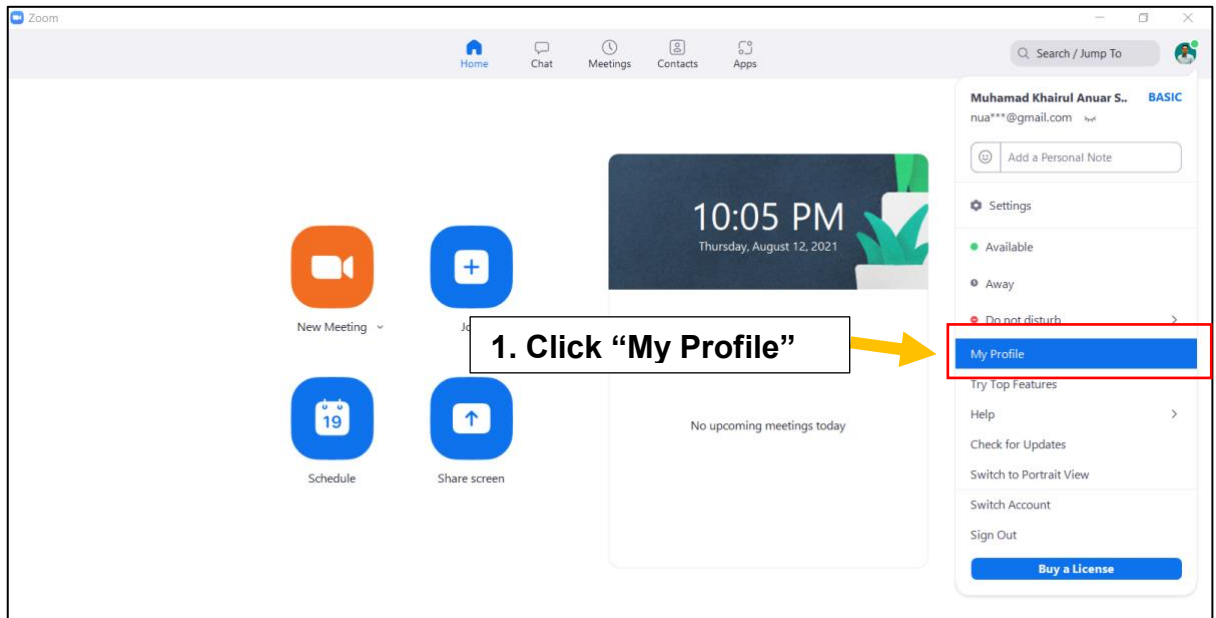- You need to ensure that your **profile name** in this Zoom Account is indicated with your **FULL NAME**. Only registered participants are allowed.

  Please follow this guide:
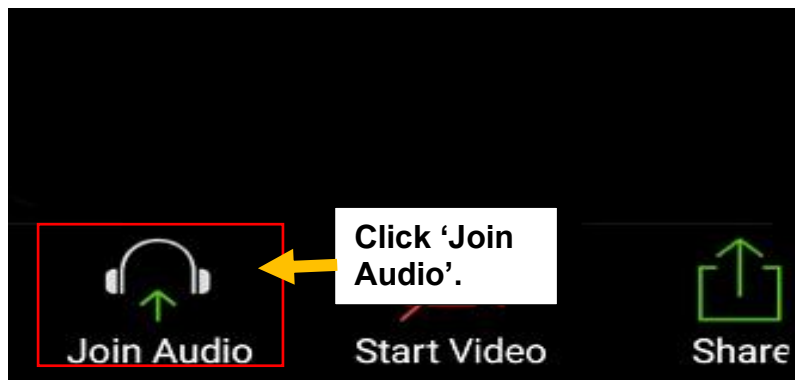 >> Zoom Account >> My Profile >> Edit


- Click *'link'* provided by the organizer.

- You will be redirected to the *'waiting room'* and kindly wait to be admitted by the Host.

- You will automatically **enter the conference room upon successful admission granted** by the host. Click on the *'Join Audio'* (if there is no sound).

Click 'Join Audio'.

- Upon admission, you **will be placed in the Main Room** of this Conference for main sessions namely Forum, Opening Ceremony, Keynotes, Plenary and Closing Ceremony.
- As Participant, you are required to **ALWAYS MUTE** your mic and only unmute when necessary or upon being called by the Host.

Mute & unmute button
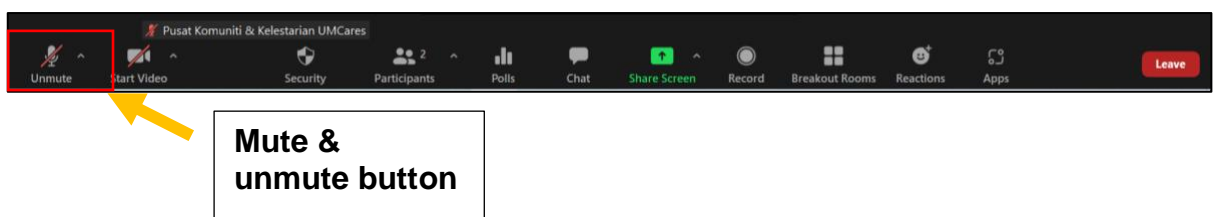
Thank you for your kind attention. We hope this guide is useful for you for a smooth experience throughout this Conference. Now, you are all set for the Conference! Save the date: 29th & 30th August 2023 via Zoom.

PUSAT JALINAN MASYARAKAT UNIVERSITI MALAYA (UMCares)
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