



ZOOM USER MANUAL

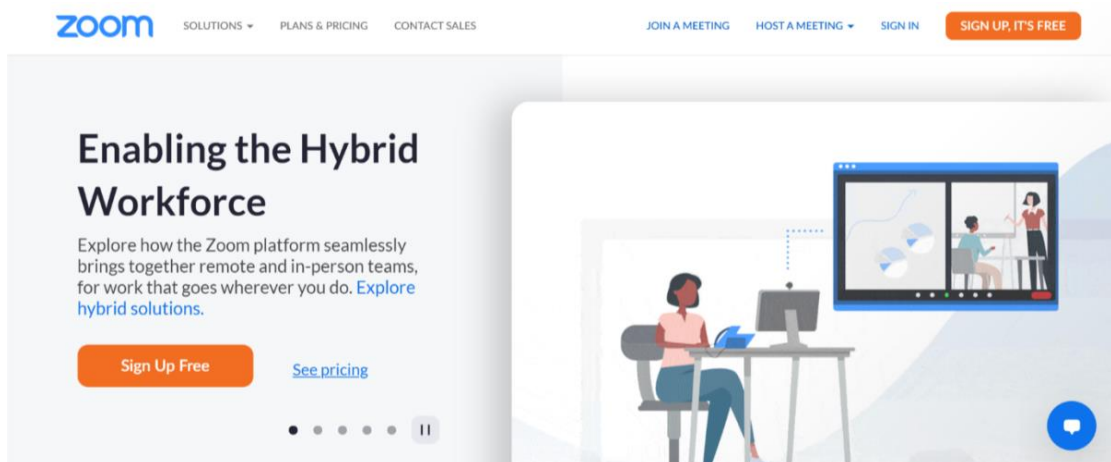
International Conference on Academia-Community Engagement 2023

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.



>> Fill in the information needed for the Zoom account registration to continue.

The screenshot shows the Zoom registration page with the Zoom logo and navigation links (SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, SIGN UP, IT'S FREE). The main heading is "For verification, please confirm your date of birth." Below this, there are three dropdown menus for "Month", "Day", and "Year", followed by a "Continue" button. A yellow arrow points from a box labeled "1. Fill in the details required." to the dropdown menus. Another yellow arrow points from a box labeled "2. Click 'Continue'." to the "Continue" button. Below the form, it says "This data will not be stored".

The screenshot shows the Zoom registration page with the Zoom logo and navigation links (SOLUTIONS, JOIN A MEETING, HOST A MEETING, SIGN IN, SIGN UP, IT'S FREE). The main heading is "Sign Up Free". Below this, there is a text input field labeled "Your work email address". A yellow arrow points from a box labeled "1. Enter E-mail Address." to the input field. Below the input field, there is a "Sign Up" button. A yellow arrow points from a box labeled "2. Click 'Sign Up'." to the "Sign Up" button. Below the button, it says "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." and "By signing up, I agree to the Privacy Policy and Terms of Service."

>> You will receive an e-mail from Zoom to Activate the app. Go to your email (inbox / spam) and click the 'Activate Account' button

The screenshot shows an email from Zoom with the Zoom logo at the top. The text reads "Hello", "Welcome to Zoom!", and "To activate your account please click the button below to verify your email address:". Below this text is a blue button labeled "Activate Account". A yellow arrow points from a box labeled "Click 'Activate Account'." to the "Activate Account" button.

>> Participants will be redirected to fill in their name and set their password.

1. Fill in the Name and Password.

Welcome to Zoom

Hi, . Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

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'

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

About

Zoom Blog
Customers
Our Team
Careers
Integrations
Partners
Investors
Press
ESG Responsibility
Media Kit
How to Videos
Developer Platform

Download

Meetings Client
Zoom Rooms Client
Browser Extension
Outlook Plug-in
Lync Plug-in
iPhone/iPad App
Android App
Zoom Virtual Backgrounds

1.888.799.9666
Contact Sales
Plans & Pricing
Request a Demo
Webinars and Events

Support

Test Zoom Account
Support Center
Live Training
Feedback
Contact Us
Accessibility
Developer Support
Privacy, Security, Legal Policies, and Modern Slavery Act
Transparency Statement

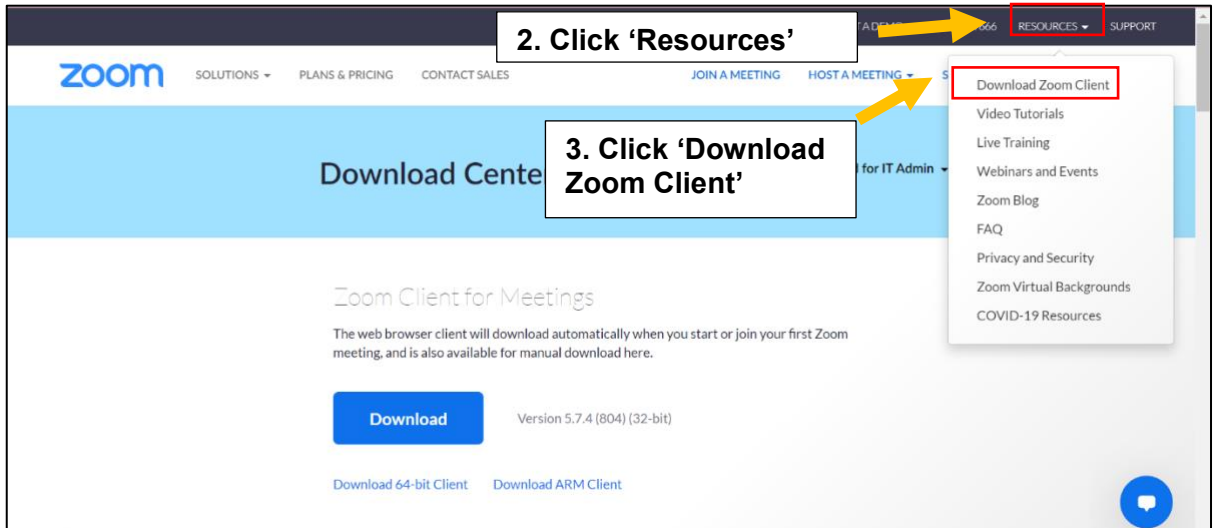
Language

English

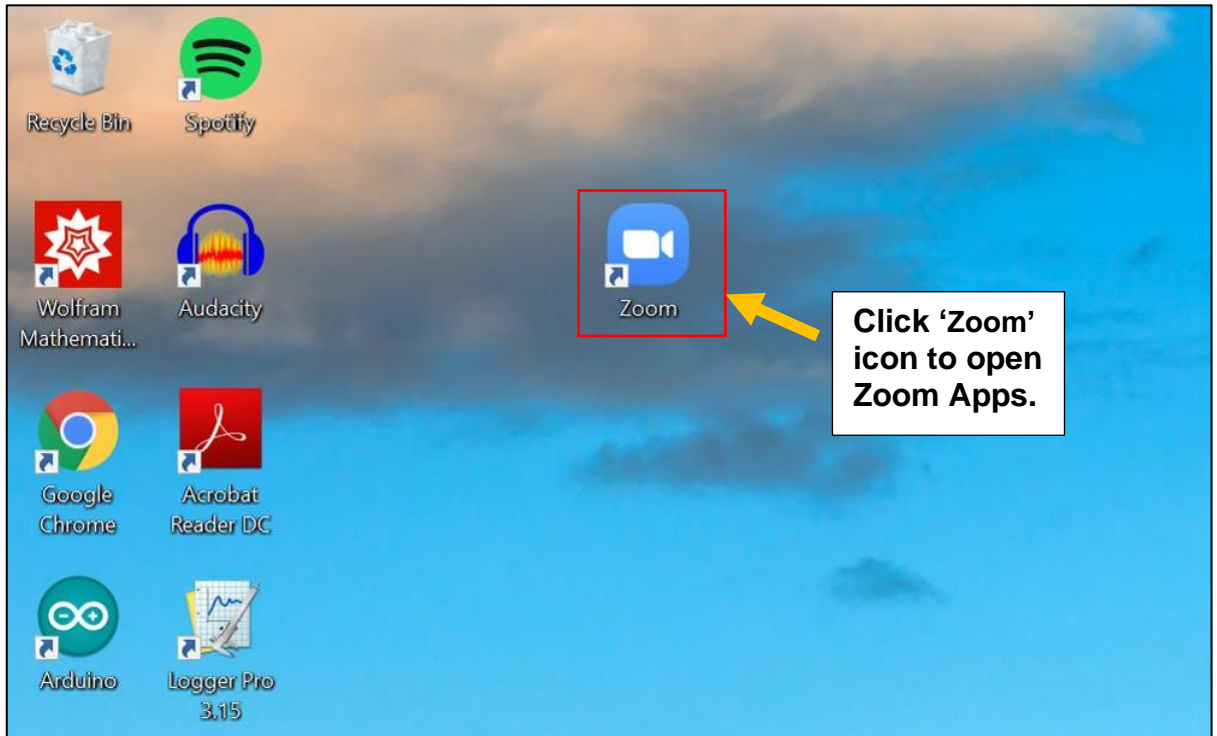
Currency

US Dollars \$

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



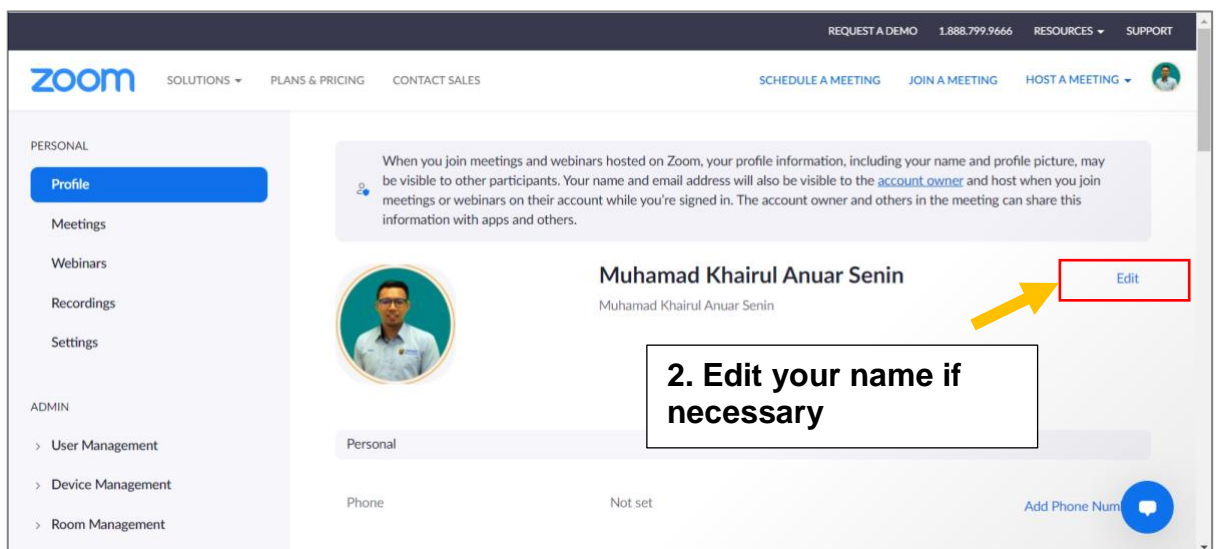
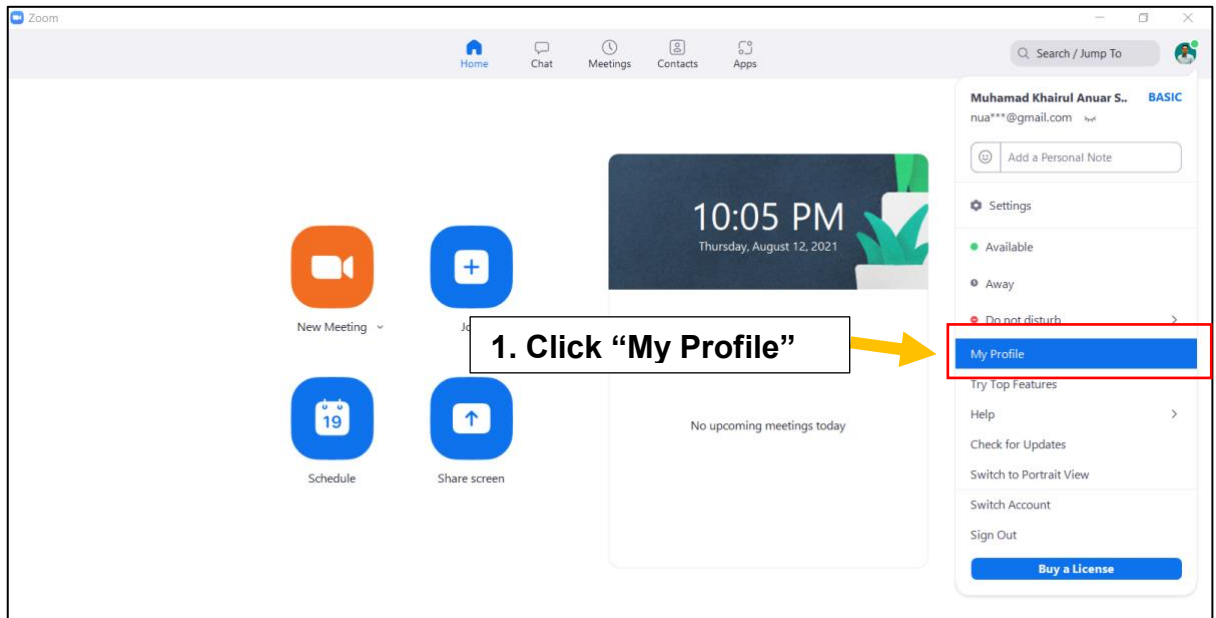
- Link of the UMACE2021 Conference will be provided by the Organizer.

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

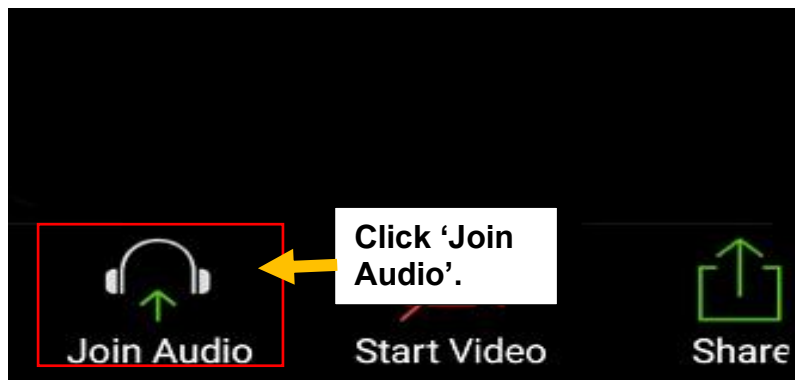


- Click '**link**' provided by the organizer.

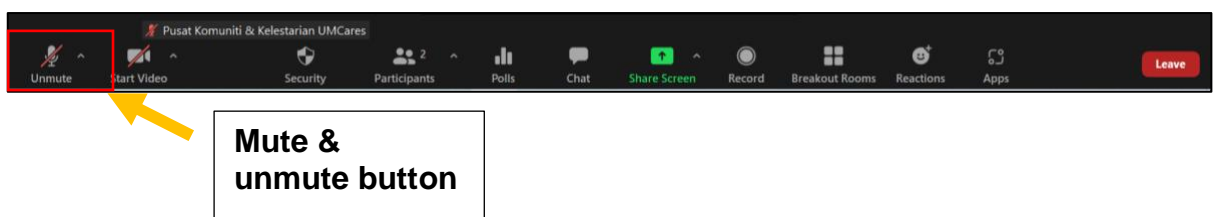
- You will be redirected to the **'waiting room'** and kindly wait to be admitted by the Host.



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



- 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.



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.



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