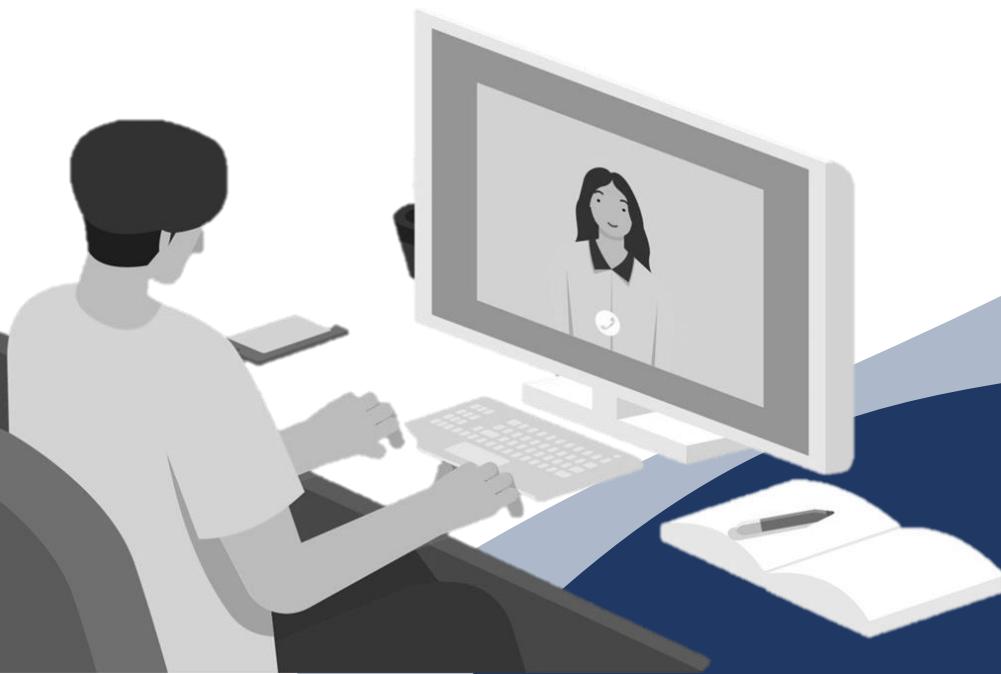




## Burden of Diseases Networking workshop

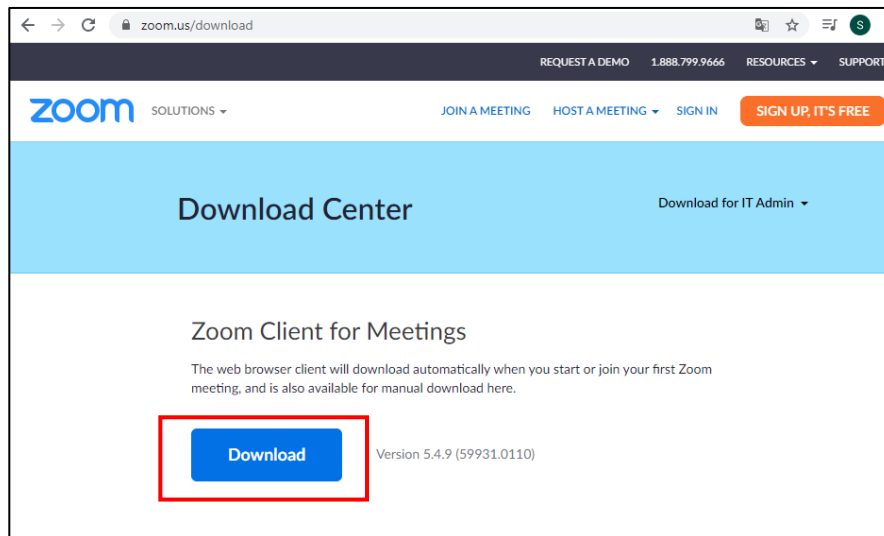
“Strengthen regional collaboration, cooperation in response to non-communicable diseases burden in South-East Asia and China”

# Zoom User Guide



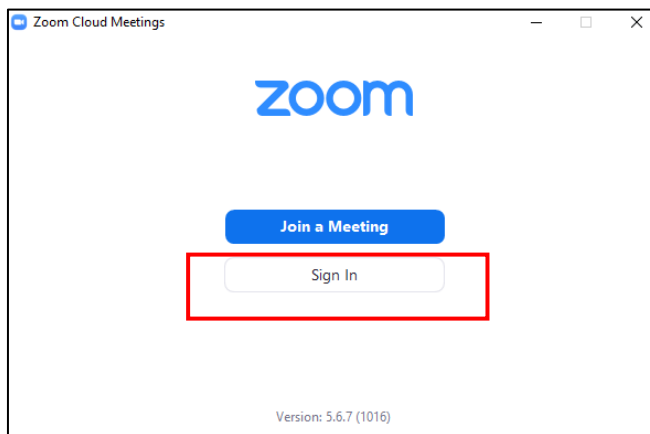
## Download and Install Zoom

1. Go to <https://zoom.us/download> and from the Download Center, click on the Download button under “Zoom Client for Meetings”.
2. Once the download is complete, proceed with installing the Zoom application onto your computer.

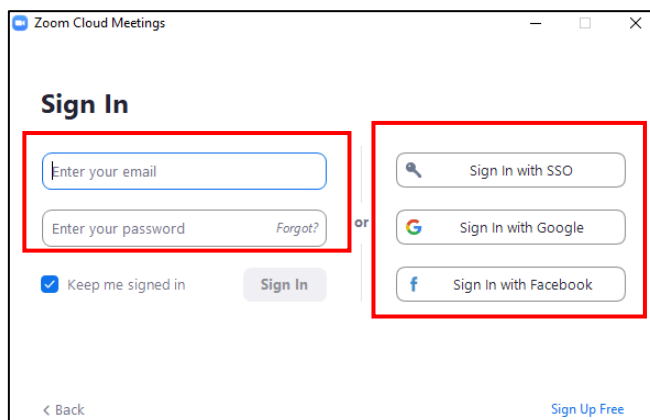


## Log-in and Start Zoom

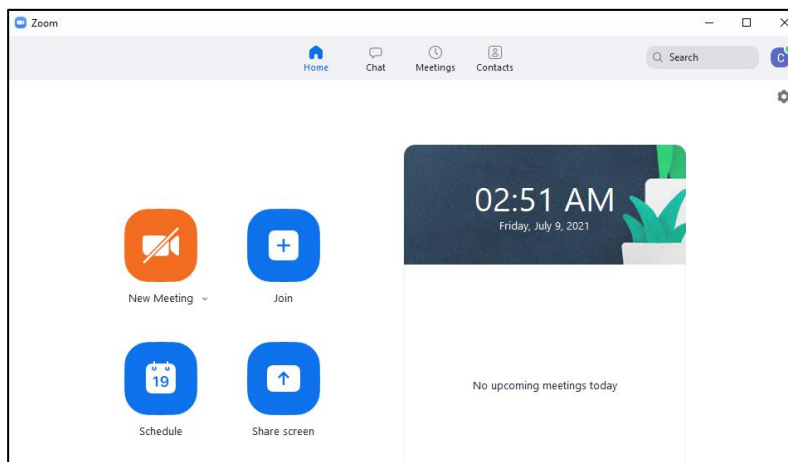
1. Open the Zoom app (or program) on your device (Windows, Mac, Android, iOS device)
2. Log in by selecting the Sign In button.



3. Sign in with the account information whether it is a channel that has been sign up from Zoom or other channels such as SSO, Google and Facebook account.



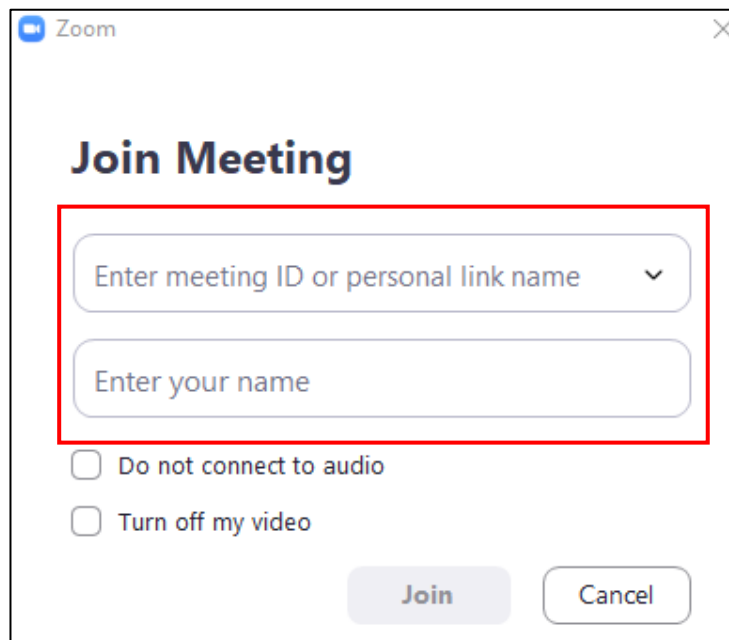
4. Your Zoom Control Panel will automatically appear. It will look like the picture below:



## Join a Meeting

1. Open the Zoom Control Panel and click Join.
2. Enter the meeting ID or personal link name, your name, and click Join.

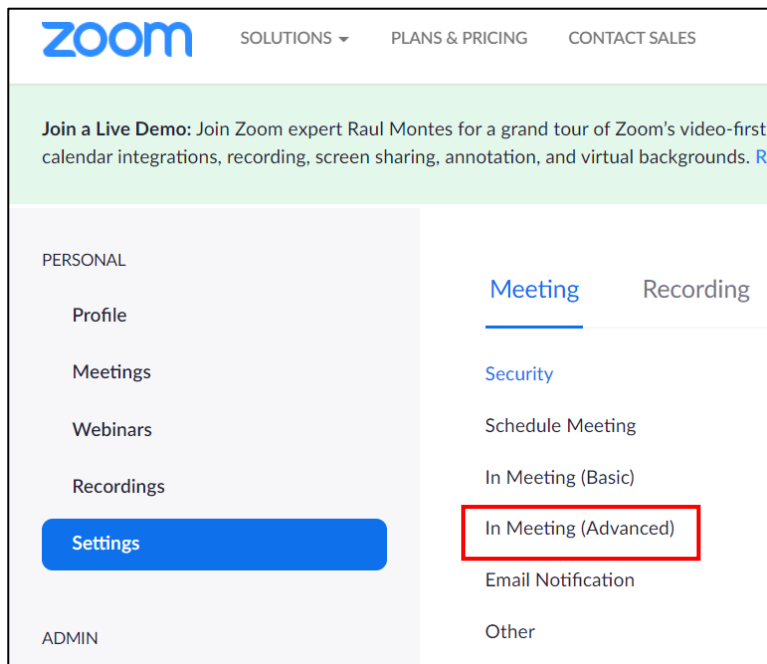
\* On the day of the meeting each participant will receive Zoom link or the meeting ID which will provided via e-mail



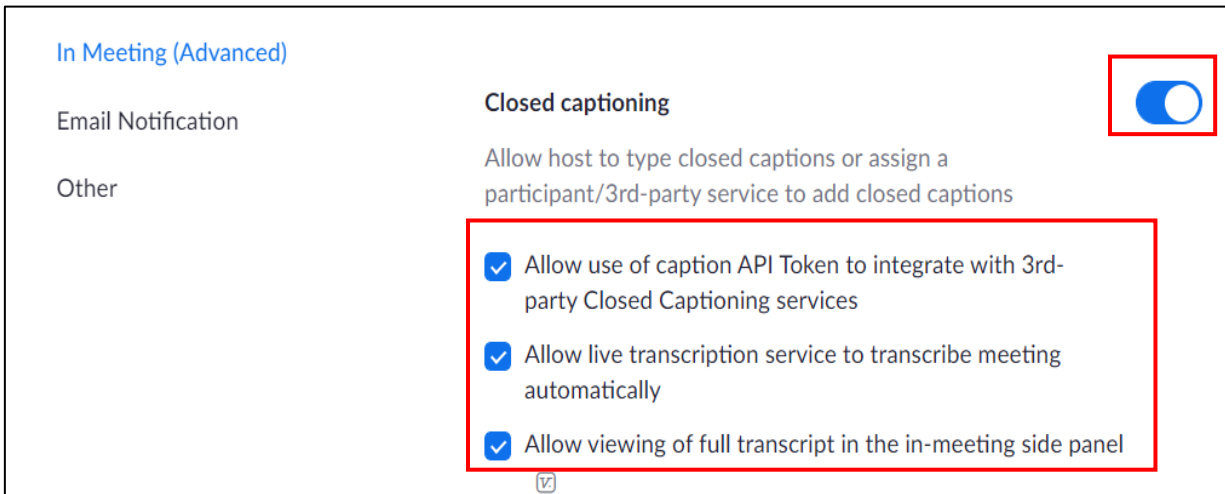
## Zoom Live Transcripts

The Live Transcription function only needs to be enabled in your Zoom account once. After you've done so, this option will be available during your meetings permanently.

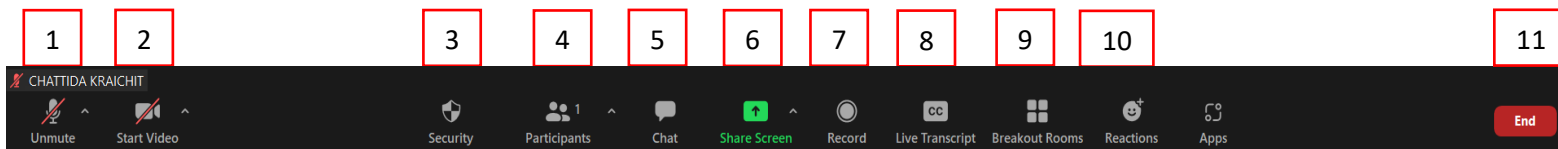
1. Navigate to [vanderbilt.zoom.us](https://vanderbilt.zoom.us) and select **Sign in**
2. Sign in with your VUNet ID and password
3. On the left sidebar, choose **Settings**, then click **In Meeting (Advanced)**



4. Locate the **Closed Captioning** heading
5. **Turn on** the blue toggle switch to the right (shown below)
6. Check the box for Enable live transcription service to show transcript on the side panel in-meeting



## Navigating the Meeting Window



- 1. Mute/Unmute:** This allows you to mute or unmute your microphone.  
Audio Controls (click ^ next to Mute/Unmute): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings. This includes connecting via phone audio
- 2. Start/Stop Video:** This allows you to start or stop your own video.  
Video controls (click ^ next to Start/Stop Video): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background
- 3. Security:** The Security icon in the meeting controls allows the host or co-host of a meeting to enable or disable options during a meeting to secure the meeting and minimize disruption during the meeting.
- 4. Manage Participants:** see who's currently in the meeting and invite others.
- 5. Chat:** Zoom's Group Chat tool is where meeting participants are able to post text messages during a meeting. Chat with individuals or everyone in the meeting. Click Chat to open up the chat window and chat with other participants or view chat messages. Select the drop down next to To: to change who you are chatting with.
- 6. Share Screen:** Start sharing your screen. You will be able to select the desktop or application you want to share.  
Screen Share controls (click ^ next to Share Screen): Select who can share in your meeting.
- 7. Record:** Start or stop a local recording. Participants do not have access to start a cloud recording
- 8. Live Transcript:** Click Enable Auto-Transcription. This button will turn blue, indicating that live transcription has begun
- 9. Breakout Rooms:** Breakout rooms allow you to split your Zoom meeting. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please. The host can switch between sessions at any time.
- 10. Reactions:** Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participant panel.
- 11. End Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.

## Zoom Instructions for Attendees

1. Use a personally identifiable account ID.
2. Should mute the microphone during a meeting. If you would like to speak, click on raise hand icon then turn on the microphone
3. If your video way to dark, trying to adjust the brightness in the video settings. This can help your backgrounds look a little more natural and it can be done by opening the Settings menu, selecting Video, and then ticking the box next to Adjust for Low Light. A drop-down menu will appear. From the menu, select Manual. A slider will appear next to the drop-down menu, and you can drag it in either direction to increase or decrease the brightness of your video.
4. Make sure you do a test run at some point, and that you're aware of your audio and video settings before you start. Most video conference services allow you to see a test of what your camera is recording before you start broadcasting it to everyone