

## Zoom Meeting step by step

The *fib* Zoom Meeting license allows its users to hold online meetings with up to 100 attendees.

Working group chairs and conveners can request the *fib* Secretariat set up an [online meeting](#) as per the form below. They will be hosts of their meeting but still need to join a meeting set up by the Secretariat.

### Request a Zoom meeting

Convener full name \*

Preferred email address \*

Working Group

Expected number of attendees

Preferred date and time (Central European Time)

Duration

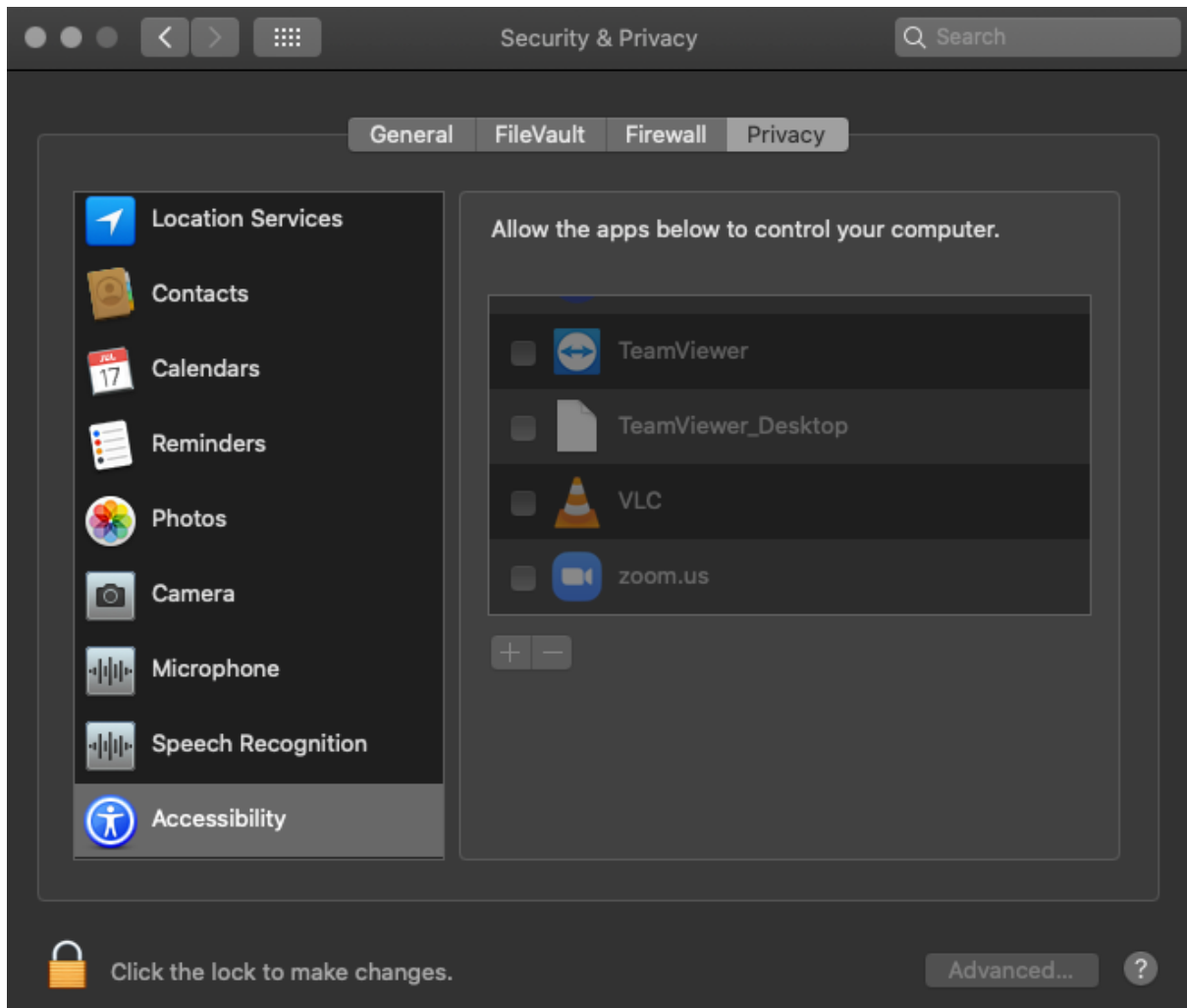
We would like the meeting to be recorded.

Yes

No

They also have the option to record the meeting. Please let the Secretariat know before starting the meeting so we add this option in advance.

If you use MAC, before sharing your screen, please make sure that Zoom has been added in your System Preferences, Security and Privacy, Accessibility.



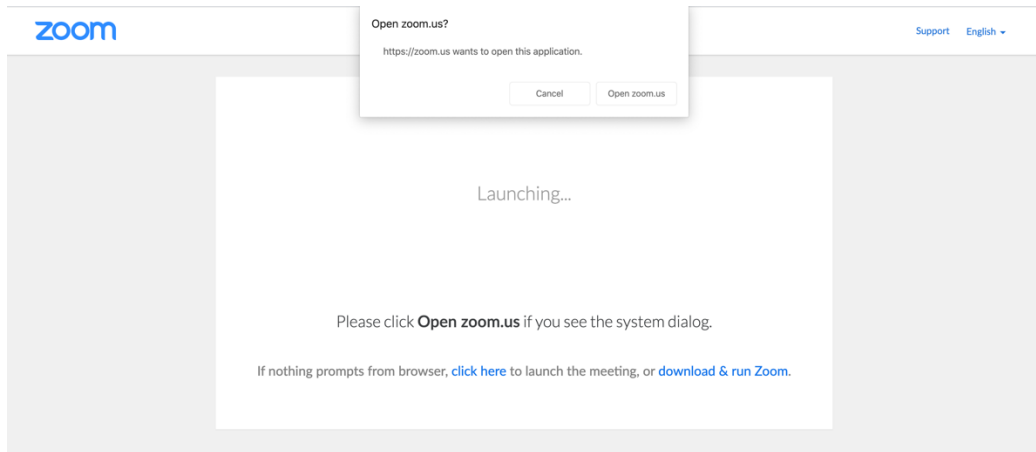
In order to Join the Zoom Meeting, set up by the Secretariat, please follow the steps below:

1. a. Click on the link sent by the Secretariat and the host will let you in:  
Join URL: <https://zoom.us/j/783643445>

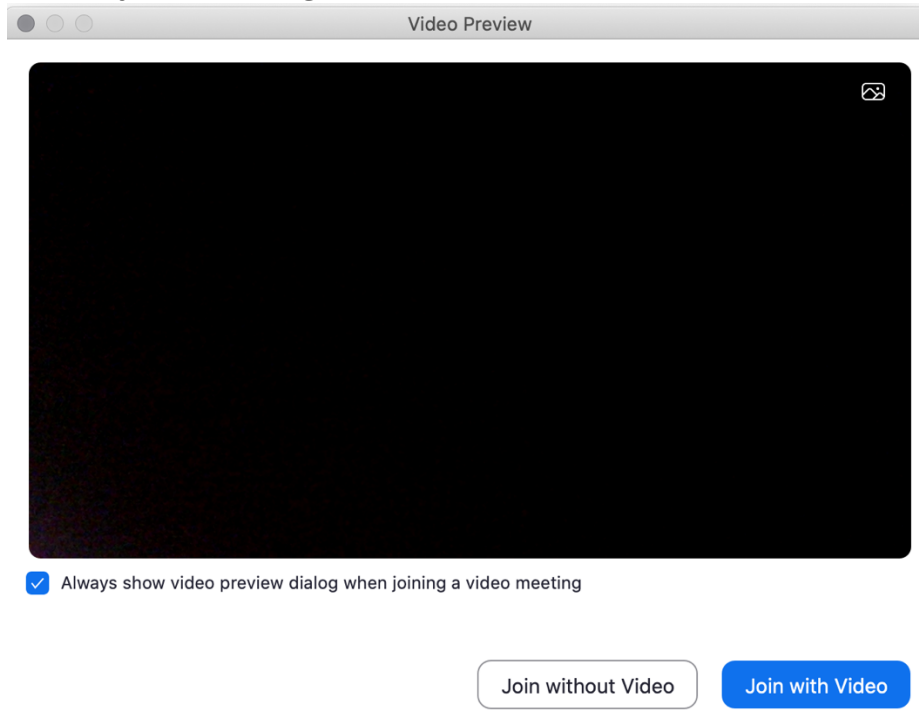
Or

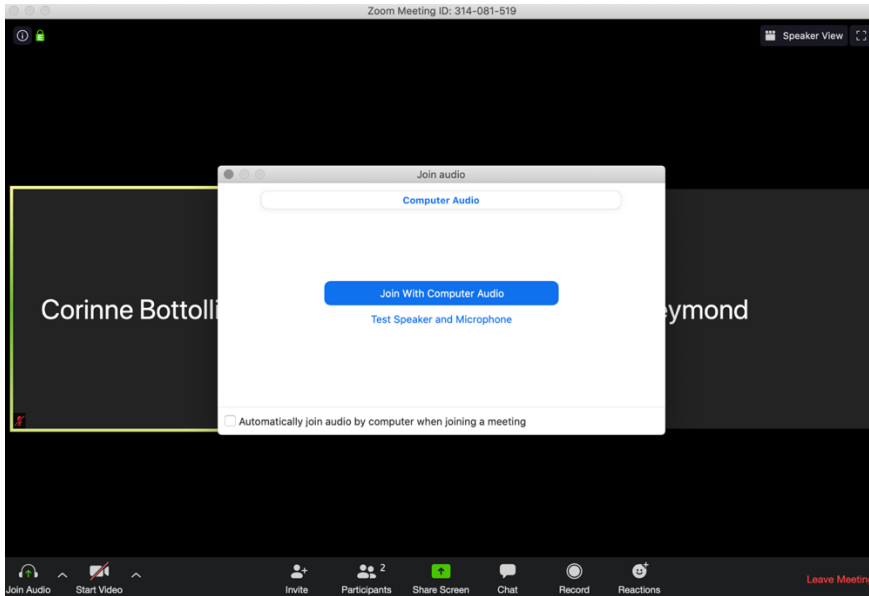
1. b. Use the meeting ID, type the password and the host will let you in  
Join Meeting ID: 829 0000 0000 + Password : 000000

## 2. Either launch the meeting or download and run Zoom application

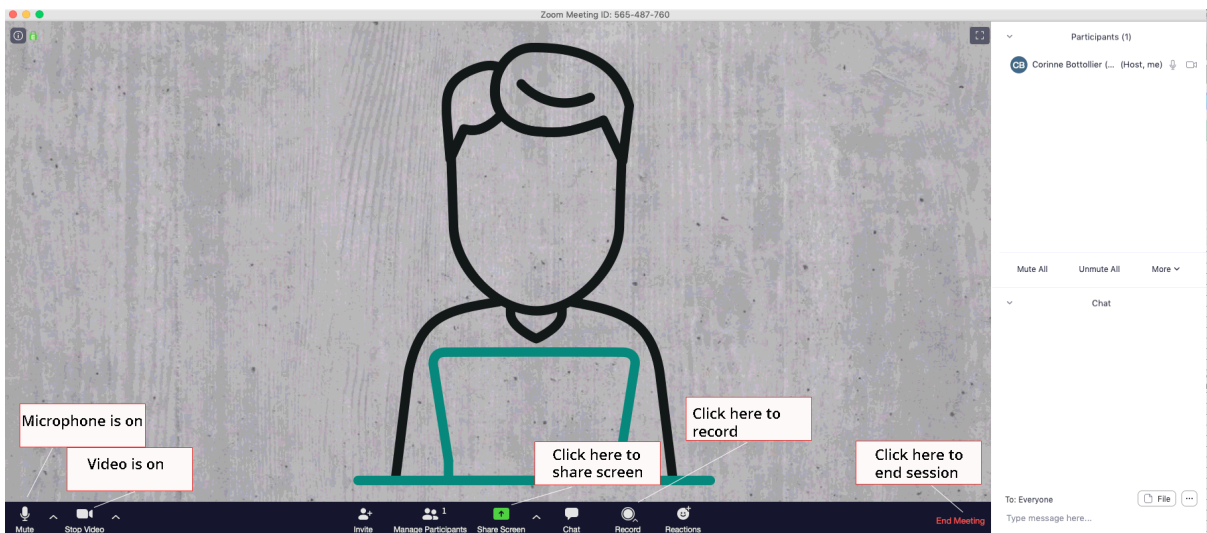


## 1. Join your meeting with video and audio

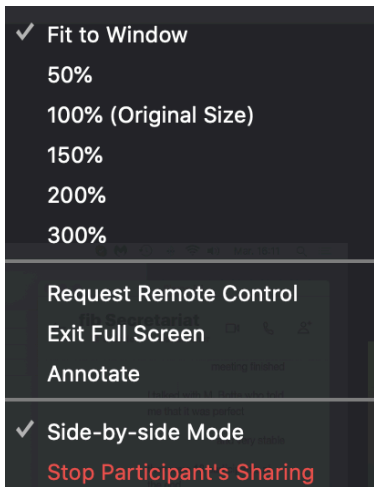




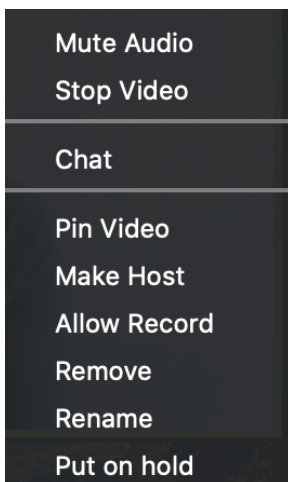
## 2. Your Zoom Meeting is set up and ready



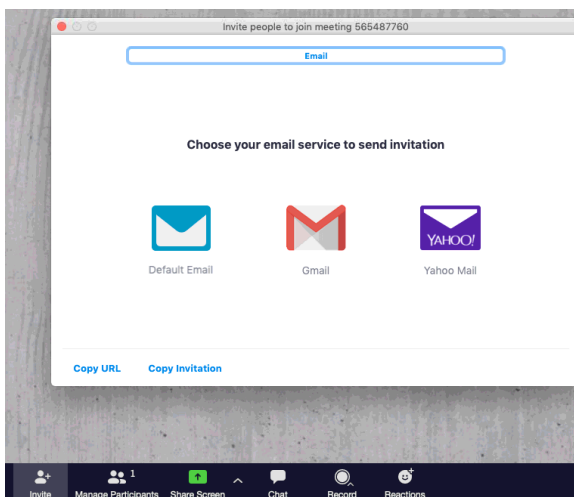
### 3. Manage your screen



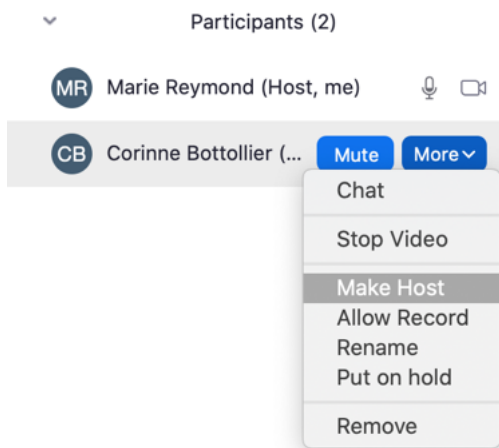
### 4. Manage your Audio and Video



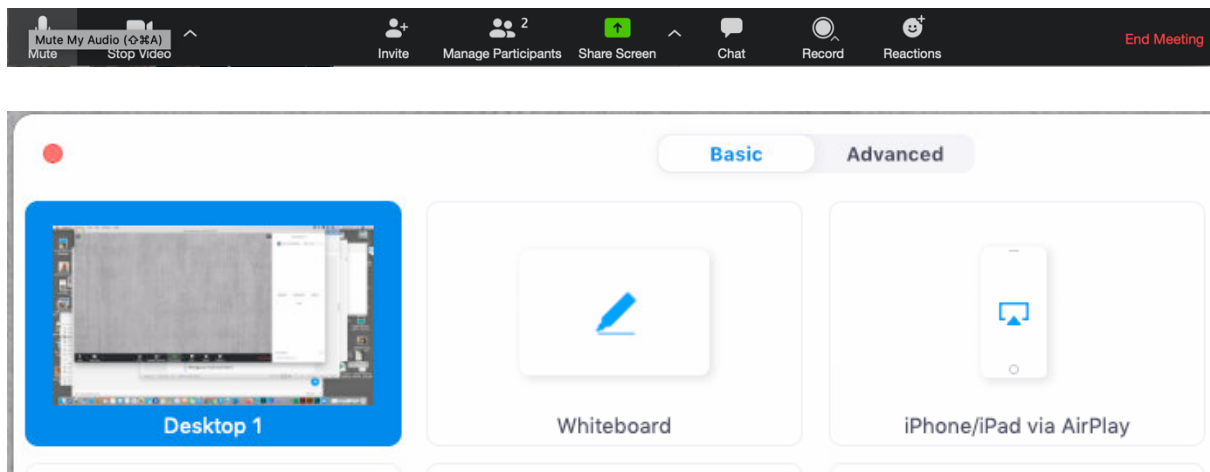
### 5. Invite Participants



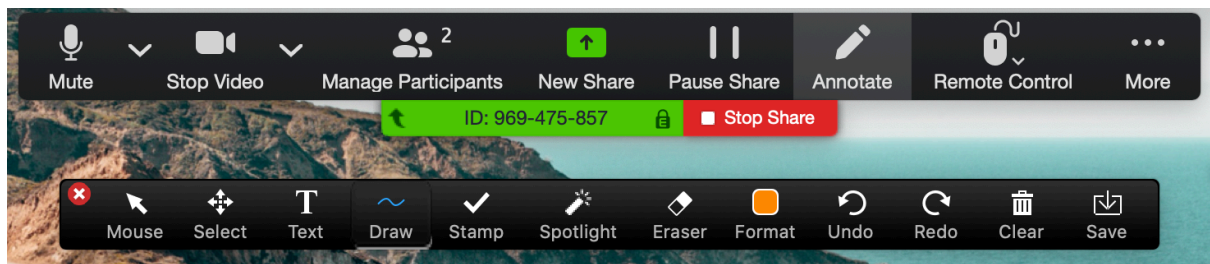
6. Manage participants: make them host, rename them, put them on hold or stop the video



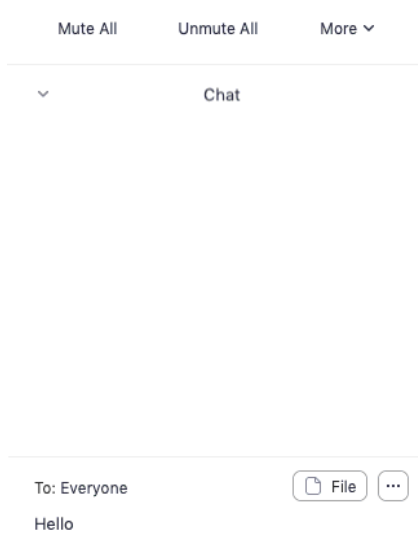
7. Share your screen: all or part of your screen



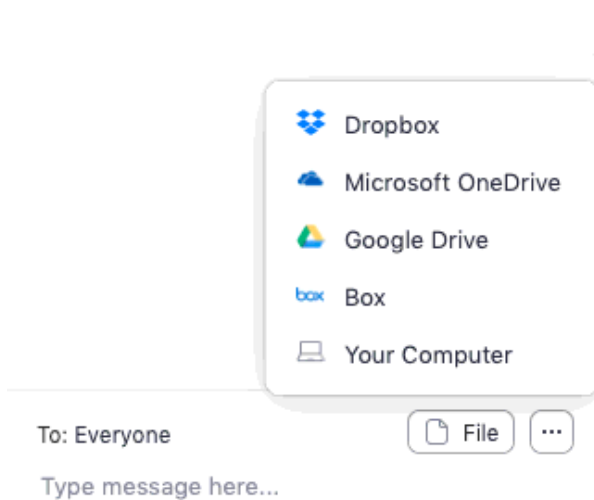
8. Annotate your presentation and let other participants annotate your presentation



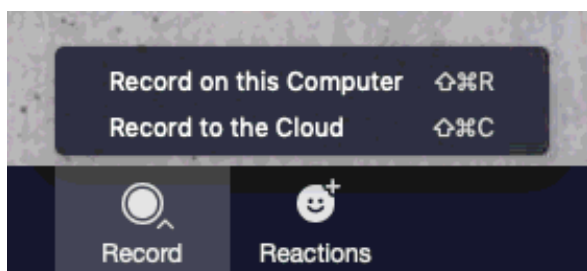
## 9. Chat with your participants



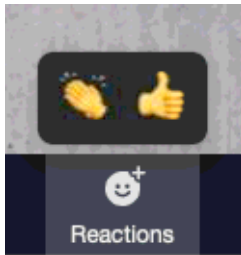
## 10. Share some files



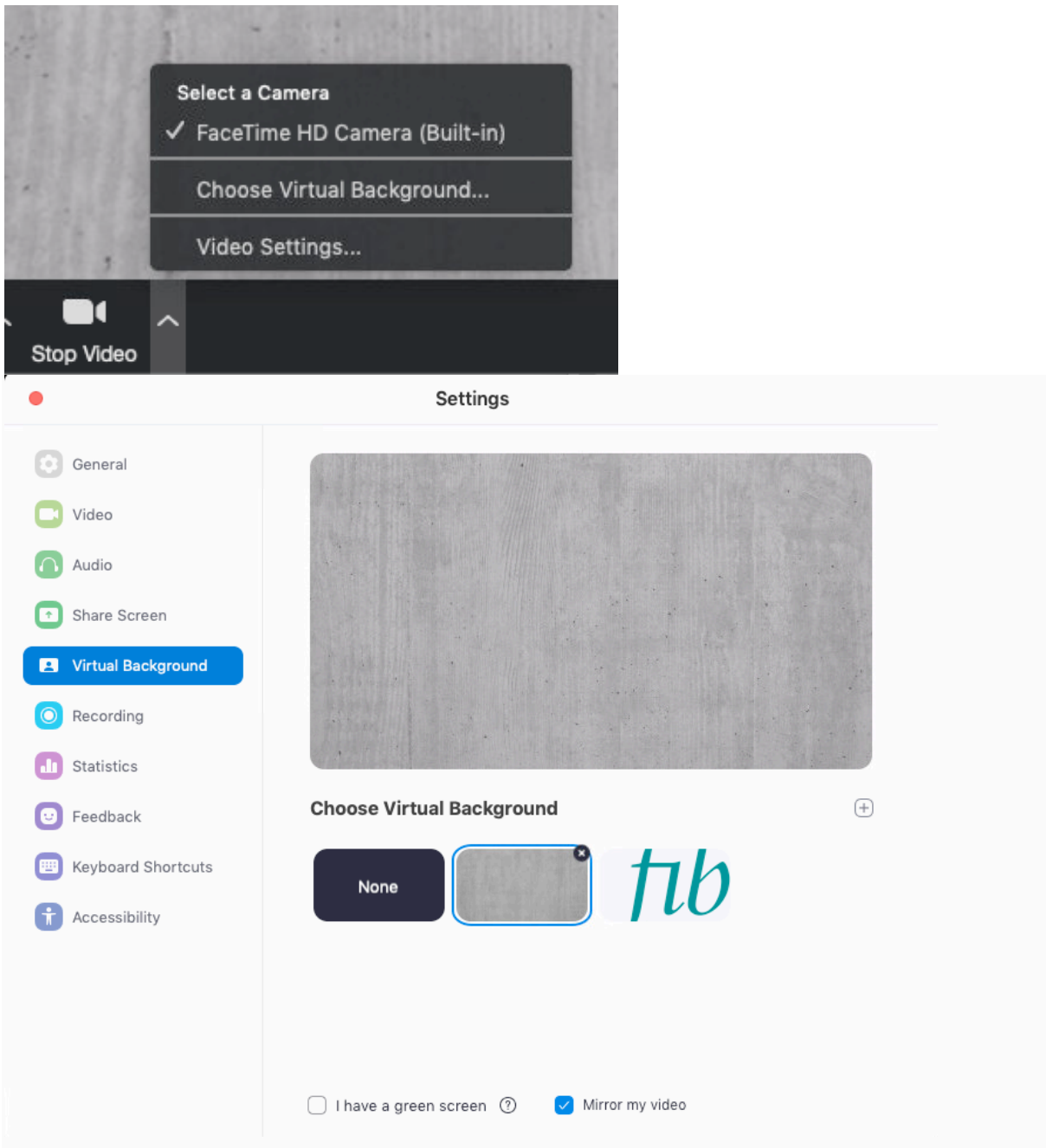
## 11. Record your meeting: if you forgot to ask us, you can still record your meeting using the following feature.



## 12. Send Reactions



## 13. Add a Virtual background in the Video settings





14. Leave your meeting: right end corner



Leave Meeting

NB: Please keep the following in mind when using Zoom:

- Use video only if needed or required (to save on bandwidth).
- Make use of screen all the time and have the ability to transfer control to any participants and view their screen.
- Members should mute themselves except when they are speaking (cuts on background noise).
- The meeting announcement will be generated from by the fib Secretariat.
- Documentation exchanges must be within the fib network.
- Make sure you maintain respectful behaviour and communications at all times.