



# **Teleconference**

## **USER MANUAL**

**Chania, 15-16 July 2020**



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## 1. How to download zoom

After your registration on ACW webpage, upon clicking the teleconference link it will automatically ask to install the zoom client.

Download the [iOS](#) or [Android](#) app.

You can also manually download the latest version by:

- Clicking on **download** from the link at <https://zoom.us>
- Directly from one of the following links
  - <https://zoom.us/support/download>
  - <https://zoom.us/download>
  - <https://zoom.us/download2>

## 2. Opening zoom

### a. Windows

#### Windows 10

1. Click the Windows icon in the taskbar.
2. In your apps list, scroll until you get to the Zoom folder.
3. Click on the Zoom folder.
4. Double click on **Start Zoom**, to launch the application.

#### Windows 8

1. Click the Windows icon in the taskbar.
2. Click the **down arrow**, in the bottom left corner, to access **All Apps**.
3. Scroll to the apps until you see Zoom, then click **Start Zoom**.

#### Windows 7

1. Click the Windows icon in the taskbar.
2. Click **All Programs**.
3. In the programs list, click on the **Zoom** folder.
4. Double click on **Start Zoom**.


**Note:** On all versions of Windows, you can pin the Zoom desktop client to your taskbar, by right-clicking on **Zoom desktop client**, and then clicking **Pin to Taskbar**.

### b. iOS

1. Go to the Home Screen.
2. On the Home Screen tap **Zoom**.



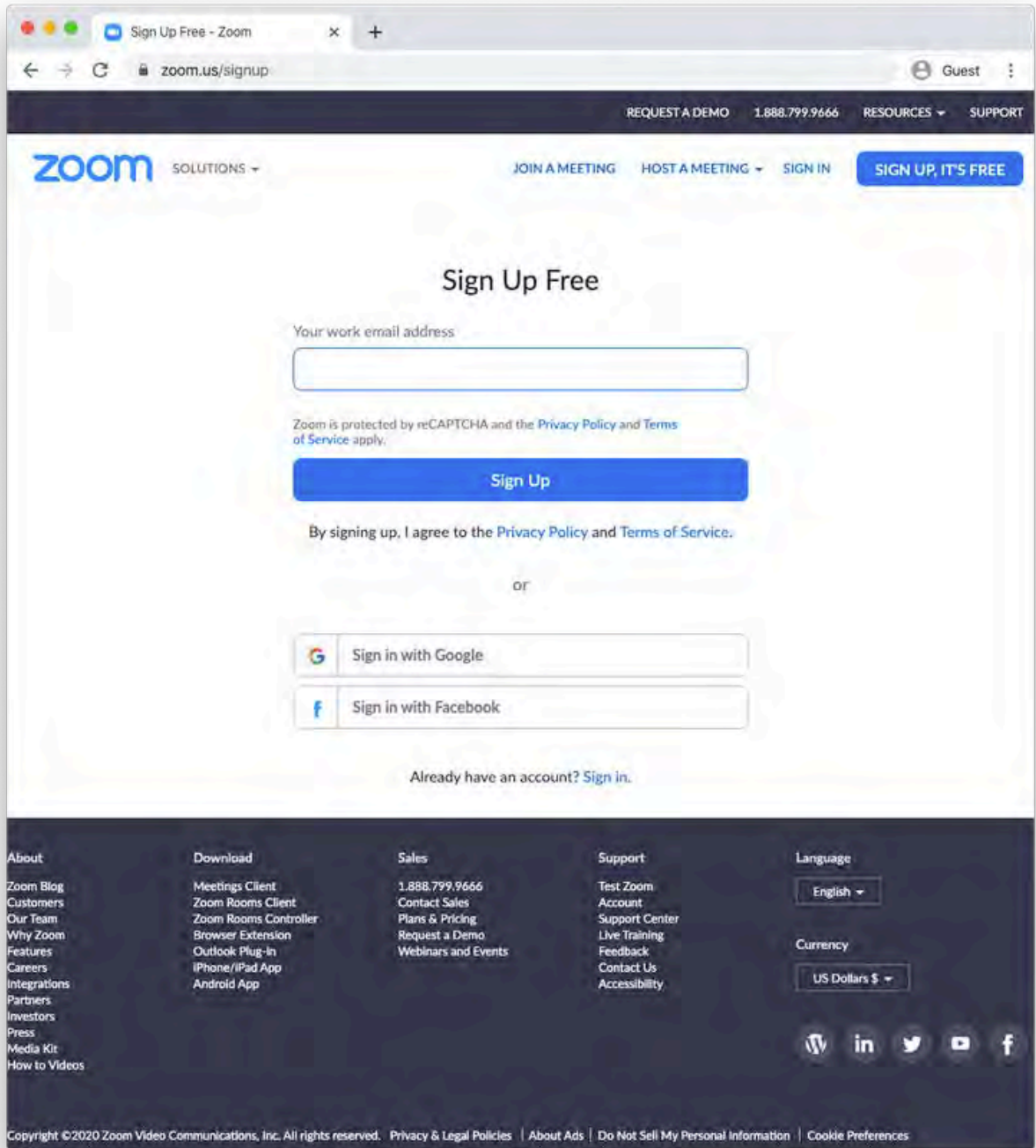
c. Android

1. Swipe up from the bottom of your screen to the top. Alternatively, tap on the All Apps icon , tap it.
2. Tap **Zoom**.

### **3. Making an account**

The first thing to do, of course, is to register for the service. You can do this either from your laptop or from your mobile phone. We'll cover the web service first.

1. Go to Zoom's sign up page. You'll be presented with a few options for creating an account. At the top, you can enter your email in the box labeled "Your work email address."
2. You can also create an account by clicking the "Sign in with Google" or "Sign in with Facebook" buttons, after which you just download the Zoom desktop app and move on to step seven.
3. **If you entered an email**, Zoom will send an activation email to that address. You **must click the "Activate Account"** button in the email or copy and paste the activation URL into your browser to activate your account.
4. On the page that opens up in your web browser, fill in your first and last name and a password.
5. After you've installed the Zoom app, you'll see buttons to "Join a Meeting" or "Sign In."
6. On the next screen, enter the email and password you just used to sign up for Zoom in your browser. If you registered using the "Sign in with Google" or "Sign in with Facebook" buttons, click those buttons here and follow the prompts.



If you sign up for Zoom using the mobile app, the process is similar to how it is on the web. (We tested the sign up process using the iOS app.)

1. When you open the app for the first time, you'll be presented with the options to join a meeting, sign up for Zoom, or sign in to a Zoom account. Tap "Sign Up."



2. On the next screen, you'll be asked to enter your email address, your first and last name, and to check a box to agree to Zoom's terms of service. After you do, tap "Sign Up" and you'll be sent an activation email.
3. Tap the "Activate Account" button in the email you receive, or copy and paste the activation URL into your mobile browser.
4. From there, you'll be asked to complete the same steps outlined above to make an account, just from your mobile browser.
5. To open the meeting, tap the "Sign In" button at the bottom of the screen. On the next screen, enter your login information and tap the "Sign In" button.

#### 4. Participate to teleconference

Navigate to <https://acw-conference.com/teleconference/>

Fill in your registration data. After pressing submit on the registration form you will be redirected to the conference page.



You must visit this page on 15 or/and 16 July, complete the following form and then you will be redirected to the page/link of the teleconference. Be sure to login about half an hour before the start of the conference (around 9:30 am).

[User Manual](#)



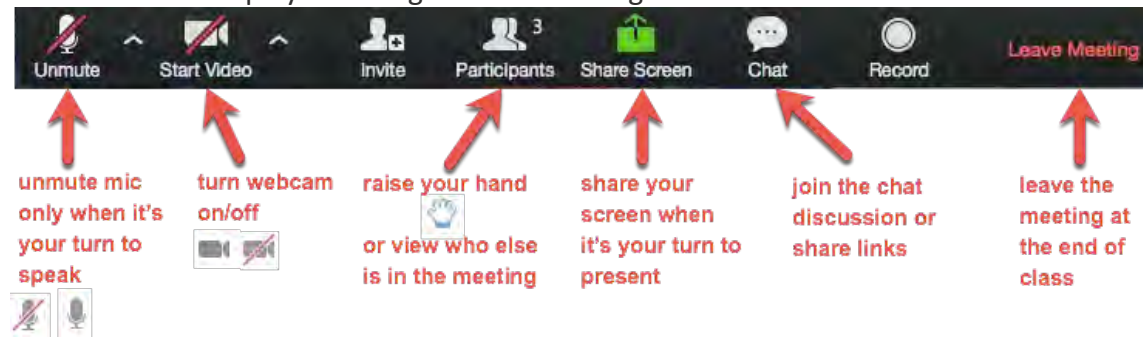
Please fill in your registration data and press submit.  
You will automatically be redirected to the teleconference

<b>Name *</b>	
<input type="text"/>	<input type="text"/>
First	Last
<b>Email *</b>	<b>Organisation *</b>
<input type="text"/>	<input type="text"/>
<input type="submit" value="Submit"/>	

## 5. Screen explanation

Navigating the zoom menu

Before the conference, it would be helpful to become familiar with the Zoom Menu. Here are the main icons displayed during a Zoom Meeting:



- **Microphone:** mute/unmute your microphone
- **Video:** start/stop your device webcam which allows other participants to see you
- **Chat (chat bubble):** join the chat discussion to pose questions. Questions should be written and will be answered at the end of the oral presentation.
- **Participants:** view who else is in attendance.
- **Share Screen:** present content from your screen then stop sharing when finished
- **Leave Meeting:** at the of the online class leaving the meeting

## 6. Be a speaker

### a. Share your screen on a desktop

1. Click the **Share Screen** button located in your meeting controls.
2. Select the screen you want to share.
3. Click **Share**.
4. Once you are sharing, you can chose to pause or stop sharing your screen.

For more information, visit the Zoom Support article: [How Do I Share My Screen?](#)

### b. Sharing your screen on Android

You can share your entire screen including any application on your Android device. Sharing your entire requires Android 5.0 or higher.

1. Tap **Share** in the meeting controls.
2. Tap **Screen**.
3. Tap **Start Now**.
4. The screen share will start and Zoom will continue to run in the background. You can now chose the app that you would like to share.



5. At the bottom of your screen, tap **Annotate** to open the annotation tools or **tap Stop Share** to stop sharing and go back to meeting controls.

**c. Share your screen on iOS**

On iOS, you can share:

- Screen - requires iOS 11 or later and Zoom version 4.1.18611.1228 or higher. Learn how to share your screen.
- Photos
- iCloud Drive
- Box
- Dropbox
- Google Drive
- Microsoft OneDrive for Business
- Microsoft OneDrive
- Website URLs
- Bookmark
- Whiteboard - iPad only

Sharing content

1. Tap **Share Content** in the meeting controls.
2. Tap the type of content that you want to share.
3. For example, if you select Google Drive, this will bring up a series of documents that can be shared. Select the document you want to share and then **Share** in the top right corner.
4. The content is now shared into the meeting.

**Note:** You cannot annotate when sharing your entire screen into the meeting via iOS device. If you need to annotate when sharing an entire iOS screen, see [sharing iOS Applications](#).

## **7. Common problems**

**a. Account does not exist**

If you receive a message that no account was found when you attempt to reset your password, this means that there is no Zoom account with a work email address and password login in our system with the email address that you entered.

- Confirm that the email address is spelled correctly
- Try logging in with Google or Facebook

If you login with Facebook or Google and do not know your Facebook or Google password, you will need to reset your password there. Here is some additional information on resetting your password with Facebook and Google:

- **Google Password Help:** [Gmail Password Help Center](#)
- **Facebook Password Help:** [Facebook Password Help Center](#)





**b. Didn't receive the email**

If you didn't receive the email after resetting your password and receiving a message that we sent you a reset email, please check your Spam folders and confirm at [no-reply@zoom.us](mailto:no-reply@zoom.us) is whitelisted for your inbox.

While most mail servers receive Zoom's password reset emails within a few minutes, some mail servers may take 30 minutes or longer. If possible, wait to see if you receive it.

**c. Link has expired**

Zoom Reset Password links stay valid for 24 hours or until you send another reset password email. At the second day of the conference, you must follow the same procedure for the registration.

**d. Reset password**

1. Go to [Zoom.us/forgot\\_password](https://zoom.us/forgot_password)
2. Enter in your Email address.
3. Click **Send**.
4. You will receive an email with a link to reset your password. Click the link in the email.
5. Enter in your new password.
6. Enter in the new password a second time for confirmation.
7. Click **Save**.
8. You have now reset your password and should be logged into the Zoom web portal.

**Note:** You will also receive email confirmation that your password has been reset.