Information on using Zoom

Quick installation guide:

Installing Zoom on your computer

1. Download and install the Zoom client.
2. Go to: https://zoom.us/client/latest/ZoomInstaller.exe and click on "Save file". Zoom will now download.
3. Either Zoom starts the installation automatically or you have to click on "ZoomInstaller.exe" under Downloads in your browser.
4. Zoom is now installed and can be used.

Or

Install Zoom on tablet/mobile phone

1. Open the app store of your respective device and search for "Zoom".
2. Download "ZOOM Cloud Meetings". Wait until the app is installed and ready to use. Then you can open it.

Join a meeting

Option a) You will receive a link:
- Click on the respective link, Zoom starts and you can join the meeting.

Option b) You get a meeting ID (a sequence of numbers) and a password.
- Start the Zoom programme.
- Click on "Join meeting".
- Enter the meeting ID and password. Below this you can enter the name that will be visible in the video conference. Please use your real name.
- You can now participate.

Here you will find a video explaining everything again:
https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1

- Once you have entered the digital meeting room, your microphone is off (your camera is completely off and will not be activated)
- You can ask questions to the speakers via the chat.
- Please note that the meeting will be recorded.

For technical questions, please contact icho@conventus.de