



Information on using zoom

Short installation guide

a) Install Zoom on your computer

- Go to <https://zoom.us/client/latest/ZoomInstaller.exe> and click on "Save file"
- Zoom will now be downloaded
- Either Zoom will start the installation automatically or you will need to click on "ZoomInstaller.exe" in your browser under downloads
- Zoom is now installed and ready to use

b) Install Zoom on your tablet / cell phone

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

Join a meeting

a) You will get a link

- Click on the link, Zoom starts and you can join the meeting

b) You receive a meeting ID (a sequence of numbers) and a password

- Start the Zoom programme
- Click on "Join meeting" and enter the meeting ID and password
- Below you can enter the name that will be visible in the video conference
- **Please use your real name**
- You can now join the meeting

Here is a video explaining everything again:

https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1

As far as you have entered the digital meeting room, your microphone is turned off (your camera is completely off and will not be activated). You can ask questions to the speakers via the chat and the Q&A tool. After the session, the chairs will review the questions and submit them to the speakers for answers.

**We are happy to welcome you to the
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