

# Lecture Using Zoom

# Preparation

## **When you prepare PowerPoint presentation data**

- Please be noted that movies which have high frame rate will cause delay or gap on Zoom.
- We recommend not to use animation and page transition, for smooth streaming of your presentation.
- Movie data might be shown not as clear as you wish, due to the reason written above.

## **Setting of PowerPoint**

- Please chose "OFF" of "presentation tool" from monitor setting in "Slide Show" tab.
- Then you can show the same picture which you see on your display to Zoom Webinar participants.

## **Network Environment**

- We recommend to use "Wired LAN Network", instead of wireless LAN (Wi-Fi) for stable network environment, in order to avoid internet connection trouble.

# Preparation

## Setting of PC

- We recommend to use earphones with microphone to stream clearer sounds.
- If you use Desktop PC, please prepare external microphone and web camera.
- Please choose “OFF” to “Desktop Notification” to avoid any trouble for presentation.
- If you use extended function for multi display,  
please set the function "OFF" to stream the picture of main display.

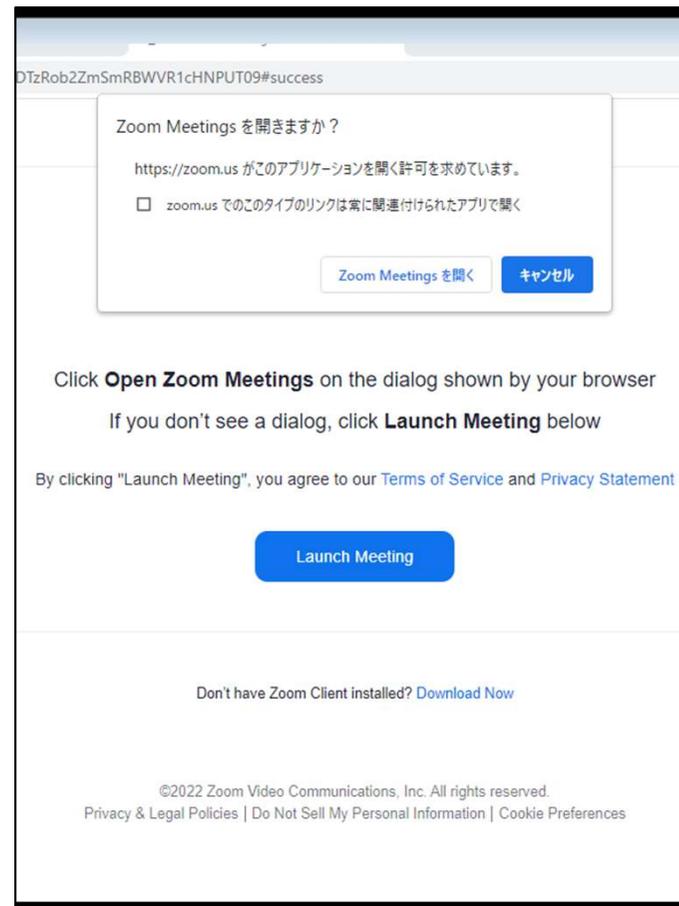
## <For your reference > Notification Setting

【Windows】 <https://support.microsoft.com/ja-jp/help/4028678/windows-10-change-notification-settings>

【Mac】 <https://support.apple.com/ja-jp/guide/mac-help/mh40609/mac>

# Procedure to Join Zoom Meeting

1. Please click the meeting URL which the Congress Secretariat sent to you in advance.
2. Please click “Open Zoom Meeting”, when you see a pop-up “Will you open Zoom Meeting?”.



# Procedure to Join Zoom Meeting (If you have an account)

3. When you see a window with video preview, please click “Join with Video”

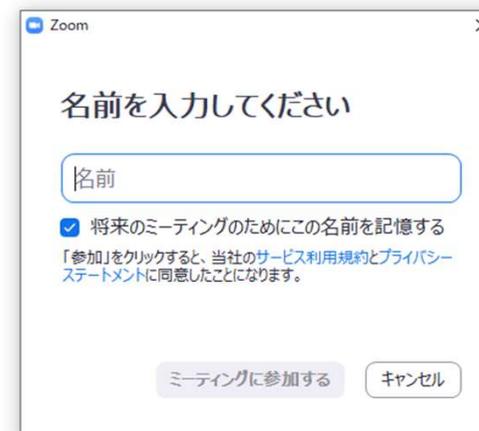
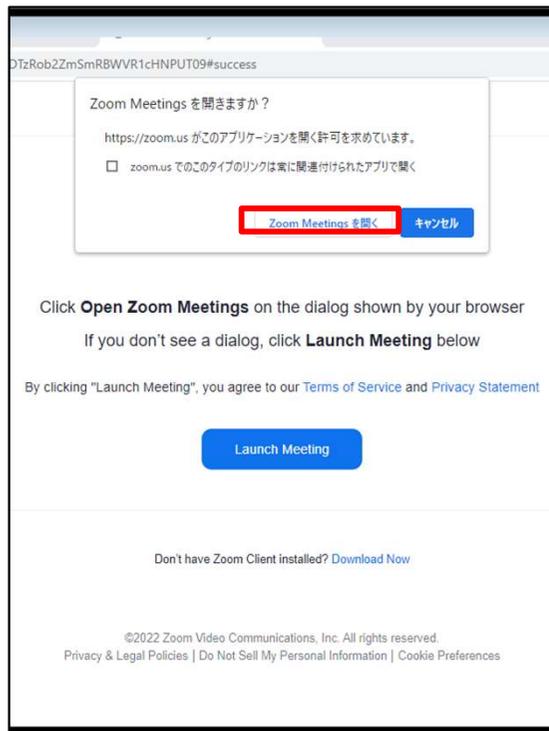


4. To join audio please click “Join with Computer Audio”, when you see the pop-up shown below.



# Procedure to Join Zoom Meeting (If you join as a guest)

1. Please click the meeting URL of your session sent by the Congress Secretariat in advance.
2. Click “Open Zoom Meeting” ,  
when the pop-up “Will you open Zoom Meeting?”  
comes out.
3. Please fill in your name and click “Join Meeting”.  
\*The name will be shown during meeting on your video.

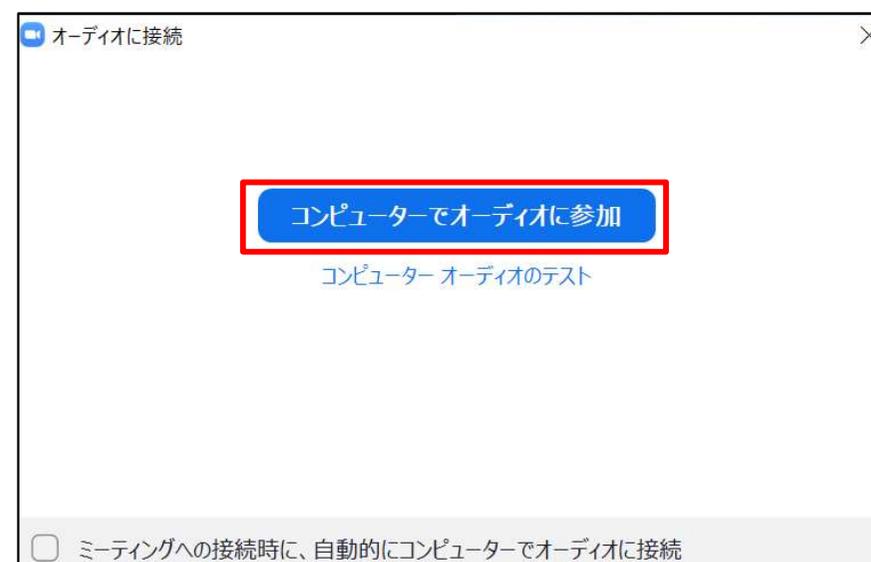


# Procedure to Join Zoom Meeting (If you join as a guest)

4. When you see a window with video preview, please click “Join with Video”.



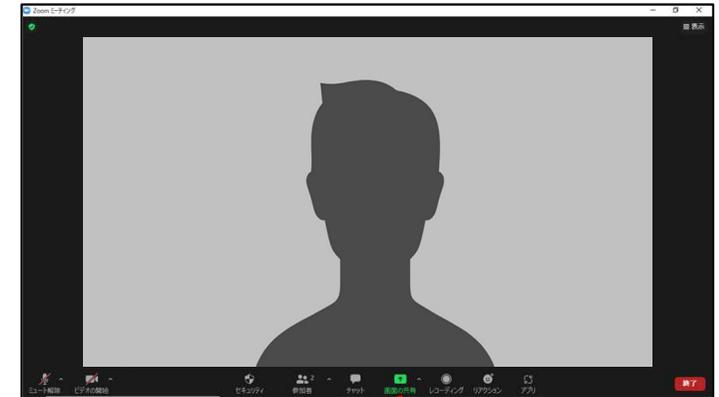
5. To connect to audio, click “Join with Computer Audio”, when you see the pop-up shown below.



# How to Share Screen 1

## How to Share Screen on Zoom

1. Please wait with your presentation data opened.
2. Click “Share Screen” on the menu bar down below.



Click “Share Screen”



3. From the window “Select a window or an application that you want to share”, choose your lecture data to start “share screen”.

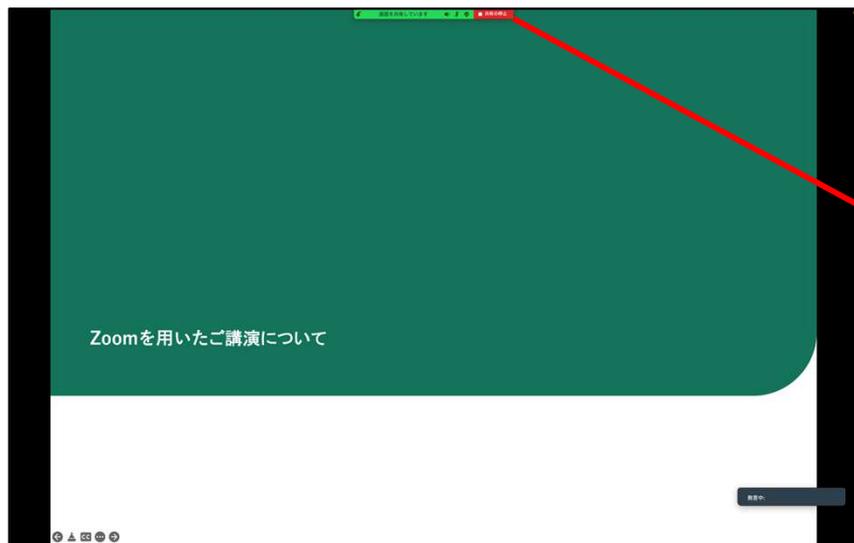
\*if you have audio data in the lecture file, please check on “share sound”.



If you have registered your lecture data, the operator will share screen with your cue to start.  
If you haven't, please share screen by yourself and start lecture.

# How to Share Screen 2

4. When you finish your lecture, please click “Stop Share” of middle upper of zoom.

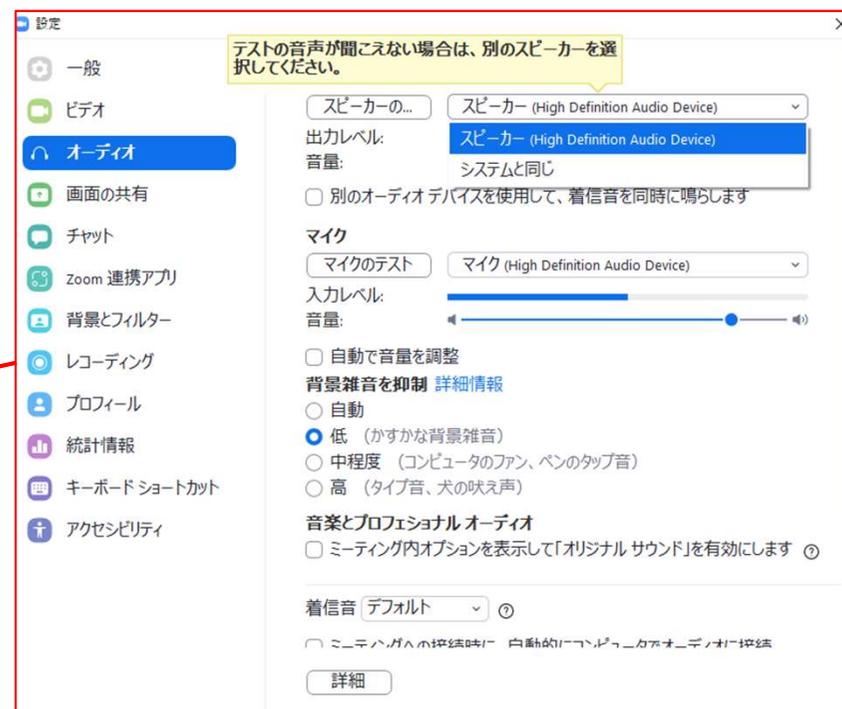
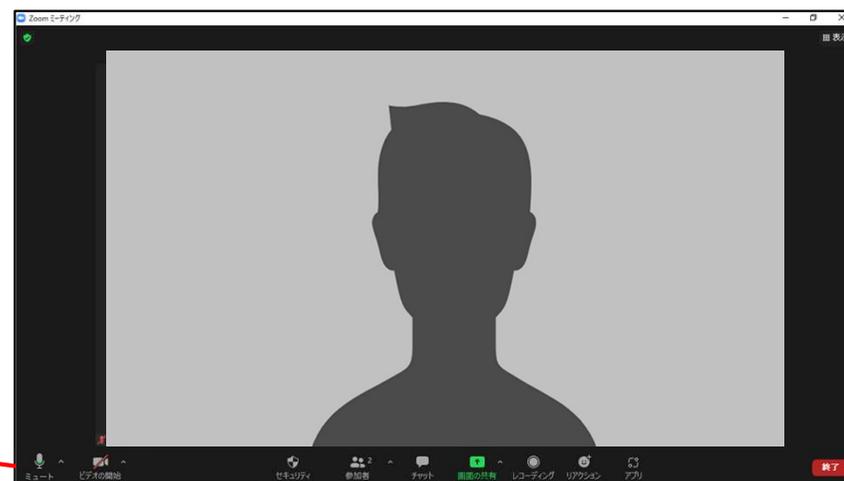
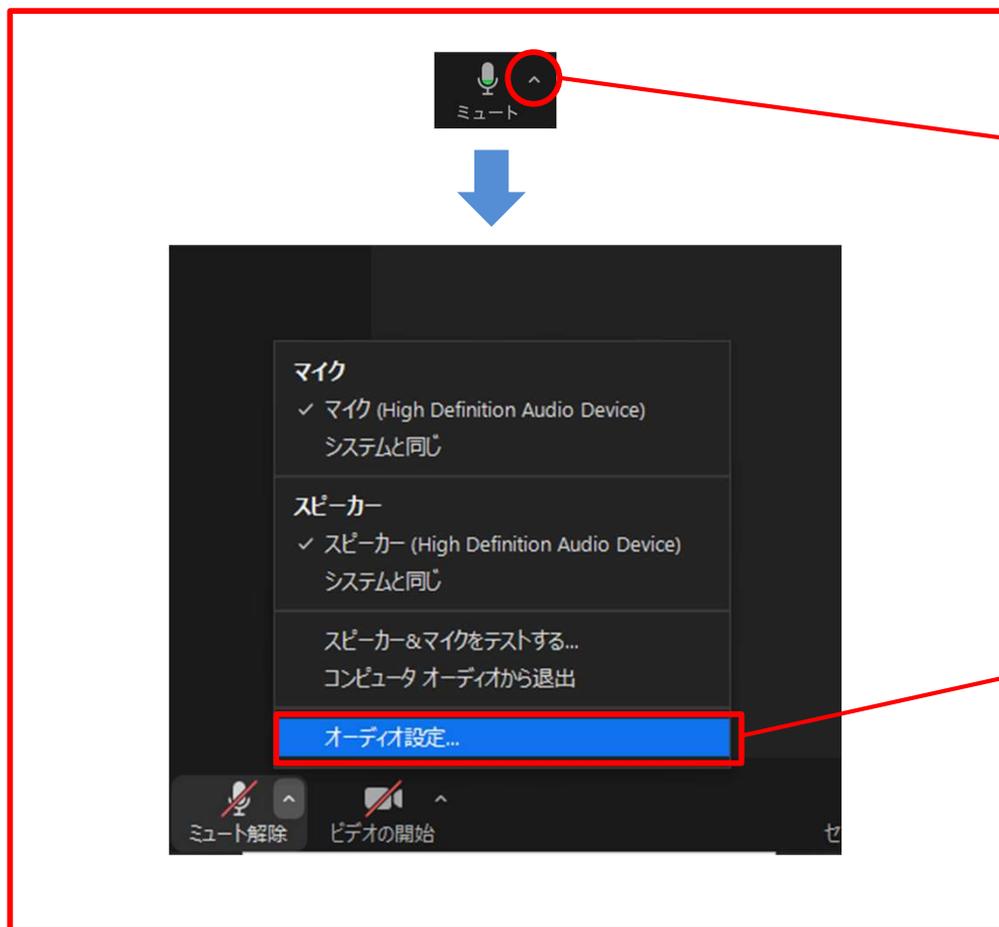


# Procedure of Various Settings

## ➤ Zoom Environmental Setting

### 1. Audio Settings

Click “ ^ ” right side of Microphone button, to open “Audio Settings”.

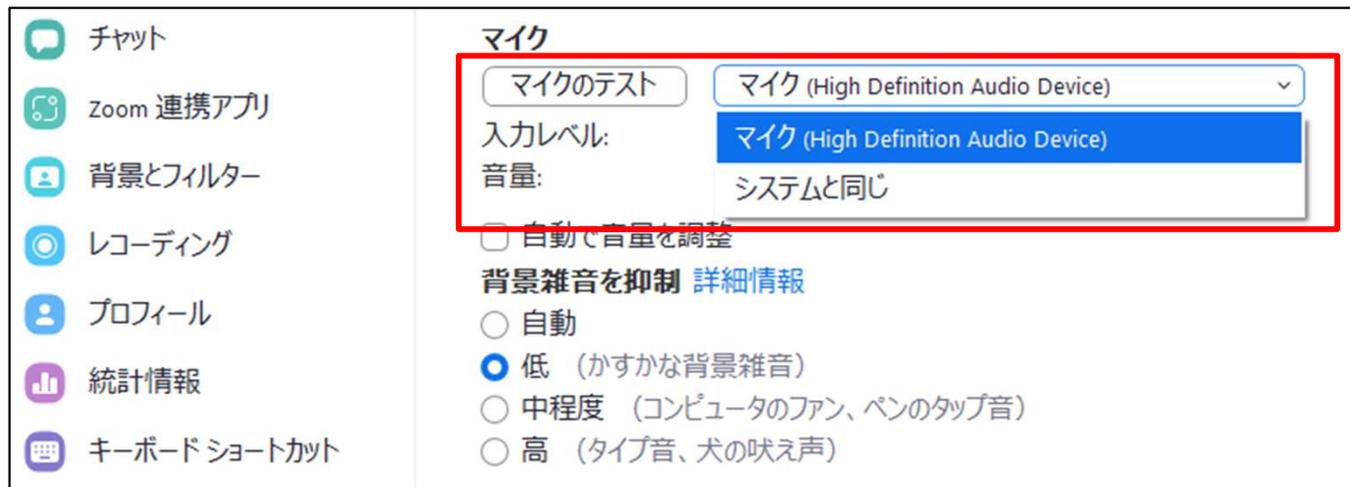


# Procedure of Various Settings

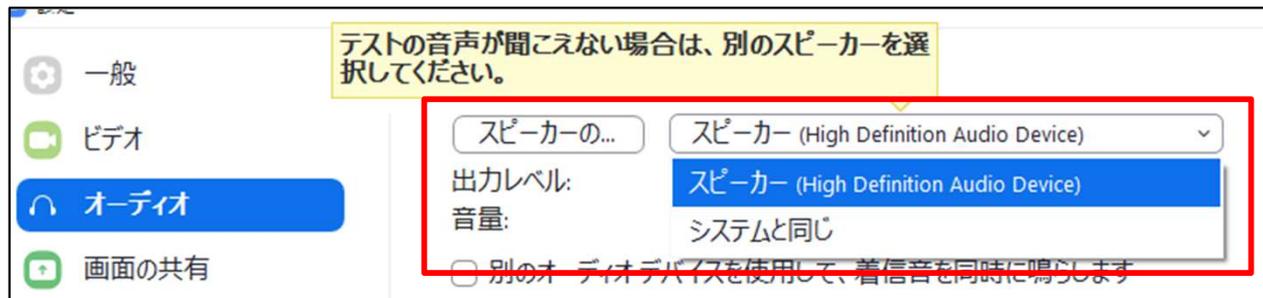
## ➤ Detail of Audio Setting

Choose the microphone you wish to use from “Microphone”

(You can select High Definition Audio Device or some other model number if you connected.)



When you use earphone, choose Earphone from “Speaker” Setting.



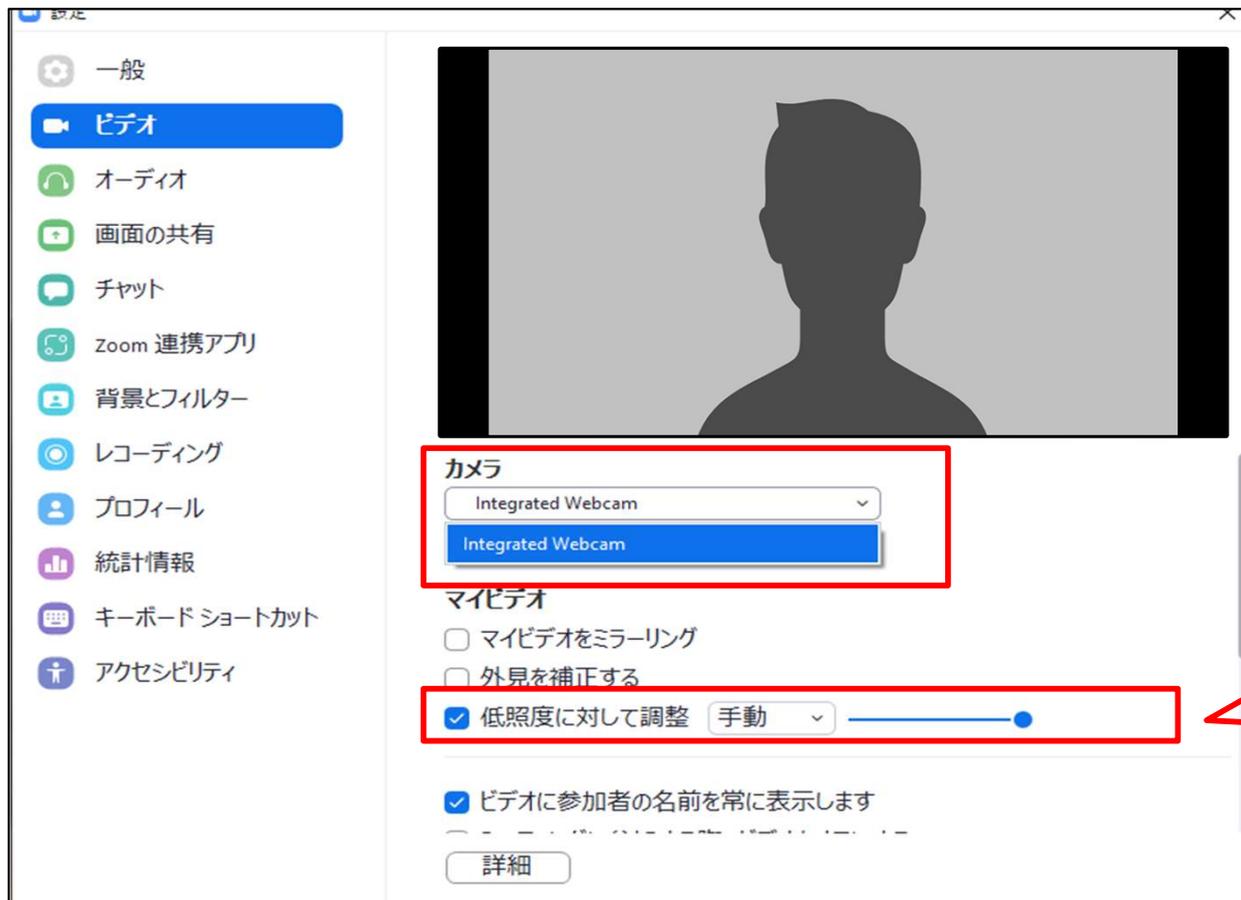
# Procedure of Various Settings

## ➤ Zoom Environmental Setting

### 2. Video Setting

Choose the camera you wish to use from “Camera”

(You can select integrated Webcam or some other model number if you connected.)



When the light are low around you:  
Check the “Adjust for low light”,  
then choose “manual”  
to adjust light with moving scale.

# Screen Setting

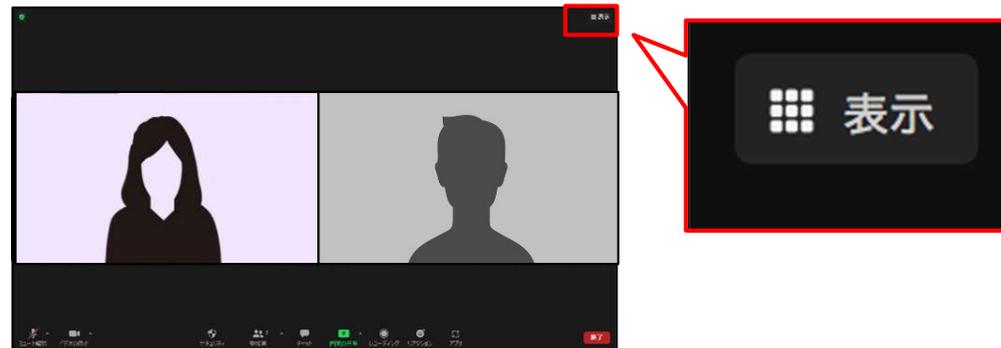
## ➤ Detail of Screen Setting

To change setting of screen, please click “view” icon, right upper of the Zoom.

### 1. Gallery View Setting

#### 【Gallery View】

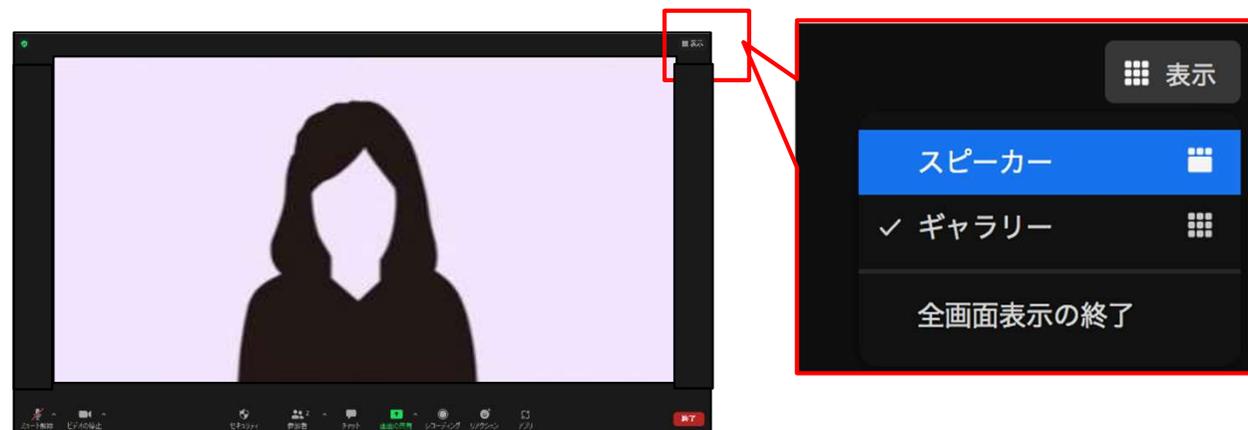
You can see all the members who join the meeting.



### 2. Choose “Speaker”

#### 【Speaker View】

You can see a person speaking at moment in one big video.



※Gallery View has been chosen as a default of the view setting.