

Zoom Guideline

Zoom 的使用指南

Zoom is the extremely simple, extraordinarily powerful way to hold unlimited online meetings.

Zoom 是一款提供高清在线视频会议的快捷通讯软件。

Mobile Client 手机端

1. Download Zoom from App Store (IOS/Android)

在应用商城下载 Zoom (IOS 和安卓系统都适用)

2. How To Join A Session 如何进入会议

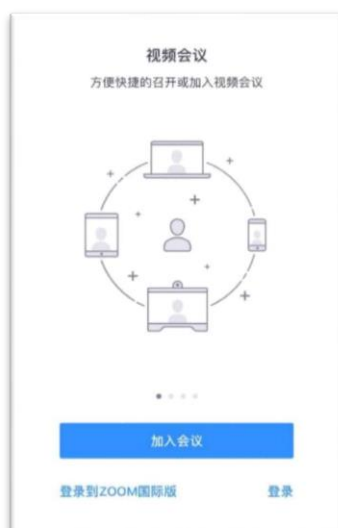
Step 1: Open "  " APP 打开 "  " APP

Step 2: Click "join the meeting" 点击 “加入会议”

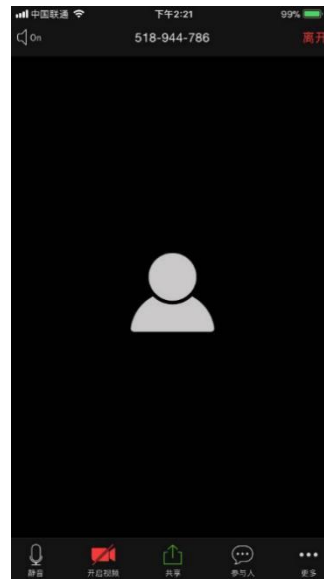
Step 3: Enter the Meeting ID 输入会议号

Step 4: Fill in your pinyin name (Must be pinyin), and then click "join".

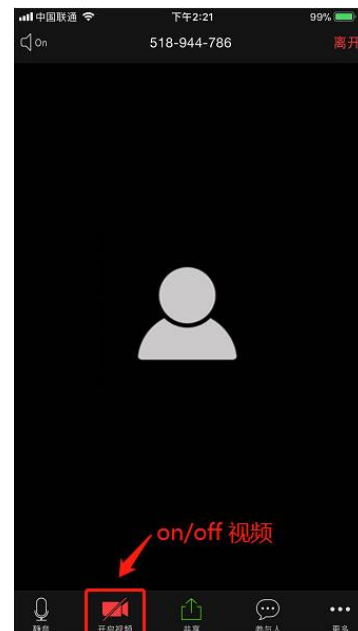
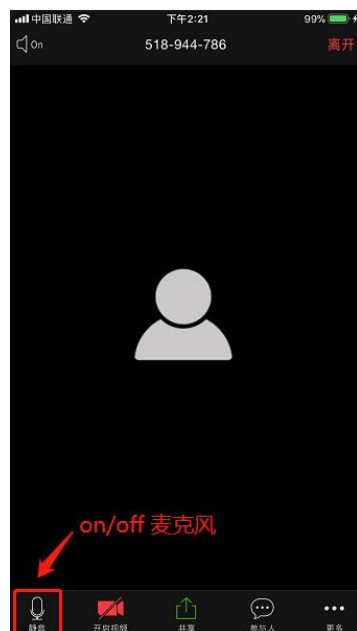
填写自己的拼音姓名 (**必须为姓名拼音**) , 再点击 “加入” 。



3. Video Conference Interface 进入会议界面



4. On/Off Microphone & Video 开启/关闭 麦克风、视频



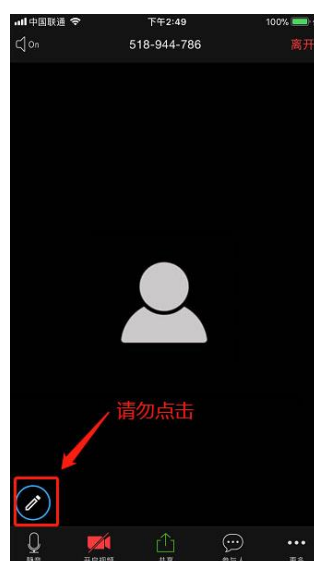
5. Write Down Your Questions 提问



6. Note: Do Not Click Edit Function 注意：请勿点击画笔功能

Please do not click "Edit", otherwise the other students will see the marks you wrote. And your mark may disturb the lecture contents.

请勿随便点击“画笔”，否则其他学生将看到你涂写的标记，同时也会遮盖屏幕内容，影响课程的正常进行。



Computer Client 电脑端

1. Download the Software 下载方式

Please visit the following websites for downloading Zoom:

请点击下面的网址下载 Zoom:

Free Download Link 免费下载链接:

<https://zoom.us/download>

2. How To Join A Session 如何加入会议

You will be given a meeting ID and link before the course, by entering the meeting ID or clicking the link you will join the online meeting shared by the professor.

会议组织者会在课程开始前将会议 ID、链接分享到群里，你输入会议 ID 或打开这个链接就可以进入在线课程的会议室。



Fill in your pinyin name **(Must be pinyin)**, and then click "join".

填写自己的拼音姓名（**必须为姓名拼音**），再点击“加入”。

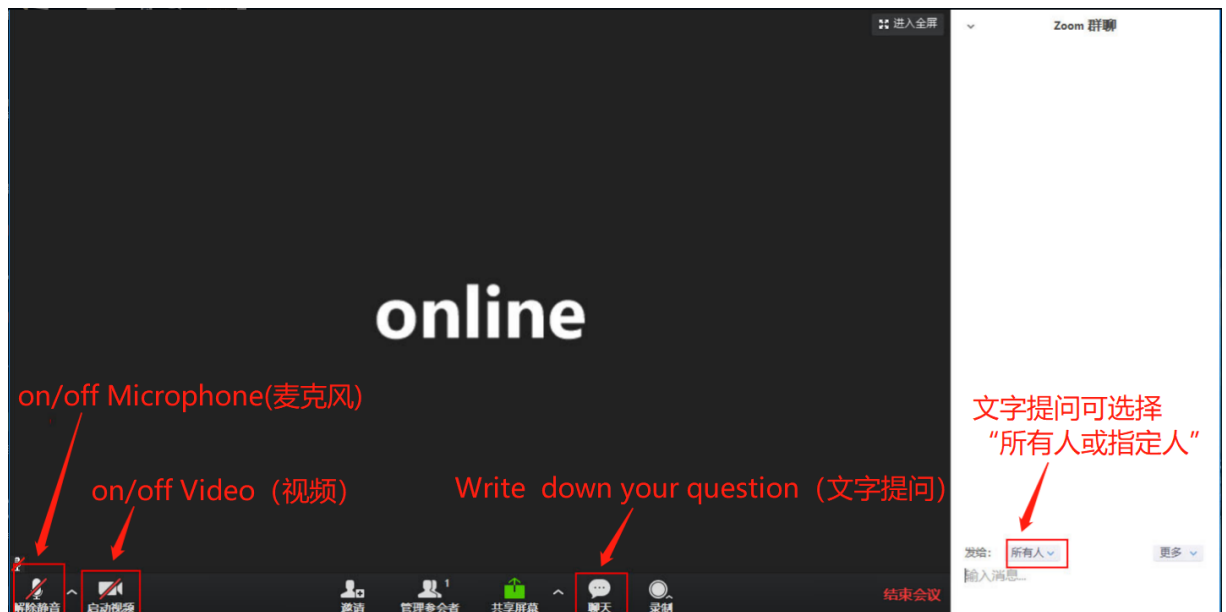
A screenshot of the Zoom application window for joining a meeting. The window has a title bar with the Zoom logo and a close button. Inside, there is a dropdown menu labeled "会议号或个人标签" (Meeting ID or Personal Link Name) with a downward arrow. Below it is a text input field containing "Yifan Wu". Under the name field are three checkboxes: the first is checked and labeled "在以后的会议中使用当前名字" (Use current name in future meetings), the second is unchecked and labeled "不自动连接语音" (Do not automatically connect to audio), and the third is unchecked and labeled "保持摄像头关闭" (Keep video off). At the bottom center is a button labeled "加入会议" (Join Meeting).

If you arrive before the organizer, please check your microphone and wait for the meeting to begin.

如果你比会议组织者较早进入会议室，请检查并调试好自己的麦克风，然后安静等待组织者进入再开始会议。

When the session starts, the Zoom control panel will appear on your screen. Use these icons to manage your participation.

当课程开始时，你的屏幕上将出现下图的控制面板，你可以在课程期间适当地使用这些功能。



For more information about download and test, please visit:

有关下载和测试的更多信息，请查询下面网址：

https://zoom.us/download#mobile_app

For detailed support from official website:

有关官网的详细支持信息请查询：

<https://support.zoom.us/hc/en-us>