Zoom App tutorial (web meeting)

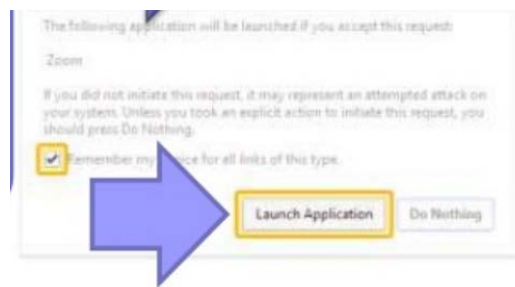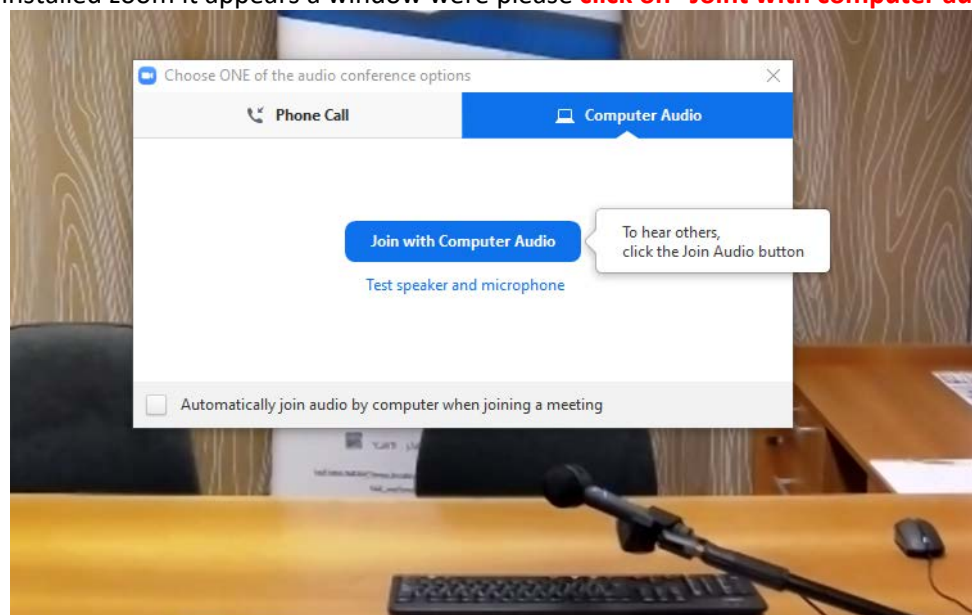|	
Your PC whith web meeting by Zoom interface (after plugin installation) **Result**	
1 **(Before)** **Upload Zoom** **….** **no more of few minutes**	The browser (Explorer, Chrome, Firefox o Safari, ecc.) needs to install the "**plug-in**" (first time only) that starts up clicking the **link** (URL) referred in the invitation e-mail, for ex.: https://zoom.us/x/123456789 (link to the web meeting) and **clicking "Launch Application"**
2	Once installed zoom it appears a window were please **click on "Joint with computer audio"**
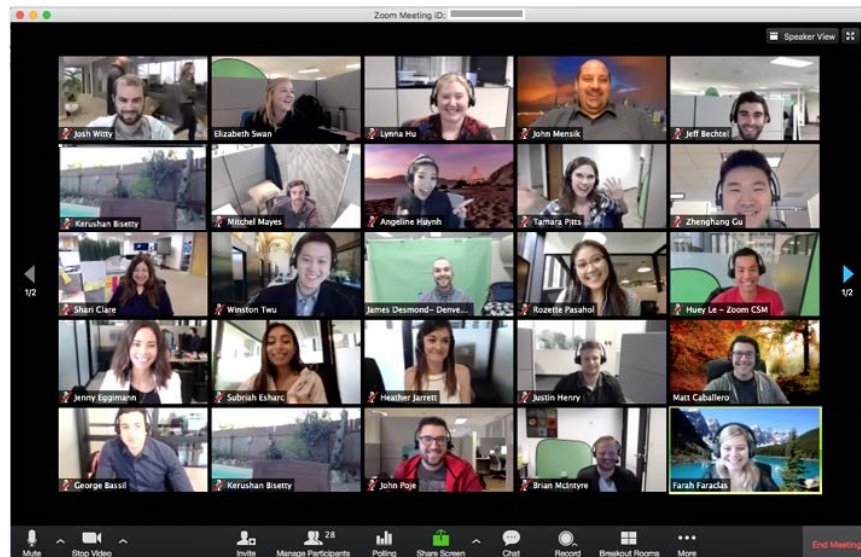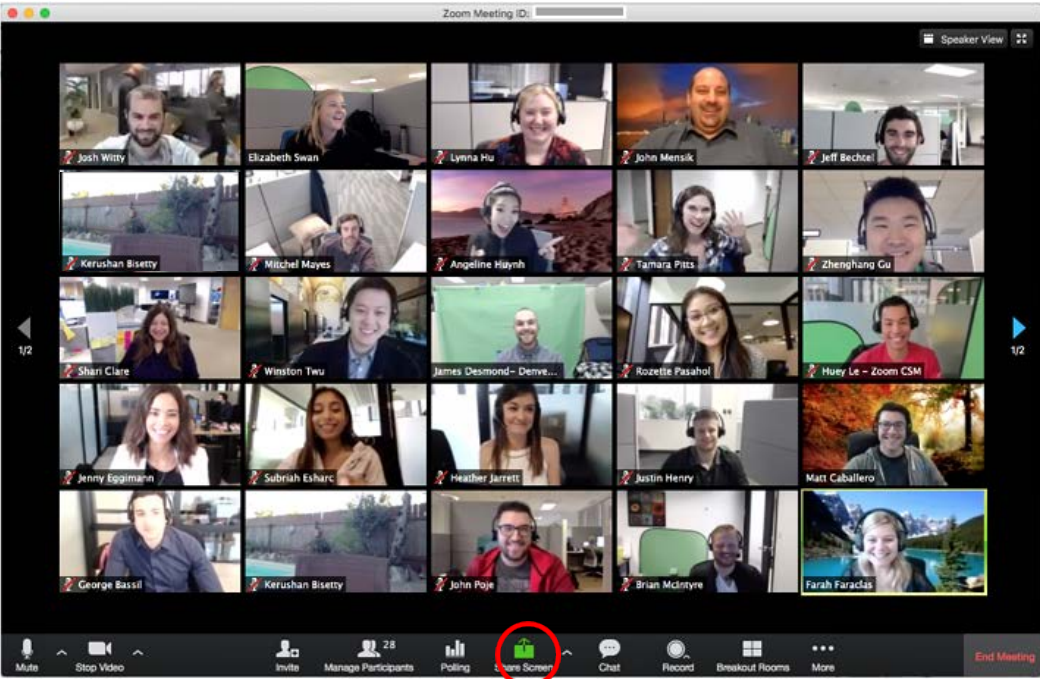
3 **Now you are in the meeting ready to interact with all the invited participants**	Looking the operational barr in the bottom side: **Click on "start video"** to start up your webcam (if necessary) **Click on "share"** if you want to show document/s from the pre-arranged folder (from your PC)
4 **Final recommandations**	a) The meeting session is conducted by a chairman supported by CIHEAM Bari staff; b) **Click on "participants" and "rise hand" (see the bottom) to book to talk, interact (talk) one at a time** c) Avoid to have apps, files etc. operative during the web meeting session.

IT staff

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