

# Zoom Guide

## What is Zoom?

Zoom is a web conferencing tool that unifies cloud video conferencing, online meetings, and collaboration in an easy to use platform. Click to watch the [video](#).

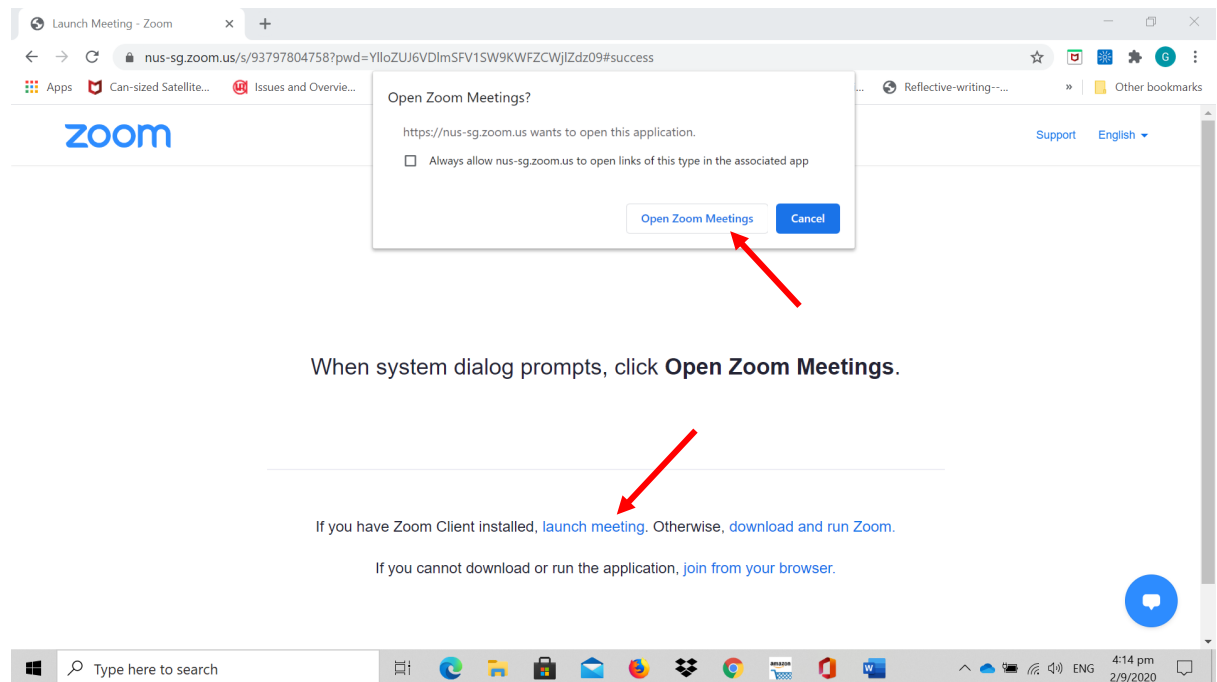
## Step 1: Installation of Zoom Client

- 1) Click the links below and download [Zoom](#) according to device operating system:
  - [Win](#)
  - [Mac](#)
  - [Linux](#)
  - [iPhone](#)
  - [Android](#)
- 2) Once installed, join the [Test Meeting](#) and test your system.

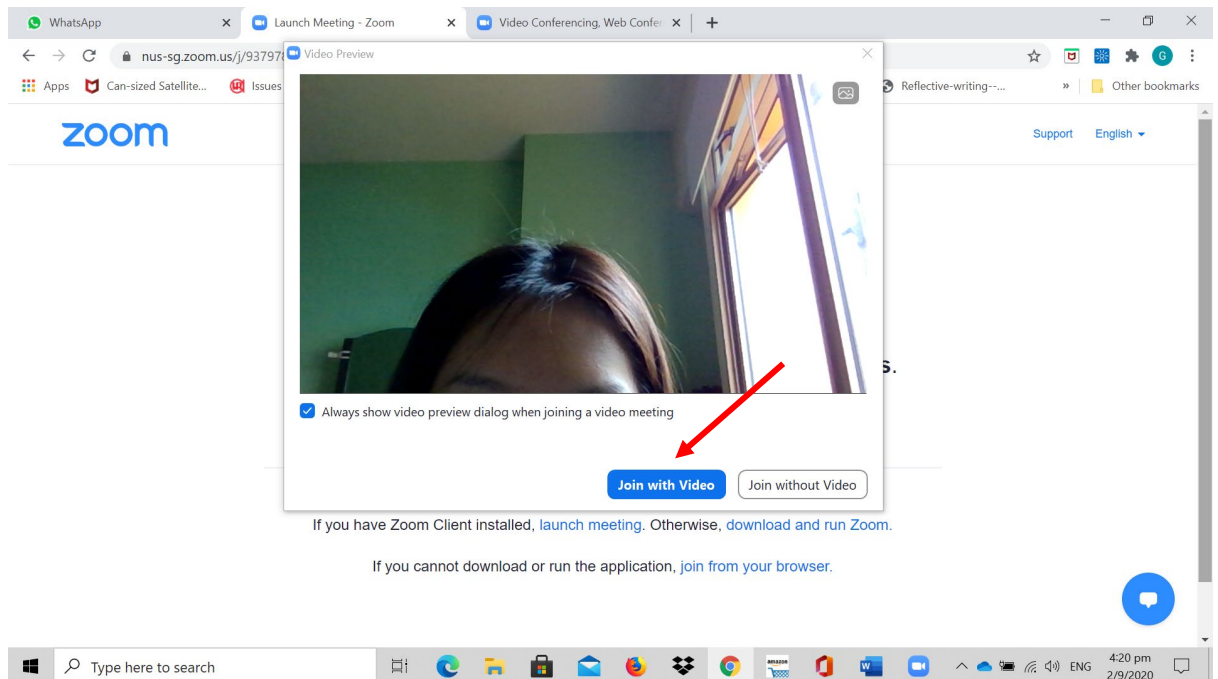
## Step 2: Joining the Zoom Meeting

- 1) Invitation link will be sent to your email provided in the registration form.
- 2) Click on the Invitation Link to join the Zoom Meeting. Watch the video tutorial on joining a meeting by Zoom [here](#).

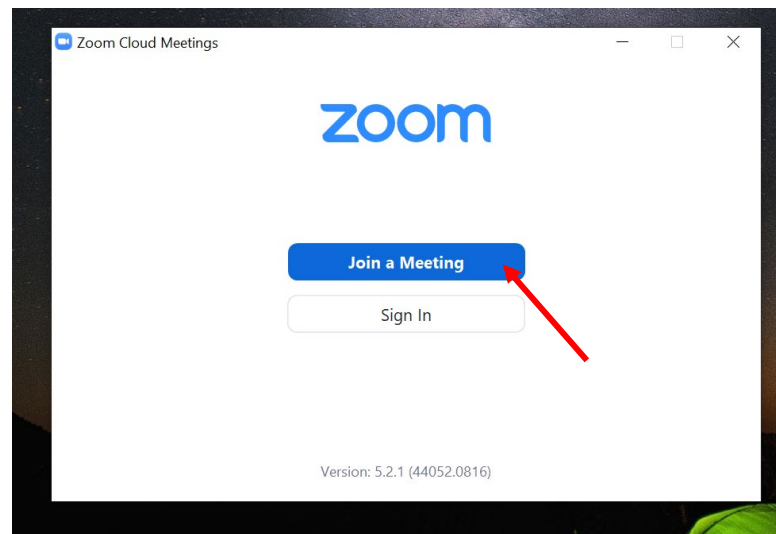
3) If you are prompted to “Open Zoom Meetings”, click on “Open Zoom Meetings” as shown below. If not, click on “Launch Meeting”.



4) When a video preview appears, press “Join with Video”



- 5) Alternatively, you may choose to join the meeting manually by launching Zoom Client application on your computer and click on “Join a Meeting”.

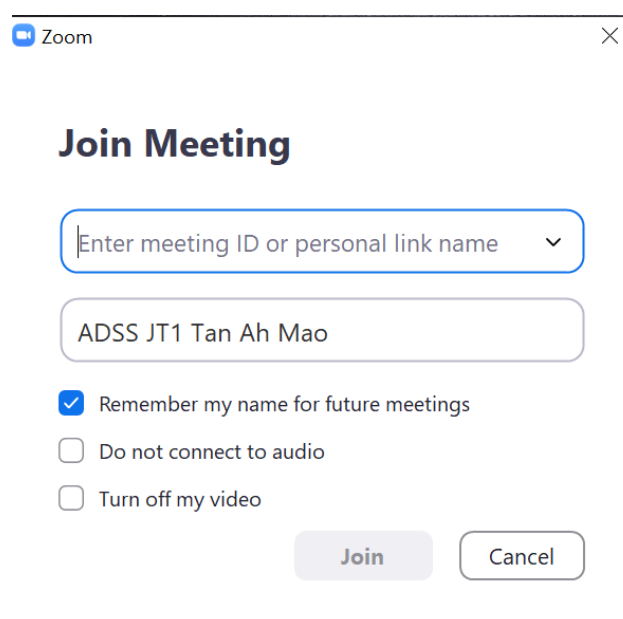


- 6) Enter the Meeting ID provided in the email sent out to you. Enter your name in the following format:

**<Initials of School Name> <J/S\*>T<Team number> <Full name of Participant>**

*\*Junior (J) or Senior(S) Category*

e.g. Junior participant named Tan Ah Mao from Admiralty Secondary School Team 1 will rename himself as: ADSS JT1 Tan Ah Mao



- 7) Check the checkbox “Remember my name for future meetings” and hit “Join”.
- 8) You will be prompted to enter the meeting passcode. The passcode can also be found in the email sent out to you together with the meeting ID.
- 9) Inside the waiting room, please wait till the host let you in

Zoom Meeting



Please wait, the meeting host will let you in soon.

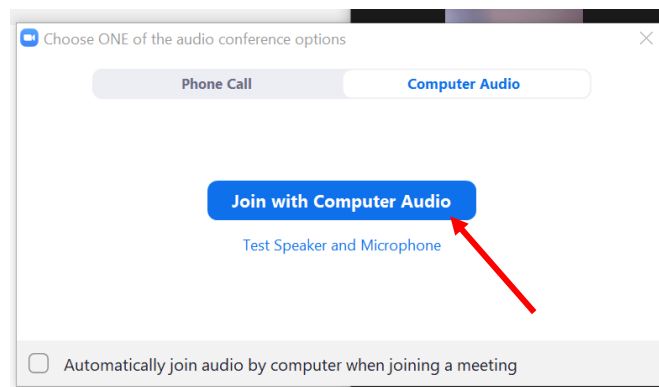
Huang Wei's Zoom Meeting

2/9/2020

Test Computer Audio

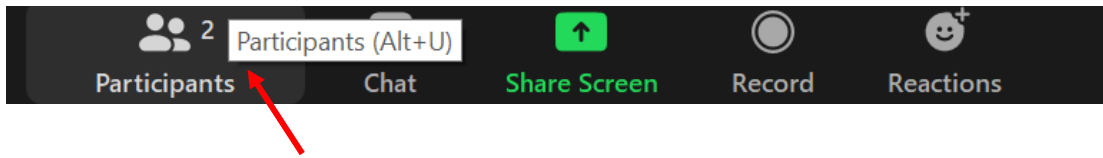


- 10) Upon entry, Click “Join with Computer Audio”

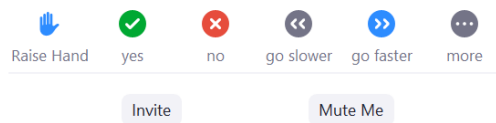
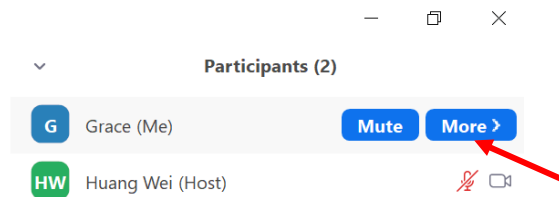


### Step 3: Renaming yourself

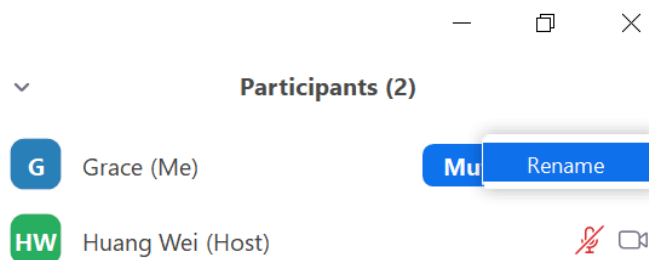
- 1) Click on "Participants" at the toolbar displayed at the bottom of the screen.



- 2) Participants List will be displayed on the right hand side. Locate yourself and click on "More"



- 3) Select "Rename"

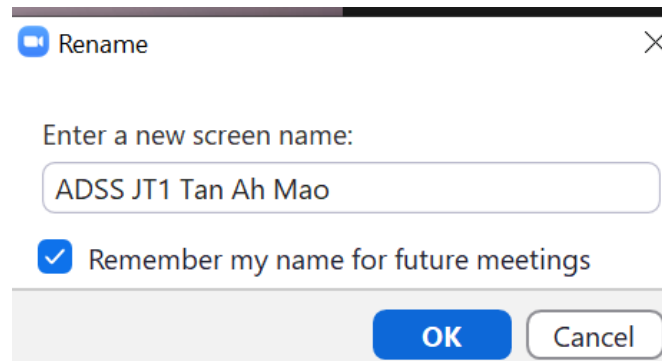


- 4) Enter your screen name in the following format, check the checkbox below the screen name and click on “OK”:

**<Initials of School Name> <J/S>T<Team number> <Full name of Participant>**

*\*Junior (J) or Senior(S) Category*

e.g. Junior participant named Tan Ah Mao from Admiralty Secondary School Team 1 will rename himself as: ADSS JT1 Tan Ah Mao



Rename

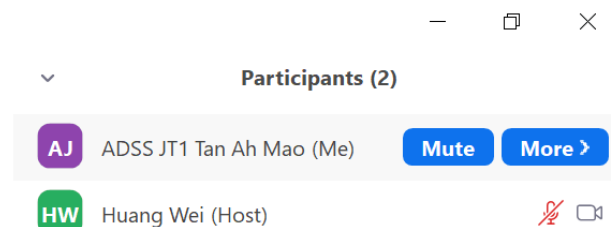
Enter a new screen name:

ADSS JT1 Tan Ah Mao

Remember my name for future meetings

OK Cancel

- 5) Your name will be changed successfully. **Please notify the AstroChallenge committee member assigned to your team in the AstroChallenge group upon renaming yourself successfully with a picture of the participant list with your screen name like the following:**



**This is to verify participants' status. Participants who fail to prove their participant status will be removed from the competition platform before the start of the competition.**